The information contained in Victoria University’s 2015 VET College was current at 01 December 2014.

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.

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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Victoria University’s 2015 VET College 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 2015.

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.

This handbook provides a guide to courses available within Victoria University’s VET College in 2015.

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.

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.
## CONTENTS

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate I in Spoken and Written English</td>
<td>10362NAT</td>
</tr>
<tr>
<td>Certificate II in Spoken and Written English</td>
<td>10363NAT</td>
</tr>
<tr>
<td>Certificate III in Spoken and Written English</td>
<td>10364NAT</td>
</tr>
<tr>
<td>Certificate IV in Spoken and Written English - Employment</td>
<td>10366NAT</td>
</tr>
<tr>
<td>Certificate IV in Electrical</td>
<td>21767VIC</td>
</tr>
<tr>
<td>Course in Assessment of Informal Learning</td>
<td>21812VIC</td>
</tr>
<tr>
<td>Certificate II in Signage</td>
<td>22003VIC</td>
</tr>
<tr>
<td>Certificate I in Work Education</td>
<td>22128VIC</td>
</tr>
<tr>
<td>Certificate I in Transition Education</td>
<td>22129VIC</td>
</tr>
<tr>
<td>Certificate II in Plumbing (Pre-apprenticeship)</td>
<td>22138VIC</td>
</tr>
<tr>
<td>Certificate IV in Tertiary Preparation</td>
<td>22182VIC</td>
</tr>
<tr>
<td>Certificate II in Engineering Studies</td>
<td>22209VIC</td>
</tr>
<tr>
<td>Certificate II in Building and Construction (Bricklaying, Carpentry, Painting and Decorating, Wall and Floor Tiling) Pre-apprenticeship</td>
<td>22216VIC</td>
</tr>
<tr>
<td>Certificate II in Mumgu-Dhal Tyama-Tiyt</td>
<td>22217VIC</td>
</tr>
<tr>
<td>Certificate III in Mumgu-Dhal Tyama-Tiyt</td>
<td>22218VIC</td>
</tr>
<tr>
<td>Course in Safe Use of Machinery for Technology Teaching</td>
<td>22231VIC</td>
</tr>
<tr>
<td>Certificate I in General Education for Adults (Introductory)</td>
<td>22235VIC</td>
</tr>
<tr>
<td>Certificate I in General Education for Adults</td>
<td>22236VIC</td>
</tr>
<tr>
<td>Certificate II in General Education for Adults</td>
<td>22237VIC</td>
</tr>
<tr>
<td>Certificate III in General Education for Adults</td>
<td>22238VIC</td>
</tr>
<tr>
<td>Certificate I in EAL (Access)</td>
<td>22250VIC</td>
</tr>
<tr>
<td>Certificate II in EAL (Access)</td>
<td>22251VIC</td>
</tr>
<tr>
<td>Certificate III in EAL (Access)</td>
<td>22253VIC</td>
</tr>
<tr>
<td>Certificate III in EAL (Employment)</td>
<td>22254VIC</td>
</tr>
<tr>
<td>Certificate III in EAL (Further Study)</td>
<td>22255VIC</td>
</tr>
<tr>
<td>Certificate IV in EAL (Access)</td>
<td>22256VIC</td>
</tr>
<tr>
<td>Certificate IV in EAL (Employment / Professional)</td>
<td>22257VIC</td>
</tr>
<tr>
<td>Certificate IV in EAL (Further Study)</td>
<td>22258VIC</td>
</tr>
<tr>
<td>Certificate II in Electrotechnology Studies (Pre-vocational)</td>
<td>22261VIC</td>
</tr>
<tr>
<td>Certificate IV in Frontline Management</td>
<td>BSB40812</td>
</tr>
<tr>
<td>Certificate IV in Project Management Practice</td>
<td>BSB41513</td>
</tr>
<tr>
<td>Advanced Diploma of Management</td>
<td>BSB60407</td>
</tr>
<tr>
<td>Certificate II in Construction</td>
<td>CPC20112</td>
</tr>
<tr>
<td>Certificate III in Bricklaying/Blocklaying</td>
<td>CPC30111</td>
</tr>
<tr>
<td>Certificate III in Carpentry</td>
<td>CPC30211</td>
</tr>
<tr>
<td>Certificate III in Joinery</td>
<td>CPC31912</td>
</tr>
<tr>
<td>Certificate III in Carpentry and Joinery</td>
<td>CPC32011</td>
</tr>
<tr>
<td>Certificate III in Signage</td>
<td>CPC32111</td>
</tr>
<tr>
<td>Certificate III in Plumbing</td>
<td>CPC32412</td>
</tr>
<tr>
<td>Certificate IV in Building and Construction (Building)</td>
<td>CPC40110</td>
</tr>
<tr>
<td>Certificate IV in Building and Construction (Estimating)</td>
<td>CPC40308</td>
</tr>
<tr>
<td>Certificate IV in Plumbing and Service</td>
<td>CPC40912</td>
</tr>
<tr>
<td>Diploma of Specialist Make-Up Services</td>
<td>CUF50407</td>
</tr>
<tr>
<td>Certificate I in Access to Vocational Pathways</td>
<td>FSK10113</td>
</tr>
<tr>
<td>Certificate I in Skills for Vocational Pathways</td>
<td>FSK10213</td>
</tr>
<tr>
<td>Certificate II in Skills for Work and Vocational Pathways</td>
<td>FSK20113</td>
</tr>
<tr>
<td>Certificate II in Furniture Finishing</td>
<td>LMF20202</td>
</tr>
<tr>
<td>Certificate II in Furniture Making</td>
<td>LMF20309</td>
</tr>
<tr>
<td>Certificate III in Furniture Making (Wood Machining)</td>
<td>LMF30502</td>
</tr>
<tr>
<td>Certificate III in Cabinet Making</td>
<td>LMF32109</td>
</tr>
<tr>
<td>Certificate II in Engineering</td>
<td>MEM20105</td>
</tr>
<tr>
<td>Certificate</td>
<td>Code</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Certificate III in Engineering (Mechanical Trade)</td>
<td>NEM30205</td>
</tr>
<tr>
<td>Certificate III in Engineering (Fabrication Trade)</td>
<td>NEM30305</td>
</tr>
<tr>
<td>Certificate IV in Engineering</td>
<td>NEM40105</td>
</tr>
<tr>
<td>Certificate II in Furniture Finishing</td>
<td>MSF20213</td>
</tr>
<tr>
<td>Certificate II in Furniture Making</td>
<td>MSF20313</td>
</tr>
<tr>
<td>Certificate II in Hairdressing</td>
<td>SIH20111</td>
</tr>
<tr>
<td>Certificate III in Hairdressing</td>
<td>SIH30111</td>
</tr>
<tr>
<td>Certificate IV in Hairdressing</td>
<td>SIH40111</td>
</tr>
<tr>
<td>Certificate II in Hospitality</td>
<td>SIT20212</td>
</tr>
<tr>
<td>Certificate II in Hospitality</td>
<td>SIT20213</td>
</tr>
<tr>
<td>Certificate III in Commercial Cookery</td>
<td>SIT30812</td>
</tr>
<tr>
<td>Certificate IV in Hospitality (Commercial Cookery)</td>
<td>SIT40407</td>
</tr>
<tr>
<td>Certificate III in Electrotechnology Electrician</td>
<td>UEE30811</td>
</tr>
<tr>
<td>Certificate IV in Industrial Automation and Control</td>
<td>UEE43211</td>
</tr>
<tr>
<td>Victorian Certificate of Applied Learning (Foundation)</td>
<td>VCALFND001</td>
</tr>
<tr>
<td>Victorian Certificate of Applied Learning (Intermediate)</td>
<td>VCALINT001</td>
</tr>
<tr>
<td>Victorian Certificate of Applied Learning (Senior)</td>
<td>VCALSEN001</td>
</tr>
<tr>
<td>Victorian Certificate of Education (VCE)</td>
<td>VCE0000001</td>
</tr>
</tbody>
</table>
Below are details of courses offered by the VET College in 2015.

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

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

CERTIFICATE I IN SPOKEN AND WRITTEN ENGLISH
Course Code: 10362NAT
Campus: Werribee, Footscray Nicholson, Melton, Sunshine, St Albans.

About this course: CSWE I is a Beginner course for learners who have just started learning English or who have not had much experience of English. The course provides the skills for learners to be able to use and understand English in everyday situations. The course begins to develop learner skills in participating effectively in a formal learning environment, as well as skills in recognising numbers, doing basic arithmetic, reading maps and reading graphs in a highly familiar context.

Course Objectives: The course in Preliminary Spoken and Written English and the Certificates I-V in Spoken and Written English provide a general education framework for learners to develop English language and literacy skills and optional numeracy skills to undertake further education and training, seek and maintain employment, and participate in the general community. The curriculum is used widely throughout Australia in the Adult Migrant English Program (AMEP), the Adult and Community Education (ACE) sector, TAFE colleges, universities and private providers. (p3 The Curriculum Framework, May 2013). Certificate I in Spoken and Written English is a beginner course for learners who have just started learning English or who have had minimal exposure to English. The course develops the skills for learners to satisfy their basic everyday transactional needs. It provides general language education primarily targeted to newly arrived migrants and refugees who need to develop language skills to participate in a range of community contexts.

Educational outcomes for Certificate I in Spoken and Written English are as follows: learning strategies to study in formal learning environments, giving personal information, comprehending and participating in transactional and casual spoken exchanges, comprehending spoken and written information and instructions, comprehending and leaving telephone messages, telling and composing personal recounts, comprehending and composing informal texts, comprehending news texts, comprehending and performing addition and subtraction with whole numbers, comprehending and using the metric system of measurement. In the process of developing the above language, literacy and numeracy skills, learners are able to demonstrate competence in the following Certificate I AQF characteristics: demonstrate and apply knowledge and skills to a narrow range of routine and predictable tasks, receive and pass on messages and information, demonstrate responsibility for own learning.

Careers: Further education and training.

Course Duration: 0.5 years.

Selection Processes: Direct Entry, Interview, Written Test. Selection of participants for the Certificates in Spoken and Written English courses is normally based on their need to develop language, literacy and numeracy skills. Participants in 10362NAT Certificate I in Spoken and Written English should have language and literacy skills at least equivalent to 10361NAT Preliminary Course in Spoken and Written English. The entry level Certificate I is ISLPR 0+ across all macroskills: listening, speaking, reading and writing. Activities and assessments throughout the course should relate to familiar and predictable contexts and support should be provided as required.

COURSE STRUCTURE

The course may be offered on a full-time basis over 500 nominal hours or part-time equivalent. Successful completion of 10362NAT Certificate I in Spoken and Written English requires successful completion of 7 modules:

- 1 compulsory module - CSWE I Module SWELRN101A Basic learning strategies
- 6 elective modules with 1 module from the spoken text electives and 1 module from the written text electives

Compulsory

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWELRN101A</td>
<td>basic learning strategies</td>
<td>20</td>
</tr>
</tbody>
</table>

Spoken text electives

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWEPER102A</td>
<td>giving personal information</td>
<td>80</td>
</tr>
<tr>
<td>SWETRA103A</td>
<td>comprehending and participating in short transactional exchanges</td>
<td>80</td>
</tr>
<tr>
<td>SWEINF104A</td>
<td>comprehending spoken information and instructions</td>
<td>80</td>
</tr>
</tbody>
</table>

Written text electives

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWECIN105A</td>
<td>comprehending and participating in short conversations</td>
<td>80</td>
</tr>
<tr>
<td>SWERC106A</td>
<td>comprehending and telling spoken recounts</td>
<td>80</td>
</tr>
<tr>
<td>SWEMSG107A</td>
<td>comprehending and leaving telephone messages</td>
<td>80</td>
</tr>
</tbody>
</table>

Written text electives

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWEINS108A</td>
<td>comprehending written instructions and completing a short form</td>
<td>80</td>
</tr>
<tr>
<td>SWDEES109A</td>
<td>comprehending and composing written descriptions</td>
<td>80</td>
</tr>
<tr>
<td>SWEREC110A</td>
<td>comprehending and composing written recounts</td>
<td>80</td>
</tr>
<tr>
<td>SWEKTN111A</td>
<td>comprehending and composing short informal written texts</td>
<td>80</td>
</tr>
</tbody>
</table>

Short text electives

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWENWS112A</td>
<td>comprehending short news and information texts</td>
<td>80</td>
</tr>
</tbody>
</table>

Numeracy electives

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWENUM113A</td>
<td>comprehending and performing addition and subtraction with decimal whole numbers</td>
<td>80</td>
</tr>
<tr>
<td>SWEMSR114A</td>
<td>comprehending and using the metric system of measurement</td>
<td>80</td>
</tr>
</tbody>
</table>
**MEASUREMENT**

**CERTIFICATE II IN SPOKEN AND WRITTEN ENGLISH**

**Course Code:** 10363NAT  
**Campus:** Werribee, Footscray Nicholson, Melton, Sunshine, St Albans.

**About this course:** CSWE II is a post-beginner course for learners who develop the skills for learners to satisfy their simple everyday transactional and limited social needs. Entry level is an International Second Language Proficiency Rating (ISLPR) level of 1 across all macroskills. The course begins to develop learning strategies to participate in, and contribute to, a formal learning environment, and to develop independent learning skills.

**Course Objectives:** The Course in Preliminary Spoken and Written English and the Certificates I-IV in Spoken and Written English provide a general education framework for learners to develop English language and literacy skills and optional numeracy skills to undertake further education and training, seek and maintain employment, and participate in the general community. The curriculum is used widely throughout Australia in the Adult Migrant English Program (AMEP), the Adult and Community Education (ACE) sector, TAFE colleges, universities and private providers. (p3 The Curriculum Framework, May 2013). Certificate II in Spoken and Written English is a post-beginner course for learners who have developed a basic level of English, literacy or numeracy skills and have had some formal or informal exposure to English. Graduates of CSWE II will be able to apply this knowledge to demonstrate autonomy and limited judgement while undertaking defined activities in community, work and educational contexts. (p59 Qualification level, May 2013) Outcomes for Certificate II in Spoken and Written English are as follows:

- **Comprehending and participating in transactional and casual spoken exchanges**
- **Comprehending spoken and written information and instructions**
- **Comprehending and participating in telephone exchanges**
- **Comprehending and participating in interviews**
- **Completing formatted texts**
- **Comprehending and composing story texts**
- **Comprehending and composing opinion texts**
- **Comprehending and composing job seeking texts**
- **Comprehending news texts**
- **Comprehending and performing multiplication and division with whole numbers**
- **Comprehending and using fractions and decimals**

In the process of developing the above language, literacy and numeracy skills, learners are able to demonstrate competence in the following AQF characteristics:

- **Demonstrate and apply knowledge and skills to a varied range of clearly defined contexts in which the choice of actions is clear and limited in complexity**
- **Apply solutions to a limited range of predictable problems**
- **Receive, assess and record information from a variety of sources**
- **Demonstrate some responsibility for the quality of own learning**
- **Collaborate with others in groups**

**Careers:** Further study and training

**Course Duration:** 0.5 years

**Selection Processes:** Direct Entry, Interview, Written Test, OtherSelection of participants for the Certificates in Spoken and Written English courses is normally based on their need to develop language, literacy and numeracy skills. Participants in 10363NAT Certificate II in Spoken and Written English should have language and literacy skills at least equivalent to 10362NAT Certificate I in Spoken and Written English. The entry level Certificate II is ISLPR 1 across all macroskills.

**reading, reading and writing. Learners should have a basic level of English, literacy or numeracy skills and have had some formal or informal exposure to English.**

**COURSE STRUCTURE**

The course may be offered on a full-time basis over 500 nominal hours or part-time equivalent. Successful completion of 10363NAT Certificate II in Spoken and Written English requires successful completion of 7 modules:

- 1 compulsory module - CSWE II Module SWELRN201A Intermediate learning strategies
- 6 elective modules with 1 module from the spoken text electives and 1 module from the written text electives

**Compulsory**

- **SWELRN201A** Intermediate Learning Strategies  
  - **MEASUREMENT**
  - Intermediate Learning Strategies  
  - 20

**Spoken text electives**

- **SWEPAS202A** Comprehending and Participating in Routine Casual Conversations  
  - **MEASUREMENT**
  - Comprehending and Participating in Routine Casual Conversations  
  - 80

- **SWEPAS203A** Comprehending and Participating in Transactional Exchanges  
  - **MEASUREMENT**
  - Comprehending and Participating in Transactional Exchanges  
  - 80

- **SWEPAS204A** Comprehending and Giving Spoken Information Exchanges  
  - **MEASUREMENT**
  - Comprehending and Giving Spoken Information Exchanges  
  - 80

- **SWEPAS205A** Comprehending and Participating in Telephone Exchanges  
  - **MEASUREMENT**
  - Comprehending and Participating in Telephone Exchanges  
  - 80

- **SWEPAS206A** Comprehending and Giving Spoken Instructions  
  - **MEASUREMENT**
  - Comprehending and Giving Spoken Instructions  
  - 80

- **SWEPAS207A** Comprehending and Participating in Simple Interviews  
  - **MEASUREMENT**
  - Comprehending and Participating in Simple Interviews  
  - 80

**Written text electives**

- **SWEPAS208A** Comprehending Written Instructions and Completing Formatted Texts  
  - **MEASUREMENT**
  - Comprehending Written Instructions and Completing Formatted Texts  
  - 80

- **SWEPAS209A** Comprehending and Composing Story Texts  
  - **MEASUREMENT**
  - Comprehending and Composing Story Texts  
  - 80

- **SWEPAS210A** Comprehending and Composing Informal Texts  
  - **MEASUREMENT**
  - Comprehending and Composing Informal Texts  
  - 80

- **SWEPAS211A** Comprehending News and Information Texts  
  - **MEASUREMENT**
  - Comprehending News and Information Texts  
  - 80

- **SWEPAS212A** Comprehending and Composing Information Reports  
  - **MEASUREMENT**
  - Comprehending and Composing Information Reports  
  - 80

- **SWEPAS213A** Comprehending and Composing Opinion Texts  
  - **MEASUREMENT**
  - Comprehending and Composing Opinion Texts  
  - 80

- **SWEPAS214A** Comprehending and Composing Job Seeking Texts  
  - **MEASUREMENT**
  - Comprehending and Composing Job Seeking Texts  
  - 80

- **SWEPAS215A** Comprehending Visual Texts  
  - **MEASUREMENT**
  - Comprehending Visual Texts  
  - 80

**Numeracy skills electives**

- **SWEPAS216A** Comprehending and Performing Multiplication and Division  
  - **MEASUREMENT**
  - Comprehending and Performing Multiplication and Division  
  - 80
CERTIFICATE III IN SPOKEN AND WRITTEN ENGLISH

Course Code: 10364NAT

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

About this course: CSWE III is an Intermediate course for learners which develops the skills for learners to satisfy their simple everyday transactional and limited social needs. Entry level is an International Second Language Proficiency Rating (ISLPR) level of 1+ across all macro-skills. The course begins to develop learning strategies to negotiate and develop a learning plan, contribute to the formal learning environment, and develop independent learning skills.

Course Objectives: The Course in Preliminary Spoken and Written English and the Certificates I-IV in Spoken and Written English provide a general education framework for learners to develop English language and literacy skills and optional numeracy skills to undertake further education and training, seek and maintain employment, and participate in the general community. The curriculum is used widely throughout Australia in the Adult Migrant English Program (AMEP), the Adult and Community Education (ACE) sector, TAFE colleges, universities and private providers. (p3 The Curriculum Framework, May 2013). Certificate III in Spoken and Written English is an Intermediate course for learners who have developed a survival level of English, literacy or numeracy skills and who have had some formal or informal exposure to English. Outcomes for Certificate III in Spoken and Written English are as follows: 

1. Comprehending and participating in casual spoken exchanges
2. Comprehending and negotiating complex exchanges
3. Participating in interviews
4. Comprehending and conducting presentations
5. Comprehending and participating in discussions
6. Composing formal correspondence
7. Completing formatted texts
8. Comprehending and composing narrative texts
9. Comprehending and composing information texts
10. Comprehending and composing discussions and expositions
11. Comprehending and composing jobseeking texts
12. Comprehending news stories and advertisements
13. Comprehending and composing visual texts
14. Comprehending and giving complex instructions
15. Language for jobseeking
16. Comprehending and performing multi-step mathematical operations
17. Applying and interpreting mathematical information

In the process of developing the above language, literacy and numeracy skills, learners are able to demonstrate competence in the following Certificate III AQF characteristics: 

- Select, adapt and transfer theoretical knowledge and skills to new contexts
- Apply solutions to a variety of predictable problems
- Interpret available information using discretion and judgement
- Take responsibility for own learning
- Collaborate with others in groups

Careers: Further education and training.

Course Duration: 0.5 years

Selection Processes: Direct Entry, Interview, Written Test, Other. Selection of participants for the Certificates in Spoken and Written English courses is normally based on their need to develop language, literacy and numeracy skills. Participants in 10364NAT Certificate III in Spoken and Written English should have language and literacy skills at least equivalent to 10363NAT Certificate II in Spoken and Written English. The entry level Certificate II is ISLPR 1+ across all macro-skills; listening, reading, reading and writing.

Course Structure

The course may be offered on a full-time basis over 500 nominal hours or part-time equivalent. Successful completion of 10364NAT Certificate III in Spoken and Written English requires successful completion of 9 modules:

- 1 compulsory module - CSWE III Module SWELRN301A Advanced learning strategies
- 8 elective modules with at least 2 modules from the spoken text electives and at least 2 modules from the written text electives

Compulsory

SWELRN301A ADVANCED LEARNING STRATEGIES 20

Course Code:

SWECON302A COMPREHENDING AND PARTICIPATING IN CASUAL CONVERSATIONS 60

SWEXC303A COMPREHENDING AND NEGOTIATING COMPLEX EXCHANGES 60

SWEINT304A COMPREHENDING AND PARTICIPATING IN INTERVIEWS 60

SWEPRE305A COMPREHENDING AND CONDUCTING PRESENTATIONS 60

SWEDI306A COMPREHENDING AND PARTICIPATING IN DISCUSSIONS 60

Written text electives

SWECOR307A COMPOSING FORMAL CORRESPONDENCE AND COMPLETING FORMATTED TEXTS 60

SWEINF308A COMPREHENDING AND COMPOSING COMPLEX INFORMATION TEXTS 60

SWENAR309A COMPREHENDING AND COMPOSING NARRATIVE TEXTS 60

SWEDSN310A COMPREHENDING AND COMPOSING NEWS STORIES AND ADVERTISEMENTS 60

SWEXP311A COMPREHENDING AND COMPOSING EXPOSITIONS 60

SWEVIS312A COMPREHENDING AND COMPOSING VISUAL TEXTS 60

SWEADS313A COMPREHENDING NEWS STORIES AND ADVERTISEMENTS 60

Mixed text electives

SWEINS314A COMPREHENDING AND GIVING COMPLEX INSTRUCTIONS 60

SWEJOB315A LANGUAGE SKILLS FOR JOBSEEKING 60

Numeracy skills electives

SWECAL316A COMPREHENDING AND PERFORMING MULTIPLE-STEP CALCULATIONS 60

SWEMAT317A APPLYING AND INTERPRETING MATHEMATICAL INFORMATION 60
CERTIFICATE IV IN SPOKEN AND WRITTEN ENGLISH - EMPLOYMENT

Course Code: 10366NAT
Campus: Werribee, Footscray Nicholson, Melton, Sunshine, St Albans.

About this course: This course is an advanced course which develops skills for learners to participate in a range of vocational contexts.

Course Objectives: 10366NAT Certificate IV in Spoken and Written English – Employment provides a general education curriculum framework for English as an additional language (EAL) language and literacy education primarily targeted to overseas trained migrants and refugees who need to develop higher level language skills to obtain and maintain employment in their fields of training and expertise. It focuses specifically on the development of spoken language and literacy skills to obtain employment and effectively engage in work. 10366NAT Certificate IV in Spoken and Written English – Employment is an advanced course for learners who have developed some competence in English and literacy skills and who have had a fair degree of formal or informal exposure to English. Outcomes are: pronunciation for employment contexts, researching the language and culture of the Australian workplace, career planning, reading and writing for public sector job applications, reading and writing for private sector job applications, negotiating complex transactional telephone calls, participating in job interviews, participating in casual conversations, providing spoken information, giving spoken instructions, participating in discussions, critically reading and interpreting complex workplace texts, writing formal workplace documents (p52 Course Information CSWE curriculum document, NSW AMES July 2013). Therefore, on completion learners will be able to: articulate into a vocational course, search for employment.

Careers: This course provides a pathway to further English study in ESL courses, vocationally oriented courses, Further Study or Employment/Professional streams, Certificate IV or Diploma industry qualifications and vocational pathways.

Course Duration: 0.5 years

Selection Processes: Direct Entry, Interview, Written Test, Other. Selection of participants for the Certificate IV in Spoken and Written English – Employment is normally based on their need to develop language and literacy skills with a further study focus. Participants in 10366NAT Certificate IV in Spoken and Written English – employment should have language and literacy skills at least equivalent to 10364NAT Certificate III in Spoken and Written English. The entry level is ISLPR 2+.

COURSE STRUCTURE

The course is delivered to mature age groups, youth groups and general access groups. Course structure and delivery is varied to suit the needs and interests of these particular groups. There are two distinct groups of electives within this course: Group A: Jobseeking and Group B: Workplace communication. Successful completion of 10366NAT Certificate IV in Spoken and Written English - Employment requires successful completion of the following mandatory selection of modules/units:

- 1 core module - CSWE IV - Employment Module SWEPSE401A Pronunciation skills for employment
- all units/modules in Group A for Jobseeking (5) or Group B for Workplace Communication (4)
- 2 electives

Core

SWEPSE401A PRONUNCIATION SKILLS FOR EMPLOYMENT 80

Group A - Jobseeking

SWEWSJ404A WRITING SKILLS FOR JOBSEEKING DOCUMENTS 80

SWESSJ405A SPEAKING SKILLS FOR JOBSEEKING 80

Group B - Workplace communication

FSKWTG10 WRITE COMPLEX WORKPLACE TEXTS 20

FSKRDG11 READ AND RESPOND TO COMPLEX WORKPLACE INFORMATION 20

FSKOCM04 USE ORAL COMMUNICATION SKILLS TO PARTICIPATE IN WORKPLACE MEETINGS 10

Suggested jobseeking electives

SWELCE402A LANGUAGE AND CULTURE OF EMPLOYMENT IN AUSTRALIA 60

FSKLRG10 USE ROUTINE STRATEGIES FOR CAREER PLANNING 1

FSKOCM10 USE ORAL COMMUNICATION SKILLS FOR COMPLEX WORKPLACE PRESENTATIONS 15

Suggested workplace communication electives

SWEWSJ404A WRITING SKILLS FOR PUBLIC SECTOR APPLICATIONS 80

FSKOCM10 USE ORAL COMMUNICATION SKILLS FOR COMPLEX WORKPLACE PRESENTATIONS 15

FSKOCM08 USE ORAL COMMUNICATION SKILLS TO FACILITATE WORKPLACE NEGOTIATIONS 15

FSKOCM07 INTERACT EFFECTIVELY WITH OTHERS AT WORK 10

BSBCUS201B DELIVER A SERVICE TO CUSTOMERS 40

CERTIFICATE IV IN ELECTRICAL

Course Code: 21767VIC
Campus: Sunshine. This course is offered in the following locations off-shore: Ho Chi Minh City-Vietnam, Do Nang City-Vietnam, Ha Noi-Vietnam, Harare-Zimbabwe, Tehran-Iran, Dublin-Ireland, Kildare-Ireland, Chennai-India, Mumbai-India, New Delhi-India, Manila-Philippines, Makati City-Philippines, Capetown-South Africa, Johannesburg-South Africa, San Paulo-Brazil, Beijing-China, Tashghar-China, Suva-Fiji, Port Moresby-PNG, Bangkok-Thailand Seoul-South Korea & Islamabad-Pakistan, Colombo-Sri Lanka, London-UK, Glasgow-UK, Swindon-UK & Surrey-UK Dubai-UAE.

About this course: Enhance your technical skills in the industrial applications of motors and their control systems and increase your employment prospects as an electrical technician. Learn to use Scada systems, diagnose and repair system faults, estimate electrotechnology projects and install and maintain induction motors.
Course Objectives: To provide students with training for licensed electrical workers beyond trade level. In particular, the course provides industry required skills in the following areas: Electrical Business Management and Contracting; Programmable Logic Controllers; Motor Control; Industrial Control; Mechatronics.

Careers: Graduates of this course could be employed in the following areas: Electrical Business Management and Contracting; Programmable Logic Controllers; Motor Control; Industrial Control; Mechatronics.

Course Duration: 2 years

Admission Requirements Other: Minimum entry requirements are the competencies defined by the Certificate III in Electrotechnology Systems Electrician, or other relevant engineering discipline. In addition, participants should have as a minimum, language, literacy and numeracy skills equivalent to level 3 of the National Reporting System (NRS).

Selection Processes: Direct Entry

COURSE STRUCTURE

The course structure is based completely on elective choices. Five distinct streams are available, which are:

- Electrical business management and contracting
- Programmable logic controllers
- Motor control
- Industrial control
- Mechatronics

To be eligible for the award of the Certificate IV in Electrical, completion of all units from any one of the streams must be achieved. Only one stream is required to be satisfied in order to graduate.

Elective Units of Study

Stream 1 Electrical Business Management and Contracting

- PMB05409A ESTABLISH, MAINTAIN AND EVALUATE AN OH&S SYSTEM 40
- VBQU448 PREPARE SPECIFICATIONS FOR THE SUPPLY OF MATERIALS AND EQUIPMENT FOR ELECTROTECHNOLOGY PROJECTS 40
- VBQU449 ESTIMATE ELECTROTECHNOLOGY PROJECTS 40
- VBQU450 PROVIDE QUOTATIONS FOR INSTALLATION OR SERVICE JOBS 60
- VBQU451 CONDUCT AN ELECTRICAL CONTRACTING BUSINESS 40

Stream 2 Programmable Logic Controllers

- MCM2261A USE SCADA SYSTEMS IN MANUFACTURING 30
- VBQU452 SET UP AND COMMISSION PROGRAMMABLE LOGIC CONTROLLERS 40
- VBQU453 WRITE PROGRAMS FOR PROGRAMMABLE LOGIC 60

Stream 3 Motor Control

- VBQU454 DEVELOP, ENTER AND VERIFY PROGRAMS FOR SCADA SYSTEMS 60
- VBQU455 INTEGRATE PROGRAMMABLE LOGIC CONTROLLERS INTO INDUSTRIAL CONTROL PROCESSES 80

Stream 4 Industrial Control

- VBQU461 DIAGNOSE AND RECTIFY FAULTS IN INDUSTRIAL CONTROL EQUIPMENT AND SYSTEMS 60
- VBQU462 DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC POWER CONTROL SYSTEMS 60
- VBQU463 DEVELOP, ENTER AND VERIFY PROGRAMS FOR INDUSTRIAL CONTROL SYSTEMS USING HIGH LEVEL LANGUAGE 60
- VBQU464 PROVIDE SOLUTIONS TO PROBLEMS IN BASIC INDUSTRIAL CONTROL SYSTEMS 60

Stream 5 Mechatronics

- VBQU465 TEST AND MONITOR FLUID POWER CIRCUITS 60
- VBQU466 INSTALL AND MAINTAIN HYDRAULIC/PNEUMATIC SYSTEMS 80
- VBQU467 SET UP ELECTRONICALLY CONTROLLED ROBOTICALLY OPERATED COMPLEX SYSTEMS 80
- VBQU468 TEST AND COMMISSION TRANSDUCERS AND SENSORS 60
- VBQU469 SET UP ELECTRONICALLY CONTROLLED MECHANICALLY OPERATED COMPLEX SYSTEMS 60

COURSE IN ASSESSMENT OF INFORMAL LEARNING

Course Code: 21812VIC
Campus: Industry, City King St.

About this course: Learners who attain the unit of competency in the course Assess informal learning will have acquired the skills and knowledge to assign a level of complexity of learning gain using an appropriate assessment methodology.
Course Objectives: Development of VET practitioner skill base, specifically to enable exercising professional judgement in establishing and describing a learning gain with the learner and assigning a level of complexity relevant to the skill level.

Careers: Skills Assessor

Course Duration: 0.5 years

Admission Requirements Other: Employer referral

Selection Processes: Employer Choice

COURSE STRUCTURE

To obtain a Statement of Attainment indicating achievement of the course, successful completion of the unit of competency is required.

Core Unit

VBOU631 ASSESS INFORMAL LEARNING 30

CERTIFICATE II IN SIGNAGE

Course Code: 22003VIC
Campus: Industry, Sunshine.

About this course: Get a head start in the dynamic sign industry. With a skills shortage in the industry, many employers are seeking good applicants who have completed Certificate II training. Develop your artistic flair and use various techniques and materials such as computer graphics, painting, engraving, vinyl, glass, wood and plastic to create prominent designs.

Course Objectives: The objective of this course is to provide skills to people looking at getting started in the Sign Industry as many employers prefer applicants that have completed Certificate II level training and will assist in the ‘Skills Shortage’ experienced in this trade.

Careers: Sign Writer

Course Duration: 0.5 years

Admission Requirements Other: All students are interviewed for selection. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

Selection Processes: Interview

COURSE STRUCTURE

To be awarded this qualification participants are required to complete all 15 units of competency.

Core Units

CPCCCM1003A PLAN AND ORGANISE WORK 20
CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
CPCCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
CPCCCM2008A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
CPCSS2002A LAY OUT AND DESIGN SIGNAGE 40
CPCSS2003A PREPARE SURFACES FOR SIGNAGE 20
VPAU535 USE SIGN INDUSTRY TOOLS, PLANT AND EQUIPMENT 40
VPAU536 WRITE SIGNS ON UNEVEN SURFACES 60
VPAU537 OPERATE A FLAT BED ROUTER 20
VPAU541 PRODUCE BASIC COMPUTER AIDED MANUFACTURED (CAM) SIGNS - VINYL 60
VPAU542 PRODUCE BASIC SIGNS 96
LMF662002B APPLY FIRST AID 8

CERTIFICATE I IN WORK EDUCATION

Course Code: 22128VIC
Campus: Footscray Nicholson, Industry, St Albans, Industry locations within the Western Suburbs...

About this course: This course is for individuals with special learning needs. It introduces students to full-time adult learning in a mainstream setting. It aims to increase students’ confidence through developing their communication, mathematical, organisational, study, vocational and employment-seeking skills.

22128VIC Certificate I in Work Education: This course provides students with the flexibility to complete all the units in either 1 or 2 years.

Course Objectives: The Certificate I in Work Education is designed for a range of learners with a disability/disabilities or with significant evidence of a disability or special learning needs which impact on their learning. The focus of Work Education is providing post school educational options for people who have individual, special learning needs and its main focus is on enabling learners to find the most appropriate option for them in the community after leaving school.

Careers: This is a transition program that assists students with intellectual disabilities to move from school to further education, vocational training and/or employment. Through the program, students increase their work readiness, community access awareness, independence, understanding and knowledge of vocational options and possibilities.

Course Duration: 1 year

Admission Requirements Other: Applicants must be 16+ and must be able to demonstrate to the satisfaction of the Program Manager that they are in search of adult study options.

Selection Processes: Direct Entry
COURSE STRUCTURE

This course is one year full-time. Flexible learning arrangements may include off-campus study, workshops or workplace delivery.

Core units/modules - All 6 must be completed

**VU20438** DEVELOP AN INDIVIDUAL VOCATIONAL PLAN WITH SUPPORT 100
**VU20439** DEVELOP PERSONAL MANAGEMENT SKILLS FOR WORK 80
**VU20009** PARTICIPATE IN JOB SEEKING ACTIVITIES 50
**VU20440** PARTICIPATE IN VOCATIONAL TASTERS/ACTIVITIES 400
**VU20441** PARTICIPATE IN PRACTICAL PLACEMENT WITH SUPPORT 300
**BSOHS201A** PARTICIPATE IN OHS PROCESSES 20

Elective units - All 7 must be completed

**VU20442** DEVELOP INTERPERSONAL COMMUNICATIONS SKILLS FOR THE WORKPLACE 30
**TLIE307C** PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40
**VU20007** PREPARE FOR EMPLOYMENT 30
**CHCVOL201B** BE AN EFFECTIVE VOLUNTEER 25
**VBQU127** WORK WITH TIME, MONEY AND DIRECTIONS IN SIMPLE EVERYDAY SITUATIONS 60
**BSBITU101A** OPERATE A PERSONAL COMPUTER 20
**VBQU121** ENGAGE WITH SIMPLE TEXTS FOR EMPLOYMENT PURPOSES 20

CERTIFICATE I IN TRANSITION EDUCATION

Course Code: 22129VIC
Campus: Footscray Nicholson, Industry, St Albans, Industry locations within the Western Suburbs.

About this course: This course provides young people who have special learning needs (associated with intellectual and learning disability) with the skills to access preferred options such as further education and/or training, or entry into paid employment or voluntary work.

Course Objectives: The Certificate I in Transition Education is designed for a range of learners with a disability/disabilities or with significant evidence of a disability or special learning needs which impact on their learning. The focus of Transition Education is providing post school educational options for people who have individual, special learning needs and its main focus is on enabling learners to find the most appropriate option for them in the community after leaving school.

Careers: This is a transition program that assists students with intellectual disabilities to move from school to further education, vocational training and/or employment. Through the program, students increase their work readiness, community access awareness, independence, understanding and knowledge of vocational options and possibilities.

Course Duration: 1 year

Admission Requirements Other: Applicants must be post school age (18+ years of age and eligible for Futures Funding) and must be able to demonstrate to the satisfaction of the Program Manager that they are in search of adult study options.

Selection Processes: Direct Entry, Interview, Written Test

COURSE STRUCTURE

This course is offered on a full-time basis over 1 year (980-1160 hours) or part-time equivalent according to individual needs.

Core units - All six units must be completed

**VU20488** DEVELOP AND DOCUMENT A LEARNING PLAN AND PORTFOLIO WITH SUPPORT 150
**VU20489** ENHANCE OWN SKILLS AND SELF CONFIDENCE 150
**VU20443** PARTICIPATE IN TRAVEL, ORIENTATION AND MOBILITY 150
**VU20444** INVESTIGATE FUTURE OPTIONS FOR FURTHER TRAINING, WORK OR COMMUNITY ACTIVITIES 150
**VU20445** PARTICIPATE IN THE COMMUNITY 150
**VU20446** USE TECHNOLOGY FOR A RANGE OF PURPOSES 150

Elective units - All four units must be completed

**VU20447** EXPLORE PERSONAL HEALTH ISSUES 50

CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP)

Course Code: 22138VIC
Campus: Sunshine.

About this course: This course will prepare graduates with the skills and knowledge for entry level into an apprenticeship (Certificate III) within the plumbing industry. This course has a range of units that introduce the learner to basic skills and knowledge that underpin the Certificate III in Plumbing, these include:

- maintain safe working conditions
- provide basic emergency life support
- select and use plumbing tools, equipment and materials
- locate, interpret and apply relevant information
- work effectively with others
Course Objectives: This course will prepare graduates with the skills and knowledge for entry level into an apprenticeship (Certificate III) within the plumbing industry. The course has a range of units that introduce the learner to basic skills and knowledge that underpin the Certificate III in Plumbing.

Careers: Preparation for a Plumbing apprenticeship.

Course Duration: 0.5 years

Admission Requirements Other: It is recommended that the participants have basic communication, literacy, numeracy skills that are sufficiently well developed for them to participate in the training. The entry requirement for this course is Australian Core Skills Framework (ACSF) Level 2.

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

COURSE STRUCTURE

To achieve recognition for the Certificate II in Plumbing (Pre-apprenticeship) and to ensure the industry context of the qualification is maintained, the candidate must demonstrate satisfactory completion of all 19 units of competency.

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCM2002A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
<td>10</td>
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<tr>
<td>BSBWRT301A</td>
<td>WRITE SIMPLE DOCUMENTS</td>
<td>30</td>
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<tr>
<td>HLTA201A</td>
<td>PROVIDE BASIC EMERGENCY LIFE SUPPORT</td>
<td>8</td>
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<tr>
<td>CPCCHS1001A</td>
<td>WORK SAFELY IN THE CONSTRUCTION INDUSTRY</td>
<td>6</td>
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<tr>
<td>CPCCHS2001A</td>
<td>APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES</td>
<td>20</td>
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<tr>
<td>CPCMM1002A</td>
<td>WORK EFFECTIVELY AND SUSTAINABLY IN THE</td>
<td>20</td>
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<tr>
<td>CPCMM1005A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
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<tr>
<td>CPCMM2006A</td>
<td>APPLY BASIC LEVELLING PROCEDURES</td>
<td>8</td>
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<tr>
<td>CPCMM2001A</td>
<td>READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
<td>36</td>
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<tr>
<td>CUVC504B</td>
<td>PRODUCE TECHNICAL DRAWINGS</td>
<td>40</td>
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<tr>
<td>VU20526</td>
<td>USE BASIC PLUMBING HAND TOOLS</td>
<td>50</td>
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<tr>
<td>VU20527</td>
<td>USE BASIC POWER TOOLS</td>
<td>20</td>
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<tr>
<td>VU20528</td>
<td>PERFORM BASIC OXY-ACETYLENE WELDING AND CUTTING</td>
<td>20</td>
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<tr>
<td>VU20529</td>
<td>USE BASIC ELECTRIC WELDING EQUIPMENT AND</td>
<td>20</td>
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<tr>
<td>VU20530</td>
<td>USE PLUMBING PIPES, FITTINGS AND FIXTURES TO</td>
<td>30</td>
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<tr>
<td>VU20531</td>
<td>APPLY BASIC SHEET METAL PRACTICES</td>
<td>50</td>
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<tr>
<td>VU20532</td>
<td>FABRICATE SIMPLE PLUMBING PIPE SYSTEMS</td>
<td>30</td>
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<tr>
<td>VU20533</td>
<td>CUT AND PENETRATE BUILDING MATERIALS AND</td>
<td>30</td>
</tr>
<tr>
<td>VU20534</td>
<td>IDENTIFY CAREER PATHWAYS IN THE PLUMBING</td>
<td>30</td>
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</tbody>
</table>

CERTIFICATE IV IN TERTIARY PREPARATION

Course Code: 22182VIC
Campus: Footscray Park, St Albans.

About this course: This course provides students with the knowledge, skills and confidence needed to undertake university study within the Health sector. The course is specifically designed to prepare students for entry into the Diploma of Nursing through the development of relevant language, literacy, numeracy and health science knowledge and skills.

Course Objectives: This is a preparatory course which provides the skills and knowledge to develop study and academic skills to access tertiary education and training pathways. The primary purpose for delivering this course within the VET College will be to provide learners with the foundation level knowledge and skills required to successfully transition into the Diploma of Nursing. The course aims to provide knowledge and skills in areas such as: academic writing; problem solving skills; collection, analysis and organisation of information; planning and organising activities; collaborative learning and team work; and use of technology for academic and collaborative learning purposes. Electives have been selected to customise the course to the needs of students wishing to make the transition into the Diploma in Nursing.

Careers: This course provides access for students from the community who wish to return to study. For existing students in literacy and language courses it provides a pathway into further education. Students completing this course will develop knowledge and skills that will advance their careers. Students will gain a breadth of skills including strong skills in communication, collaborative research and teamwork, problem solving, initiative and enterprise, planning and organisation, self-management, learning skills and applications of technology for academic purposes. Successful completion of the Certificate IV in Tertiary Preparation (Health) may lead to a career in nursing or other health related employment.

Course Duration: 0.5 years

Admission Requirements Other: Admission is by Direct Entry application. Participants seeking to enter the 22182VIC Certificate IV in Tertiary Preparation are expected to have the ability to: - Select and apply a range of reading strategies to research and critically analyse information for academic study purposes (ACSF 3) - Produce a range of familiar text types communicating relationships between ideas and information in a style appropriate to an academic setting (ACSF 3) - Select and use appropriate strategies to establish and maintain spoken communication in formal and
informal contexts in an academic setting such as tutorials, giving presentations and
conducting research (ACSF 3); - Select and interpret mathematical information that
may be partly embedded in research texts and academic writing tasks requiring
analysis of data (ACSF 3).

Selection Processes: Direct Entry, Interview, Written Test

COURSE STRUCTURE

The intended purpose of the qualification has been to provide a range of study skills
and knowledge to access further study pathways, and subject specific skills and
knowledge. Completion of 22182VIC Certificate IV in Tertiary Preparation requires
the successful completion of 5 Core Units and 5 Elective Units of Study, including up
to 2 units from Group A (Accredited Curriculum Units) and at least 3 units from
Group B (Nationally Endorsed Training Package Units). These units must be related
to one or more specific Industries, such as Visual Art, Design, Photography,
Multimedia/Performance Arts, Information Technology, Business Services,
Engineering or other relevant fields.

Core Units of Study

VU20760 SET STUDY GOALS AND PLAN EDUCATION PATHWAY 40
VU20761 PREPARE FOR TERTIARY READING AND WRITING 80
VU20762 COMMUNICATE VERBALLY IN A FURTHER STUDY CONTEXT 40
VU20763 PARTICIPATE IN COLLABORATIVE LEARNING 30
VU20764 CONDUCT ONLINE RESEARCH FOR FURTHER STUDY 40

Elective Units - Group A (Accredited Curriculum Units)

Up to 2 units may be selected from this category:

50034 DEVELOP AND APPLY KNOWLEDGE OF HUMAN BIOLOGY 80
50035 PERFORM CALCULATIONS IN HEALTH MATHEMATICS 36

Elective Units - Group B (Nationally Endorsed Training Package Units)

A minimum of 3 units may be selected from this category:

HLFA311A APPLY FIRST AID 18
HLTHIR403C WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
NSL922001A RECORD AND PRESENT DATA 40

CERTIFICATE II IN ENGINEERING STUDIES

Course Code: 22209VIC
Campus: Industry, Sunshine.

About this course: This course aims to provide you with broad-based understanding
and competencies in a range of engineering skills. You will be able to make more
informed choices in the selection of career paths. Successful completion of this course
will enhance your entry-level employment prospects including apprenticeships and
traineeships.

Course Objectives: The aim of this course is to provide pre-employment training and
pathways in the engineering, manufacturing or related industries and accommodate
entry into the wider engineering industry. Specifically a graduate of this course may:

- undertake a work-based apprenticeship, traineeship or cadetship leading
  into a range of related careers as a trades person;
- enrol in Certificate III qualifications in the engineering sector
- gain entry level employment in engineering or related industries.

Careers: Our graduates:

- undertake work-based apprenticeships
- enrol into Certificate III qualifications in the engineering sectors
- gain entry level employment in engineering or related industries

Course Duration: 0.5 years

Admission Requirements Other: All students are interviewed for selection and
complete a selection test prior to admission. Language, literacy and numeracy skills
that are equivalent to Level 2 of the Australian Core Skill Framework.

Selection Processes: Direct Entry

COURSE STRUCTURE

To be awarded the qualification, Certificate II in Engineering Studies, participants are
required to complete all 11 core units of competency and three (3) elective units
that meet a vocational outcome or area of specialisation. Learners who do not
successfully complete all required units will be issued with a Statement of Attainment
for any completed units. The core consists of 250 nominal hours and the three
selected electives units consist of a Min-Max range of 120-180 nominal hours.

Core Units

MEM12024A PERFORM COMPUTATIONS 30
MEM13014A APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM16006A ORGANISE AND COMMUNICATE INFORMATION 20
MEM16008A INTERACT WITH COMPUTING TECHNOLOGY 20
MEM18001C USE HAND TOOLS 20
MEM18002B USE POWER TOOLS/HAND HELD OPERATIONS 20
MSAENV272B PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 30

Elective Units

VU20909 DEVELOP AN INDIVIDUAL CAREER PLAN FOR THE ENGINEERING INDUSTRY 20
VU20910 PRODUCE BASIC ENGINEERING SKETCHES AND DRAWINGS 20
VU20911 HANDLE ENGINEERING MATERIALS 20
MSS402040A APPLY SS PROCEDURES 40
Elective Units (3 required)

VU20912 PERFORM BASIC MACHINING PROCESSES 40
VU20913 APPLY BASIC FABRICATION TECHNIQUES 40
VU20903 PRODUCE BASIC ENGINEERING COMPONENTS AND PRODUCTS USING FABRICATION AND MACHINING 60

CERTIFICATE II IN BUILDING AND CONSTRUCTION (BRICKLAYING, CARPENTRY, PAINTING AND DECORATING, WALL AND FLOOR TILING)
PREAPPRENTICESHIP

Course Code: 22216VIC
Campus: Werribee, Industry, Sunshine.

About this course: Gain the skills needed for an apprenticeship in the building industry. This course will hone your skills in:

- Bricklaying
- Carpentry
- Painting and Decorating
- Wall and Floor Tiling.

Course Objectives: This qualification will provide students with the skills and knowledge to work in labouring roles in the construction industry and may help students to gain an apprenticeship.

Careers: It is anticipated that participants who complete the 22216VIC Certificate II in Building and Construction (Bricklaying, Carpentry, Painting and Decorating and Wall and Floor Tiling) Preapprenticeship will have the skills and knowledge necessary to gain an apprenticeship or work in labouring roles within the building and construction industry.

Course Duration: 0.5 years

Admission Requirements Other: There are no entry requirements for this course.

Selection Processes: Direct Entry

COURSE STRUCTURE

16 weeks full-time or part-time equivalent. To be awarded this qualification students must complete all 12 core common units and all elective units within the elected stream:

- Bricklaying Stream - 6 units
- Carpentry Stream - 12 units
- Painting and Decorating Stream - 10 units
- Wall and Floor Tiling Stream - 6 units.

Common Core Units

CPCOHS1001A WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6
VU20955 WORKPLACE SAFETY AND SITE INDUCTION 34
VU20956 BUILDING STRUCTURES 8
VU20957 CALCULATIONS FOR THE CONSTRUCTION INDUSTRY 20
VU20958 PREPARE FOR WORK IN THE CONSTRUCTION INDUSTRY 16
VU20959 COMMUNICATION SKILLS FOR THE CONSTRUCTION INDUSTRY 20
VU20960 INTRODUCTION TO SCAFFOLDING AND WORKING PLATFORMS 24
VU20961 LEVELLING 8
VU20962 QUALITY PRINCIPLES FOR THE CONSTRUCTION INDUSTRY 8
VU20963 SAFE HANDLING AND USE OF PLANT AND SELECTED PORTABLE POWER TOOLS 16
VU20964 WORKPLACE DOCUMENTS AND PLANS 20
HLTA211A PROVIDE BASIC EMERGENCY LIFE SUPPORT 8

Bricklaying Stream

VU20965 BRICKLAYING HAND TOOLS 60
VU20966 BRICKLAYING BASIC SKILLS 126
VU20967 BRICK VENEER CONSTRUCTION PROCESSES 100
VU20968 CAVITY BRICK CONSTRUCTION PROCESSES 100
VU20969 MASONRY BLOCKWORK 50
VU20970 BASIC ENVIRONMENTAL SUSTAINABILITY IN BRICKLAYING 16

Carpentry Stream

VU20971 CARPENTRY HAND TOOLS 80
VU20972 CARPENTRY POWER TOOLS 64
VU20973 BASIC SETTING OUT 24
VU20974 SUB-FLOOR FRAMING 36
VU20975 WALL FRAMING 48
VU20976 ROOF FRAMING 40
VU20977 EXTERNAL CLADDING 24
VU20978 INSTALLATION OF WINDOW 24
VU20979 INTERIOR FIXING 40
VU20980 INTRODUCTION TO DEMOLITION 16
VU20981 FORMWORK FOR CONCRETING 40
VU20982 BASIC ENVIRONMENTAL SUSTAINABILITY IN CARPENTRY 16

Painting and Decorating Stream
About this course: This course is designed for Aboriginal and Torres Strait Islander participants who wish to re-engage in education and pathway into further education and employment. The Certificate II enables the development of personal connections with community and provides the opportunity to develop general academic and vocational skills to facilitate these pathways. More specifically, the course aims to achieve the following:

- development of knowledge of Aboriginal and 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 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 Torres Strait Islander community.

Careers: Mumgu-dhal tyama-tyyt will provide the Indigenous community in Melbourne & West with culturally specific foundation courses that will pathway them into further education and employment. Students may pathway from Certificate II into Certificate III.

Course Duration: 1 year

Admission Requirements Other: Prospective students can contact the Education Manager or Course Coordinator. An interview will be arranged to determine whether the course is suited to their needs. Learners enrolling in the Certificate II in Mumgu-dhal tyama-tyyt 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. Indicators of ACSF Level 2 could include:

- extracting key information from a simple text such as a written notification of a change to class times
- writing a brief report on a previous education or training experience in legible script and using upper and lower case letters appropriately and consistent print or cursive script
- using familiar course timetabling information to identify class locations and times and to estimate travel time
- locating information about courses of personal or vocational interest.

Selection Processes: Interview

Course Structure

To be eligible for the award of Certificate II in Mumgu-dhal tyama-tyyt, students are required to complete a total of 13 units comprising:

- 7 core units
- 6 elective units

- All elective units may be selected from those provided within the curriculum or any other accredited course or endorsed training package from units first packaged at an AQF level 1, 2 or 3 in the source curriculum or training package. The elective units used in delivery of the course at VU will be selected to meet the needs of specific learner groups and may be delivered in collaboration with relevant Vocational programs.
In Further Study Options: It includes a number of leadership and mentor competencies and can provide pathways into a range of employment and community opportunities. The core units will develop skills to explore and evaluate pathways options, develop study and leadership skills as a member of Indigenous community, and investigate and report on government structures and current Indigenous events of significance. To be eligible for the award, students are required to complete seven core units and nine elective units. Elective units may be selected from the 22218VIC Certificate III in Mumgu-dhal tyama-tyti or from any other accredited course or endorsed training package from units first packaged at an AQF level 2, 3, or 4. The course will be delivered at the St Albans campus. Students may be involved in Learning in the Workplace and Community activities through collaboration with local Indigenous community organizations.

Course Objectives: This course is designed for Aboriginal and Torres Strait Islander participants who wish to re-engage in education and pathway into further education and employment. The Certificate III enables the development of personal connections with community and provides the opportunity to develop general academic and vocational skills to facilitate these pathways. More specifically the course aims to achieve the following:

- development of knowledge of Aboriginal and 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 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 Torres Strait Islander community.

Careers: Mumgu-dhal tyama-tyt will provide the Indigenous community in Melbourne’s west with culturally specific foundation courses that will pathway them into further education and employment. Students may pathway from Certificate III into the Bachelor of Arts, Kyinandoo and into a range of Vocational courses.

Course Duration: 1 year

Admission Requirements Other: Prospective students can contact the Education Manager or Course Coordinator in order to arrange an interview and assessment. Participants should have literacy and numeracy skills to a minimum of AQF Level 2 in order to undertake the required learning and complete assessment tasks. Reading and writing skills to locate information of interest and note key points - reading skills to read a newspaper article/novel/set of instructions/factual description and give an opinion of the content - writing skills to write a brief report - number skills to make comparisons of time, money, distances, quantities.

Selection Processes: Interview

Course Structure

To be eligible for the award of 22218VIC Certificate III in Mumgu-dhal tyama-tyt, learners must successfully complete a total of 16 units comprising:

- 7 core units
- 9 elective units.
All elective units may be selected from this or any other accredited course or endorsed training package from units first packaged at an AQF level 2, 3 or 4 in the source curriculum or training package. The elective units used in delivery of the course at VU will be selected to meet the needs of specific learner groups and may be delivered in collaboration with relevant Vocational programs.

Core Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU20944</td>
<td>PLAN FOR CAREER AND LEARNING</td>
<td>60</td>
</tr>
<tr>
<td>VU21038</td>
<td>DEVELOP STUDY SKILLS</td>
<td>10</td>
</tr>
<tr>
<td>VU21040</td>
<td>PARTICIPATE IN ACTIVITIES RELATED TO CURRENT INDIGENOUS EVENTS OF SIGNIFICANCE</td>
<td>20</td>
</tr>
<tr>
<td>VU21059</td>
<td>DEVELOP LEADERSHIP SKILLS AS A MEMBER OF AN INDIGENOUS COMMUNITY</td>
<td>25</td>
</tr>
<tr>
<td>VU21060</td>
<td>INVESTIGATE GOVERNMENT STRUCTURES AND DECISION-MAKING PROCESSES</td>
<td>15</td>
</tr>
</tbody>
</table>

Elective Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSOHS201A</td>
<td>PARTICIPATE IN OHS PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>SITGD008A</td>
<td>RESEARCH AND SHARE GENERAL INFORMATION ON AUSTRALIAN INDIGENOUS CULTURES</td>
<td>80</td>
</tr>
</tbody>
</table>

Education and Training Orientation

- TAEDEL402A PLAN, ORGANISE AND FACILITATE LEARNING IN THE WORKPLACE | 25

Health Worker Orientation

- HLTAHW201B WORK WITH ABORIGINAL AND/OR TORRES STRAIT ISLANDER CLIENTS | 30

Community Services Orientation

- CHCCD413E WORK WITHIN SPECIFIC COMMUNITIES | 70

Government / Work Orientation

- PSPGOV310A WORK IN AND WITH SMALL, REGIONAL AND REMOTE ORGANISATIONS | 30

Computer / IT skills

- ICACCT308A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS | 40
- ICAWEB201A USE SOCIAL MEDIA TOOLS FOR COLLABORATION AND ENGAGEMENT | 20

Further Study Orientation

- VU20746 APPLY ESSENTIAL FURTHER STUDY SKILLS | 90
- VU20760 SET STUDY GOALS AND PLAN EDUCATION PATHWAY | 40

VU20761 PREPARE FOR TERTIARY READING AND WRITING | 80
VU20762 COMMUNICATE VERBALLY IN A FURTHER STUDY CONTEXT | 40
HLTHIR404D WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE | 20

COURSE IN SAFE USE OF MACHINERY FOR TECHNOLOGY TEACHING

Course Code: 22231VIC
Campus: Industry, Sunshine.

About this course: This professional development course has been designed to maintain your safety accreditation. You will learn:

- current techniques for the safe operation of machinery
- best practice procedures for classroom safety
- OHS risk management skills
- how to supervise safe machinery operations

Please note that this course does not qualify you as a school teacher.

Course Objectives: The course has been designed to provide technology teachers using wood and metal machinery in a technology classroom environment with skills in:

- applying principles and legal requirements of OHS to technology teaching
- safely operating machinery commonly used by students and teachers
- identifying, assessing and controlling hazards when working with machines used by students and teachers
- managing safe use of machines in a classroom setting
- providing first level maintenance for machines such as lubrication and changing of blades
- transferring safe operating principles to a range of machines
- using protective items such as guards and clothing

The course is confined to the safe use of machinery for technology teaching and is not intended to provide teachers with the vocational competencies in the operation of machinery.

Careers: This qualification is a requirement for teachers who are involved in technology teaching in the state education system.

Course Duration: 2 months

Admission Requirements Other: It is expected that course participants are teachers who are registered with or have permission to teach from the Victorian Institute of Teaching, or individuals enrolled in an approved course in teaching. Participants must be able to operate wood and metal machinery used in technology teaching.

Selection Processes: Employer Choice

COURSE STRUCTURE

To be eligible for a Statement of Attainment for the Course in Safe Use of Machinery in Technology Teaching, participants must complete all three units of competency listed below. Participants not completing all three units will be issued with a
Statement of Attainment identifying those units of competency which have been successfully completed.

VU21279 INVESTIGATE THE OH&S RESPONSIBILITIES OF TECHNOLOGY TEACHERS 4
VU21280 SAFELY OPERATE AND MAINTAIN WOOD WORKING MACHINES 16
VU21281 SAFELY OPERATE AND MAINTAIN METAL WORKING MACHINES 12

CERTIFICATE I IN GENERAL EDUCATION FOR ADULTS (INTRODUCTORY)
Course Code: 22235VIC
Campus: Werribee, Footscray Nicholson, Industry, King St, Melton, Footscray Park, Sunshine, City Flinders, St Albans, Industry locations Flexible delivery...

About this course: 22235VIC Certificate I in General Education for Adults (Introductory) provides students with an accredited general education qualification at AQF level I. The course focuses on the development of literacy skills to read, interpret and produce personally relevant texts and to apply numeracy skills in everyday familiar situations. Outcomes also focus on developing and documenting a learning plan and engaging in a project.

Course Objectives: 22235VIC Certificate I in General Education for Adults (Introductory) aims to provide skill development in the areas of reading, writing and numeracy. The course also focuses on the development of general education skills through the creation of an individual learning plan and the implementation of a project. The overall objective of this course is to provide the foundation level skills required for further higher level study, employment or community participation.

Careers: Further education and training.

Course Duration: 0.5 years

Admission Requirements Other: Selection of participants for General Education for Adults courses is based on their need to develop literacy, numeracy and general education skills. Participants in the 22235VIC Certificate I in General Education for Adults (Introductory) should have literacy and numeracy skills at least equivalent to 22234VIC Course in Initial General Education for Adults and be equivalent to ACSF Level 1 for Reading and Writing and partially equivalent to ACSF Level 1 for Numeracy. At Level 1 of the ACSF language, literacy, and numeracy skills are characterised by the following: Comprehending and using simple texts which are typically short and explicit, Recognising, using, checking and communicating straight forward mathematical procedures and representations. Activities and assessments should relate to immediate context and extensive and structured support should be provided as required. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, informal or formal learning, or from work and/or life experience.

Selection Processes: Direct Entry, Interview, Written Test

COURSE STRUCTURE

To be eligible for the award of the 22235VIC Certificate I in General Education for Adults (Introductory), learners must successfully complete a total of 16 units comprising: Core 2 units Core Skills Reading · 3 units Core Skills Writing · 3 units Core Skills Numeracy and Mathematics · 4 units Special Interest electives · 4 units which can be selected from:

- units listed in the Special Interest Electives, which have not been previously completed, and / or
- Core Skills Reading, Writing and Numeracy & Mathematics units from the 22235VIC Certificate I in General Education for Adults (Introductory), or the 22234VIC Course in Initial General Education for Adults or the 22236VIC 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

Core Units of Study

VU21297 DEVELOP AND DOCUMENT A LEARNING PLAN AND PORTFOLIO WITH GUIDANCE 20
VU21298 CONDUCT A PROJECT WITH GUIDANCE 20

Core Units of Study - Reading

Three units will be chosen from the following:

VU21299 ENGAGE WITH SIMPLE TEXTS FOR PERSONAL PURPOSES 25
VU21300 ENGAGE WITH SIMPLE TEXTS FOR LEARNING PURPOSES 25
VU21301 ENGAGE WITH SIMPLE TEXTS FOR EMPLOYMENT PURPOSES 25
VU21302 ENGAGE WITH SIMPLE TEXTS TO PARTICIPATE IN THE COMMUNITY 25

Core Units of Study - Writing

Three units will be chosen from the following:

VU21303 CREATE SIMPLE TEXTS FOR PERSONAL PURPOSES 25
VU21304 CREATE SIMPLE TEXTS FOR LEARNING PURPOSES 25
VU21305 CREATE SIMPLE TEXTS FOR EMPLOYMENT PURPOSES 25
VU21306 CREATE SIMPLE TEXTS TO PARTICIPATE IN THE COMMUNITY 25

Core Units of Study - Numeracy and Mathematics

Four units will be chosen from the following:

VU21307 WORK WITH NUMBERS AND MONEY IN SIMPLE FAMILIAR SITUATIONS 30
VU21308 WORK WITH AND INTERPRET DIRECTIONS IN SIMPLE, FAMILIAR SITUATIONS 30
VU21309 WORK WITH MEASUREMENTS IN SIMPLE, FAMILIAR SITUATIONS 30
Course Code: CERTIFICATE I IN GENERAL EDUCATION FOR ADULTS

Course Code: VU20009

BSBCMM101A
ICAICT102A
ICAICT101A

VU21312
WORK WITH AND INTERPRET STATISTICAL INFORMATION IN SIMPLE, FAMILIAR TEXTS
30

Additional Elective Options

ICACT101A
OPERATE A PERSONAL COMPUTER
30

ICACT102A
OPERATE WORD-PROCESSING APPLICATIONS
30

BSBCM101A
APPLY BASIC COMMUNICATION SKILLS
40

VU20009
PARTICIPATE IN JOB SEEKING ACTIVITIES
50

VU21311
WORK WITH AND INTERPRET SIMPLE NUMERICAL INFORMATION IN FAMILIAR TEXTS
30

VU21310
WORK WITH SIMPLE DESIGN AND SHAPE IN FAMILIAR SITUATIONS
30

ICACT101A
OPERATE A PERSONAL COMPUTER
30

ICACT102A
OPERATE WORD-PROCESSING APPLICATIONS
30

BSBCM101A
APPLY BASIC COMMUNICATION SKILLS
40

VU20009
PARTICIPATE IN JOB SEEKING ACTIVITIES
50

Special Interest Elective Units of Study

Three units will be chosen from the following:

BSBITU101A
OPERATE A PERSONAL COMPUTER
20

BSBITU102A
DEVELOP KEYBOARD SKILLS
40

BSBWHS201A
CONTRIBUTE TO HEALTH AND SAFETY OF SELF AND OTHERS
20

FDFOP2061A
USE NUMERICAL APPLICATIONS IN THE WORKPLACE
20

HLTFA211A
PROVIDE BASIC EMERGENCY LIFE SUPPORT
8

VU21046
PREPARE SIMPLE BUDGETS
10

VU21313
DEVELOP VERBAL COMMUNICATION SKILLS
15

VU21314
APPLY BASIC COMPUTER SKILLS TO LANGUAGE LEARNING
20

VU21315
ACCESS THE INTERNET FOR LANGUAGE LEARNING
20

VU21316
IDENTIFY COMMUNITY OPTIONS
20

VU21317
IDENTIFY COMMUNITY OPTIONS
20

VU21319
IDENTIFY FEATURES OF THE EDUCATION SYSTEM
20

VU21320
IDENTIFY FEATURES OF THE HEALTH CARE SYSTEM
20

VU21321
IDENTIFY MAJOR EVENTS IN AUSTRALIAN HISTORY
30

VU21322
IDENTIFY COMMON DIGITAL MEDIA
10

VU21317
COMMUNICATE WITH OTHERS IN FAMILIAR AND PREDICTABLE CONTEXTS
15

Course Code: VU21312

VU21311
WORK WITH AND INTERPRET SIMPLE NUMERICAL INFORMATION IN FAMILIAR TEXTS
30

VU21310
WORK WITH SIMPLE DESIGN AND SHAPE IN FAMILIAR SITUATIONS
30

SITUATIONS

About this course: 22236VIC Certificate I in General Education for Adults provides skill development in the areas of reading, writing, and numeracy at AQF Level I. The course also focuses on the development of general education skills through the creation of an individual learning plan and the implementation of a project. The overall objective of this course is to provide the foundation level skills required for further higher level study, employment or community participation.

Course Objectives: 22236VIC Certificate I in General Education for Adults aims to provide skill development in the areas of reading, writing, and numeracy at AQF level 1. The course also focuses on the development of general education skills and generic skills through the creation of an individual learning plan and the implementation of a project. The overall objective of this course is to provide the foundation level skills required for further higher level study, employment or community participation.

Careers: Further education and training.

Course Duration: 0.5 years

Admission Requirements Other: Selection of participants for 22236VIC Certificate I in General Education for Adults is based on their need to develop literacy, numeracy and general education skills for further study, employment or community participation. Participants in the 22236VIC Certificate I in General Education for Adults should have literacy and language skills at least equivalent to 22235VIC Certificate I (Introductory) in General Education for Adults which is equivalent to Australian Core Skills Framework (ACSF) Level 2. Participants in the 22236VIC Certificate I in General Education for Adults should have numeracy skills at least equivalent to ACSF Level 1. At Level 2 of the ACSF language, literacy, and numeracy skills are characterised by the following: Comprehending and/or producing structurally simple and cohesive texts which are typically short and explicit Activities and assessments should relate to familiar and predictable contexts and structured support should be provided as required.

Selection Processes: Direct Entry, Interview, Written Test

COURSE STRUCTURE

To be eligible for the award of the 22236VIC Certificate I in General Education for Adults, learners must successfully complete a total of 16 units comprising: Core - 4 units Special Interest electives - 4 units which can be selected from:

- units listed in the Special Interest Electives, which have not been previously completed, and / or
- Core Skills Reading, Writing and Numeracy & Mathematics units from the 22236VIC Certificate I in General Education for Adults or Core Skills, or the 22235VIC Certificate I in General Education for Adults (Introductory) or the 22237VIC Certificate II 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.

Campus: Werribee, Footscray Nicholson, Industry, City King St, Melton, Footscray Park, Sunshine, City Flinders, St Albans, Industry locations Flexible delivery.
Core Units of Study

VU21323  DEVELOP AND DOCUMENT A LEARNING PLAN AND PORTFOLIO  20
VU21324  PLAN AND UNDERTAKE A PROJECT  30

Core Units of Study - Reading

Three units will be chosen from the following:

VU21325  ENGAGE WITH TEXTS OF LIMITED COMPLEXITY FOR PERSONAL PURPOSES  25
VU21326  ENGAGE WITH TEXTS OF LIMITED COMPLEXITY FOR LEARNING PURPOSES  25
VU21327  ENGAGE WITH TEXTS OF LIMITED COMPLEXITY FOR EMPLOYMENT PURPOSES  25
VU21328  ENGAGE WITH TEXTS OF LIMITED COMPLEXITY TO PARTICIPATE IN THE COMMUNITY  25

Core Units of Study - Writing

Three units will be chosen from the following:

VU21329  CREATE TEXTS OF LIMITED COMPLEXITY FOR PERSONAL PURPOSES  25
VU21330  CREATE TEXTS OF LIMITED COMPLEXITY FOR LEARNING PURPOSES  25
VU21331  CREATE TEXTS OF LIMITED COMPLEXITY TO PARTICIPATE IN THE WORKPLACE  25
VU21332  CREATE TEXTS OF LIMITED COMPLEXITY TO PARTICIPATE IN THE COMMUNITY  25

Core Units of Study - Numeracy and Mathematics

Four units will be chosen from the following:

VU21333  WORK WITH A RANGE OF NUMBERS AND MONEY IN FAMILIAR AND ROUTINE SITUATIONS  30
VU21334  WORK WITH AND INTERPRET DIRECTIONS IN FAMILIAR AND ROUTINE SITUATIONS  30
VU21335  WORK WITH MEASUREMENT IN FAMILIAR AND ROUTINE SITUATIONS  30
VU21336  WORK WITH DESIGN AND SHAPE IN FAMILIAR AND ROUTINE SITUATIONS  30
VU21337  WORK WITH AND INTERPRET NUMERICAL INFORMATION IN FAMILIAR AND ROUTINE TEXTS  30
VU21338  WORK WITH AND INTERPRET STATISTICAL INFORMATION IN FAMILIAR AND ROUTINE TEXTS  30

FAMILIAR AND ROUTINE TEXTS

Special Interest Elective Units of Study

Four units will be chosen from the following:

BSBITU101A  OPERATE A PERSONAL COMPUTER  20
BSBITU102A  DEVELOP KEYBOARD SKILLS  40
BSBWHS201A  CONTRIBUTE TO HEALTH AND SAFETY OF SELF AND OTHERS  20
HLTFA211A  PROVIDE BASIC EMERGENCY LIFE SUPPORT  8
ICAICT103A  USE, COMMUNICATE AND SEARCH SECURELY ON THE INTERNET  50
PUATEA001B  WORK IN A TEAM  20
VU20009  PARTICIPATE IN JOB SEEKING ACTIVITIES  50
VU21043  CALCULATE AND COMMUNICATE SPORTS SCORES  10
VU21318  IDENTIFY COMMUNITY OPTIONS  20
VU21319  IDENTIFY FEATURES OF THE EDUCATION SYSTEM  20
VU21320  IDENTIFY FEATURES OF THE HEALTH CARE SYSTEM  20
VU21342  UNDERTAKE A SIMPLE INVESTIGATION OF SCIENCE IN THE COMMUNITY  40
VU21343  UNDERTAKE A SIMPLE INVESTIGATION OF HEALTH AND WELL BEING  20
VU21344  UNDERTAKE A SIMPLE INVESTIGATION OF AN ENVIRONMENTAL ISSUE  20
VU21345  UNDERTAKE A SIMPLE INVESTIGATION OF PHYSICAL BEHAVIOUR OF ENERGY AND MATTER  20
VU21346  UNDERTAKE A SIMPLE INVESTIGATION OF CHEMICAL BEHAVIOUR OF MATTER  20
VU21347  UNDERTAKE A SIMPLE INVESTIGATION OF HOW THE EARTH, MOON AND SUN INTERACT  20
VU21348  UNDERTAKE A SIMPLE INVESTIGATION OF FACTORS FOR CONTINUITY OF LIFE  20
VU21349  IDENTIFY THE AUSTRALIAN ELECTORAL SYSTEM  30
VU21350  INVESTIGATE THE LEGAL SYSTEM  20
VU21351  INVESTIGATE DRIVING AND OWNING A CAR  15
VU21321  IDENTIFY MAJOR EVENTS IN AUSTRALIAN HISTORY  30

Additional Electives
To be eligible for the award of the 22237VIC Certificate II in General Education for Adults, learners must successfully complete a total of 11 units comprising: Core - 2 units Core Skills Reading - 2 units Core Skills Writing - 2 units Core Skills Numeracy and Mathematics - 2 units Special Interest electives - 3 units which can be selected from:

- units listed in the Special Interest Electives, which have not been previously completed, and / or
- Core Skills Reading, Writing and Numeracy & Mathematics units from the 22237VIC Certificate II in General Education for Adults, or the 22236VIC Certificate I in General Education for Adults or the 22238VIC 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

### Core Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU21353</td>
<td>RESEARCH PATHWAYS AND PRODUCE A LEARNING PLAN AND PORTFOLIO</td>
<td>20</td>
</tr>
<tr>
<td>VU21354</td>
<td>IMPLEMENT AND REVIEW A PROJECT</td>
<td>30</td>
</tr>
</tbody>
</table>

### Core Units of Study - Reading

Two units will be chosen from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU21355</td>
<td>ENGAGE WITH A RANGE OF COMPLEX TEXTS FOR PERSONAL PURPOSES</td>
<td>30</td>
</tr>
<tr>
<td>VU21356</td>
<td>ENGAGE WITH A RANGE OF COMPLEX TEXTS FOR LEARNING PURPOSES</td>
<td>30</td>
</tr>
<tr>
<td>VU21357</td>
<td>ENGAGE WITH A RANGE OF COMPLEX TEXTS FOR EMPLOYMENT PURPOSES</td>
<td>30</td>
</tr>
<tr>
<td>VU21358</td>
<td>ENGAGE WITH A RANGE OF COMPLEX TEXTS TO PARTICIPATE IN THE COMMUNITY</td>
<td>30</td>
</tr>
</tbody>
</table>

### Core Units of Study - Writing

Two units will be chosen from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU21359</td>
<td>CREATE A RANGE OF COMPLEX TEXTS FOR PERSONAL PURPOSES</td>
<td>30</td>
</tr>
<tr>
<td>VU21360</td>
<td>CREATE A RANGE OF COMPLEX TEXTS FOR LEARNING PURPOSES</td>
<td>30</td>
</tr>
<tr>
<td>VU21361</td>
<td>CREATE A RANGE OF COMPLEX TEXTS TO PARTICIPATE IN THE WORKPLACE</td>
<td>30</td>
</tr>
<tr>
<td>VU21362</td>
<td>CREATE A RANGE OF COMPLEX TEXTS TO PARTICIPATE IN THE COMMUNITY</td>
<td>30</td>
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</table>

### Core Units of Study - Numeracy and Mathematics

Two units will be chosen from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Points</th>
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</thead>
<tbody>
<tr>
<td>VU21363</td>
<td>INVESTIGATE AND INTERPRET SHAPES AND MEASUREMENTS AND RELATED FORMULAE IN A RANGE OF</td>
<td>50</td>
</tr>
</tbody>
</table>
CONTENTS

VU21364 INVESTIGATE NUMERICAL AND STATISTICAL INFORMATION IN A RANGE OF CONTEXTS 50
VU21365 INVESTIGATE AND USE SIMPLE MATHEMATICAL FORMULAE AND PROBLEM SOLVING TECHNIQUES IN A RANGE OF CONTEXTS 50

Special Interest Elective Units of Study

Three units will be chosen from the following:

BSBADM302B PRODUCE TEXTS FROM NOTES 60
BSBCMM201A COMMUNICATE IN THE WORKPLACE 40
BSBITU201A PRODUCE SIMPLE WORD PROCESSED DOCUMENTS 60
BSBWH5201A CONTRIBUTE TO HEALTH AND SAFETY OF SELF AND OTHERS 20
FNSFL201A DEVELOP AND USE A PERSONAL BUDGET 20
FNSFL202A DEVELOP AND USE A SAVINGS PLAN 20
ICAICT103A USE, COMMUNICATE AND SEARCH SECURELY ON THE INTERNET 50
PUATEA001B WORK IN A TEAM 20
VPJU556 ORGANISE AND PARTICIPATE IN A PRACTICAL PLACEMENT 50
VU21366 INVESTIGATE AN ENVIRONMENTAL ISSUE 20
VU21367 INVESTIGATE THE CHARACTERISTICS OF LIVING THINGS 20
VU21368 INVESTIGATE THE IMPACT OF A SCIENTIFIC ISSUE ON THE COMMUNITY 40
VU21369 INVESTIGATE INDIGENOUS HISTORY 30
VU21370 INVESTIGATE FEATURES OF AUSTRALIAN CULTURE 30
VU21370 INVESTIGATE FEATURES OF AUSTRALIAN CULTURE 30
VU21371 INVESTIGATE CONTINUITY OF LIFE 20
VU21372 INVESTIGATE ENERGY, FORCE AND MATTER 20
VU21373 INVESTIGATE CHEMICAL BEHAVIOUR OF COMMON SUBSTANCES 20
VU21374 INVESTIGATE THE SOLAR SYSTEM 20

Additional Elective Options

ICAICT104A USE DIGITAL DEVICES 30
VU21386 INVESTIGATE CURRENT ISSUES 25

BSBCMM101A APPLY BASIC COMMUNICATION SKILLS 40

CERTIFICATE III IN GENERAL EDUCATION FOR ADULTS

Course Code: 22238VIC

Campus: Werribee, Footscray Nicholson, Industry, City King St, Melton, Footscray Park, Sunshine, City Flinders, St Albans, Distance Education Industry locations Flexible delivery...

About this course: 22238VIC 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. 22238VIC also includes the ability to research a range of pathway options and identify and progress towards further study goals.

Course Objectives: 22238VIC Certificate III in General Education provides an accredited general education qualification at AQF level 3. This course aims to develop the literacy skills to read, interpret, critically analyse and create complex texts and perform a range of complex mathematical tasks. 22238VIC Certificate III in General Education also develops the ability to research a range of pathway options and identify and progress towards personal further study goals.

Careers: Further education and training.

Course Duration: 1 year

Admission Requirements Other: Selection of participants for General Education for Adults courses would normally be based on their need to develop literacy, numeracy and general education skills. Students entering 22238VIC Certificate III in General Education for Adults should have literacy and numeracy skills at least equivalent to 22237VIC Certificate II in General Education for Adults which is equivalent to Australian Core Skills Framework (ACSF) Level 4. At level 4 of the ACSF use of language, literacy, and numeracy is characterised by the following: comprehending and/or producing complex texts which may involve complex relations between pieces of information selecting, applying, reflecting on, and communicating a range of complex mathematical procedures and representations. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, informal or formal learning, or from work and/or life experience.

Selection Processes: Direct Entry, Interview, Written Test

COURSE STRUCTURE

To be eligible for the award of the 22238VIC Certificate III in General Education for Adults, learners must successfully complete a total of 8 units comprising: Core - 1 unit Core Skills Reading / Writing / Numeracy and Mathematics - 4 units Special Interest electives - 3 units which can be selected from:

- units listed in the Special Interest Electives, which have not previously been completed, and / or
- Core Skills Reading, Writing and Numeracy & Mathematics units from the 22238VIC Certificate III in General Education for Adults, or the 22237VIC 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

Core Units of Study

**VU21375**
EVALUATE PATHWAY OPTIONS, DESIGN A LEARNING PLAN AND COMPILe A PORTFOLIO

60

Core Units of Study

Four units will be chosen from Reading or Writing or Numeracy & Mathematics

Core Skills - Reading

**VU21376**
ENGAGE WITH A RANGE OF HIGHLY COMPLEX TEXTS FOR PERSONAL PURPOSES

30

**VU21377**
ENGAGE WITH A RANGE OF HIGHLY COMPLEX TEXTS FOR LEARNING PURPOSES

30

**VU21378**
ENGAGE WITH A RANGE OF HIGHLY COMPLEX TEXTS FOR EMPLOYMENT PURPOSES

30

**VU21379**
ENGAGE WITH A RANGE OF HIGHLY COMPLEX TEXTS TO PARTICIPATE IN THE COMMUNITY

30

Core Skills - Writing

**VU21380**
CREATE A RANGE OF HIGHLY COMPLEX TEXTS FOR PERSONAL PURPOSES

30

**VU21381**
CREATE A RANGE OF HIGHLY COMPLEX TEXTS FOR LEARNING PURPOSES

30

**BSBWRT401A**
WRITE COMPLEX DOCUMENTS

50

**VU21382**
CREATE A RANGE OF HIGHLY COMPLEX TEXTS TO PARTICIPATE IN THE COMMUNITY

30

Core Skills - Numeracy and Mathematics

**VU21383**
ANALYSE AND EVALUATE NUMERICAL AND STATISTICAL INFORMATION

50

**VU21384**
USE ALGEBRAIC TECHNIQUES TO ANALYSE MATHEMATICAL PROBLEMS

50

**VU21385**
USE FORMAL MATHEMATICAL CONCEPTS AND TECHNIQUES TO ANALYSE AND SOLVE PROBLEMS

50

Special Interest Elective Units of Study

Three units will be chosen from the following:

**VU21386**
INVESTIGATE CURRENT ISSUES

25

**VU21369**
INVESTIGATE INDIGENOUS HISTORY

30

**VU21370**
INVESTIGATE FEATURES OF AUSTRALIAN CULTURE

30

**VU21389**
DESIGN AND REVIEW A PROJECT

40

**VU21390**
ANALYSE SCIENCE IN THE COMMUNITY

40

**VU20760**
SET STUDY GOALS AND PLAN EDUCATION PATHWAY

40

**VPAU556**
ORGANISE AND PARTICIPATE IN A PRACTICAL PLACEMENT

50

**SISSCOP307A**
MANAGE PERSONAL FINANCES

20

**ICAICT103A**
USE, COMMUNICATE AND SEARCH SECURELY ON THE INTERNET

50

**FNSCUS401A**
PARTICIPATE IN NEGOTIATIONS

20

**CULINL301A**
DEVELOP AND USE INFORMATION LITERACY SKILLS

40

Women’s Programs
This course is also delivered within the Women’s Education program area at Footscray Nicholson and Sunshine campuses. Women’s Programs provide training and education for mature age women. These programs are designed to meet the needs of women wanting to return to study or the workforce, or who want to improve their skills.

**CERTIFICATE I IN EAL (ACCESS)**

Course Code: 22250VIC

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

About this course: 22250VIC Certificate I in EAL (Access) provides skill development in the areas 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 at AQF Level I. The overall objective of this course is to prepare students for participation in further English language study or vocational training.

Course Objectives: 22250VIC 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, digital literacy and numeracy skills and knowledge. The overall objective of this qualification is preparation for participation in further English language study or vocational training which may include English language support or employment.

Careers: This course provides a pathway to further English study in the Access or Employment streams or Certificate II industry qualifications.

Course Duration: 0.5 years

Admission Requirements Other: Selection of participants for 22250VIC Certificate I in EAL (Access) is based on their need to develop English language, literacy, numeracy and knowledge skills for further study, employment or community participation. Participants in the 22250VIC Certificate I in EAL (Access) should have some literacy and language skills. Applicants undergo a pre-course English language assessment and interview to determine appropriate course placement.

Selection Processes: Direct Entry, Interview, Other: Selection of students for the EAL Framework levels is based on their need to develop language and literacy skills.
Participants in 22250VIC Certificate I in EAL (Access) should have language and literacy skills at least equivalent to 22259VIC Course in EAL. The entry level for Certificate I is ISLPR 1 across all macroskills: listening, speaking, reading and writing.

**COURSE STRUCTURE**

To be eligible for the award of the 22250VIC Certificate I in EAL (Access), learners must successfully complete a total of 8 units comprising: Core - 1 unit Speaking and Listening; 2 units Reading and Writing; General Electives - 3 units selected from: 2 general electives listed in this qualification; 2 general electives listed in the Certificate II qualifications in this EAL Framework; 2 units / modules which are first packaged in AQF level 1 and 2 qualifications in other accredited curricula and/or endorsed training packages.

All VU courses include the following units:

**CORE**

- **VU21454** PLAN LANGUAGE LEARNING WITH SUPPORT 30

**Speaking and Listening**

- **VU21451** PARTICIPATE IN SHORT SIMPLE EXCHANGES 80
- **VU21450** GIVE AND RESPOND TO SHORT, SIMPLE VERBAL INSTRUCTIONS AND INFORMATION 80

**Reading and Writing**

- **VU21449** READ AND WRITE SHORT SIMPLE MESSAGES AND FORMS 80
- **VU21448** READ AND WRITE SHORT, SIMPLE INSTRUCTIONAL AND INFORMATIONAL TEXTS 80
- **VU21447** READ AND WRITE SHORT, SIMPLE DESCRIPTIVE AND NARRATIVE TEXTS 80

**LANGUAGE SKILLS ELECTIVES**

The following Language Skills units have been selected. Note: alternatives may be chosen to meet the needs of particular groups of students.

- **VU21451** PARTICIPATE IN SHORT SIMPLE EXCHANGES 80
- **VU21450** GIVE AND RESPOND TO SHORT, SIMPLE VERBAL INSTRUCTIONS AND INFORMATION 80
- **VU21449** READ AND WRITE SHORT SIMPLE MESSAGES AND FORMS 80
- **VU21448** READ AND WRITE SHORT, SIMPLE INSTRUCTIONAL AND INFORMATIONAL TEXTS 80
- **VU21447** READ AND WRITE SHORT, SIMPLE DESCRIPTIVE AND NARRATIVE TEXTS 80

**GENERAL ELECTIVES**

Three general electives will be delivered as part of the course. These will be chosen from:

- **VU21446** USE BASIC DIGITAL TECHNOLOGY LANGUAGE AND SKILLS 50
- **VU21445** LOCATE HEALTH AND MEDICAL INFORMATION 50
- **VU21444** IDENTIFY AUSTRALIAN LEISURE ACTIVITIES 50
- **VU21443** IDENTIFY SETTLEMENT OPTIONS 50
- **VU21442** IDENTIFY AND ACCESS BASIC LEGAL INFORMATION 50
- **VU20939** RECOGNISE AND INTERPRET SAFETY SIGNS AND SYMBOLS 10
- **VU20940** RECOGNISE AND USE BASIC MATHEMATICAL SYMBOLS AND PROCESSES 20
- **VU21044** USE RECIPES TO PREPARE FOOD 10
- **CHC4201L** BE AN EFFECTIVE VOLUNTEER 25
- **BSBIT101A** OPERATE A PERSONAL COMPUTER 20
- **VU21307** WORK WITH NUMBERS AND MONEY IN SIMPLE FAMILIAR SITUATIONS 30

On occasions, alternative electives may be selected from a range of accredited curricula and training packages. Units and modules selected from curricula or Training Packages will be at a level suited to the AQF level of this qualification.

**CERTIFICATE II IN EAL (ACCESS)**

**Course Code:** 22251VIC

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

**About this course:** 22251VIC Certificate II in EAL (Access) provides skill development in the areas 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 to develop relevant social, settlement and numeracy skills and knowledge at AQF Level 2. The overall objective of this course is to prepare students for participation in further English language study or vocational training or a combination of both.

**Course Objectives:** 22251VIC Certificate II in EAL (Access) outcomes focus on the development of English language speaking, listening, reading and writing skills together with electives directly selected to develop relevant knowledge and skills for simple everyday communication, including digital literacy, and community participation to enable participants to move into further English language education or vocational training or a combination of both. The overall objective of this qualification is preparation for participation in further English language study or vocational training which may include English language support or employment.

**Careers:** This course provides a pathway to further English study in the Access, Further Study or Employment streams or Certificate II industry qualifications.

**Course Duration:** 0.5 years
Admission Requirements Other: Selection of participants for 22251VIC Certificate II in EAL (Access) is based on their need to develop English language, literacy, numeracy and knowledge skills for further study, employment or community participation and the participant’s formal education experience. Participants in the 22251VIC Certificate II in EAL (Access) should have literacy and language skills to satisfy personal needs. Applicants undergo a pre-course English language assessment and interview to determine appropriate course placement.

Selection Processes: Direct Entry, Interview, Written Application, Other: Selection of students for the EAL Framework levels is based on their need to develop language and literacy skills. Participants in 22251VIC Certificate II in EAL (Access) should have language and literacy skills at least equivalent to 22250VIC Certificate I in EAL (Access). The entry level for Certificate II is ISLPR 1+ across all macroskills of listening, speaking, reading and writing.

COURSE STRUCTURE
To be eligible for the award of the 22251VIC Certificate II in EAL (Access), learners must successfully complete a total of 8 units comprising: Core - 1 unit Speaking and Listening - 2 units Reading and Writing - 2 units General Electives - 3 units selected from: 2 general electives listed in this qualification 2 general electives listed in the Certificate I, II and/or III qualifications in this EAL Framework 2 units / modules which are first packaged in AQF level 2 or 3 qualifications in other accredited curricula and/or endorsed training packages.

All VU courses include the following units:

**CORE**

**VU21297** DEVELOP AND DOCUMENT A LEARNING PLAN AND PORTFOLIO WITH GUIDANCE 20

Speaking and Listening

**VU21456** PARTICIPATE IN SIMPLE CONVERSATIONS AND TRANSACTIONS 80

**VU21457** GIVE AND RESPOND TO SIMPLE VERBAL INFORMATION AND DIRECTIONS 80

Reading and Writing

**VU21458** READ AND WRITE SIMPLE PERSONAL COMMUNICATIONS AND TRANSACTIONAL TEXTS 80

**VU21459** READ AND WRITE SIMPLE INSTRUCTIONAL AND INFORMATIONAL TEXTS 80

**VU21460** READ AND WRITE SIMPLE DESCRIPTIVE AND NARRATIVE TEXTS 80

**LANGUAGE SKILLS ELECTIVES**

The following Language Skills units have been selected. Note; alternatives may be chosen to meet the needs of particular groups of students.

**VU21456** PARTICIPATE IN SIMPLE CONVERSATIONS AND TRANSACTIONS 80

**VU21457** GIVE AND RESPOND TO SIMPLE VERBAL INFORMATION AND DIRECTIONS 80

**VU21458** READ AND WRITE SIMPLE PERSONAL COMMUNICATIONS AND TRANSACTIONAL TEXTS 80

**VU21459** READ AND WRITE SIMPLE INSTRUCTIONAL AND INFORMATIONAL TEXTS 80

**VU21460** READ AND WRITE SIMPLE DESCRIPTIVE AND NARRATIVE TEXTS 80

**GENERAL ELECTIVES**

Three general electives will be delivered as part of the course. These will be chosen from:

**VU21461** ACCESS THE INTERNET AND EMAIL TO DEVELOP LANGUAGE 50

**VU21462** EXPLORE COMMUNITY OPTIONS 50

**VU21463** EXPLORE TRANSPORT OPTIONS 50

**VU21464** EXAMINE CURRENT ISSUES 55

**BSBITU201A** PRODUCE SIMPLE WORD PROCESSED DOCUMENTS 60

**ICAICT103A** USE, COMMUNICATE AND SEARCH SECURELY ON THE INTERNET 50

**VU21337** WORK WITH AND INTERPRET NUMERICAL INFORMATION IN FAMILIAR AND ROUTINE TEXTS 30

On occasions, alternative electives may be selected from a range of accredited curricula and Training Packages. Units and modules selected from curricula or Training Packages will be at a level suited to the AQF level of this qualification.

**CERTIFICATE III IN EAL (ACCESS)**

**Course Code:** 22253VIC

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

**About this course:** 22253VIC Certificate III in EAL (Access) provides skill development and consolidation in the areas of English language speaking, listening, reading and writing skills together with electives selected to develop relevant knowledge and skills so that participants can access a range of further and vocational education options which may require some specialisation. The course is offered at AQF Level 3.

**Course Objectives:** 22253VIC 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 skills.

**Careers:** Certificate III in EAL (ACCESS) is a general EAL course which provides pathways to other EAL courses including Certificate IV in EAL (Access), Certificate IV in EAL (Further Study) or Certificate IV in EAL (Employment/Professional) as well as VE and/ or HE qualifications.
Course Duration: 0.5 years

Admission Requirements Other: Selection for 22253VIC Certificate III in EAL (Access) is based on the participant's need to develop English language, literacy, numeracy and knowledge skills for further study, employment or community participation and the participant's formal education experience. Participants in the 22253VIC Certificate III in EAL (Access) should have literacy and language skills to participate in everyday familiar and routine social and community contexts. Applicants undergo a pre-course English language assessment and interview to determine appropriate course placement.

Selection Processes: Direct Entry, Interview

COURSE STRUCTURE

To be eligible for the award of the 22253VIC Certificate III in EAL (Access), learners must successfully complete a total of 8 units comprising: Core - 1 unit Speaking and Listening - 2 units Reading and Writing - 2 units General Electives - 3 units selected from: 2 general electives listed in this qualification and 2 general electives listed in the Certificate II, III and IV qualifications in this EAL Framework modules which are first packaged in AQF level 2, 3 or 4 qualifications in other accredited curricula and/ or endorsed training packages.

All VU courses include the following units:

CORE

VU21323 DEVELOP AND DOCUMENT A LEARNING PLAN AND PORTFOLIO 20

Speaking and Listening

VU21465 ENGAGE IN CASUAL CONVERSATIONS AND STRAIGHTFORWARD SPOKEN TRANSACTIONS 80
VU21466 GIVE AND RESPOND TO A RANGE OF STRAIGHTFORWARD INFORMATION AND INSTRUCTIONS 80

Reading and Writing

VU21467 READ AND WRITE STRAIGHTFORWARD COMMUNICATIONS AND TRANSACTIONAL TEXTS 80
VU21468 READ AND WRITE STRAIGHTFORWARD INFORMATIONAL AND INSTRUCTIONAL TEXTS 80
VU21469 READ AND WRITE STRAIGHTFORWARD DESCRIPTIVE AND NARRATIVE TEXTS 80

LANGUAGE SKILLS ELECTIVES

The following Language Skills units have been selected. Note: alternatives may be chosen to meet the needs of particular groups of students.

VU21465 ENGAGE IN CASUAL CONVERSATIONS AND STRAIGHTFORWARD SPOKEN TRANSACTIONS 80
VU21466 GIVE AND RESPOND TO A RANGE OF STRAIGHTFORWARD 80

INFORMATION AND INSTRUCTIONS

VU21467 READ AND WRITE STRAIGHTFORWARD COMMUNICATIONS AND TRANSACTIONAL TEXTS 80
VU21468 READ AND WRITE STRAIGHTFORWARD INFORMATIONAL AND INSTRUCTIONAL TEXTS 80
VU21469 READ AND WRITE STRAIGHTFORWARD DESCRIPTIVE AND NARRATIVE TEXTS 80

GENERAL ELECTIVES

Three general electives will be delivered as part of the course. These will be chosen from:

VU21470 INVESTIGATE ISSUES IN THE AUSTRALIAN ENVIRONMENT 50
VU21471 INVESTIGATE FEATURES OF THE AUSTRALIAN LEGAL SYSTEM 50
VU21472 INVESTIGATE FEATURES OF THE EDUCATION SYSTEM IN AUSTRALIA 50
VU21473 INVESTIGATE AUSTRALIAN ART AND CULTURE 50
CUL301A DEVELOP AND USE INFORMATION LITERACY SKILLS 20
ICAWEB201A USE SOCIAL MEDIA TOOLS FOR COLLABORATION AND ENGAGEMENT 20
ICAICT203A OPERATE APPLICATION SOFTWARE PACKAGES 60
VU21343 UNDERTAKE A SIMPLE INVESTIGATION OF HEALTH AND WELL BEING 20
VU21354 IMPLEMENT AND REVIEW A PROJECT 30
VU21461 ACCESS THE INTERNET AND EMAIL TO DEVELOP LANGUAGE 50
VU21364 INVESTIGATE NUMERICAL AND STATISTICAL INFORMATION IN A RANGE OF CONTEXTS 50

On occasions, alternative electives may be selected from a range of accredited curricula and Training Packages. Units and modules selected from curricula or Training Packages will be at a level suited to the AQF level of this qualification.

CERTIFICATE III IN EAL (EMPLOYMENT)

Course Code: 22254VIC
Campus: Werribee, Footscray Nicholson, Melton, Sunshine, St Albans.

About this course: 22254VIC Certificate III in EAL (Employment) focuses on the consolidation of English language speaking, listening, reading and writing skills including digital literacy skills together with electives selected to develop relevant knowledge and skills particularly for the Australian workplace. Participants will also develop relevant social, settlement and numeracy skills and knowledge at AQF Level 2. Outcomes include electives to develop technical, workplace skills and knowledge to participate safely and communicate effectively in the workplace. The overall
Objective of this course is to prepare students for employment and for participation in further English language study or vocational training or a combination of both.

Course Objectives: 22254VIC Certificate III in EAL (Employment) outcomes focus on the consolidation of English language speaking, listening, reading and writing skills including digital literacy skills for the Australian workplace. Selection of electives enables outcomes to include development of technical, workplace skills and knowledge to participate safely and communicate effectively in the workplace. Participants may have differing levels of work experience overseas or in Australia and wish to access similar work or prepare for new employment options as work roles change.

Careers: Further education and training

Course Duration: 0.5 years

Admission Requirements Other: Selection of participants for 22254VIC Certificate III in EAL (Employment) is based on their need to develop English language, literacy, numeracy and knowledge skills for employment, further study or community participation. Participants with formal education experience. Participants in the 22254VIC Certificate III in EAL (Employment) should have literacy and language skills to participate in routine interactions and transactions in the Australian workplace. Applicants undergo a pre-course English language assessment and interview to determine appropriate course placement.

Selection Processes: Direct Entry, Interview, Other: Selection of students for the EAL Framework levels is based on their need to develop language and literacy skills. Participants in 22254VIC Certificate III in EAL (Employment) should have language and literacy skills at least equivalent to 22251VIC Certificate II in EAL (Access) or 22252VIC Certificate II in EAL (Employment). The entry level for Certificate III is ISLPR 2 across all macroskills - listening, speaking, reading and writing.

Course Structure

To be eligible for the award of the 22254VIC Certificate III in EAL (Employment), learners must successfully complete a total of 8 units comprising: Core - 3 units Elective - 5 units selected from: 5 elective units listed in this qualification a maximum of three units may be selected from Certificate II, III and/or IV qualifications in this EAL Framework units / modules which are first packaged in AQF levels 2, 3 and/or 4 in other accredited curricula and/or endorsed training packages.

All VU courses include the following units:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Points</th>
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</thead>
<tbody>
<tr>
<td>VU21323</td>
<td>DEVELOP AND DOCUMENT A LEARNING PLAN AND PORTFOLIO</td>
<td>20</td>
</tr>
<tr>
<td>VU21488</td>
<td>PARTICIPATE IN A RANGE OF STRAIGHTFORWARD INTERACTIONS FOR EMPLOYMENT</td>
<td>80</td>
</tr>
<tr>
<td>VU21489</td>
<td>READ AND WRITE STRAIGHTFORWARD TEXTS FOR EMPLOYMENT</td>
<td>80</td>
</tr>
</tbody>
</table>

Electives will also be added from the vocational course students are studying concurrently.

Certificate III in EAL (Further Study)

Course Code: 22255VIC

Careers: Further education and training.

Course Duration: 0.5 years

Admission Requirements Other: Selection of participants for 22255VIC Certificate III in EAL (Further Study) is based on their need to develop English language, literacy, numeracy and knowledge skills for further study, employment or community participation and the participant's formal education experience. Participants in the 22255VIC Certificate III in EAL (Further Study) should have literacy and language skills to develop knowledge and skills to access further education and training options which may require some specialisation. The course aids the transition into mainstream study at an Australian educational institution. The course is offered at AQF Level 3.

Course Objectives: 22255VIC Certificate III in EAL (Further Study) focuses on the consolidation of English language speaking, listening, reading and writing skills together with electives selected to develop relevant knowledge and skills so that participants can access a range of further and vocational education options which may require some specialisation. The course aids the transition into mainstream study at an Australian educational institution. The course is offered at AQF Level 3.

Course Objectives: 22255VIC Certificate III in EAL (Further Study) focuses on the consolidation of English language speaking, listening, reading and writing skills together with electives selected to develop relevant knowledge and skills so that participants can access a range of further study and vocational education options which may require some specialisation. The course aids the transition into mainstream study at an Australian educational institution. The course is offered at AQF Level 3.

Careers: Further education and training.

Course Duration: 0.5 years

Admission Requirements Other: Selection of participants for 22255VIC Certificate III in EAL (Further Study) is based on their need to develop English language, literacy, numeracy and knowledge skills for further study, employment or community participation and the participant's formal education experience. Participants in the 22255VIC Certificate III in EAL (Further Study) should have literacy and language skills to meet personal needs in familiar situations. Applicants undergo a pre-course
To be eligible for the award of the 22255VIC Certificate III in EAL (Further Study), learners must successfully complete a total of 9 units comprising: Core - 7 units Elective - 2 units selected from units not previously completed from: ✱ elective units listed in this qualification ✱ units listed in the Certificate II, III and/or IV qualifications in this EAL Framework ✱ units / modules which are first packaged in AQF levels 2, 3, and/or 4 qualifications in other accredited curricula and/or endorsed training packages.

All VU courses include the following units:

**CORE**

<table>
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<tr>
<th>Code</th>
<th>Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>VU21323</td>
<td>DEVELOP AND DOCUMENT A LEARNING PLAN AND PORTFOLIO</td>
<td>20</td>
</tr>
<tr>
<td>VU21499</td>
<td>GIVE STRAIGHTFORWARD ORAL PRESENTATIONS FOR FURTHER STUDY</td>
<td>80</td>
</tr>
<tr>
<td>VU21500</td>
<td>PARTICIPATE IN A RANGE OF STRAIGHTFORWARD INTERACTIONS FOR FURTHER STUDY</td>
<td>70</td>
</tr>
<tr>
<td>VU21501</td>
<td>READ AND WRITE STRAIGHTFORWARD TEXTS FOR RESEARCH PURPOSES</td>
<td>80</td>
</tr>
<tr>
<td>VU21502</td>
<td>ANALYSE AND PRODUCE STRAIGHTFORWARD TEXTS RELEVANT TO FURTHER STUDY</td>
<td>80</td>
</tr>
<tr>
<td>VU21503</td>
<td>LISTEN AND TAKE NOTES FOR RESEARCH</td>
<td>45</td>
</tr>
<tr>
<td>VU21504</td>
<td>USE LANGUAGE LEARNING STRATEGIES AND STUDY SKILLS</td>
<td>45</td>
</tr>
</tbody>
</table>

**ELECTIVES**

Two more units will be selected from the following, appropriate for the particular group of students:

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<thead>
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<th>Code</th>
<th>Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>VU21354</td>
<td>IMPLEMENT AND REVIEW A PROJECT</td>
<td>30</td>
</tr>
<tr>
<td>VU21354</td>
<td>ENVIRONMENT</td>
<td></td>
</tr>
<tr>
<td>CULINL301A</td>
<td>DEVELOP AND USE INFORMATION LITERACY SKILLS</td>
<td>40</td>
</tr>
<tr>
<td>BSBADM302B</td>
<td>PRODUCE TEXTS FROM NOTES</td>
<td>60</td>
</tr>
<tr>
<td>BSBITU303A</td>
<td>DESIGN AND PRODUCE TEXT DOCUMENTS</td>
<td>90</td>
</tr>
</tbody>
</table>

On occasions, alternative electives may be selected from a range of accredited curricula and Training Packages. Units and modules selected from curricula or Training Packages will be at a level suited to the AQF level of this qualification.

**CERTIFICATE IV IN EAL (ACCESS)**

**Course Code:** 22256VIC

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

**About this course:** 22256VIC Certificate IV in EAL (Access) provides skill development and consolidation in the areas of English language speaking, listening, reading and writing skills together with electives selected to develop relevant knowledge and skills so that participants can access a range of further and vocational education options which may require some specialisation. The course is offered at AQF Level 4.

**Course Objectives:** 22256VIC Certificate IV in EAL (Access) outcomes focus on the consolidation of advanced English language speaking, listening, reading and writing skills to access a range of community options. Outcomes include a range of complex communication, language and literacy skills and knowledge in English, development of 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:** Further education and training.

**Course Duration:** 0.5 years

**Admission Requirements Other:** Selection of participants for 22256VIC Certificate IV in EAL (Access) is based on their need to develop English language, literacy, numeracy and knowledge skills for further study, employment or community participation and the participant is not formally enrolled in formal education experience. Participants in the 22256VIC Certificate IV in EAL (Access) should have literacy and language skills to participate in a range of straightforward interactions and transactions in social and community contexts. Applicants undergo a pre-course English language assessment and interview to determine appropriate course placement.

**Selection Processes:** Direct Entry, Interview, Other

Selection of students for the EAL Framework levels is based on their need to develop language and literacy skills. Participants in 22256VIC Certificate IV in EAL (Access) should have language and literacy skills at least equivalent to 22253VIC Certificate III in EAL (Access). The entry level for Certificate IV is ISLPR 2+ across all macroskills ✱ listening, speaking, reading and writing.

**COURSE STRUCTURE**

To be eligible for the award of the 22256VIC Certificate IV in EAL (Access), learners must successfully complete a total of 8 units comprising: Core - 1 unit Speaking and Listening - 2 units Reading and Writing - 2 units General Electives - 3 units selected from: ✱ general electives listed in this 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.

All VU courses include the following units:

**CORE**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>VU21353</td>
<td>RESEARCH PATHWAYS AND PRODUCE A LEARNING PLAN AND PORTFOLIO</td>
<td>20</td>
</tr>
</tbody>
</table>

**Speaking and Listening**

<table>
<thead>
<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>VU21474</td>
<td>ANALYSE AND PARTICIPATE IN COMPLEX CONVERSATIONS</td>
<td>80</td>
</tr>
<tr>
<td>VU21475</td>
<td>GIVE AND RESPOND TO A WIDE RANGE OF ORAL PRESENTATIONS AND INSTRUCTIONS</td>
<td>80</td>
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</table>

**Reading and Writing**

<table>
<thead>
<tr>
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<th>Credit</th>
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<tbody>
<tr>
<td>VU21476</td>
<td>READ AND WRITE COMPLEX COMMUNICATIONS AND TRANSACTIONAL TEXTS</td>
<td>80</td>
</tr>
<tr>
<td>VU21477</td>
<td>READ AND WRITE COMPLEX INSTRUCTIONS AND ADVISORY TEXTS</td>
<td>80</td>
</tr>
<tr>
<td>VU21478</td>
<td>READ AND WRITE COMPLEX CREATIVE TEXTS</td>
<td>80</td>
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</tbody>
</table>

**LANGUAGE SKILLS ELECTIVES**

The following Language Skills units have been selected. Note: alternatives may be chosen to meet the needs of particular groups of students.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>VU21474</td>
<td>ANALYSE AND PARTICIPATE IN COMPLEX CONVERSATIONS</td>
<td>80</td>
</tr>
<tr>
<td>VU21475</td>
<td>GIVE AND RESPOND TO A WIDE RANGE OF ORAL PRESENTATIONS AND INSTRUCTIONS</td>
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</tr>
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<td>VU21476</td>
<td>READ AND WRITE COMPLEX COMMUNICATIONS AND TRANSACTIONAL TEXTS</td>
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</tr>
<tr>
<td>VU21478</td>
<td>READ AND WRITE COMPLEX CREATIVE TEXTS</td>
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</table>

**GENERAL ELECTIVES**

Three general electives will be delivered as part of the course. These will be chosen from:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>VU21479</td>
<td>RESEARCH FEATURES OF AUSTRALIAN GOVERNMENT</td>
<td>50</td>
</tr>
<tr>
<td>VU21480</td>
<td>RESEARCH THE HISTORY OF INDIGENOUS PEOPLE IN AUSTRALIA</td>
<td>60</td>
</tr>
<tr>
<td>VU21481</td>
<td>RESEARCH EVENTS IN AUSTRALIAN HISTORY, POST 1770</td>
<td>60</td>
</tr>
<tr>
<td>VU21482</td>
<td>RESEARCH CURRENT ISSUES</td>
<td>55</td>
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<table>
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<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU20749</td>
<td>ANALYSE STORIES/NARRATIVES WITHIN CULTURES</td>
<td>90</td>
</tr>
<tr>
<td>VU20752</td>
<td>ANALYSE TEXTS IN THEIR CULTURAL CONTEXT</td>
<td>90</td>
</tr>
<tr>
<td>VU20746</td>
<td>APPLY ESSENTIAL FURTHER STUDY SKILLS</td>
<td>90</td>
</tr>
<tr>
<td>VU21389</td>
<td>DESIGN AND REVIEW A PROJECT</td>
<td>40</td>
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</table>

ICAICT203A OPERATE APPLICATION SOFTWARE PACKAGES 60

On occasions, alternative electives may be selected from a range of accredited curricula and Training Packages. Units and modules selected from curricula or Training Packages will be at a level suited to the AQF level of this qualification.

**CERTIFICATE IV IN EAL (EMPLOYMENT / PROFESSIONAL)**

_Course Code:_ 22257VIC

_Campus:_ Werribee, Footscray Nicholson, Melton, Sunshine, St Albans, Only selected units from this course are delivered online as part of the Preparation for the Occupational English Test (OET).

**About this course:** 22257VIC Certificate IV in EAL (Employment/ Professional) provides high level speaking and listening, reading and writing skills in English, and literacy skills including digital literacy, to gain skilled jobs and for those seeking to access employment in specialised fields who may already have qualifications outside Australia e.g. health sciences, engineering, education or accounting. The overall objective of this course is to prepare students who may have specialised knowledge and technical skills for employment and for participation in further English language study or vocational training or a combination of both.

**Course Objectives:** 22257VIC Certificate IV in EAL (Employment/ Professional) outcomes are designed for both skilled, qualified and experienced workers who require high level speaking, listening, reading and writing skills in English including digital literacy skills to gain skilled jobs 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 proficiency to successfully gain access to the field. The course provides English language skills to enable learners to make the transition to work, further study and training and community participation.

**Careers:** Further education and training.

**Course Duration:** 0.5 years

**Admission Requirements Other:** Selection of participants for 22257VIC Certificate IV in EAL (Employment/ Professional) is based on their need to develop English language, literacy, numeracy and knowledge skills for employment, further study or community participation and the participant’s formal education experience. Participants in the 22257VIC Certificate IV in EAL (Employment/ Professional) should have a need to develop English language skills to participate in specialised or technical and complex verbal and written interactions and transactions in the Australian workplace.

**Selection Processes:** Direct Entry, Interview, Other. Selection of students for the EAL Framework levels is based on their need to develop language and literacy skills. Participants in 22257VIC Certificate IV in EAL (Employment/ Professional) should have language and literacy skills at least equivalent to 22253VIC Certificate III in EAL (Access) or 22254VIC Certificate III in EAL (Employment). The entry level for
Four electives will be delivered as part of the course. These will be chosen from:

- **BSBITU304A** RESEARCH FEATURES OF AUSTRALIAN GOVERNMENT 50
- **BSBITU304B** RESEARCH CURRENT ISSUES 55
- **CULINS403A** SEARCH LIBRARY AND INFORMATION DATABASES 30
- **BSBITU304B** PRODUCE SPREADSHEETS 35
- **BSBINM301A** ORGANISE WORKPLACE INFORMATION 30
- **BSBITU306A** DESIGN AND PRODUCE BUSINESS DOCUMENTS 80
- **BSBREL401A** ESTABLISH NETWORKS 35
- **BSBWOR401A** ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50
- **BSBWOR404B** DEVELOP WORK PRIORITIES 40
- **PSPGOV410A** UNDERTAKE CAREER PLANNING 30
- **VU21061** RESPOND TO AN ADVERTISED JOB 20

On occasions, alternative electives may be selected from a range of accredited curricula and Training Packages. Units and modules selected from curricula or Training Packages will be at a level suited to the AQF level of this qualification.

**CERTIFICATE IV IN EAL (FURTHER STUDY)**

**Course Code:** 22258VIC

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

**About this course:** 22258VIC Certificate IV in EAL (Further Study) provides skill development and consolidation in the areas of English language speaking, listening, reading, writing, and study skills together with an elective selected to develop relevant knowledge and skills so that participants can access a range of further and vocational education options which may require some specialisation. The course also develops literacy skills including digital literacy, communication and research skills and knowledge of the Australian education system. The course aids the transition into mainstream study at an Australian educational institution. The course is offered at AQF Level 4.

**Course Objectives:** 22258VIC Certificate IV in EAL (Further Study) outcomes focus on the consolidation of advanced English language 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 may 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 to gain access to further training to support employment.

**Careers:** Further education and training.

**Course Duration:** 0.5 years

**Admission Requirements Other:** Selection of participants for 22258VIC Certificate IV in EAL (Further Study) is based on their need to develop English language, literacy, numeracy and knowledge skills for further study, employment or community participation and the participant's formal education experience. Participants in the 22258VIC Certificate IV in EAL (Further Study) should have literacy and language skills to participate in complex interactions. Applicants undergo a pre-course English language assessment and interview to determine appropriate course placement.

**Selection Processes:** Direct Entry, Interview, Other Selection of students for the EAL Framework levels is based on their need to develop language and literacy skills for further study. Participants in 22258VIC Certificate IV in EAL (Further Study) should have language and literacy skills at least equivalent to 22255VIC Certificate III in...
EAL (Further Study). The entry level for Certificate IV is ISLPR 3 across all macroskills - listening, speaking, reading and writing.

COURSE STRUCTURE

To be eligible for the award of the 22258VIC Certificate IV in EAL (Further Study), learners must successfully complete a total of 9 units comprising: Core - 8 units

Elective - 1 unit selected from: 2 elective units listed in this qualification & units listed in the Certificate III or IV qualifications in this EAL Framework. A unit which is first packaged in AQF levels 3, 4, or 5 qualifications in other accredited curricula and/or endorsed training packages.

All VU courses include the following units:

CORE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Details</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU21353</td>
<td>RESEARCH PATHWAYS AND PRODUCE A LEARNING PLAN AND PORTFOLIO</td>
<td>20</td>
</tr>
<tr>
<td>VU21508</td>
<td>GIVE COMPLEX PRESENTATIONS FOR FURTHER STUDY</td>
<td>80</td>
</tr>
<tr>
<td>VU21509</td>
<td>ANALYSE AND PARTICIPATE IN COMPLEX SPOKEN DISCOURSE FOR FURTHER STUDY</td>
<td>60</td>
</tr>
<tr>
<td>VU21510</td>
<td>TAKE NOTES FROM COMPLEX AURAL TEXTS FOR FURTHER STUDY</td>
<td>50</td>
</tr>
<tr>
<td>VU21511</td>
<td>READ AND WRITE COMPLEX TEXTS FOR RESEARCH PURPOSES</td>
<td>80</td>
</tr>
<tr>
<td>VU21512</td>
<td>READ AND WRITE COMPLEX TEXTS FOR FURTHER STUDY</td>
<td>80</td>
</tr>
<tr>
<td>VU21513</td>
<td>USE CRITICAL READING AND WRITING SKILLS FOR FURTHER STUDY</td>
<td>40</td>
</tr>
<tr>
<td>VU21514</td>
<td>USE LANGUAGE ANALYSIS SKILLS TO REVIEW OWN TEXTS</td>
<td>40</td>
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</tbody>
</table>

ELECTIVES

One more unit will be selected from the following, appropriate for the particular group of students:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Details</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>CULINS403A</td>
<td>SEARCH LIBRARY AND INFORMATION DATABASES</td>
<td>30</td>
</tr>
<tr>
<td>VU20746</td>
<td>APPLY ESSENTIAL FURTHER STUDY SKILLS</td>
<td>90</td>
</tr>
<tr>
<td>VU20760</td>
<td>SET STUDY GOALS AND PLAN EDUCATION PATHWAY</td>
<td>40</td>
</tr>
<tr>
<td>VU20766</td>
<td>PARTICIPATE IN ONLINE COLLABORATIVE LEARNING</td>
<td>30</td>
</tr>
<tr>
<td>VU20763</td>
<td>PARTICIPATE IN COLLABORATIVE LEARNING</td>
<td>30</td>
</tr>
<tr>
<td>BSBR5401A</td>
<td>ANALYSE AND PRESENT RESEARCH INFORMATION</td>
<td>40</td>
</tr>
<tr>
<td>BSBITU303A</td>
<td>DESIGN AND PRODUCE TEXT DOCUMENTS</td>
<td>90</td>
</tr>
<tr>
<td>ICACIT308A</td>
<td>USE ADVANCED FEATURES OF COMPUTER</td>
<td>40</td>
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</tbody>
</table>

APPLICABLES

On occasion, alternative electives may be selected from a range of accredited curricula and training packages. Units and modules selected from curricula or training packages will be at a level suited to the AQF level of this qualification.

CERTIFICATE II IN ELECTROTECHNOLOGY STUDIES (PRE-VOCATIONAL)

Course Code: 22261VIC

Campus: Sunshine.

About this course: Gain an insight into the electrical industry and become job-ready. Learn basic hand and electrotechnology skills such as assembling a power supply unit and fluoro lights, as well as the basics of electrical theory needed to prepare you for entry into an apprenticeship.

Course Objectives: The course outcomes are consistent with the distinguishing features for a Certificate II in the Australian Qualifications Framework (AQF), as outlined below. Purpose: The Certificate II in Electrotechnology Studies (Pre-vocational) qualifies individuals to undertake mainly routine work in an electrotechnology context and provides a pathway to further learning. Knowledge: Graduates of the Certificate II in Electrotechnology Studies (Pre-vocational) will have basic factual, technical and procedural knowledge within the area of electrotechnology. For example, in the application of basic electrical principles and electrical workshop practices to enhance their entry-level employment prospects in the electrotechnology industry. Skills: Graduates of the Certificate II 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 a range of occupations at electrotechnology trade level, in order to make more informed choices in the selection of vocational career paths.
- 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.
- 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, fixing and securing electrical equipment.

Application of knowledge and skills: Graduates of the Certificate II in Electrotechnology Studies (Pre-vocational) 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 in 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 in completing assigned electrical tasks in a workplace environment.
- with limited autonomy and judgement to complete routine but variable tasks in collaboration with others in a team environment. For example, contributing to outcomes of simple electrical projects as a member of a team.

Volume of learning: The volume of learning for this qualification is typically between 0.5 – 1 year and incorporates structured and unstructured learning activities such as:
structured activities to develop understanding of electrotechnology fundamental principles, carry out routine work activities using hand and power tools and working safely with others.

unstructured activities involving investigating standards,

**Careers:** This pre-vocational course is mainly aimed at school leavers or new entrants into the workforce. It provides the opportunity for those wishing to gain employment in the electrotechnology industry with the required prerequisite knowledge and skills to gain access to a wide range of apprenticeships offered within this industry.

**Course Duration:** 0.5 years

**Admission Requirements** Other: To qualify for admission to this course students will be assessed by the College as being capable of successfully completing the course. See Selection Process below for details.

**Selection Processes:** Direct Entry, Interview, Practical Test, Other

Applicants will undertake an online assessment to determine that they have the necessary literacy and numeracy skills to successfully complete the course. This may be followed by an interview with a selection officer.

**COURSE STRUCTURE**

To achieve the award of Certificate II in Electrotechnology Studies (Pre-vocational) participants must successfully complete all 10 core units; plus 120-140 hours of elective units.

**Core Units of Study**

- CPCCOHS1001A WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6
- HLTAID002 PROVIDE BASIC EMERGENCY LIFE SUPPORT 12
- UENEN101A APPLY OCCUPATIONAL HEALTH SAFETY REGULATIONS, CODES AND PRACTICES IN THE WORKPLACE 20
- UENEN102A FABRICATE, ASSEMBLE AND DISMANTLE UTILITIES INDUSTRY COMPONENTS 40
- UENEN103A SOLVE PROBLEMS IN ELV SINGLE PATH CIRCUITS 40
- UENEN105A FIX AND SECURE ELECTROTECHNOLOGY EQUIPMENT 20
- UENEN130A PROVIDE SOLUTIONS AND REPORT ON ROUTINE ELECTROTECHNOLOGY PROBLEMS 60
- UENEN142A PRODUCE PRODUCTS FOR CARRYING OUT ENERGY SECTOR WORK ACTIVITIES 80
- UENEN148A CARRY OUT ROUTINE WORK ACTIVITIES IN AN ENERGY SECTOR ENVIRONMENT 40
- UENEN179A IDENTIFY AND SELECT COMPONENTS, ACCESSORIES AND MATERIALS FOR ENERGY SECTOR WORK ACTIVITIES 20

**Elective Units of Study**

- UENEN122A CARRY OUT PREPARATORY ENERGY SECTOR WORK ACTIVITIES 60

**ACTIVITIES**

- UEEENP024A ATTACH CORDS AND PLUGS TO ELECTRICAL EQUIPMENT FOR CONNECTION TO A SINGLE PHASE 230 VOLT SUPPLY 20
- UEEEN141A USE OF ROUTINE EQUIPMENT/PLANT/TECHNOLOGIES IN AN ENERGY SECTOR ENVIRONMENT 80
- UEEEN112A PROVIDE BASIC SUSTAINABLE ENERGY SOLUTIONS FOR ENERGY REDUCTION IN RESIDENTIAL PREMISES 40
- UETTDRE11A APPLY SUSTAINABLE ENERGY AND ENVIRONMENTAL PROCEDURES 40
- VU21533 PERFORM ENERGY SECTOR INSTALLATIONS OF EXTRA LOW VOLTAGE (ELV) SINGLE PATH CIRCUITS 40

**CERTIFICATE IV IN FRONTLINE MANAGEMENT**

**Course Code:** BSB40812

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

**About this course:** This qualification reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts. They may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions. Typically they would report to a manager. At this level frontline managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

**Course Objectives:** This qualification reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts. They may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions. Typically they would report to a manager. At this level frontline managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcome.

**Careers:** Possible career outcomes for graduates of the Certificate IV in Frontline Management are as follows:

- Coordinator
- Leading Hand
- Supervisor
- Team Leader

**Course Duration:** 0.5 years

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

**Admission Requirements Mature Age:** Employer Choice or with vocational experience in a supervisory role but no formal qualification.

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

**COURSE STRUCTURE**

To be awarded this qualification, students must successfully complete a total of ten (10) units: four (4) core units and six (6) elective units as specified in the BSB07
Business Services Training Package. At least three (3) elective units must be from the Listed Elective Units group.

Core Units:
BSBMT401A SHOW LEADERSHIP IN THE WORKPLACE 50
BSBMT402A IMPLEMENT OPERATIONAL PLAN 40
BSWHS401A IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS TO MEET LEGISLATIVE REQUIREMENTS 50
BSBWR402A PROMOTE TEAM EFFECTIVENESS 50

Listed Elective Units:
At least three (3) of the elective units must come from the following group:
BSBCUS402B ADDRESS CUSTOMER NEEDS 50
BSBCUS403B IMPROVE CUSTOMER SERVICE STANDARDS 30
BSBMM401A MAKE A PRESENTATION 30
BSBINN301A PROMOTE INNOVATION IN A TEAM ENVIRONMENT 40
BSBINM401A IMPLEMENT WORKPLACE INFORMATION SYSTEM 40
BSBLED401A DEVELOP TEAMS AND INDIVIDUALS 40
BSBGM403A IMPLEMENT CONTINUOUS IMPROVEMENT 40
BSGBK413A PROMOTE PRODUCTS AND SERVICES 40
BSBLT401A ESTABLISH NETWORKS 35
BSBREL401A ANALYSE AND PRESENT RESEARCH INFORMATION 40
BSBRES401A IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES 50
BSBWR401A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50
BSBWR404B DEVELOP WORK PRIORITIES 40

Other Electives:
The remaining electives can come from this group but only one (1) can be at a diploma level:
BSADM405B ORGANISE MEETINGS 20
BSBIA201A PREPARE FINANCIAL REPORTS 50
BSBHR405A SUPPORT THE RECRUITMENT, SELECTION AND INDUCTION OF STAFF 50
BSBGK414B UNDERTAKE MARKETING ACTIVITIES 50
BSBMG502B MANAGE PEOPLE PERFORMANCE 70
BSBPMG522A UNDERTAKE PROJECT WORK 60

Certificate IV in Project Management Practice
Course Code: BSB41513

About this course: Further your career learning important skills in project management. Gain knowledge and skills in designing and planning projects, organising and coordinating budgets and supporting and guiding staff to achieve quality project outcomes.

Course Objectives: This qualification reflects the role of individuals who identify and apply project management skills and knowledge in a wide variety of contexts. They may be members of a project team but with no direct responsibility for the overall project outcomes. They support project operations in one or more roles and under direction may also use project tools and methodologies selectively to support organisational or business activities. They take responsibility for their own outputs in terms of organisational and project quality requirements, and may have limited responsibility for the output of others.

Careers: Potential career outcomes for graduates of Certificate IV in Project Management Practice are:
- Communications liaison
- Contracts officer;
- Estimator and scheduler;
- Project administrator;
- Project analyst;
- Project assistant;
- Project coordinator;
- Project officer;
- Project records officer;
- Project support;
- Project team member;
- Quality officer;
- Small business operator.

Course Duration: 0.5 years

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

Admission Requirements Mature Age: Relevant knowledge and experience as assessed by Victoria University.

Selection Processes: Direct Entry, Interview, Written Application, Other. Applicants industry and educational experience, future employment goals and capacity to successfully complete the course will be considered in the selection process.

COURSE STRUCTURE
To successfully complete this course, students must complete a total of nine (9) units, made up of three (3) Core Units and six (6) Elective Units. At least three (3) of the Elective Units must be selected from Group A. For project management skills in a Building & Construction context the following elective choices are recommended from Group B:
- CPCBC4004A IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS;
Availability of Elective Units listed may vary by semester.

Core Units:

- BSBPMG409A APPLY PROJECT SCOPE-MANAGEMENT TECHNIQUES 40
- BSBPMG410A APPLY PROJECT TIME-MANAGEMENT TECHNIQUES 40
- BSBPMG411A APPLY PROJECT QUALITY-MANAGEMENT TECHNIQUES 40

Elective Units:

Group A:

Select a minimum of three (3) units from the following list in Group A:

- BSBPMG412A APPLY PROJECT COST-MANAGEMENT TECHNIQUES 40
- BSBPMG414A APPLY PROJECT INFORMATION MANAGEMENT AND COMMUNICATIONS TECHNIQUES 40
- BSBPMG415A APPLY PROJECT RISK-MANAGEMENT TECHNIQUES 40
- BSBPMG416A APPLY PROJECT PROCUREMENT PROCEDURES 40
- BSBPMG417A APPLY PROJECT LIFE CYCLE MANAGEMENT PROCESSES 40
- BSBPMG418A APPLY PROJECT STAKEHOLDER ENGAGEMENT TECHNIQUES 40

Group B:

Select the remaining three (3) units from the following list:

- BSBADM405B ORGANISE MEETINGS 20
- BSBCCO405A SURVEY STAKEHOLDERS TO GATHER AND RECORD INFORMATION 40
- BSBLEG415A APPLY THE PRINCIPLES OF CONTRACT LAW 60
- BSBWH5401A IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS TO MEET LEGISLATIVE REQUIREMENTS 50
- CPPDSM407A IMPLEMENT AND MONITOR PROCUREMENT PROCESS 20
- MSAENV472B IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
- PSPETHC401A UPHOLD AND SUPPORT THE VALUES AND PRINCIPLES OF PUBLIC SERVICE 40
- PSPGOV422A APPLY GOVERNMENT PROCESSES 30
- PSPPOL404A SUPPORT POLICY IMPLEMENTATION 30
- TUE4006A COLLECT, ANALYSE AND PRESENT WORKPLACE DATA AND INFORMATION 30

ADVANCED DIPLOMA OF MANAGEMENT

Course Code: BSB600407

About this course:
Steer the helm of large and small organisations. You will learn how to develop networks, manage finances, and the all important methods of mentoring staff and managing people. Enjoy expanded career options as you develop the skills necessary to take on the challenge of strategic leadership. This course is available to industry and community groups.

Course Objectives:
This qualification reflects the role of individuals who have senior or managerial responsibilities. They may oversee the work of others or have specialised roles where they do not supervise others but provide strategic leadership.

Careers:
When you graduate you will be qualified to work in management roles such as area manager, department manager or regional manager.

Course Duration: 1 year

Admission Requirements Year 12:
Direct Entry

Admission Requirements Mature Age:
Direct Entry

Admission Requirements Other:
Employer Choice

Selection Processes:
Direct Entry, Interview, Written Application, Employer Choice

COURSE STRUCTURE

Students must successfully complete a minimum of eight (8) units: three (3) core and five (5) elective units as specified in the BSB07 Business Services Training Package. At least three (3) elective units must be from the Listed Elective Units group.

Core Units:

- BSBIN601B MANAGE ORGANISATIONAL CHANGE 60
- BSBMGT605B PROVIDE LEADERSHIP ACROSS THE ORGANISATION 60
- BSBMGT616A DEVELOP AND IMPLEMENT STRATEGIC PLANS 80

Listed Elective Units:

- BSBCOM603C PLAN AND ESTABLISH COMPLIANCE MANAGEMENT SYSTEMS 50
- BSBDIV601A DEVELOP AND IMPLEMENT DIVERSITY POLICY 70
- BSBFIN601A MANAGE FINANCES 80
- BSBINM601A MANAGE KNOWLEDGE AND INFORMATION 80
To achieve this qualification, the candidate must complete a total of 15 units of competency consisting of Ten (10) core units and Five (5) elective units.

Core Units of Study

- 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
- CPCCCM2005B USE CONSTRUCTION TOOLS AND EQUIPMENT 96
- CPCCCM2006B APPLY BASIC LEVELLING PROCEDURES 8
- CPCCOHS2001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
- CPCCC02013A CARRY OUT CONCRETING TO SIMPLE FORMS 20

Elective Units of Study

- CPCCCM2002A CARRY OUT EXCAVATION 16
- CPCCCM2007B USE EXPLOSIVE POWER TOOLS 16
- CPCCCM2008B ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
- CPCCCM2009A CARRY OUT BASIC DEMOLITION 32
- HLTFA211A PROVIDE BASIC EMERGENCY LIFE SUPPORT 8
- CPCCOHS1001A WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6
- CPCCVE1011A UNDERTAKE A BASIC CONSTRUCTION PROJECT 40
- CPCCCM2010B WORK SAFELY AT HEIGHTS 8
- CPCCCA2003A ERECT AND DISMANTLE FORMWORK FOR FOOTINGS AND STIABS ON GROUND 24
- CPCCSP2003A PREPARE SURFACES FOR PLASTERING 40

CERTIFICATE III IN BRICKLAYING/BLOCKLAYING

Course Code: CPC30111

Campus: Werribee, Industry, 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: You will learn the skills necessary for the safe use and maintenance of a wide range of tools and equipment generally used on-the-job. These include:

- power tools
- automatic and laser levels
- cement mixers
- generators
- scaffolding
- conveyor belts

Course Objectives: This course provides training and assessment for apprentices in the bricklaying and blocklaying industry.

Careers: Occupational titles may include:

- Bricklayer
- Blocklayer

Course Duration: 3 years

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements International: Successful completion of VCE or equivalent

Admission Requirements Mature Age: Minimum age of 18 and one year out of school

Admission Requirements Other: Or employed as a bricklaying/blocklaying apprentice.

Selection Processes: Direct Entry, User Choice (Apprenticeships), Employer Choice

COURSE STRUCTURE

To achieve this qualification, the candidate must demonstrate competency in:

- 27 units of competency
- 21 core units
- 6 elective units

Core Units of Study

- CPCCCA3002A CARRY OUT SETTING OUT
- CPCCCM1012A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY
- CPCCCM1013A PLAN AND ORGANISE WORK
- CPCCCM1014A CONDUCT WORKPLACE COMMUNICATION
- CPCCCM1015A CARRY OUT MEASUREMENTS AND CALCULATIONS
- CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS
- CPCCCM2006B APPLY BASIC LEVELLING PROCEDURES
- CPCCCM2008B ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING
- CPCCCM2009A CARRY OUT BASIC DEMOLITION
- CPCCOH52001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
- CPCCBL2001A HANDLE AND PREPARE BRICKLAYING AND BLOCKLAYING MATERIALS
- CPCCBL2002A USE BRICKLAYING AND BLOCKLAYING TOOLS AND EQUIPMENT
- CPCCBL3002A CARRY OUT MASONRY VENEER CONSTRUCTION
- CPCCBL3003A CARRY OUT CAVITY BRICK CONSTRUCTION
- CPCCBL3004A CONSTRUCT MASONRY STEPS AND STAIRS
- CPCCBL3005A LAY MASONRY WALLS AND CORNERS
- CPCCBL3006A LAY MULTI-THICKNESS WALLS AND PIERS
- CPCCBL3009A INSTALL FLASHINGS AND DAMP PROOF COURSE
- CPCCBL3010A CONSTRUCT MASONRY ARCHES
- CPCCBL3011A CONSTRUCT CURVED WALLS
- CPCCBL3014A INSTALL FIRE-RATED MASONRY CONSTRUCTION

Elective Units of Study (6)

- CPCCBL3001A LAY PAVING
- CPCCBL3007A INSTALL GLASS BLOCKWORK
- CPCCBL3012A CONSTRUCT FIREPLACES AND CHIMNEYS
- CPCCBL3013A CONSTRUCT MASONRY STRUCTURAL SYSTEMS
- CPCCBL3015A CONSTRUCT DECORATIVE BRICKWORK
- CPCCBL3016A CONSTRUCT BATTERED MASONRY WALLS AND PIERS
- CPCCBL3017A CARRY OUT TUCK POINTING TO BRICKWORK
- CPCCBL3018A INSTALL AERATED AUToclaved CONCRETE PRODUCTS
- CPCCCM2007B USE EXPLOSIVE POWER TOOLS
- CPCCCM2010B WORK SAFELY AT HEIGHTS
- CPCCCM3001C OPERATE ELEVATED WORK PLATFORMS
- CPCCCD2013A CARRY OUT CONCRETING TO SIMPLE FORMS
The above units represent all recognised electives for this course. VU will offer a selection of these units. Your school contact will be able to provide details on the units currently being offered.

CERTIFICATE III IN CARPENTRY
Course Code: CPC30211
Campus: Werribee, Industry, 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: This course provides students with training in both the housing and industrial areas of the carpentry trade. You will learn the skills required necessary for the safe use and maintenance of a wide range of tools and equipment generally use on-the-job. Including: power tools, automatic and laser levels, nail guns, generators, scaffolding.

Course Objectives: This course provides students with training in both the housing and industrial areas of the carpentry trade. You will learn the skills required necessary for the safe use and maintenance of a wide range of tools and equipment generally used on-the-job. Including:

- power tools
- automatic and laser levels
- nail guns
- generators
- scaffolding

Careers: This qualification provides a trade certificate in carpentry, covering work in residential and commercial applications. Occupational titles may include:

- Carpenter

Course Duration: 3 years

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements Mature Age: Minimum age of 18 and one year out of school

Admission Requirements VET: Successful completion of VCE or equivalent

Admission Requirements Other: Or employed as a carpenter apprentice.

Selection Processes: Direct Entry, User Choice (Apprenticeships), Employer Choice

COURSE STRUCTURE

To achieve this qualification, the candidate must demonstrate competency in 30 units of competency:

- 22 core units
- 8 elective units

Imported Units: A maximum of two of the eight 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.

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
- 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
- CPCCCD2013A CARRY OUT CONCRETING TO SIMPLE FORMS 20
- CPCCDHS2001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20

Construction and erection of frames, trusses, eaves and roofs field of work core units:

- 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
Elective Units

Select eight (8) units from the below list:

Installation field of work:

- **CPCCCA3010A** INSTALL AND REPLACE WINDOWS AND DOORS 70
- **CPCCCA3012A** FRAME AND FIT WET AREA FIXTURES 24
- **CPCCCA3013A** INSTALL LINING, PANELLING AND MOULDING 40
- **CPCCCA3016A** CONSTRUCT TIMBER EXTERNAL STAIRS 40

Formwork construction field of work:

- **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

General Electives:

- **BSBSMB301A** INVESTIGATE MICRO BUSINESS OPPORTUNITIES 30
- **BSBSMB406A** MANAGE SMALL BUSINESS FINANCE 60
- **CPCCCA2003A** ERECT AND DISMANTLE FORMWORK FOR FOOTINGS AND SLABS ON GROUND 24
- **CPCCCA3009B** CONSTRUCT ADVANCED ROOFS 80
- **CPCCCA3011A** REFURBISH TIMBER SASHES TO WINDOW FRAMES 16
- **CPCCCA3014A** CONSTRUCT BULKHEADS 16
- **CPCCCA3015A** ASSEMBLE PARTITIONS 32
- **CPCCCA3017B** INSTALL EXTERIOR CLADDING 20
- **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
- **RIICCM210A** INSTALL TRENCH SUPPORT 16
- **RIIOHS202A** ENTER AND WORK IN CONFINED SPACES 30

Imported Elective Units:

Two (2) units from the below list may be substituted for any of the above elective units:

- **CPCCJS3003A** ASSEMBLE AND INSTALL STAIRS 24
- **CPCLLSF2001A** LICENSE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - BASIC LEVEL 40
- **CPCCS2002A** ERECT AND DISMANTLE BASIC SCAFFOLDING 56

**CERTIFICATE III IN JOINERY**

**Course Code:** CPC31912

**Campus:** Industry, Sunshine, 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 countries that VU conducts these assessments please refer to: http://vu.edu.au/skilled-migration.

**About this course:** As an apprentice joiner you will learn techniques such as manufacturing and assembling stairs, cutting and installing glass and applying finishes. You will gain practical skills for the safe use and maintenance of tools and equipment such as power tools, automatic and laser levels, cement mixers and generators. This qualification is offered for applicants of the 457 Skilled Migration program.

**Course Objectives:** This qualification provides a trade outcome in joinery covering work for residential and commercial applications. Occupational titles may include: Joiner. The qualification has core unit of competency requirements that 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 covers this requirement.

**Careers:** This qualification provides a trade certificate in joinery covering work for residential and commercial applications.

**Course Duration:** 3 years

**Admission Requirements Other:** To qualify for admission into the course applicants must be employed as a joinery apprentice. Skilled Migration Applicants must satisfy the Trades Recognition Australia (TRA) criteria

**Selection Processes:** User Choice (Apprenticeships), Employer Choice

**COURSE STRUCTURE**

To achieve this qualification, the candidate must demonstrate competency in 30 units of competency:

- 16 core units
- 14 elective units.
## Core Units of Study

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<tr>
<td>CPCCCA2002B</td>
<td>USE CARPENTRY TOOLS AND EQUIPMENT</td>
<td>96</td>
</tr>
<tr>
<td>CPCCCA2011A</td>
<td>HANDLE CARPENTRY MATERIALS</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCM1012A</td>
<td>WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>CPCCM1013A</td>
<td>PLAN AND ORGANISE WORK</td>
<td>20</td>
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<tr>
<td>CPCCM1014A</td>
<td>CONDUCT WORKPLACE COMMUNICATION</td>
<td>20</td>
</tr>
<tr>
<td>CPCCM1015A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
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<tr>
<td>CPCCM2001A</td>
<td>READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
<td>36</td>
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<tr>
<td>CPCCM2006B</td>
<td>APPLY BASIC LEVELLING PROCEDURES</td>
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<tr>
<td>CPCCM2007B</td>
<td>USE EXPLOSIVE POWER TOOLS</td>
<td>16</td>
</tr>
<tr>
<td>CPCCM2010B</td>
<td>WORK SAFELY AT HEIGHTS</td>
<td>8</td>
</tr>
<tr>
<td>CPCCOHS2001A</td>
<td>APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY</td>
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## Joinery - machining and component manufacture and assembly field of work - Core specific

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<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
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<tr>
<td>CPCCJN3001A</td>
<td>USE STATIC MACHINES</td>
<td>56</td>
</tr>
<tr>
<td>CPCCJN3002A</td>
<td>USE COMPUTER-CONTROLLED MACHINERY</td>
<td>60</td>
</tr>
<tr>
<td>CPCCJN3003A</td>
<td>MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES AND DOORS</td>
<td>80</td>
</tr>
<tr>
<td>CPCCJN3004A</td>
<td>MANUFACTURE JOINERY COMPONENTS</td>
<td>40</td>
</tr>
<tr>
<td>CPCCSH3001A</td>
<td>SET OUT AND ASSEMBLE CABINETS, SHOWCASES, WALL UNITS, COUNTERS AND WORKSTATIONS</td>
<td>80</td>
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</tbody>
</table>

## Elective Units of Study

### Joinery - stairs field of work

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>CPCCJS3002A</td>
<td>MANUFACTURE STAIR COMPONENTS FOR STRAIGHT FLIGHTED STAIRS</td>
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<tr>
<td>CPCCJS3003A</td>
<td>ASSEMBLE AND INSTALL STAIRS</td>
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<tr>
<td>CPCCJS3004A</td>
<td>MANUFACTURE AND INSTALL CONTINUOUS HANDRAILING AND SPECIAL STAIR COMPONENTS</td>
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<tr>
<td>CPCCJS3006A</td>
<td>CONSTRUCT FABRICATED STAIRS</td>
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<tr>
<td>CPCCJS3011A</td>
<td>DESIGN AND SET OUT STAIRS</td>
<td>24</td>
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### Stair installation field of work

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<tr>
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<tbody>
<tr>
<td>CPCCCA3010A</td>
<td>INSTALL AND REPLACE WINDOWS AND DOORS</td>
<td>70</td>
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<tr>
<td>CPCCCA3012A</td>
<td>FRAME AND FIT WET AREA FIXTURES</td>
<td>24</td>
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<tr>
<td>CPCCCA3013A</td>
<td>INSTALL LINING, PANELLING AND MOULDING</td>
<td>40</td>
</tr>
<tr>
<td>CPCCCA3016A</td>
<td>CONSTRUCT TIMBER EXTERNAL STAIRS</td>
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## General electives

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<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>BSBSMB301A</td>
<td>INVESTIGATE MICRO BUSINESS OPPORTUNITIES</td>
<td>30</td>
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<tr>
<td>BSBSMB406A</td>
<td>MANAGE SMALL BUSINESS FINANCES</td>
<td>60</td>
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<td>CPCCCA3001A</td>
<td>CARRY OUT GENERAL DEMOLITION OF MINOR BUILDING STRUCTURES</td>
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<td>CPCCCA3011A</td>
<td>REFURBISH TIMBER SASHES TO WINDOW FRAMES</td>
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<td>CPCCCA3014A</td>
<td>CONSTRUCT TIMBER SASHES TO WINDOW FRAMES</td>
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<tr>
<td>CPCCCA3015A</td>
<td>ASSEMBLE PARTITIONS</td>
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<td>CPCCJN2001A</td>
<td>ASSEMBLE COMPONENTS</td>
<td>32</td>
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<tr>
<td>CPCCJN2002B</td>
<td>PREPARE FOR OFF-SITE MANUFACTURING PROCESS</td>
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<tr>
<td>CPCCJN2003A</td>
<td>PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT</td>
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<tr>
<td>CPCCJN3005A</td>
<td>CUT AND INSTALL GLASS</td>
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<tr>
<td>CPCCF03021A</td>
<td>PREPARE SURFACES FOR PAINTING</td>
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<tr>
<td>CPCCSF2003A</td>
<td>CUT AND BEND MATERIALS USING OXY-LPG EQUIPMENT</td>
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<td>CPCCSF2004A</td>
<td>PLACE AND FIX REINFORCEMENT MATERIALS</td>
<td>80</td>
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<td>CPCCSH2003A</td>
<td>APPLY AND INSTALL SEALANT AND SEALANT DEVICES</td>
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<td>CPCCSH3005A</td>
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<td>CPCCST2005A</td>
<td>CARRY OUT LOAD SLINGING OF OFF-SITE MATERIALS</td>
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</tbody>
</table>

The above units represent all recognised electives for this course. VU will offer a selection of these units. Your school contact will be able to provide details on the units currently being offered.

### Certificate III in Carpentry and Joinery

**Course Code:** CPCC32011  
**Campus:** Werribee, Industry, 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:** You will be trained in

- installing floors
- installing doors and windows
constructing roofs and stairs

You will learn the practical skills for the safe use and maintenance of tools and equipment such as

- power tools
- static machines
- air compressors

This course is for registered apprentices.

Course Objectives: This course provides training and assessment for apprentices in the carpentry and joinery industry.

Careers: This qualification provides a trade certificate in carpentry and joinery, covering work in residential and commercial applications. Occupational titles may include:

- Carpenter and joiner.

Course Duration: 3 years

Admission Requirements Other: To qualify for admission into the course applicants must be employed as a carpentry and joinery apprentice.

Selection Processes: User Choice (Apprenticeships), Employer Choice

COURSE STRUCTURE

To achieve this qualification, the candidate must demonstrate competency in 32 units of competency:

- 28 core units
- 4 elective units.

Core Units of Study

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<th>Unit Title</th>
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<tr>
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<td>HANDLE CARPENTRY MATERIALS</td>
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<td>CPCCCA3001A</td>
<td>CARRY OUT GENERAL DEMOLITION OF MINOR BUILDING STRUCTURES</td>
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<tr>
<td>CPCCCA3002A</td>
<td>CARRY OUT SETTING OUT</td>
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<tr>
<td>CPCCCA3003A</td>
<td>INSTALL AND REPLACE WINDOWS AND DOORS</td>
<td>70</td>
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<td>INSTALL LINING, PANELLING AND MOULDING</td>
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<td>INSTALL EXTERIOR CLADDING</td>
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<td>ERECT AND DISMANTLE FORMWORK TO SUSPENDED SLABS, COLUMNS, BEAMS AND WALLS</td>
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<td>CONTRUCT PITCHED ROOFS</td>
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<td>CPCCJN3002A</td>
<td>USE COMPUTER-CONTROLLED MACHINERY</td>
<td>60</td>
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<tr>
<td>CPCCJS3002A</td>
<td>MANUFACTURE STAIR COMPONENTS FOR STRAIGHT FLIGHTED STAIRS</td>
<td>32</td>
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<tr>
<td>CPCCJS3003A</td>
<td>ASSEMBLE AND INSTALL STAIRS</td>
<td>24</td>
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<tr>
<td>CPCCJS3004A</td>
<td>MANUFACTURE AND INSTALL CONTINUOUS HANDRAILING AND SPECIAL STAIR COMPONENTS</td>
<td>56</td>
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<tr>
<td>CPCCJS3006A</td>
<td>CONSTRUCT FABRICATED STAIRS</td>
<td>24</td>
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<tr>
<td>CPCCJS3011A</td>
<td>DESIGN AND SET OUT STAIRS</td>
<td>24</td>
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<tr>
<td>CPCCCA3009B</td>
<td>CONSTRUCT ADVANCED ROOFS</td>
<td>80</td>
</tr>
</tbody>
</table>
The above units represent all recognised electives for this course. VU will offer a selection of these units. Your school contact will be able to provide details on the units currently being offered.

CERTIFICATE III IN SIGNAGE
Course Code: CPC32111
Campus: Industry, Sunshine.

About this course: As a signage apprentice you will learn:

- 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
- heritage signage

Course Objectives: This course provides training and assessment for apprentices in the signage industry.

Careers: This qualification provides a trade certificate in signage. Occupational titles may include:

- Signwriter
- Sign manufacturer.

Course Duration: 3 years

Admission Requirements Other: To qualify for admission into the course applicants must be employed as a signage apprentice.

Selection Processes: User Choice (Apprenticeships), Employer Choice

COURSE STRUCTURE

To achieve this qualification, the candidate must demonstrate competency in 21 units of competency:

- 14 core units
- 7 elective units.

Core Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CPCCCA301A</td>
<td>REFURBISH TIMBER SASHES TO WINDOW FRAMES</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCA3015A</td>
<td>ASSEMBLE PARTITIONS</td>
<td>32</td>
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<tr>
<td>CPCCCA3022A</td>
<td>INSTALL CURTAIN WALLING</td>
<td>40</td>
</tr>
<tr>
<td>CPCCM2002A</td>
<td>CARRY OUT EXCAVATION</td>
<td>16</td>
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<tr>
<td>CPCCM3001C</td>
<td>OPERATE ELEVATED WORK PLATFORMS</td>
<td>32</td>
</tr>
<tr>
<td>CPCCSF2003A</td>
<td>CUT AND BEND MATERIALS USING OXY-LPG EQUIPMENT</td>
<td>20</td>
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<tr>
<td>CPCCSF2004A</td>
<td>PLACE AND FIX REINFORCEMENT MATERIALS</td>
<td>80</td>
</tr>
<tr>
<td>CPCCSH2003A</td>
<td>APPLY AND INSTALL SEALANT AND SEALANT DEVICES</td>
<td>16</td>
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<tr>
<td>CPCCSH3001A</td>
<td>SET OUT AND ASSEMBLE CABINETS, SHOWCASES, WALL UNITS, COUNTERS AND WORKSTATIONS</td>
<td>80</td>
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<tr>
<td>CPCCWC3003A</td>
<td>INSTALL DRY WALL PASSIVE FIRE-RATED SYSTEMS</td>
<td>40</td>
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<td>BSBSMB406A</td>
<td>MANAGE SMALL BUSINESS FINANCES</td>
<td>60</td>
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<td>RIJCM210A</td>
<td>INSTALL TRENCH SUPPORT</td>
<td>16</td>
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<tr>
<td>RIJHS202A</td>
<td>ENTER AND WORK IN CONFINED SPACES</td>
<td>30</td>
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<tr>
<td>CPCLSF2001A</td>
<td>LICENSE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - BASIC LEVEL</td>
<td>40</td>
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<tr>
<td>CPCCSSC2002A</td>
<td>ERECT AND DISMANTLE BASIC SCAFFOLDING</td>
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<tr>
<td>CPAAC3008B</td>
<td>CONSTRUCT EAVES</td>
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Elective Units of Study (7)

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<tbody>
<tr>
<td>CPCCSI2001A</td>
<td>USE COLOUR FOR SIGNAGE</td>
<td>24</td>
</tr>
<tr>
<td>CPCCSI2002A</td>
<td>LAY OUT AND DESIGN SIGNAGE</td>
<td>40</td>
</tr>
<tr>
<td>CPCCSI2003A</td>
<td>PREPARE SURFACES FOR SIGNAGE</td>
<td>20</td>
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<tr>
<td>CPCCSI2004A</td>
<td>PRODUCE DIGITAL SIGNAGE</td>
<td>36</td>
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<tr>
<td>CPCCSI2005A</td>
<td>FABRICATE SIGNAGE</td>
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<tr>
<td>CPCCSI2006A</td>
<td>SIGNWRITE TO SIMPLE FORMS</td>
<td>76</td>
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<tr>
<td>CPCCSI2007A</td>
<td>APPLY FASTENERS AND FIXINGS</td>
<td>16</td>
</tr>
<tr>
<td>CPCCSI3001A</td>
<td>PRODUCE VINYL SIGNAGE</td>
<td>36</td>
</tr>
<tr>
<td>CPCCSI3002A</td>
<td>USE ROTARY ROUTER</td>
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</table>
CPCCCM3001C OPERATE ELEVATED WORK PLATFORMS 32
CPCCSI3003A SIGNWRITE TO DECORATIVE FORMS 92
CPCCSI3004A APPLY ADVANCED VINYL APPLICATIONS 40
CPCCSI3005A USE ENGRAVING SYSTEMS 40
CPCCSI3006A APPLY GILDING TO SIGNAGE 40
CPCCSI3007A APPLY LINES AND SCROLLS 48
CPCCSI3009A SCREEN-PRINT SIGNAGE 36
CPCCSI3011A USE LED TECHNOLOGY FOR SIGNAGE 40
CPCCSI3013A INSTALL LED SYSTEMS 40
CPCCSI3015A PRODUCE AIRBRUSHED SIGNAGE 30
CPCCSI3016A PRODUCE DIGITAL SIGNAGE USING ADVANCED SOFTWARE APPLICATIONS 60

The above units represent all recognised electives for this course. VU will offer a selection of these units. Your school contact will be able to provide details on the units currently being offered.

**CERTIFICATE III IN PLUMBING**

**Course Code:** CPC32412

**Campus:** Industry, 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:** Are you starting as an apprentice in the Plumbing Industry? A Certificate III in Plumbing from VU will provide you with the training and support to gain your trade qualification. Our courses include classroom and work based tasks a combination that focuses on implementing your learning. The result, you become a job ready graduate!

**Course Objectives:** This qualification provides a trade outcome in plumbing. Occupational titles may include:

- Plumber
- Plumber and drainer
- Plumber and gasfitter
- Gasfitter
- Roof plumber
- Mechanical plumber

The qualification has core and elective unit of competency requirements that cover common and specialist skills for the plumbing industry in six specialist streams:

- Stream 1 Water
- Stream 2 Sanitary
- Stream 3 Drainage
- Stream 4 Mechanical services
- Stream 5 Roofing
- Stream 6 Gas services

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.

**Career:** This qualification provides a trade certificate in plumbing. Occupational titles may include:

- Plumber
- Plumber and drainer
- Plumber and gasfitter
- Gasfitter
- Roof plumber.

**Course Duration:** 3 years

**Admission Requirements Year 12:** To qualify for admission into the course applicants must be employed as a plumbing apprentice.

**Admission Requirements International:** NA

**Admission Requirements Mature Age:** To qualify for admission into the course applicants must be employed as a plumbing apprentice.

**Admission Requirements VET:** To qualify for admission into the course applicants must be employed as a plumbing apprentice.

**Selection Processes:** User Choice (Apprenticeships), Employer Choice

**COURSE STRUCTURE**

Units of competency from a minimum of four of the following six plumbing streams are required to be awarded this qualification. Stream 1 Water and Stream 2 Sanitary are mandatory. The following units of competency are required for award of this qualification: Stream 1 Water (mandatory): 24 core units and 5 elective units from the water stream and Stream 2 Sanitary (mandatory): 6 core units and 4 elective units from the sanitary stream. Plus two of the following four streams: 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 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 OF STUDY**

**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
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<tbody>
<tr>
<td>CPCPCM2050A</td>
<td>MARK OUT MATERIALS</td>
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<td>CPCPCM2052A</td>
<td>WELD USING OXY-ACETYLENE EQUIPMENT</td>
<td>16</td>
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<tr>
<td>CPCPCM2053A</td>
<td>WELD USING MANUAL METAL ARC WELDING EQUIPMENT</td>
<td>16</td>
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<tr>
<td>CPCPCM2054A</td>
<td>CARRY OUT SIMPLE CONCRETING AND RENDERING</td>
<td>16</td>
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<tr>
<td>CPCPCM2055A</td>
<td>WORK SAFELY ON ROOFS</td>
<td>20</td>
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<tr>
<td>CPCPCM3021A</td>
<td>FLASH PENETRATIONS THROUGH ROOFS AND WALLS</td>
<td>18</td>
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<tr>
<td>CPCPCM3022A</td>
<td>WELD POLYETHYLENE AND POLYPROPYLENE PIPES USING FUSION METHOD</td>
<td>8</td>
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<tr>
<td>CPCPCM3023A</td>
<td>FABRICATE AND INSTALL NON-FERROUS PRESSURE PIPING</td>
<td>12</td>
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<td>CPCPS3031A</td>
<td>FABRICATE AND INSTALL FIRE HYDRANT AND HOSE REEL SYSTEMS</td>
<td>40</td>
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<tr>
<td>CPCPWT3020A</td>
<td>CONNECT AND INSTALL STORAGE TANKS TO A DOMESTIC WATER SUPPLY</td>
<td>12</td>
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<tr>
<td>CPCPWT3021A</td>
<td>SET OUT AND INSTALL WATER SERVICES</td>
<td>36</td>
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<tr>
<td>CPCPWT3022A</td>
<td>INSTALL AND ADJUST WATER SERVICE CONTROLS AND DEVICES</td>
<td>12</td>
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<tr>
<td>CPCPWT3023A</td>
<td>INSTALL AND COMMISSION WATER HEATING SYSTEMS</td>
<td>25</td>
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<tr>
<td>CPCPWT3025A</td>
<td>INSTALL WATER PUMPSETS</td>
<td>8</td>
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<tr>
<td>CPCPWT3026A</td>
<td>FIT OFF AND COMMISSION HEATED AND COLD WATER SERVICES</td>
<td>16</td>
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<td>CPCPWT3027A</td>
<td>CONNECT IRRIGATION SYSTEMS FROM DRINKING WATER SUPPLY</td>
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<tr>
<td>HLFA211A</td>
<td>PROVIDE BASIC EMERGENCY LIFE SUPPORT</td>
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<td>CPCPCM2048A</td>
<td>CUT AND JOIN SHEET METAL</td>
<td>8</td>
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<tr>
<td>CPCPDR2021A</td>
<td>LOCATE AND CLEAR BLOCKAGES</td>
<td>8</td>
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<td>CPCPSN3011B</td>
<td>PLAN LAYOUT OF A RESIDENTIAL SANITARY PLUMBING SYSTEM</td>
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<tr>
<td>CPCPSN3022A</td>
<td>INSTALL DISCHARGE PIPES</td>
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<tr>
<td>CPCPSN3023A</td>
<td>FABRICATE AND INSTALL SANITARY STACKS</td>
<td>28</td>
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<tr>
<td>CPCPSN3024A</td>
<td>INSTALL AND FIT OFF SANITARY FIXTURES</td>
<td>20</td>
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<tr>
<td>CPCPDR2021A</td>
<td>LOCATE AND CLEAR BLOCKAGES</td>
<td>8</td>
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<tr>
<td>CPCPDR2022A</td>
<td>INSTALL DOMESTIC TREATMENT PLANTS</td>
<td>20</td>
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<td>CPCPDR2024A</td>
<td>INSTALL STORMWATER AND SUB-SOIL DRAINAGE SYSTEMS</td>
<td>15</td>
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<td>CPCPDR2025A</td>
<td>DRAIN WORK SITE</td>
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<td>CPCPDR2026A</td>
<td>INSTALL PREFABRICATED INSPECTION OPENINGS AND ENCLOSURES</td>
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<tr>
<td>CPCPDR3021A</td>
<td>PLAN LAYOUT OF A RESIDENTIAL SANITARY DRAINAGE SYSTEM</td>
<td>8</td>
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<tr>
<td>CPCPDR3022A</td>
<td>INSTALL BELOW GROUND SANITARY DRAINAGE SYSTEMS</td>
<td>30</td>
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<tr>
<td>CPCPDR3023A</td>
<td>INSTALL ON-SITE DISPOSAL SYSTEMS</td>
<td>8</td>
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<tr>
<td>RICC210A</td>
<td>INSTALL TRENCH SUPPORT</td>
<td>16</td>
</tr>
<tr>
<td>CPCPCM2048A</td>
<td>CUT AND JOIN SHEET METAL</td>
<td>8</td>
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<tr>
<td>CPCPMS2021A</td>
<td>ASSEMBLE MECHANICAL SERVICES COMPONENTS</td>
<td>12</td>
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<tr>
<td>CPCPMS3031A</td>
<td>FABRICATE AND INSTALL STEEL PRESSURE PIPING</td>
<td>54</td>
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<tr>
<td>CPCPMS3033A</td>
<td>INSTALL SMALL BORE HEATING SYSTEMS</td>
<td>15</td>
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<tr>
<td>CPCPCM2048A</td>
<td>CUT AND JOIN SHEET METAL</td>
<td>8</td>
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<tr>
<td>CPCPFR2022A</td>
<td>SELECT AND INSTALL ROOF SHEETING AND WALL CLADDING</td>
<td>16</td>
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<tr>
<td>CPCPFR2023A</td>
<td>COLLECT AND STORE ROOF WATER</td>
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<td>CPCPFR3021A</td>
<td>RECEIVE ROOFING MATERIALS</td>
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<td>CPCPFR3022A</td>
<td>FABRICATE AND INSTALL ROOF DRAINAGE COMPONENTS</td>
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<td>CPCPFR3023A</td>
<td>FABRICATE AND INSTALL EXTERNAL FLASHINGS</td>
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<td>CPCPFR3024A</td>
<td>INSTALL ROOF COMPONENTS</td>
<td>10</td>
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<tr>
<td>CPCPFR3026A</td>
<td>INSTALL COMPOSITE ROOF SYSTEMS</td>
<td>20</td>
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<tr>
<td>CPCPCM2048A</td>
<td>CUT AND JOIN SHEET METAL</td>
<td>8</td>
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<tr>
<td>CPCPSS3046A</td>
<td>INSTALL LPG SYSTEMS IN CARAVANS, MOBILE HOMES AND MOBILE WORKPLACES</td>
<td>12</td>
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<tr>
<td>CPCPSS3047A</td>
<td>INSTALL LPG SYSTEMS IN MARINE CRAFT</td>
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<tr>
<td>CPCPSS3048A</td>
<td>INSTALL GAS PRESSURE CONTROL EQUIPMENT</td>
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<tr>
<td>CPCPSS3049A</td>
<td>INSTALL TYPE A GAS APPLIANCE FLUES</td>
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<tr>
<td>CPCPSS3051A</td>
<td>PURGE CONSUMER PIPING</td>
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<tr>
<td>CPCPGS3053A</td>
<td>Disconnect and reconnect Type A gas appliances</td>
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<tr>
<td>CPCPGS3054A</td>
<td>Calculate and install natural ventilation for Type A gas appliances</td>
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<tr>
<td>CPCPGS3056A</td>
<td>Install gas piping systems</td>
<td>24</td>
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<tr>
<td>CPCPGS3057A</td>
<td>Size consumer gas piping systems</td>
<td>8</td>
</tr>
<tr>
<td>CPCPGS3058A</td>
<td>Install and commission Type A gas appliances</td>
<td>22</td>
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<tr>
<td>CPCPGS3059A</td>
<td>Install LPG storage of aggregate storage capacity up to 500 litres</td>
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**ELECTIVE UNITS OF STUDY**

**Water Stream**

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<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CPCCCM2008B</td>
<td>Erect and dismantle restricted height scaffolding</td>
<td>40</td>
</tr>
<tr>
<td>CPCCCM2010B</td>
<td>Work safely at heights</td>
<td>8</td>
</tr>
<tr>
<td>CPCCCM3001C</td>
<td>Operate elevated work platforms</td>
<td>32</td>
</tr>
<tr>
<td>CPCPCM2048A</td>
<td>Cut and join sheet metal</td>
<td>8</td>
</tr>
<tr>
<td>CPCPCM2049A</td>
<td>Cut using Oxy-LPG-acetylene equipment</td>
<td>8</td>
</tr>
<tr>
<td>CPCPFS3037A</td>
<td>Install domestic and residential life safety sprinkler systems</td>
<td>60</td>
</tr>
<tr>
<td>CPCPISG021A</td>
<td>Set out, install and commission irrigation systems</td>
<td>4</td>
</tr>
<tr>
<td>CPCPISG022A</td>
<td>Install and commission domestic irrigation pumps</td>
<td>4</td>
</tr>
<tr>
<td>CPCPMS3032A</td>
<td>Select and fit insulation and sheathing</td>
<td>8</td>
</tr>
<tr>
<td>CPCPMS3033A</td>
<td>Install small bore heating systems</td>
<td>15</td>
</tr>
<tr>
<td>CPCPMS3040A</td>
<td>Install and maintain evaporative air cooling systems</td>
<td>20</td>
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<tr>
<td>CPCPISF203A</td>
<td>Collect and store roof water</td>
<td>10</td>
</tr>
<tr>
<td>CPCPWT3024A</td>
<td>Install and maintain domestic water treatment equipment</td>
<td>10</td>
</tr>
<tr>
<td>CPCPWT3028A</td>
<td>Install water services</td>
<td>10</td>
</tr>
<tr>
<td>CPCPWT3029A</td>
<td>Install water pipe systems</td>
<td>12</td>
</tr>
<tr>
<td>RICCM210A</td>
<td>Install trench support</td>
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**Drainage Stream**

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<tbody>
<tr>
<td>CPCPCM2048A</td>
<td>Cut and join sheet metal</td>
<td>8</td>
</tr>
<tr>
<td>CPCPCM2049A</td>
<td>Cut using Oxy-LPG-acetylene equipment</td>
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</tr>
<tr>
<td>CPCPDR2023A</td>
<td>Maintain effluent disinfection systems</td>
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<td>CPCPDR2025A</td>
<td>Drain work site</td>
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<tr>
<td>CPCPDR2026A</td>
<td>Install prefabricated inspection openings and enclosures</td>
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<tr>
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<td>Install below ground sanitary drainage systems</td>
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<tr>
<td>CPCPDR3023A</td>
<td>Install on-site disposal systems</td>
<td>8</td>
</tr>
<tr>
<td>CPCPSN3025A</td>
<td>Install pre-treatment facilities</td>
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<tr>
<td>CPCPSN3026A</td>
<td>Install sewerage pumpsets</td>
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<tr>
<td>RICCM210A</td>
<td>Install trench support</td>
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**Sanitary Stream**

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<th>Description</th>
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<tbody>
<tr>
<td>CPCCCM2008B</td>
<td>Erect and dismantle restricted height scaffolding</td>
<td>40</td>
</tr>
<tr>
<td>CPCCCM2010B</td>
<td>Work safely at heights</td>
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</tr>
<tr>
<td>CPCCCM3001C</td>
<td>Operate elevated work platforms</td>
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**Mechanical Services Stream**

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<td>Erect and dismantle restricted height scaffolding</td>
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</tr>
<tr>
<td>CPCCCM2010B</td>
<td>Work safely at heights</td>
<td>8</td>
</tr>
<tr>
<td>CPCCCM3001C</td>
<td>Operate elevated work platforms</td>
<td>32</td>
</tr>
<tr>
<td>CPCPCM2049A</td>
<td>Cut using Oxy-LPG-acetylene equipment</td>
<td>8</td>
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<tr>
<td>CPCPMS3032A</td>
<td>Select and fit insulation and sheathing</td>
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<td>CPCPMS3033A</td>
<td>Install medical gas pipeline systems</td>
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<td>CPCPMS3035A</td>
<td>Install and test ducting systems</td>
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<td>Install air handling units</td>
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<td>CPCPMS3037A</td>
<td>Install and test split system air conditioning</td>
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<tr>
<td>CPCPMS3038A</td>
<td>Install air conditioning control equipment</td>
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</tr>
<tr>
<td>CPCPMS3039A</td>
<td>Maintain mechanical services equipment</td>
<td>8</td>
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</tbody>
</table>
### Course Code: CPC40110

**Campus:** Sunshine.

#### About this course:
The aim of this course is that graduates will acquire specialist skill and knowledge in quantity surveying, tendering, planning and scheduling construction technology in residential and commercial buildings.

#### Course Objectives:
This qualification is designed to assist in meeting the licensing/registration requirements of those wishing to become a registered builder.

#### Careers:
Occupational titles may include:
- builder
- construction manager.

#### Course Duration:
3 years

#### Admission Requirements Other:
All students are interviewed for selection, undertake a pre selection test and require language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skills Framework.

#### Selection Processes:
Interview

#### COURSE STRUCTURE:
16 units of competency are required for award of this qualification:
- 13 compulsory units
- 3 elective units.

### Core Units of Study

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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tr>
<td>BSBSMB406A</td>
<td>MANAGE SMALL BUSINESS FINANCES</td>
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<tr>
<td>CPCBC4001A</td>
<td>APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR LOW RISE B</td>
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<td>CPCBC4002A</td>
<td>MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORK</td>
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<td>CPCBC4004A</td>
<td>IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS</td>
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<td>PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING</td>
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<td>SELECT, PROCURE AND STORE CONSTRUCTION MATERIALS FOR LOW RISE PROJECTS</td>
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<td>CPCBC4007A</td>
<td>PLAN BUILDING OR CONSTRUCTION WORK</td>
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<td>CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECTS</td>
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<tr>
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<td>APPLY STRUCTURAL PRINCIPLES TO RESIDENTIAL LOW RISE CONSTRUCTIONS</td>
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**Roofing Stream**

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<td>WORK SAFELY AT HEIGHTS</td>
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<td>CPCCCM3001C</td>
<td>OPERATE ELEVATED WORK PLATFORMS</td>
<td>32</td>
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<td>CPCCPM2049A</td>
<td>CUT USING OXY-LPG-ACETYLENE EQUIPMENT</td>
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<td>CPCCPRF2024A</td>
<td>FABRICATE ROOF COVERINGS FOR CURVED STRUCTURES</td>
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<td>INSTALL ROOF COVERINGS TO CURVED ROOF STRUCTURES</td>
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<td>RIICCM210A</td>
<td>INSTALL TRENCH SUPPORT</td>
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**Gas Services Stream**

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<td>CPCCPSM2021A</td>
<td>ASSEMBLE MECHANICAL SERVICES COMPONENTS</td>
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<td>INSTALL SMALL BORE HEATING SYSTEMS</td>
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<td>INSTALL AIR HANDLING UNITS</td>
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**CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING)**

Course Code: CPC40110
Campus: Sunshine.
<table>
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<tr>
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<td>CPCCBC4011B</td>
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<td>READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
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<td>CPCCBC4013A</td>
<td>PREPARE AND EVALUATE TENDER DOCUMENTATION</td>
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<tr>
<td>CPCCBC4014A</td>
<td>PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS</td>
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<tr>
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<td>PREPARE SPECIFICATIONS FOR ALL CONSTRUCTION WORKS</td>
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<tr>
<td>CPCCBC4016A</td>
<td>ADMINISTER A CONSTRUCTION CONTRACT</td>
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<td>ARRANGE RESOURCES AND PREPARE FOR THE BUILDING OR CONSTRUCTION PROJECT</td>
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<td>ADMINISTER A CONSTRUCTION CONTRACT</td>
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<td>APPLY SUSTAINABLE BUILDING DESIGN PRINCIPLES TO WATER MANAGEMENT SYSTEMS</td>
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<tr>
<td>CPCCBC4020A</td>
<td>BUILD THERMALLY EFFICIENT AND SUSTAINABLE STRUCTURES</td>
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<tr>
<td>CPCCBC4021A</td>
<td>MINIMISE WASTE ON THE BUILDING AND CONSTRUCTION SITE</td>
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<td>SUPERVISE ASBESTOS REMOVAL</td>
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<td>CPCCBC4024A</td>
<td>RESOLVE BUSINESS DISPUTES</td>
<td>20</td>
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<tr>
<td>CPCCBC4025A</td>
<td>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT</td>
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<td>PREPARE DESIGN BRIEF FOR CONSTRUCTION WORKS</td>
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<td>PROMOTE TEAM EFFECTIVENESS</td>
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<td>PRODUCE SIMPLE WORD PROCESSED DOCUMENTS</td>
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<td>BSBIW40402A</td>
<td>CREATE AND USE SPREADSHEETS</td>
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<td>BSBIW40402A</td>
<td>COMMUNICATE ELECTRONICALLY</td>
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<td>BSBMGT403A</td>
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<tr>
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<tr>
<td>BSBPMG404A</td>
<td>APPLY QUALITY MANAGEMENT TECHNIQUES</td>
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<tr>
<td>BSBWRT401A</td>
<td>WRITE COMPLEX DOCUMENTS</td>
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<tr>
<td>HLTHIR403B</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
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<tr>
<td>CPCCOHS1001A</td>
<td>WORK SAFELY IN THE CONSTRUCTION INDUSTRY</td>
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<tr>
<td>BSBIW40402A</td>
<td>CREATE AND USE DATABASES</td>
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**Elective Units of Study**

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<th>Credit Points</th>
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<tbody>
<tr>
<td>CPCCBC4014A</td>
<td>PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS</td>
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<td>PREPARE SPECIFICATIONS FOR ALL CONSTRUCTION WORKS</td>
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<td>CPCCBC4016A</td>
<td>ADMINISTER A CONSTRUCTION CONTRACT</td>
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<td>CPCCBC4017A</td>
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<tr>
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<td>APPLY SUSTAINABLE BUILDING DESIGN PRINCIPLES TO WATER MANAGEMENT SYSTEMS</td>
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<td>PROMOTE TEAM EFFECTIVENESS</td>
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</table>

**CERTIFICATE IV IN PLUMBING AND SERVICE**

**Course Code:** CPCC40912  
**Campus:** Industry, Sunshine.

**About this course:** Reach your goal of operating as a self-employed or contractor plumber. This course provides a national qualification, as well as preparing you for Victorian licensing requirements.

**Course Objectives:** This qualification provides an outcome for:
- experienced plumbing service operators with responsibility for project design and supervision (Air conditioning and mechanical services stream)
- specialist plumbing services tradespersons and operators seeking to deepen their technical skills (Plumbing and services & Operations stream)

**Careers:** Occupational titles may include:
- Plumbing contractor
- Air conditioning technician

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.

**Career Duration:** 2 years

**Admission Requirements Other:** Students must be currently enrolled in or have completed their Certificate III in Plumbing Services.

**Selection Processes:** Interview, Written Test

**COURSE STRUCTURE**
Air conditioning and mechanical services stream
To achieve this qualification, students must demonstrate competency in: 15 units of study:
- 8 core units
- 7 elective units.

Plumbing and services - Operations stream
To achieve this qualification, students must demonstrate competency in: 15 units of study:
- 12 core units
- 3 elective units.

The units must be completed as follows: all four core units from the relevant stream, all core units from the relevant stream, all elective units (number as specified by the stream), ensuring that any licensing requirements are addressed.

Common Core Units

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<td>READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
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<td>CARRY OUT WORK-BASED RISK CONTROL PROCESSES</td>
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Air Conditioning and Mechanical Services stream

Core Units of Study

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<td>PRODUCE 2-D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE</td>
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Elective Units of Study

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<td>DESIGN AND SIZE CONSUMER GAS INSTALLATIONS</td>
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<td>DESIGN AND SIZE LAY OUT HEATING AND COOLING SYSTEMS</td>
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<td>CPCP54022A</td>
<td>COMMISSION AIR AND WATER SYSTEMS</td>
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<tr>
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<td>DESIGN AND SIZE HEATED AND COLD WATER SERVICES AND SYSTEMS</td>
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<td>CPCPRF4011B</td>
<td>DESIGN AND SIZE ROOF DRAINAGE SYSTEMS</td>
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<tr>
<td>CPCPDR4011B</td>
<td>DESIGN AND SIZE SANITARY DRAINAGE SYSTEMS</td>
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DIPLOMA OF SPECIALIST MAKE-UP SERVICES

Course Code: CUF50407
Campus: City King St.

About this course: Fast track your career as a make-up artist in the entertainment industry, equipped with a range of specialist skills. Learn how to style wigs and hairpieces, and apply specialised make-up for bridal, photographic, theatre, period, special effects, television, film and fashion.

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 area of specialist make-up services for the film, television and entertainment industries. They may coordinate the operation of a make-up department or business or operate on a freelance basis.

Careers: You will be qualified to work as a make-up/hair stylist/designer, special make-up effects artist/designer, freelance TV, theatre and film make-up artist.

Course Duration: 1 year

Admission Requirements Other: All students are selected by interview

Selection Processes: Direct Entry, Interview, VTAC
Students must complete a total of 16 units: 6 core units plus 4 specialist units plus 6 elective units. Of the elective units must be selected from the specialist and elective units listed for the qualification in the CUF07 Screen and Media Training Package. The remaining 2 elective units may be selected from the specialist and elective units listed in the Training Package or any other currently endorsed national Training Package. Units must be selected from a Diploma level qualification. No more than 4 elective units previously achieved can be counted towards the qualification. Electives must be relevant to the work outcome, local industry requirements and the qualification level.

### Core Units

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BSBCRT301A</td>
<td>DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS</td>
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<tr>
<td>BSBCRT402A</td>
<td>COLLABORATE IN A CREATIVE PROCESS</td>
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<tr>
<td>CUFMUP401A</td>
<td>DESIGN, APPLY AND REMOVE MAKE-UP</td>
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<tr>
<td>CUFMUP403A</td>
<td>STYLE HAIR FOR PERFORMANCES OR PRODUCTIONS</td>
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<tr>
<td>BSBPMG510A</td>
<td>MANAGE PROJECTS</td>
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<tr>
<td>BSBH5509A</td>
<td>ENSURE A SAFE WORKPLACE</td>
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### Core Specialist Units (4)

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<td>SELECT AND APPLY HAIR EXTENSIONS</td>
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<td>CUFMUP402A</td>
<td>MAINTAIN MAKE-UP AND HAIR CONTINUITY</td>
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<td>CUFMUP501A</td>
<td>DESIGN AND APPLY SPECIALISED MAKEUP</td>
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### Elective Units (6)

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<td>STYLE WIGS AND HAIRPIECES FOR PERFORMANCES OR PRODUCTIONS</td>
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<td>MAKE A PRESENTATION</td>
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<tr>
<td>BSBCRT501A</td>
<td>ORIGINATE AND DEVELOP CONCEPTS</td>
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<td>BSBD5402A</td>
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<tr>
<td>CUFIND401A</td>
<td>PROVIDE SERVICES ON A FREELANCE BASIS</td>
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<tr>
<td>BSBR401A</td>
<td>ESTABLISH NETWORKS</td>
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<tr>
<td>BSBD5403A</td>
<td>DEVELOP AND EXTEND DESIGN SKILLS AND PRACTICE</td>
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<tr>
<td>BSBCRT403A</td>
<td>EXPLORE THE HISTORY AND SOCIAL IMPACT OF CREATIVITY</td>
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<tr>
<td>BSBD5501A</td>
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### Course Objectives:

FSK10113 Certificate I in Access to Vocational Pathways is a pre-vocational pathway to employment and vocational training. The course is designed for individuals who require significant foundation skills support to access a vocational learning pathway. The qualification is suitable for students who require:

- a pre-vocational pathway to employment and vocational training
- reading, writing, numeracy oral communication and learning skills at Australian Core Skill Framework Level 1
- entry level digital technology and employability skills

The qualification is designed to be delivered in combination with other training package qualifications in order to support a greater emphasis on building foundation skills within VET programs, enabling individuals to acquire the skills to participate successfully in education and training and to build the foundation skills that underpin vocational competence.

### Courses:

This qualification is designed to provide support to those students who require additional skill support. On completion it is intended that students will access a vocational learning pathway.

### Course Duration:

0.5 years

### Admission Requirements Other:

Assessed by the University.

### Selection Processes:

Direct Entry
FSKOCM02  ENGAGE IN BASIC SPOKEN EXCHANGES AT WORK  10
FSKRDG04  READ AND RESPOND TO BASIC WORKPLACE INFORMATION  10
FSKWIT03  WRITE BASIC WORKPLACE INFORMATION  10

ELECTIVES

FSKDIG02  USE DIGITAL TECHNOLOGY FOR SIMPLE WORKPLACE TASKS  10
FSKDIG03  USE DIGITAL TECHNOLOGY FOR ROUTINE WORKPLACE TASKS  15
FSKLRG01  PREPARE TO PARTICIPATE IN A LEARNING ENVIRONMENT  10
FSKLRG02  IDENTIFY STRATEGIES TO RESPOND TO BASIC WORKPLACE PROBLEMS  10
FSKLRG05  USE STRATEGIES TO PLAN SIMPLE WORKPLACE TASKS  10
FSKLRG06  PARTICIPATE IN WORK PLACEMENT  10
FSKLRG08  USE SIMPLE STRATEGIES FOR WORK-RELATED LEARNING  15
FSKLRG09  USE STRATEGIES TO RESPOND TO ROUTINE WORKPLACE PROBLEMS  15
FSKLRG11  USE ROUTINE STRATEGIES FOR WORK-RELATED LEARNING  10
FSKLRG12  APPLY STRATEGIES TO PLAN AND MANAGE COMPLEX WORKPLACE TASKS  15
FSKLRG13  APPLY STRATEGIES TO RESPOND TO COMPLEX WORKPLACE PROBLEMS  20
FSKLRG15  MANAGE OWN WORK-RELATED LEARNING  20

FSKNUM01  USE BEGINNING WHOLE NUMBER SKILLS AND MONEY UP TO ONE HUNDRED FOR WORK  10
FSKNUM02  USE BEGINNING SKILLS RELATED TO TIME AND 2D SHAPES FOR WORK  10
FSKNUM05  IDENTIFY AND USE SOME COMMON 2D SHAPES FOR WORK  10
FSKNUM06  USE HIGHLY FAMILIAR MAPS AND DIAGRAMS FOR WORK  10
FSKNUM07  LOCATE SPECIFIC INFORMATION IN HIGHLY FAMILIAR TABLES, GRAPHS AND CHARTS FOR WORK  10
FSKNUM08  IDENTIFY AND USE WHOLE NUMBERS AND SIMPLE FRACTIONS, DECIMALS AND PERCENTAGES FOR WORK  15
FSKNUM09  IDENTIFY, MEASURE AND ESTIMATE FAMILIAR QUANTITIES FOR WORK  15
FSKNUM10  IDENTIFY AND DESCRIBE COMMON 2D AND SOME 3D SHAPES FOR WORK  10
FSKNUM11  READ AND USE FAMILIAR MAPS, PLANS AND DIAGRAMS FOR WORK  10
FSKNUM12  IDENTIFY AND INTERPRET INFORMATION IN FAMILIAR TABLES, GRAPHS AND CHARTS FOR WORK  10
FSKNUM13  CONSTRUCT SIMPLE TABLES AND GRAPHS FOR WORK USING FAMILIAR DATA  10
FSKNUM14  CALCULATE WITH WHOLE NUMBERS AND FAMILIAR FRACTIONS, DECIMALS AND PERCENTAGES FOR WORK  15
FSKNUM15  ESTIMATE, MEASURE AND CALCULATE WITH ROUTINE METRIC MEASUREMENTS FOR WORK  10
FSKNUM16  INTERPRET, DRAW AND CONSTRUCT 2D AND 3D SHAPES FOR WORK  15
FSKNUM17  USE ROUTINE MAPS AND PLANS FOR WORK  15
FSKNUM18  COLLECT DATA AND CONSTRUCT ROUTINE TABLES AND GRAPHS FOR WORK  15
FSKNUM19  INTERPRET ROUTINE TABLES, GRAPHS AND CHARTS FOR WORK  15
FSKNUM20  USE BASIC FUNCTIONS OF A CALCULATOR  10
FSKNUM21  APPLY AN EXPANDING RANGE OF MATHEMATICAL CALCULATIONS FOR WORK  15
FSKNUM22  USE AND APPLY RATIOS, RATES AND PROPORTIONS FOR WORK  15
FSKNUM23  ESTIMATE, MEASURE AND CALCULATE MEASUREMENTS FOR WORK  15
FSKNUM24  USE GEOMETRY TO DRAW 2D SHAPES AND CONSTRUCT 3D SHAPES FOR WORK  15
FSKNUM25  USE DETAILED MAPS TO PLAN TRAVEL ROUTES FOR WORK  15
FSKNUM26  READ, INTERPRET AND USE DETAILED PLANS, DRAWINGS AND DIAGRAMS FOR WORK  15
FSKNUM27  COLLECT, ORGANISE AND INTERPRET STATISTICAL DATA FOR WORK  15
FSKNUM28  USE ROUTINE FORMULAS AND ALGEBRAIC EXPRESSIONS FOR WORK  15
FSKNUM29  USE INTRODUCTORY GRAPHICAL TECHNIQUES FOR WORK  15
FSKNUM30  USE COMMON FUNCTIONS OF A SCIENTIFIC CALCULATOR FOR WORK  10
FSKNUM31  APPLY A WIDE RANGE OF MATHEMATICAL CALCULATIONS FOR WORK  20
FSKNUM32 USE AND CALCULATE WITH COMPLEX MEASUREMENTS FOR WORK 20
FSKNUM33 COLLECT, ORGANISE AND ANALYSE STATISTICAL DATA FOR WORK 20
FSKNUM34 USE AND APPLY CONCEPTS OF PROBABILITY FOR WORK 20
FSKNUM35 USE ALGEBRAIC AND GRAPHICAL TECHNIQUES TO ANALYSE MATHEMATICAL PROBLEMS FOR WORK 20
FSKNUM36 USE TRIGONOMETRY FOR WORK 20
FSKNUM37 USE INTRODUCTORY MATRICES FOR WORK 20
FSKNUM38 USE INTRODUCTORY VECTORS FOR WORK 20
FSKNUM39 USE INTRODUCTORY CALCULUS FOR WORK 20
FSKOCM01 PARTICIPATE IN HIGHLY FAMILIAR SPOKEN EXCHANGES 10
FSKOCM02 ENGAGE IN BASIC SPOKEN EXCHANGES AT WORK 10
FSKOCM03 PARTICIPATE IN SIMPLE SPOKEN INTERACTIONS AT WORK 10
FSKOCM04 USE ORAL COMMUNICATION SKILLS TO PARTICIPATE IN WORKPLACE MEETINGS 10
FSKOCM05 USE ORAL COMMUNICATION SKILLS FOR EFFECTIVE WORKPLACE PRESENTATIONS 10
FSKOCM06 USE ORAL COMMUNICATION SKILLS TO PARTICIPATE IN WORKPLACE TEAMS 10
FSKOCM07 INTERACT EFFECTIVELY WITH OTHERS AT WORK 10
FSKOCM08 USE ORAL COMMUNICATION SKILLS TO FACILITATE WORKPLACE NEGOTIATIONS 15
FSKOCM09 USE ORAL COMMUNICATION SKILLS TO FACILITATE WORKPLACE MEETINGS 15
FSKOCM10 USE ORAL COMMUNICATION SKILLS FOR COMPLEX WORKPLACE PRESENTATIONS 15
FSKOCM11 USE ORAL COMMUNICATION SKILLS TO FACILITATE WORKPLACE TEAMS 15
FSKRDG01 RECOGNISE HIGHLY FAMILIAR WORKPLACE SIGNS AND SYMBOLS 10
FSKRDG02 READ AND RESPOND TO BASIC WORKPLACE SIGNS AND SYMBOLS 10
FSKRDG03 READ AND RESPOND TO BASIC WORKPLACE INSTRUCTIONS 10
FSKRDG04 READ AND RESPOND TO BASIC WORKPLACE INFORMATION 10
FSKRDG05 READ AND RESPOND TO SIMPLE WORKPLACE PROCEDURES 10
FSKRDG06 READ AND RESPOND TO SIMPLE INFORMAL WORKPLACE TEXTS 10
FSKRDG07 READ AND RESPOND TO SIMPLE WORKPLACE INFORMATION 15
FSKRDG08 READ AND RESPOND TO ROUTINE VISUAL AND GRAPHIC TEXTS 10
FSKRDG09 READ AND RESPOND TO ROUTINE STANDARD OPERATING PROCEDURES 10
FSKRDG10 READ AND RESPOND TO ROUTINE WORKPLACE INFORMATION 15
FSKRDG11 READ AND RESPOND TO COMPLEX WORKPLACE INFORMATION 20
FSKRDG12 READ AND RESPOND TO HIGHLY COMPLEX WORKPLACE INFORMATION 20
FSKWGT01 WRITE PERSONAL DETAILS ON BASIC WORKPLACE FORMS 10
FSKWGT02 WRITE BASIC WORKPLACE FORMATTED TEXTS 10
FSKWGT03 WRITE SIMPLE INFORMAL WORKPLACE TEXTS 10
FSKWGT04 COMPLETE SIMPLE WORKPLACE FORMATTED TEXTS 10
FSKWGT05 WRITE SIMPLE WORKPLACE INFORMATION 15
FSKWGT06 WRITE SIMPLE WORKPLACE INFORMATION 15
FSKWGT07 WRITE ROUTINE FORMAL WORKPLACE TEXTS 10
FSKWGT08 COMPLETE ROUTINE WORKPLACE FORMATTED TEXTS 10
FSKWGT09 WRITE ROUTINE WORKPLACE TEXTS 15
FSKWGT10 WRITE COMPLEX WORKPLACE TEXTS 20
FSKWGT11 WRITE HIGHLY COMPLEX WORKPLACE TEXTS 25

CERTIFICATE I IN SKILLS FOR VOCATIONAL PATHWAYS
Course Code: FSK10213

About this course: FSK10213 Certificate I in Skills for Vocational Pathways is designed for individuals who need skills to prepare for a vocational pathway qualification or further foundation skills development. It is suitable for individuals who require:

- a prevocational pathway to employment and vocational training
- reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 2
- entry level digital technology and employability skills
- education, training and employment goals

The qualification is designed to be delivered in combination with other training package qualifications in order to support a greater emphasis on building foundation skills within VET programs, enabling students to acquire the skills to participate successfully in education and training and to build the foundation skills that underpin vocational competence.

Course Objectives: FSK10213 Certificate I in Skills for Vocational Pathways is designed for individuals who need skills to prepare for a vocational pathway qualification or further foundation skills development. It is suitable for individuals who require:

- a prevocational pathway to employment and vocational training
- reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 2
Skills Framework (ACSF) Level 2 – entry level digital technology and employability skills for education, training and employment goals. The qualification is designed to be delivered in combination with other training package qualifications in order to support a greater emphasis on building foundation skills within VET programs, enabling individuals to acquire the skills to participate successfully in education and training and to build the foundation skills that underpin vocational competence.

**Careers:** This qualification is designed to provide support to those students who require additional skills support. On completion it is intended that students will access a vocational learning pathway.

**Course Duration:** 0.5 years

**Admission Requirements**
- **Year 12:** NA
- **International:** NA
- **Mature Age:** NA
- **VET:** NA
- **Other:** Assessed by the University.

**Selection Processes:** Direct Entry

**COURSE STRUCTURE**

To obtain the qualification FSK10213 Certificate I in Skills for Vocational Pathways, the following units must be successfully completed. Total number of units = 117 core units plus 4 elective units. Elective units may be selected as follows: 2 units from the Foundation Skills Training Package, 2 units from other training packages, and 2 units from accredited courses. Elective units must be relevant to vocational pathways.

**CORE**

- **FSKDIG02** USE DIGITAL TECHNOLOGY FOR SIMPLE WORKPLACE TASKS 10
- **FSKLRG08** USE SIMPLE STRATEGIES FOR WORK-RELATED LEARNING 15
- **FSKNUM08** IDENTIFY AND USE WHOLE NUMBERS AND SIMPLE FRACTIONS, DECIMALS AND PERCENTAGES FOR WORK 15
- **FSKNUM09** IDENTIFY, MEASURE AND ESTIMATE FAMILIAR QUANTITIES FOR WORK 15
- **FSKOCM03** PARTICIPATE IN SIMPLE SPOKEN INTERACTIONS AT WORK 10
- **FSKR6G07** READ AND RESPOND TO SIMPLE WORKPLACE INFORMATION 15
- **FSKWITG06** WRITE SIMPLE WORKPLACE INFORMATION 15

**ELECTIVES**

- **FSKDIG01** USE DIGITAL TECHNOLOGY FOR BASIC WORKPLACE TASKS 10
- **FSKDIG03** USE DIGITAL TECHNOLOGY FOR ROUTINE WORKPLACE TASKS 15
- **FSKLRG01** PREPARE TO PARTICIPATE IN A LEARNING ENVIRONMENT 10
- **FSKLRG02** IDENTIFY STRATEGIES TO RESPOND TO BASIC WORKPLACE PROBLEMS 10
- **FSKLRG04** USE BASIC STRATEGIES FOR WORK-RELATED LEARNING 15
- **FSKLRG05** USE STRATEGIES TO PLAN SIMPLE WORKPLACE TASKS 10
- **FSKLRG06** PARTICIPATE IN WORK PLACEMENT 10
- **FSKLRG09** USE STRATEGIES TO RESPOND TO ROUTINE WORKPLACE PROBLEMS 15
- **FSKLRG11** USE ROUTINE STRATEGIES FOR WORK-RELATED LEARNING 10
- **FSKLRG12** APPLY STRATEGIES TO PLAN AND MANAGE COMPLEX WORKPLACE TASKS 15
- **FSKLRG13** APPLY STRATEGIES TO RESPOND TO COMPLEX WORKPLACE PROBLEMS 20
- **FSKLRG15** MANAGE OWN WORK-RELATED LEARNING 20
- **FSKNUM01** USE BEGINNING WHOLE NUMBER SKILLS AND MONEY UP TO ONE HUNDRED FOR WORK 10
- **FSKNUM02** USE BEGINNING SKILLS RELATED TO TIME AND 2D SHAPES FOR WORK 10
- **FSKNUM03** USE WHOLE NUMBERS AND MONEY UP TO ONE THOUSAND FOR WORK 10
- **FSKNUM04** LOCATE, COMPARE AND USE HIGHLY FAMILIAR MEASUREMENTS FOR WORK 10
- **FSKNUM05** IDENTIFY AND USE SOME COMMON 2D SHAPES FOR WORK 10
- **FSKNUM06** USE HIGHLY FAMILIAR MAPS AND DIAGRAMS FOR WORK 10
- **FSKNUM07** LOCATE SPECIFIC INFORMATION IN HIGHLY FAMILIAR TABLES, GRAPHS AND CHARTS FOR WORK 10
- **FSKNUM10** IDENTIFY AND DESCRIBE COMMON 2D AND SOME 3D SHAPES FOR WORK 10
- **FSKNUM11** READ AND USE FAMILIAR MAPS, PLANS AND DIAGRAMS FOR WORK 10
- **FSKNUM12** IDENTIFY AND INTERPRET INFORMATION IN FAMILIAR TABLES, GRAPHS AND CHARTS FOR WORK 10
- **FSKNUM13** CONSTRUCT SIMPLE TABLES AND GRAPHS FOR WORK USING FAMILIAR DATA 10
- **FSKNUM14** CALCULATE WITH WHOLE NUMBERS AND FAMILIAR FRACTIONS, DECIMALS AND PERCENTAGES FOR WORK 15
- **FSKNUM15** ESTIMATE, MEASURE AND CALCULATE WITH ROUTINE METRIC MEASUREMENTS FOR WORK 10
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<td>RECOGNISE HIGHLY FAMILIAR WORKPLACE SIGNS AND SYMBOLS</td>
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</table>
FSKWTG02 WRITE BASIC WORKPLACE FORMATTED TEXTS 10
FSKWTG03 WRITE BASIC WORKPLACE INFORMATION 10
FSKWTG04 WRITE SIMPLE INFORMAL WORKPLACE TEXTS 10
FSKWTG05 COMPLETE SIMPLE WORKPLACE FORMATTED TEXTS 10
FSKWTG07 WRITE ROUTINE FORMAL WORKPLACE TEXTS 10
FSKWTG08 COMPLETE ROUTINE WORKPLACE FORMATTED TEXTS 10
FSKWTG09 WRITE ROUTINE WORKPLACE TEXTS 15
FSKWTG10 WRITE COMPLEX WORKPLACE TEXTS 20
FSKWTG11 WRITE HIGHLY COMPLEX WORKPLACE TEXTS 25

CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS

Course Code: FSK20113

Campus: Werribee, Footscray Nicholson, Industry, City King St, Melton, Footscray Park, City Queen, Sunshine, City Flinders, St Albans.

About this course: FSK20113 Certificate II in Skills for Work and Vocational Pathways is designed for individuals who require further foundation skills development to prepare for workforce entry and to participate successfully in vocational training pathways. It is suitable for individuals who require: 
- a pathway to employment or vocational training
- a pathway to employment or vocational training
- a pathway to employment or vocational training
- reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 3
- entry level digital literacy
- employability skills
- a vocational training and employment plan

The qualification is designed to be delivered in combination with other training package qualifications in order to support a greater emphasis on building foundation skills within VET programs, enabling individuals to acquire the skills to participate successfully in education and training and to build the foundation skills that underpin vocational competence.

Course Objectives: FSK20113 Certificate II in Skills for Work and Vocational Pathways is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways. It is suitable for individuals who require: 
- a pathway to employment or vocational training
- reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 3
- entry level digital literacy
- employability skills
- a vocational training and employment plan

The qualification is designed to be delivered in combination with other training package qualifications in order to support a greater emphasis on building foundation skills within VET programs, enabling individuals to acquire the skills to participate successfully in education and training and to build the foundation skills that underpin vocational competence.

Careers: This qualification is designed to provide support to those students who require additional skills support. On completion it is intended that students will access a vocational learning pathway.

Course Duration: 0.5 years

Selection Processes: Direct Entry

COURSE STRUCTURE

QUALIFICATION STRUCTURE TEXT: To obtain the qualification FSK20113 Certificate II in Skills for Work and Vocational Pathways, the following units must be successfully completed. Total number of units = 14 8 core units plus 6 elective units. Two elective units must be vocational units from other training packages. The remaining electives units may be selected as follows: ≥ up to 4 vocational units from other training packages, and their prerequisite units where applicable ≥ up to 4 units from the Foundation Skills Training Package ≥ up to 3 units from accredited courses. Elective units must be relevant to vocational pathways.

CORE

FSKDI03 USE DIGITAL TECHNOLOGY FOR ROUTINE WORKPLACE TASKS 15
FSKLRG09 USE STRATEGIES TO RESPOND TO ROUTINE WORKPLACE PROBLEMS 15
FSKLRG11 USE ROUTINE STRATEGIES FOR WORK-RELATED LEARNING 10
FSKNUM14 CALCULATE WITH WHOLE NUMBERS AND FAMILIAR FRACTIONS, DECIMALS AND PERCENTAGES FOR WORK 15
FSKNUM15 ESTIMATE, MEASURE AND CALCULATE WITH ROUTINE METRIC MEASUREMENTS FOR WORK 10
FSKOCM10 INTERACT EFFECTIVELY WITH OTHERS AT WORK 10
FSKRDG10 READ AND RESPOND TO ROUTINE WORKPLACE INFORMATION 15
FSKWTG09 WRITE ROUTINE WORKPLACE TEXTS 15

ELECTIVES

FSKDI01 USE DIGITAL TECHNOLOGY FOR BASIC WORKPLACE TASKS 10
FSKDI02 USE DIGITAL TECHNOLOGY FOR SIMPLE WORKPLACE TASKS 10
FSKLRG01 PREPARE TO PARTICIPATE IN A LEARNING ENVIRONMENT 10
FSKLRG02 IDENTIFY STRATEGIES TO RESPOND TO BASIC WORKPLACE PROBLEMS 10
FSKLRG04 USE BASIC STRATEGIES FOR WORK-RELATED LEARNING 15
FSKLRG05 USE STRATEGIES TO PLAN SIMPLE WORKPLACE TASKS 10
FSKLRG06 PARTICIPATE IN WORK PLACEMENT 10
FSKLRG08 USE SIMPLE STRATEGIES FOR WORK-RELATED LEARNING 15
FSKLRG12 APPLY STRATEGIES TO PLAN AND MANAGE COMPLEX WORKPLACE TASKS 15
FSKLRG13 APPLY STRATEGIES TO RESPOND TO COMPLEX WORKPLACE PROBLEMS 20
FSKLRG14 MANAGE STRATEGIES FOR CAREER PROGRESSION 20
FSKLRG15 MANAGE OWN WORK-RELATED LEARNING 20
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSNUM01</td>
<td>Use beginning whole number skills and money up to one hundred for work</td>
<td>10</td>
</tr>
<tr>
<td>FSNUM02</td>
<td>Use beginning skills related to time and 2D shapes for work</td>
<td>10</td>
</tr>
<tr>
<td>FSNUM03</td>
<td>Use whole numbers and money up to one thousand for work</td>
<td>10</td>
</tr>
<tr>
<td>FSNUM04</td>
<td>Locate, compare and use highly familiar measurements for work</td>
<td>10</td>
</tr>
<tr>
<td>FSNUM05</td>
<td>Identify and use some common 2D shapes for work</td>
<td>10</td>
</tr>
<tr>
<td>FSNUM06</td>
<td>Use highly familiar maps and diagrams for work</td>
<td>10</td>
</tr>
<tr>
<td>FSNUM07</td>
<td>Locate specific information in highly familiar tables, graphs and charts for work</td>
<td>10</td>
</tr>
<tr>
<td>FSNUM08</td>
<td>Identify and use whole numbers and simple fractions, decimals and percentages for work</td>
<td>15</td>
</tr>
<tr>
<td>FSNUM09</td>
<td>Identify, measure and estimate familiar quantities for work</td>
<td>15</td>
</tr>
<tr>
<td>FSNUM10</td>
<td>Identify and describe common 2D and some 3D shapes for work</td>
<td>10</td>
</tr>
<tr>
<td>FSNUM11</td>
<td>Read and use familiar maps, plans and diagrams for work</td>
<td>10</td>
</tr>
<tr>
<td>FSNUM12</td>
<td>Identify and interpret information in familiar tables, graphs and charts for work</td>
<td>10</td>
</tr>
<tr>
<td>FSNUM13</td>
<td>Construct simple tables and graphs for work using familiar data</td>
<td>10</td>
</tr>
<tr>
<td>FSNUM14</td>
<td>Interpret, draw and construct 2D and 3D shapes for work</td>
<td>15</td>
</tr>
<tr>
<td>FSNUM15</td>
<td>Use routine maps and plans for work</td>
<td>15</td>
</tr>
<tr>
<td>FSNUM16</td>
<td>Collect data and construct routine tables and graphs for work</td>
<td>15</td>
</tr>
<tr>
<td>FSNUM17</td>
<td>Interpret routine tables, graphs and charts for work</td>
<td>15</td>
</tr>
<tr>
<td>FSNUM18</td>
<td>Use basic functions of a calculator</td>
<td>10</td>
</tr>
<tr>
<td>FSNUM19</td>
<td>Apply an expanding range of mathematical calculations for work</td>
<td>15</td>
</tr>
<tr>
<td>FSNUM20</td>
<td>Use and apply ratios, rates and proportions for work</td>
<td>15</td>
</tr>
<tr>
<td>FSNUM21</td>
<td>Estimate, measure and calculate measurements for work</td>
<td>15</td>
</tr>
<tr>
<td>FSNUM22</td>
<td>Use geometry to draw 2D shapes and construct 3D shapes for work</td>
<td>15</td>
</tr>
<tr>
<td>FSNUM23</td>
<td>Use detailed maps to plan travel routes for work</td>
<td>15</td>
</tr>
<tr>
<td>FSNUM24</td>
<td>Read, interpret and use detailed plans, drawings and diagrams for work</td>
<td>15</td>
</tr>
<tr>
<td>FSNUM25</td>
<td>Collect, organise and interpret statistical data for work</td>
<td>15</td>
</tr>
<tr>
<td>FSNUM26</td>
<td>Use routine formulas and algebraic expressions for work</td>
<td>15</td>
</tr>
<tr>
<td>FSNUM27</td>
<td>Use introductory graphical techniques for work</td>
<td>15</td>
</tr>
<tr>
<td>FSNUM28</td>
<td>Use common functions of a scientific calculator for work</td>
<td>10</td>
</tr>
<tr>
<td>FSNUM29</td>
<td>Apply a wide range of mathematical calculations for work</td>
<td>20</td>
</tr>
<tr>
<td>FSNUM30</td>
<td>Use and calculate with complex measurements for work</td>
<td>20</td>
</tr>
<tr>
<td>FSNUM31</td>
<td>Collect, organise and analyse statistical data for work</td>
<td>20</td>
</tr>
<tr>
<td>FSNUM32</td>
<td>Use and apply concepts of probability for work</td>
<td>20</td>
</tr>
<tr>
<td>FSNUM33</td>
<td>Use algebraic and graphical techniques to analyse mathematical problems for work</td>
<td>20</td>
</tr>
<tr>
<td>FSNUM34</td>
<td>Use trigonometry for work</td>
<td>20</td>
</tr>
<tr>
<td>FSNUM35</td>
<td>Use introductory matrices for work</td>
<td>20</td>
</tr>
<tr>
<td>FSNUM36</td>
<td>Use introductory vectors for work</td>
<td>20</td>
</tr>
<tr>
<td>FSNUM37</td>
<td>Use introductory calculus for work</td>
<td>20</td>
</tr>
<tr>
<td>FSNUM38</td>
<td>Participate in highly familiar spoken exchanges</td>
<td>10</td>
</tr>
<tr>
<td>FSKOCM01</td>
<td>Engage in basic spoken exchanges at work</td>
<td>10</td>
</tr>
<tr>
<td>FSKOCM02</td>
<td>Participate in simple spoken interactions at work</td>
<td>10</td>
</tr>
<tr>
<td>FSKOCM03</td>
<td>Use oral communication skills to facilitate workplace meetings</td>
<td>10</td>
</tr>
<tr>
<td>FSKOCM04</td>
<td>Use oral communication skills for effective workplace presentations</td>
<td>10</td>
</tr>
<tr>
<td>FSKOCM05</td>
<td>Use oral communication skills to participate in workplace teams</td>
<td>10</td>
</tr>
<tr>
<td>FSKOCM06</td>
<td>Use oral communication skills to facilitate workplace negotiations</td>
<td>15</td>
</tr>
<tr>
<td>FSKOCM07</td>
<td>Use oral communication skills to facilitate</td>
<td>15</td>
</tr>
</tbody>
</table>
WORKPLACE MEETINGS

FSKOCM10 USE ORAL COMMUNICATION SKILLS FOR COMPLEX WORKPLACE PRESENTATIONS 15

FSKOCM11 USE ORAL COMMUNICATION SKILLS TO FACILITATE WORKPLACE TEAMS 15

FSKRDG01 RECOGNISE HIGHLY FAMILIAR WORKPLACE SIGNS AND SYMBOLS 10

FSKRDG02 READ AND RESPOND TO BASIC WORKPLACE SIGNS AND SYMBOLS 10

FSKRDG03 READ AND RESPOND TO BASIC WORKPLACE INSTRUCTIONS 10

FSKRDG04 READ AND RESPOND TO BASIC WORKPLACE INFORMATION 10

FSKRDG05 READ AND RESPOND TO SIMPLE WORKPLACE PROCEDURES 10

FSKRDG06 READ AND RESPOND TO SIMPLE INFORMAL WORKPLACE TEXTS 10

FSKRDG07 READ AND RESPOND TO SIMPLE WORKPLACE INFORMATION 15

FSKRDG08 READ AND RESPOND TO ROUTINE VISUAL AND GRAPHIC TEXTS 10

FSKRDG09 READ AND RESPOND TO ROUTINE STANDARD OPERATING PROCEDURES 10

FSKRDG11 READ AND RESPOND TO COMPLEX WORKPLACE INFORMATION 20

FSKRDG12 READ AND RESPOND TO HIGHLY COMPLEX WORKPLACE INFORMATION 20

FSKWGT01 WRITE PERSONAL DETAILS ON BASIC WORKPLACE FORMS 10

FSKWGT02 WRITE BASIC WORKPLACE FORMATTED TEXTS 10

FSKWGT03 WRITE BASIC WORKPLACE INFORMATION 10

FSKWGT04 WRITE SIMPLE INFORMAL WORKPLACE TEXTS 10

FSKWGT05 COMPLETE SIMPLE WORKPLACE FORMATTED TEXTS 10

FSKWGT06 WRITE SIMPLE WORKPLACE INFORMATION 15

FSKWGT07 WRITE ROUTINE FORMAL WORKPLACE TEXTS 10

FSKWGT08 COMPLETE ROUTINE WORKPLACE FORMATTED TEXTS 10

FSKWGT10 WRITE COMPLEX WORKPLACE TEXTS 20

FSKWGT11 WRITE HIGHLY COMPLEX WORKPLACE TEXTS 25

Certificate II in Furniture Finishing
Course Code: LMF20202
Campus: Sunshine.

About this course: This qualification is part of the Furnishing Industry Training Package. It is designed for students who want to acquire the skills and knowledge to work in the furniture finishing sector of the furnishing industry. You will learn how:

- prepare surfaces,
- mix and apply stains,
- apply finishing material by hand and spray gun,
- restore furnishing items,
- operate a range of furniture finishing equipment.
- occupational health and safety,
- communications skills
- costing.

Course Objectives: This qualification reflects the role of individuals working at entry level in the furniture industry, who undertake a prescribed range of tasks using limited practical skills and fundamental knowledge, in a defined context working under supervision.

Careers: Process Worker (Furniture Industry)

Course Duration: 0.5 years

Admission Requirements Other: All students are interviewed for selection. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework are required.

Selection Processes: Direct Entry, Interview

Course Structure

Thirteen (13) units are required to complete this qualification. 8 core units of study 5 elective units of study

Core units of Study

LMFF2001B USE FURNITURE FINISHING SECTOR HAND AND POWER TOOLS 48

LMFF2003B REMOVE SURFACE COATINGS 40

MSAENV272B PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 30

MSAPMOHS100A FOLLOW OHS PROCEDURES 20

MSAMOPS101A MAKE MEASUREMENTS 30

MSAPMSUP102A COMMUNICATE IN THE WORKPLACE 20

MSAPMSUP106A WORK IN A TEAM 30

TLUD2003A HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES 40

Elective units of Study

LMFF2002B DISMANTLE/REASSEMBLE FURNITURE 56
LMFFF2004B  PREPARE SURFACES FOR FINISHING  24
LMFFF2005B  MAINTAIN SPRAY EQUIPMENT AND BOOTH  24
LMFFF2006B  APPLY SURFACE COATINGS BY SPRAY GUN  60
LMFFF2007B  APPLY STAINS, FILLERS AND BLEACH  52
LMFFF2008B  APPLY SURFACE COATINGS BY HAND  40

CERTIFICATE II IN FURNITURE MAKING
Course Code: LMF20309
Campus: Industry, Sunshine.

About this course: Enjoy a satisfying career as a furniture builder or cabinet-maker with a basic pre-apprenticeship course to prepare you for a Certificate III in Furniture Making. You will skill up to eventually work in a production environment, building free-standing furniture or built-in cabinets, or provide on-site assistance in installing furniture or cabinets.

Course Objectives: This qualification is a pre-apprenticeship course that prepares students for a Certificate III in Furniture Making.

Careers: Job roles covered by this qualification include 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.

Course Duration: 2 months

Admission Requirements Other: All students that are interviewed for selection, undertake a pre selection test and require language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skills Framework.

Selection Processes: Direct Entry

COURSE STRUCTURE

To be awarded the Certificate II in Furniture Making competency must be achieved in twelve (12) units. Units must be selected according to the rules described below.

- 5 Mandatory units must be completed
- 8 elective units must be completed

Core Units of Study

MSAPMSUP102A  COMMUNICATE IN THE WORKPLACE  20
MSAPMSUP106A  WORK IN A TEAM  30
MSAENV272B  PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES  30
LMFFM2001B  USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS  48
MSAPMOPS101A  MAKE MEASUREMENTS  30

Elective Units of Study

LMFFF2004B  PREPARE SURFACES FOR FINISHING  24
LMFFM2002B  ASSEMBLE FURNISHING COMPONENTS  20
LMFFM2003B  SELECT AND APPLY HARDWARE  16
LMFFM2005B  JOIN SOLID TIMBER  8
LMFFM2006B  HAND MAKE TIMBER JOINTS  40
LMFFM2007B  FOLLOW PLANS TO ASSEMBLE PRODUCTION FURNITURE  16
LMFFM2010B  SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES  56
LMFFM2011B  APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES  16
MSAPMOHS200A  WORK SAFELY  30
LMFKB2001A  PREPARE FOR CABINET INSTALLATION  12
LMFKB2002A  PROVIDE ASSISTANCE IN CABINET INSTALLATION  12
MEM16008A  INTERACT WITH COMPUTING TECHNOLOGY  20
MSAPMSUP273A  HANDLE GOODS  20
LMFFF2008B  APPLY SURFACE COATINGS BY HAND  40

Additional VCE VET Furnishing Units

LMFFF2004B  PREPARE SURFACES FOR FINISHING  24
MSACMT251A  APPLY QUALITY STANDARDS  30
HLTAID002  PROVIDE BASIC EMERGENCY LIFE SUPPORT  12

CERTIFICATE III IN FURNITURE MAKING (WOOD MACHINING)
Course Code: LMF30502
Campus: Industry, Sunshine.

About this course: Learn the skills to become a qualified furniture-maker with a focus on wood machining. You will learn how to set up and operate a wide variety of machines, how to hand make timber joints and how to maintain your tools.

Course Objectives: The course aims to provide the knowledge and skills for those wishing to specialise in furniture making with a particular emphasis on wood machining.

Careers: Wood Machinists

Course Duration: 4 years

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

Selection Processes: Interview, User Choice (Apprenticeships), Employer Choice

COURSE STRUCTURE
To be awarded the LMF30502 Certificate III in Furniture Making (Wood Machining), competency must be achieved in twenty-seven (27) units of study:

- seventeen (17) core units of competency
- ten (10) elective units of competency.

Core Units of Study

- **LMFF2004B** PREPARE SURFACES FOR FINISHING 24
- **LMFFM2001B** USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS 48
- **LMFFM2002B** ASSEMBLE FURNISHING COMPONENTS 20
- **LMFFM2006B** HAND MAKE TIMBER JOINTS 40
- **LMFFM2010B** SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES 56
- **LMFFM2011B** APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES 16
- **LMFFM3011B** PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS 60
- **LMFFM3012B** PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION 16
- **LMFM3033B** CONSTRUCT JIGS AND FIXTURES 40
- **LMFGN3001B** READ AND INTERPRET WORK DOCUMENTS 24
- **LMFGN3002B** ESTIMATE AND COST JOB 16
- **MSAENV272B** PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 30
- **MSAPMOHS200A** WORK SAFELY 30
- **MSAPMOPS101A** MAKE MEASUREMENTS 30
- **MSAPMSUP102A** COMMUNICATE IN THE WORKPLACE 20
- **MSAPMSUP106A** COMMUNICATE IN THE WORKPLACE 30
- **TLID307E** HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES 40

Elective Units of Study

- **LMFFM3020B** SET UP, OPERATE AND MAINTAIN SAWING MACHINES 24
- **LMFFM3021B** SET UP, OPERATE AND MAINTAIN DRILLING MACHINES 24
- **LMFFM3022B** SET UP, OPERATE AND MAINTAIN JOINING MACHINES 52
- **LMFFM3023B** SET UP, OPERATE AND MAINTAIN PLAINING AND FINISHING MACHINES 40
- **LMFFM3025B** SET UP, OPERATE AND MAINTAIN ROUTING AND SHAPING MACHINES 60
- **LMFFF2004B** PREPARE SURFACES FOR FINISHING 24
- **LMFGN3001B** READ AND INTERPRET WORK DOCUMENTS 24
- **LMFGN3002B** ESTIMATE AND COST JOB 16

Specialist Units of Study

- **LMFFM2001B** USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS 48
- **LMFFM2002B** ASSEMBLE FURNISHING COMPONENTS 20
- **LMFFM2006B** HAND MAKE TIMBER JOINTS 40
- **LMFFM2010B** SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES 56
- **LMFFM2011B** APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES 16
- **LMFFM3011B** PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS 60
- **LMFFM3012B** PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION 16
- **LMFFM3020B** SET UP, OPERATE AND MAINTAIN SAWING MACHINES 24
- **LMFFM3021B** SET UP, OPERATE AND MAINTAIN DRILLING MACHINES 24
- **LMFFM3022B** SET UP, OPERATE AND MAINTAIN JOINING MACHINES 52
- **LMFFM3023B** SET UP, OPERATE AND MAINTAIN PLAINING AND FINISHING MACHINES 40
- **LMFFM3025B** SET UP, OPERATE AND MAINTAIN ROUTING AND SHAPING MACHINES 60
- **LMFFF2004B** PREPARE SURFACES FOR FINISHING 24
- **LMFGN3001B** READ AND INTERPRET WORK DOCUMENTS 24
- **LMFGN3002B** ESTIMATE AND COST JOB 16

**CERTIFICATE III IN CABINET MAKING**

Course Code: LMF32109


**About this course:** Learn how to manufacture and install free-standing and fitted furniture in bathrooms, kitchens and other places in homes or businesses. You will...
learn 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.

**Course Objectives:** This qualification applies to trade level cabinet making work associated with free standing furniture manufacturing or the manufacture and installation of fitted furniture. 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:** The Certificate III in Cabinet Making describes the trade level outcomes 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. All cabinet maker outcomes require customer communication skills in order to ensure customer requirements are met.

**Course Duration:** 4 years

**Admission Requirements Other:** Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

**Selection Processes:** User Choice (Apprenticeships), Employer Choice

**Course Structure**

To be awarded the Certificate III in Cabinet Making, competency must be achieved in twenty seven (27) units:

- 6 mandatory units must be completed
- 18 specialist units must be completed
- 3 other electives must be completed

**Core Units of Study**

All six units must be completed

- MSAPMSUP102A COMMUNICATE IN THE WORKPLACE 20
- MSAPMSUP106A WORK IN A TEAM 30
- MSAPMOPS101A MAKE MEASUREMENTS 30
- LMFFM2001B USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS 48
- LMFGN3001B READ AND INTERPRET WORK DOCUMENTS 24
- MSAENV272B PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 30

**Elective Units of Study**

At least one of the following units must be chosen

- CPCCOHS1001A WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6
- MSAPMOHS200A WORK SAFELY 30

**Common Specialist**

- BSBCUS301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
- LMFFM2003B SELECT AND APPLY HARDWARE 16
- LMFFM2010B SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES 56
- LMFFM3012B PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION 16
- LMFFM3030B SET UP, OPERATE AND MAINTAIN CNC SIZING MACHINES 60
- LMFFM3031B SET UP, OPERATE AND MAINTAIN CNC MACHINING AND PROCESSING CENTRES 80
- LMFGN3002B ESTIMATE AND COST JOB 16
- MSACMT230A APPLY COST FACTORS TO WORK PRACTICES 40
- LMFFM2011B APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES 16

**Furniture Stream**

- LMFFM2002B ASSEMBLE FURNISHING COMPONENTS 20
- LMFFF2004B PREPARE SURFACES FOR FINISHING 24
- LMFFM2005B JOIN SOLID TIMBER 8
- LMFFM2006B HAND MAKE TIMBER JOINTS 40
- LMFFM3002B CONSTRUCT FURNITURE USING LEG AND RAIL METHOD 64
- LMFFM3005B FABRICATE CUSTOM FURNITURE 64
- LMFFM3006B INSTALL FURNISHING PRODUCTS 24

**Kitchens and Bathrooms Stream**

- LMFKB2001A PREPARE FOR CABINET INSTALLATION 12
- LMFKB3001A IDENTIFY PROCESSES IN KITCHEN AND BATHROOM PROJECTS 80
- LMFKB3002A DETERMINE REQUIREMENTS FOR INSTALLATION OF CABINETS 46
- LMFKB3003A CHECK AND MEASURE FIT OF CABINETS 20
- LMFKB3004A CONDUCT ON-SITE ADJUSTMENTS TO CABINETS AND COMPONENTS 16
- LMFKB3005A FABRICATE CABINS FOR THE BUILT-IN ENVIRONMENT 80
- LMFKB3006A INSTALL FITTED CABINETS AND COMPONENTS 35
Elective Specialist

LMFFM3003B  PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD  64
LMFFM3004B  PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER  64
LMFFM3007B  PREPARE AND APPLY DECORATIVE SURFACES FOR FURNITURE  24
LMFFM3010B  SELECT TIMBERS FOR FURNITURE PRODUCTION  8
LMFFM3011B  PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS  60
LMFFM3013B  MEASURE AND DRAW SITE LAYOUT FOR MANUFACTURED FURNITURE PRODUCTS  16
LMFFM3020B  SET UP, OPERATE AND MAINTAIN SAWING MACHINES  24
LMFFM3021B  SET UP, OPERATE AND MAINTAIN DRILLING MACHINES  24
LMFFM3022B  SET UP, OPERATE AND MAINTAIN JOINING MACHINES  52
LMFFM3023B  SET UP, OPERATE AND MAINTAIN PLANING AND FINISHING MACHINES  40
LMFFM3025B  SET UP, OPERATE AND MAINTAIN ROUTING AND SHAPING MACHINES  60
LMFFM3027B  SET UP, OPERATE AND MAINTAIN AUTOMATED EDGE BANDING MACHINES  60
LMFFM3033B  CONSTRUCT JIGS AND FIXTURES  40
LM FFT4009B  MATCH FURNISHING STYLE/MATERIALS TO CUSTOMER REQUIREMENTS  24
MSACMT251A  APPLY QUALITY STANDARDS  30
LMFFF2006B  APPLY SURFACE COATINGS BY SPRAY GUN  60
MSACMT270A  USE SUSTAINABLE ENERGY PRACTICES  30
MSAPMSUP390A  USE STRUCTURED PROBLEM SOLVING TOOLS  40
MSACMT271A  USE SUSTAINABLE ENVIRONMENTAL PRACTICES  30
LM FFT4001B  COORDINATE ON-SITE INSTALLATION OF FURNISHING PRODUCTS  40
LMFFF2007B  APPLY STAINS, FILLERS AND BLEACH  52
LMFFDT4007A  ESTABLISH THE DESIGN BRIEF  36
TLD2003A  HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES  40

Certificate II in Engineering
Course Code: MEM20105
Campus: Sunshine.

About this course:

Course Objectives: This qualification provides the skills and knowledge to be able to demonstrate:

- basic operational knowledge in a moderate range of areas.
- apply a defined range of skills.
- apply problem solving techniques.
- information and time management.

Careers: Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Course Duration: 3 months

Admission Requirements Other: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Selection Processes: Direct Entry, VTAC

COURSE STRUCTURE

12 week full-time, Full-time, Part-time or Flexible.

Core Units of Study

MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN 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

Mechanical - Elective Units of Study

MEM06007B  PERFORM BASIC INCIDENTAL HEAT/QUenchING  20
MEM07024B  OPERATE AND MONITOR MACHINE/PROCESS  40
MEM07032B  USE WORKSHOP MACHINES FOR BASIC OPERATION  20
MEM09002B  INTERPRET TECHNICAL DRAWING  40
MEM12019B  MEASURE COMPONENTS USING CO-ORD MEASURING  40
MEM12019B  MEASURE COMPONENTS USING CO-ORD MEASURING  40
MEM12023A  PERFORM ENGINEERING MEASUREMENTS  30
MEM14005A  PLAN A COMPLETE ACTIVITY  20
MEM18001C  USE HAND TOOLS  20
MEM18002B  USE POWER TOOLS/HAND HELD OPERATIONS  20

Fabrication - Elective Units of Study
MEM30001B  PERFORM MANUAL PRODUCTION ASSEMBLY  40
MEM30003B  PERFORM SHEET AND PLATE ASSEMBLY  40
MEM50005B  CARRY OUT MECHANICAL CUTTING  20
MEM50006B  PERFORM BRAZING AND/OR SILVER SOLDERING  20
MEM50007C  PERFORM MANUAL HEATING & THERMAL CUTTING  20
MEM50012C  PERFORM ROUTINE MANUAL METAL ARC WELDING  20
MEM50013C  PERFORM MANUAL PRODUCTION WELDING  20
MEM50015C  WELD USING MANUAL METAL ARC WELD PROCESS  40
MEM50049B  PERFORM ROUTINE GAS TUNGSTEN ARC WELDING  20
MEM50050B  PERFORM ROUTINE GAS METAL ARC WELDING  20
MEM09002B  INTERPRET TECHNICAL DRAWING  40
MEM12023A  PERFORM ENGINEERING MEASUREMENTS  30
MEM18001C  USE HAND TOOLS  20
MEM18002B  USE POWER TOOLS/HAND HELD OPERATIONS  20

CERTIFICATE III IN ENGINEERING (MECHANICAL TRADE)
Course Code:MEM30205
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:Lay the groundwork for your entry into a traineeship or apprenticeship in the metal trade industry. You will learn the basics in theory and develop your skills in problem solving, using sound judgement and managing your time and information effectively.

Course Objectives:

Careers:Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Course Duration:3 years

Admission Requirements Other:To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice.

Selection Processes:User Choice (Apprenticeships), Employer Choice

COURSE STRUCTURE

Core Units of Study
MEM12023A  PERFORM ENGINEERING MEASUREMENTS  30
MEM12024A  PERFORM COMPUTATIONS  30
MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT  10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK  10
MEM14005A  PLAN A COMPLETE ACTIVITY  20
MEM15002A  APPLY QUALITY SYSTEMS  20
MEM15024A  APPLY QUALITY PROCEDURES  10
MEM16006A  ORGANISE AND COMMUNICATE INFORMATION  20
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT  10
MEM16008A  INTERACT WITH COMPUTING TECHNOLOGY  20
MEM17003A  ASSIST IN THE PROVISION OF ON THE JOB TRAINING  20

Elective Units of Study
MEM05005B  CARRY OUT MECHANICAL CUTTING  20
MEM05006C  PERFORM BRAZING AND OR SILVER SOLDERING  20
MEM05007C  PERFORM MANUAL HEATING & THERMAL CUTTING  20
MEM05012C  PERFORM ROUTINE MANUAL METAL ARC WELDING  20
MEM05013C  PERFORM MANUAL PRODUCTION WELDING  20
MEM05015C  WELD USING MANUAL METAL ARC WELD PROCESS  40
MEM05049B  PERFORM ROUTINE GAS TUNGSTEN ARC WELDING  20
MEM05050B  PERFORM ROUTINE GAS METAL ARC WELDING  20
MEM05051A  SELECT WELDING PROCESSES  20
MEM05052A  APPLY SAFE WELDING PRACTICES  40
MEM06007B  PERFORM BASIC INCIDENTAL HEAT/QUENCHING  20
MEM07001B  PERFORM OPERATIONAL MAINTENANCE OF MACHINES/EQUIPMENT  20
MEM07003B  PERFORM MACHINES/ROUTINE  40
MEM07005C  PERFORM GENERAL MACHINING  80
MEM07006C  PERFORM LATHE OPERATIONS  40

3 years part-time. Full-time, Part-time, Flexible.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM07007C</td>
<td>PERFORM MILLING OPERATIONS</td>
<td>40</td>
</tr>
<tr>
<td>MEM07008D</td>
<td>PERFORM GRINDING OPERATIONS</td>
<td>40</td>
</tr>
<tr>
<td>MEM07010B</td>
<td>PERFORM TOOL AND CUTTER GRINDING OPERATION</td>
<td>40</td>
</tr>
<tr>
<td>MEM07011B</td>
<td>PERFORM COMPLEX MILLING OPERATIONS</td>
<td>40</td>
</tr>
<tr>
<td>MEM07012B</td>
<td>PERFORM COMPLEX GRINDING OPERATIONS</td>
<td>40</td>
</tr>
<tr>
<td>MEM07014B</td>
<td>PERFORM ELECTRO-DISCHARGE MACHINING OPS</td>
<td>40</td>
</tr>
<tr>
<td>MEM07015B</td>
<td>SET COMPUTER CONTROLLED MACHINES/PROCESS</td>
<td>20</td>
</tr>
<tr>
<td>MEM07016C</td>
<td>SET AND EDIT COMPUTER CONTROLLED MACHINE</td>
<td>40</td>
</tr>
<tr>
<td>MEM07018C</td>
<td>WRITE BASIC NC/CNC PROGRAMS</td>
<td>40</td>
</tr>
<tr>
<td>MEM07021B</td>
<td>PERFORM COMPLEX LATHE OPERATIONS</td>
<td>40</td>
</tr>
<tr>
<td>MEM07024B</td>
<td>OPERATE AND MONITOR MACHINE/PROCESS</td>
<td>40</td>
</tr>
<tr>
<td>MEM07028B</td>
<td>OPERATE COMPUTER CONTROLLED MACHINES/PROCESS</td>
<td>20</td>
</tr>
<tr>
<td>MEM07032B</td>
<td>USE WORKSHOP MACHINES FOR BASIC OPERATION</td>
<td>20</td>
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<tr>
<td>MEM09002B</td>
<td>INTERPRET TECHNICAL DRAWING</td>
<td>40</td>
</tr>
<tr>
<td>MEM09022A</td>
<td>CREATE 2D CODE FILES USING COMPUTER AIDED MANUFACTURING SYSTEM</td>
<td>40</td>
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<tr>
<td>MEM17001B</td>
<td>ASSIST IN DEVELOPMENT AND DELIVER TRAINING</td>
<td>20</td>
</tr>
<tr>
<td>MEM10006B</td>
<td>INSTALL MACHINE/PLANT</td>
<td>40</td>
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<tr>
<td>MEM11010B</td>
<td>OPERATE MOBILE LOAD SHIFTING EQUIPMENT</td>
<td>40</td>
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<tr>
<td>MEM12003B</td>
<td>PERFORM PRECISION MECHANICAL MEASUREMENT</td>
<td>20</td>
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<tr>
<td>MEM12006C</td>
<td>MARK OFF/OUT (GENERAL ENGINEERING)</td>
<td>40</td>
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<tr>
<td>MEM12019B</td>
<td>MEASURE COMPONENTS USING CO-ORD MEASURING</td>
<td>40</td>
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<tr>
<td>MEM10002B</td>
<td>TERMINATE AND CONNECT ELECTRICAL WIRING</td>
<td>30</td>
</tr>
<tr>
<td>MEM18001C</td>
<td>USE HAND TOOLS</td>
<td>20</td>
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<tr>
<td>MEM18002B</td>
<td>USE POWER TOOLS/HAND HELD OPERATIONS</td>
<td>20</td>
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<tr>
<td>MEM18003C</td>
<td>USE TOOLS FOR PRECISION WORK</td>
<td>40</td>
</tr>
<tr>
<td>MEM18004B</td>
<td>MAINTAIN AND OVERHAUL MECHANICAL EQUIP</td>
<td>40</td>
</tr>
<tr>
<td>MEM18005B</td>
<td>PERFORM FAULT DIAGNOSTICS, INSTALL AND REMOVE BEARINGS</td>
<td>40</td>
</tr>
<tr>
<td>MEM18006C</td>
<td>REPAIR AND FIT ENGINEERING COMPONENTS</td>
<td>60</td>
</tr>
<tr>
<td>MEM18007B</td>
<td>MAINTAIN AND REPAIR MECHANICAL DRIVES AND MECHANICAL TRANSMISSION ASS</td>
<td>40</td>
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<tr>
<td>MEM18009B</td>
<td>PERFORM LEVEL AND ALIGNMENT OF MACHINES AND ENG CO</td>
<td>40</td>
</tr>
<tr>
<td>MEM18010C</td>
<td>PERFORM EQUIP CONDITION MONITOR</td>
<td>40</td>
</tr>
<tr>
<td>MEM18011C</td>
<td>SHUT DOWN AND ISOLATE MACHINES/EQUIPMENT</td>
<td>20</td>
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<tr>
<td>MEM18012B</td>
<td>PERFORM INSTALLATION AND REMOVAL OF MECHANICAL SEALS</td>
<td>20</td>
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<tr>
<td>MEM18013B</td>
<td>PERFORM GLAND PACKING</td>
<td>20</td>
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<tr>
<td>MEM18018C</td>
<td>MAINTAIN PNEUMATIC SYSTEM COMPONENTS</td>
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<tr>
<td>MEM18019B</td>
<td>MAINTAIN PNEUMATIC SYSTEMS</td>
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<tr>
<td>MEM18020B</td>
<td>MAINTAIN HYDRAULIC SYSTEM COMPONENTS</td>
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<tr>
<td>MEM18021B</td>
<td>MAINTAIN HYDRAULIC SYSTEM</td>
<td>40</td>
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<td>MEM18022B</td>
<td>MAINTAIN FLUID POWER CONTROLS</td>
<td>80</td>
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<td>MEM18025B</td>
<td>SERVICE COMBUSTION ENGINES</td>
<td>20</td>
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<tr>
<td>MEM18055B</td>
<td>DISMANTLE, REPLACE AND ASSEMBLE ENGINE COMPONENTS</td>
<td>30</td>
</tr>
<tr>
<td>MEM11011B</td>
<td>UNDERTAKE MANUAL HANDLING</td>
<td>20</td>
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<tr>
<td>MEM07019C</td>
<td>PROGRAM NC/CNC MACHINING CENTRE</td>
<td>20</td>
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<tr>
<td>MEM07013B</td>
<td>PERFORM MACHINING OPERATIONS USING H/V BORING</td>
<td>40</td>
</tr>
<tr>
<td>MEM12001B</td>
<td>USE COMPARISON AND BASIC MEASURING DEVICES</td>
<td>20</td>
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<tr>
<td>MEM18014B</td>
<td>MANUFACTURE PRESS TOOLS AND GAUGES</td>
<td>80</td>
</tr>
<tr>
<td>MEM18015B</td>
<td>MAINTAIN TOOLS AND DIES</td>
<td>40</td>
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<tr>
<td>MEM30012A</td>
<td>APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED</td>
<td>40</td>
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</tbody>
</table>

The above units represent all recognised electives for this course. VU will offer a selection of these units. Your school contact will be able to provide details on the units currently being offered.

**CERTIFICATE III IN ENGINEERING (FABRICATION TRADE)**

**Course Code:** MEM30305

**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](http://vu.edu.au/skilled-migration).

**About this course:** Start your career in engineering with a solid foundation in the basic relevant theories. You'll develop skills and learn to apply them, including problem solving, using your judgement and managing time and information.

**Course Objectives:** This qualification is designed to provide an industry recognised skills profile related to trade work as an Engineering Tradesperson - Fabrication. Skills development would usually 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.

**Careers:** Prepare students for Traineeships, Apprenticeships or Production Training Programs.

**Course Duration:** 3 years

**Admission Requirements Year 12:** To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice.

**Admission Requirements International:** To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice.

**Admission Requirements Mature Age:** To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice.

**Admission Requirements VET:** To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice.

**Selection Processes:** User Choice (Apprenticeships), Employer Choice

**COURSE STRUCTURE**

3 years part-time. Part-time or Flexible.

**Core Units of Study**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MEM12023A</td>
<td>PERFORM ENGINEERING MEASUREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>MEM12024A</td>
<td>PERFORM COMPUTATIONS</td>
<td>30</td>
</tr>
<tr>
<td>MEM13014A</td>
<td>APPLY PRINCIPLES OF WORK OH&amp;S IN WORK ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM14004A</td>
<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
<td>10</td>
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<tr>
<td>MEM14005A</td>
<td>PLAN A COMPLETE ACTIVITY</td>
<td>20</td>
</tr>
<tr>
<td>MEM15002A</td>
<td>APPLY QUALITY SYSTEMS</td>
<td>20</td>
</tr>
<tr>
<td>MEM15024A</td>
<td>APPLY QUALITY PROCEDURES</td>
<td>10</td>
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<tr>
<td>MEM16006A</td>
<td>ORGANISE AND COMMUNICATE INFORMATION</td>
<td>20</td>
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<tr>
<td>MEM16007A</td>
<td>WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM16008A</td>
<td>INTERACT WITH COMPUTING TECHNOLOGY</td>
<td>20</td>
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<tr>
<td>MEM17003A</td>
<td>ASSIST IN THE PROVISION OF ON THE JOB TRAINING</td>
<td>20</td>
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<tr>
<td>MSAENV272B</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
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</table>

**Elective Units of Study**

<table>
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<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>MEM03001B</td>
<td>PERFORM MANUAL PRODUCTION ASSEMBLY</td>
<td>40</td>
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<tr>
<td>MEM03003B</td>
<td>PERFORM SHEET AND PLATE ASSEMBLY</td>
<td>40</td>
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<tr>
<td>MEM05004C</td>
<td>PERFORM ROUTINE OXY ACETYLENE WELDING</td>
<td>20</td>
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<tr>
<td>MEM05005B</td>
<td>CARRY OUT MECHANICAL CUTTING</td>
<td>20</td>
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<tr>
<td>MEM05006C</td>
<td>PERFORM BRAZING AND OR SILVER SOLDERING</td>
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<tr>
<td>MEM05007C</td>
<td>PERFORM MANUAL HEATING &amp; THERMAL CUTTING</td>
<td>20</td>
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<td>MEM05008C</td>
<td>PERFORM ADV MANUAL THERMAL CUT, GOUG SHA</td>
<td>20</td>
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<tr>
<td>MEM05009C</td>
<td>PERFORM AUTOMATED THERMAL CUTTING</td>
<td>20</td>
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<tr>
<td>MEM05010C</td>
<td>APPLY FABRICATION, FORMING AND SHAPING TECHNIQUES</td>
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<td>MEM05011D</td>
<td>ASSEMBLE FABRICATED COMPONENTS</td>
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<td>MEM05012C</td>
<td>PERFORM ROUTINE MANUAL METAL ARC WELDING</td>
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<td>MEM05013C</td>
<td>PERFORM MANUAL PRODUCTION WELDING</td>
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<td>MEM05014C</td>
<td>MONITOR QUALITY OF PRODUCTION WELDING/FAB</td>
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<td>WELD USING MANUAL METAL ARC WELDING PROCESS</td>
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<td>MEM05016C</td>
<td>PERFORM ADV WELDING USING MAN METAL ARC</td>
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<td>MEM05017D</td>
<td>WELD USING GAS METAL ARC WELDING PROCESS</td>
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<td>MEM05018C</td>
<td>PERFORM ADV WELDING USING GAS METAL ARC</td>
<td>40</td>
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<td>MEM05019D</td>
<td>WELD USING GAS TUNGSTEN ARC WELDING PROCESS</td>
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<td>MEM05020C</td>
<td>PERFORM ADV WELD USING GAS TUNGSTEN ARC</td>
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<tr>
<td>MEM05026C</td>
<td>APPLY WELDING PRINCIPLES</td>
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<td>MEM05036C</td>
<td>REPAIR/REPLACE/MODIFY FABRICATIONS</td>
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<td>MEM05037C</td>
<td>PERFORM ADV GEOMETRIC DEVELOPMENT</td>
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<td>MEM05038B</td>
<td>PERFORM ADV GEOMETRIC DEVELOPMENT - CYLIND/REC</td>
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<td>MEM05039B</td>
<td>PERFORM ADV GEOMETRIC DEVELOP - CONICAL</td>
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<td>MEM05040B</td>
<td>PERFORM ADV GEOMETRIC DEVELO TRANSITION</td>
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<td>MEM05047B</td>
<td>WELD USING FLUX ARC WELDING PROCESS</td>
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<td>PERFORM ADV WELD USING FLUX ARC WELL</td>
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<td>MEM05049B</td>
<td>PERFORM ROUTINE GAS TUNGSTEN ARC WELDING</td>
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<td>MEM05050B</td>
<td>PERFORM ROUTINE GAS METAL ARC WELDING</td>
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<tr>
<td>MEM05051A</td>
<td>SELECT WELDING PROCESSES</td>
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<tr>
<td>MEM05052A</td>
<td>APPLY SAFE WELDING PRACTICES</td>
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</table>
MEM07001B PERFORM OPERATIONAL MAINTENANCE OF MACHINES/EQUIPMENT 20
MEM07032B USE WORKSHOP MACHINES FOR BASIC OPERATION 20
MEM09002B INTERPRET TECHNICAL DRAWING 40
MEM10001C ERECT STRUCTURES 40
MEM10006B INSTALL MACHINE/PLANT 40
MEM12006C MARK OFF/OUT (GENERAL ENGINEERING) 40
MEM12007D MARK OFF/OUT STRUCTURAL FABRICATIONS AND SHAPES 40
MEM15003B USE IMPROVEMENT PROCESSES IN TEAM ACTIVITIES 40
MEM15004B PERFORM INSPECTION 20
MEM15005B SELECT AND CONTROL INSPECTION PROCESSES AND PROCEDURES 40
MEM18001C USE HAND TOOLS 20
MEM18002B USE POWER TOOLS/HAND HELD OPERATIONS 20
MEM18003C USE TOOLS FOR PRECISION WORK 40
MEM18006B REPAIR AND FIT ENGINEERING COMPONENTS 60
MEM18009B PERFORM LEVEL AND ALIGNMENT OF MACHINES AND ENG CO 40
MEM18011C SHUT DOWN AND ISOLATE MACHINES/EQUIPMENT 20
MEM18055B DISMANTLE, REPLACE AND ASSEMBLE ENGINE COMPONENTS 30
MEM11011B UNDERTAKE MANUAL HANDLING 20
MEM18052B MAINTAIN FLUID POWER SYSTEMS FOR MOBILE PLANT 40
MEM10010B INSTALL PIPEWORK AND PIPEWORK ASSEMBLIES 40
MEM30012A APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED 40

The above units represent all recognised electives for this course. VU will offer a selection of these units. Your school contact will be able to provide details on the units currently being offered.

CERTIFICATE IV IN ENGINEERING
Course Code: MEM40105
Campus: Industry, Sunshine.

About this course: This leading-edge, current technology focused course provides an opportunity for tradespeople to upgrade their qualifications, and entry into technician positions in industry. It also provides a pathway into technician and engineering associate qualifications—namely the Advanced Diploma of Engineering Technology, or the Bachelor of Engineering.

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: Supervisors, Technicians.

Course Duration: 4 years

Admission Requirements Other: To qualify for admission to the course, applicants must have completed an approved apprenticeship.

Selection Processes: Direct Entry, VTAC

COURSE STRUCTURE

4 years part-time. Part-time, Flexible. Select specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006, from the group 1 list to the value of at least 12 points, and from the group 2 list to bring the total value of Specialisation units in groups 1 and 2 to at least 112 points, including any prerequisites.

Common Core Units of Study

MEM12023A PERFORM ENGINEERING MEASUREMENTS 30
MEM12024A PERFORM COMPUTATIONS 30
MEM13014A APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM14005A PLAN A COMPLETE ACTIVITY 20
MEM15024A APPLY QUALITY PROCEDURES 10
MEM15002A APPLY QUALITY SYSTEMS 20
MEM16006A ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM16008A INTERACT WITH COMPUTING TECHNOLOGY 20
MEM17003A ASSIST IN THE PROVISION OF OR THE JOB TRAINING 20
MSAENV272B PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 30

Fabrication Stream

Elective Units of Study

MEM05005B CARRY OUT MECHANICAL CUTTING 20
MEM05007C PERFORM MANUAL HEATING & THERMAL CUTTING 20
MEM05008C  PERFORM ADV MANUAL THERMAL CUT, GOUG SHA  20  MEM05008A  PERFORM ROUTINE GAS TUNGSTEN ARC WELDING  20
MEM05009C  PERFORM AUTOMATED THERMAL CUTTING  20  MEM05009A  SELECT WELDING PROCESSES  20
MEM05010B  APPLY FABRICATION, FORMING  80  MEM05010A  APPLY SAFE WELDING PRACTICES  40
MEM05011C  ASSEMBLE FABRICATED COMPONENTS  80  MEM05011A  SET & EDIT COMPUTER CONTROLLED THERMAL CUT  40
MEM05012C  PERFORM ROUTINE MANUAL METAL ARC WELDING  20  MEM05012A  WRITE BASIC NC/CNC PROG FOR THERMAL CUT  40
MEM05013C  PERFORM MANUAL PRODUCTION WELDING  20  MEM07026B  PERFORM ADVANCED PLASTIC PROCESSING  60
MEM05014C  MONITOR QUALITY OF PRODUCTION WELDING/FAB  20  MEM07027B  PERFORM ADVANCED PRESS OPERATIONS  60
MEM05015D  WELD USING MANUAL METAL ARC WELDING PROCESS  40  MEM07028B  OPERATE COMPUTER CONTROLLED MACHINES/PRO  20
MEM05016C  PERFORM ADV WELDING USING MAN METAL ARC  40  MEM09002B  INTERPRET TECHNICAL DRAWING  40
MEM05017D  WELD USING GAS METAL ARC WELDING PROCESS  40  MEM11011B  UNDERTAKE MANUAL HANDLING  20
MEM05018C  PERFORM ADV WELDING USING GAS METAL ARC  40  MEM12023A  PERFORM ENGINEERING MEASUREMENTS  30
MEM05019D  WELD USING GAS TUNGSTEN ARC WELDING PROCESS  40  MEM13003B  WORK SAFELY WITH INDUSTRIAL CHEMICALS & MATERIALS  20
MEM05020C  PERFORM ADV WELD USING GAS TUNGSTEN ARC  40  MEM14001B  SCHEDULE MATERIAL DELIVERIES  80
MEM05022C  PERFORM ADV WELD USING OXY ACETYLENE WE  60  MEM14002B  UNDERTAKE BASIC PROCESS PLANNING  80
MEM05023C  WELD USING SUBMERGED ARC WELDING PROCESS  40  MEM18001C  USE HAND TOOLS  20
MEM05024B  PERFORM WELDING SUPERVISION  120  MEM18002B  USE POWER TOOLS/HAND HELD OPERATIONS  20
MEM05025C  PERFORM WELDING/FABRICATION INSPECTION  120
MEM05026C  APPLY WELDING PRINCIPLES  40
MEM05036C  REPAIR/REPLACE/MODIFY FABRICATIONS  40
MEM05037C  PERFORM GEOMETRIC DEVELOPMENT  60
MEM05038B  PERFORM ADV GEOMETRIC DEVELOPMENT - CYLIND/REC  20
MEM05039B  PERFORM ADV GEOMETRIC DEVELOP - CONICAL  20
MEM05040B  PERFORM ADV GEOMETRIC DEVEL - TRANSITION  40
MEM05041B  WELD USING POWDER FLAME SPRAYING  40
MEM05042B  PERFORM WELD TO CODE STAND USE FLUX COR  60
MEM05043B  PERFORMS WELDS TO CODE STAND USE GAS META  60
MEM05044B  PERFORM WELDS TO DOCE STAND USE GAS TUNG  60
MEM05045B  PERFORM PIPE WELDS TO CODE STAND METAL A  60
MEM05047B  WELD USING FLUX ARC WELDING PROCESS  40
MEM05048B  PERFORM ADV WELD USING FLUX ARC WELL  40
MEM05049B  PERFORM ROUTINE GAS TUNGSTEN ARC WELDING  20
MEM05050B  PERFORM routine GAS METAL ARC WELDING  20
| MEM11011B | UNDERTAKE MANUAL HANDLING | 20 |
| MEM18004B | MAINTAIN AND OVERHAUL MECHANICAL EQUIP | 40 |
| MEM18005B | PERFORM FAULT DIAGNOSTICS, INSTALL AND REMOVE BEARINGS | 40 |
| MEM18007B | MAINTAIN AND REPAIR MECHANICAL DRIVES AND MECHANICAL TRANSMISSION ASS | 40 |
| MEM18009B | PERFORM LEVEL AND ALIGNMENT OF MACHINES AND ENGINEERING | 40 |
| MEM18010C | PERFORM EQUIP CONDITION MONITOR | 40 |
| MEM18011C | SHUT DOWN AND ISOLATE MACHINES/EQUIPMENT | 20 |
| MEM18012B | PERFORM INSTALLATION AND REMOVAL OF MECHANICAL SEALS | 20 |
| MEM18018C | MAINTAIN PNEUMATIC SYSTEM COMPONENTS | 40 |
| MEM18019B | MAINTAIN PNEUMATIC SYSTEMS | 40 |
| MEM18020B | MAINTAIN HYDRAULIC SYSTEM COMPONENTS | 40 |
| MEM18021B | MAINTAIN HYDRAULIC SYSTEM | 40 |
| MEM18022B | MAINTAIN FLUID POWER CONTROLS | 80 |
| MEM18023B | MODIFY FLUID POWER SYSTEM OPERATION | 80 |
| MEM18053B | MODIFY FLUID POWER CONTROL SYSTEMS | 60 |
| MEM30012A | APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED | 40 |
| MEM18016B | ANALYSE PLANT AND EQUIPMENT CONDITION MONITORING RESULTS | 40 |
| MEM18054B | FAULT FIND, TEST AND CALIBRATE INSTRUMENTATION SYSTEMS AND EQUIPMENT | 80 |
| MEM18056B | DIAGNOSE AND REPAIR ANALOG EQUIPMENT AND COMPONENTS | 100 |
| MEM05001B | PERFORM MANUAL SOLDERING/DESOLD - ELECTRICAL | 40 |
| MEM10002B | TERMINATE AND CONNECT ELECTRICAL WIRING | 30 |
| MEM10011B | TERMINATE AND CONNECT SPECIALIST CABLES | 30 |
| MEM12002B | PERFORM ELECTRICAL/ELECTRONIC MEASUREMENT | 20 |
| MEM18006C | REPAIR AND FIT ENGINEERING COMPONENTS | 60 |
| MEM18057B | MAINTAIN/SERVICE ANALOG/DIGITAL ELECTRONIC EQUIPMENT | 60 |

**CERTIFICATE II IN FURNITURE FINISHING**

**Course Code:** MSF20213  
**Campus:** Industry, Sunshine.

**About this course:** This qualification is part of the Furnishing Industry Training Package. It is designed for students who want to acquire the skills and knowledge to work in the furniture finishing sector of the furnishing industry. You will learn how to:

- prepare surfaces.
Course Objectives: This qualification describes the skills and knowledge required to perform a range of finishing techniques for furniture and covers basic dismantling and assembly of furniture items for surface finishing involving known routines and procedures and some accountability for the quality of outcomes. It involves collaboration with others through members of a group or team.

Careers: This pre-vocational course is mainly aimed at school leavers or new entrants into the workforce. It provides the opportunity for those wishing to gain employment in the furnishing industry with the required knowledge and skills to gain access to apprenticeships offered within this industry.

Course Duration: 0.5 years

Admission Requirements Other: To qualify for admission to this course students will be assessed by the College as being capable of successfully completing the course. See Selection Process below for details.

Selection Processes: Direct Entry, Interview

COURSE STRUCTURE

To successfully achieve MSF20213 Certificate II in Furniture Finishing, students must complete a total of thirteen (13) units of competency:

- Eight (8) Core Units;
- Five (5) Elective Units.

Core Units:

Complete all eight (8) of the following units:

- **MSAENV272B** PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 30
- **MSAPMOHS100A** FOLLOW OHS PROCEDURES 20
- **MSAPMSUP102A** COMMUNICATE IN THE WORKPLACE 20
- **MSAPMSUP106A** WORK IN A TEAM 30
- **MSFFF2001** USE FURNITURE FINISHING SECTOR HAND AND POWER TOOLS 48
- **MSFFF2002** REMOVE SURFACE COATINGS 40
- **MSFFF2003** MAKE MEASUREMENTS AND CALCULATIONS 30
- **TLID2003A** HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES 40

Elective Units:

Select five (5) units:

- **MSFFF2002** DISMANTLE AND REASSEMBLE FURNITURE 56
- **MSFFF2004** PREPARE SURFACES FOR FINISHING 24
- **MSFFF2005** MAINTAIN SPRAY EQUIPMENT AND BOOTH 24
- **MSFFF2006** APPLY SURFACE COATINGS BY SPRAY GUN 60
- **MSFFF2007** APPLY STAINS, FILLERS AND BLEACH 52
- **MSFFF2008** APPLY SURFACE COATINGS BY HAND 40

CERTIFICATE II IN FURNITURE MAKING

Course Code: MSF20313

Campus: Industry, Sunshine.

About this course: Enjoy a satisfying career as a furniture builder or cabinet-maker with a basic pre-apprenticeship course to prepare you for a Certificate III in Cabinet-Making. You will skill up to eventually work in a production environment, building free-standing furniture or built-in cabinets, or provide on-site assistance in installing furniture or cabinets.

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.

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: 0.5 years

Admission Requirements Other: To qualify for admission to this course students will be assessed by the College as being capable of successfully completing the course. See Selection Process below for details.

Selection Processes: Direct Entry, Interview, Other

Applicants will undertake an online assessment to determine that they have the necessary literacy and numeracy skills to successfully complete the course. This may be followed by an interview with a selection officer.

COURSE STRUCTURE

To successfully achieve MSF20313 Certificate II in Furniture Making, students must complete a total of thirteen (13) units of competency:

- Five (5) Core Units;
- Eight (8) Elective Units.

Core Units:
Complete all five (5) of the following units:

- **MSAENV272B** PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 30
- **MSAPMSUP102A** COMMUNICATE IN THE WORKPLACE 20
- **MSAPMSUP106A** WORK IN A TEAM 30
- **MSFFM2001** USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS 40
- **MSFGN2001** MAKE MEASUREMENTS AND CALCULATIONS 30

Elective Units:

Group A:

Select at least one (1) unit from Group A:

- **CPCCOHS1001A** WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6
- **MSAPMOHS200A** WORK SAFELY 30

Group B:

Select a minimum of four (4) units from Group B with a maximum of two (2) units coded MSS (i.e. begin with "MSS"):

- **MEM16008A** INTERACT WITH COMPUTING TECHNOLOGY 20
- **MSAPMSUP201A** RECEIVE OR DESPATCH GOODS 20
- **MSAPMSUP240A** UNDERTAKE MINOR MAINTENANCE 30
- **MSAPMSUP273A** HANDLE GOODS 20
- **MSFFF2004** PREPARE SURFACES FOR FINISHING 24
- **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
- **MSFFM2008** BEND AND FORM CANE 60
- **MSFFM2009** CONSTRUCT CANE FURNITURE 100
- **MSFFM2010** SET UP, OPERATE AND MAINTAIN 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
- **MSS402001A** APPLY COMPETITIVE MANUFACTURING PRACTICES 40
- **MSS402002A** SUSTAIN PROCESS IMPROVEMENTS 40
- **MSS402010A** MANAGE THE IMPACT OF CHANGE ON OWN WORK 40
- **MSS402020A** APPLY QUICK CHANGEOVER PROCEDURES 40
- **MSS402050A** MONITOR PROCESS CAPABILITY 30
- **MSS402051A** APPLY QUALITY STANDARDS 30
- **MSS402081A** CONTRIBUTE TO THE APPLICATION OF A PROACTIVE MAINTENANCE STRATEGY 30

Other Elective Units:

Select a maximum of two (2) units from this group:

- **MSFFF2006** APPLY SURFACE COATINGS BY SPRAY GUN 60
- **MSFFM3005** FABRICATE CUSTOM FURNITURE 64

**CERTIFICATE II IN HAIRDRESSING**

**Course Code:** SIH20111

**Campus:** Industry, City King St.

**About this course:** Introduce yourself to the world of hairdressing with pre-vocational training for work in the industry. Gain basic knowledge of the operations of a commercially operating salon and learn how to provide general assistance in a hairdressing salon. This course is available to VETiS students only

**Course Objectives:** This qualification will provide students with the skills and knowledge to work as a salon assistant. Upon completion students will competently:

- communicate in the workplace
- interact with clients
- provide service to clients
- assist colleagues
- perform routine functions under supervision.

**Careers:** Salon Assistant

**Course Duration:** 0.5 years

**Admission Requirements Other:** All students are interviewed for selection. Students must be currently enrolled in secondary school.

**Selection Processes:** Direct Entry

**COURSE STRUCTURE**

13 units must be completed:
- 8 core units
- 5 elective units

**Core Units**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBSUS201A</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
<td>20</td>
</tr>
<tr>
<td>SIHHBAS201A</td>
<td>PERFORM SHAMPOO AND BASIN SERVICES</td>
<td>40</td>
</tr>
<tr>
<td>SIHHCCS201A</td>
<td>GREET AND PREPARE CLIENTS FOR SALON SERVICES</td>
<td>10</td>
</tr>
<tr>
<td>SIHHHDS201A</td>
<td>DRY HAIR TO SHAPE</td>
<td>40</td>
</tr>
<tr>
<td>SIHHIND201A</td>
<td>MAINTAIN AND ORGANISE TOOLS, EQUIPMENT AND WORK AREAS</td>
<td>20</td>
</tr>
<tr>
<td>SIHHOHS201A</td>
<td>APPLY SALON SAFETY PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>SIRXCOM001A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>40</td>
</tr>
<tr>
<td>SIRXIND001A</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
<td>45</td>
</tr>
</tbody>
</table>

**Elective Units**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIBXCCS201A</td>
<td>CONDUCT FINANCIAL TRANSACTIONS</td>
<td>25</td>
</tr>
<tr>
<td>SIHHCL5201A</td>
<td>APPLY HAIR COLOUR PRODUCTS</td>
<td>30</td>
</tr>
<tr>
<td>SIHHHRS201A</td>
<td>RINSE AND NEUTRAUSE CHEMICALLY RESTRUCTURED HAIR</td>
<td>25</td>
</tr>
<tr>
<td>SIHHIND202A</td>
<td>DEVELOP HAIRDRESSING INDUSTRY KNOWLEDGE</td>
<td>15</td>
</tr>
<tr>
<td>SIRXSL5001A</td>
<td>SELL PRODUCTS AND SERVICES</td>
<td>20</td>
</tr>
<tr>
<td>SIHHHDS202A</td>
<td>APPLY HAIR BRAIDING TECHNIQUES</td>
<td>30</td>
</tr>
</tbody>
</table>

**CERTIFICATE III IN HAIRDRESSING**

Course Code: SIH30111

**Campus:** Industry, City King St, 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://www.vu.edu.au/campuses-services/corporate-services/vise-skills-assessments/offshore-skills-assessment-program](http://www.vu.edu.au/campuses-services/corporate-services/vise-skills-assessments/offshore-skills-assessment-program) (for permanent migration) or [http://www.vu.edu.au/campuses-services/corporate-services/vise-skills-assessments/457-vise-skills-assessment-program](http://www.vu.edu.au/campuses-services/corporate-services/vise-skills-assessments/457-vise-skills-assessment-program) (for temporary migration).

**About this course:** Fulfil your dream of becoming a hairdresser by completing this entry level qualification for the hairdressing industry. Graduates are qualified hairdressers and able to supervise others, including apprentices. Perform a full range of client services, ensure a safe working environment and apply your skills and knowledge to sell products and services. International students only - course duration is 1.5 years.

**Course Objectives:** This course provides training and assessment for students, apprentices and current staff in the hairdressing industry. Upon completion students will be competent in:

- full range of hairdressing skills including designing, cutting and colouring
- will be competent in a high level of communication skills
- consulting and advising clients
- promoting products and services.

This course is designed to provide students with the ability and knowledge to work within the hairdressing salon. Upon successful completion students are "job ready" and recognised within the hairdressing industry as a fully qualified hairdresser.

**Careers:** Hairdresser

**Course Duration:** 3 years

**Admission Requirements International:** IELTS Score of 5.5 or equivalent

**Admission Requirements Other:** To qualify for admission into this course, students must be employed as a hairdressing apprentice and all other students will be interviewed for selection.

**Selection Processes:** Interview, User Choice (Apprenticeships), Employer Choice

**COURSE STRUCTURE**

32 units must be completed:

- 26 core units
- 6 elective units

**Core Units of Study**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Points</th>
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<tbody>
<tr>
<td>BSBSUS201A</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
<td>20</td>
</tr>
<tr>
<td>SIBXCCS201A</td>
<td>CONDUCT FINANCIAL TRANSACTIONS</td>
<td>25</td>
</tr>
<tr>
<td>SIBXCCS202A</td>
<td>PROVIDE SERVICE TO CLIENTS</td>
<td>30</td>
</tr>
<tr>
<td>SIHHBAS201A</td>
<td>PERFORM SHAMPOO AND BASIN SERVICES</td>
<td>40</td>
</tr>
<tr>
<td>SIHHCCS302A</td>
<td>PERFORM A FULL CLIENT CONSULTATION</td>
<td>30</td>
</tr>
<tr>
<td>SIHHCCS303A</td>
<td>RESPOND TO SERVICE RELATED AND TECHNICAL PROBLEMS</td>
<td>30</td>
</tr>
<tr>
<td>SIHHCCS304A</td>
<td>DESIGN HAIRCUT STRUCTURES</td>
<td>20</td>
</tr>
<tr>
<td>SIHHCCS305A</td>
<td>APPLY ONE LENGTH OR SOLID HAIRCUT STRUCTURES</td>
<td>25</td>
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<tr>
<td>SIHHCCS306A</td>
<td>APPLY GRADUATED HAIRCUT STRUCTURES</td>
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<td>SIHHCCS307A</td>
<td>APPLY LAYERED HAIRCUT STRUCTURES</td>
<td>30</td>
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<tr>
<td>SIHHCCS308A</td>
<td>APPLY OVER-COMB TECHNIQUES</td>
<td>25</td>
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<tr>
<td>SIHHCCS309A</td>
<td>PERFORM CHEMICAL CURLING AND VOLUMISING SERVICES</td>
<td>50</td>
</tr>
<tr>
<td>SIHHCCS310A</td>
<td>PERFORM CHEMICAL STRAIGHTENING AND RELAXING SERVICES</td>
<td>30</td>
</tr>
</tbody>
</table>
SIHHCLS302A COLOUR AND LIGHTEN HAIR 50
SIHHCLS303A DESIGN AND PERFORM FULL AND PARTIAL HIGHLIGHTING TECHNIQUES 25
SIHHCLS304A NEUTRALISE UNWANTED COLOURS AND TONES 35
SIHHCLS305A PERFORM ON SCALP FULL HEAD AND RETOUCH BLEACH SERVICES 30
SIHHHDS303A DESIGN AND APPLY SHORT TO MEDIUM LENGTH HAIR DESIGN FINISHES 50
SIHHIND201A MAINTAIN AND ORGANISE TOOLS, EQUIPMENT AND WORK AREAS 20
SIHHHSC306A COMBINE STRUCTURES FOR CURRENT HAIRCUT DESIGNS 40
SIHHSCS307A COMBINE STRUCTURES FOR TRADITIONAL AND CLASSIC MEN’S HAIRCUT DESIGNS 40
SIHHHD304A DESIGN AND APPLY CLASSIC LONG HAIR UP STYLES 30
SIHHBD202A PERFORM HEAD, NECK AND SHOULDER MASSAGE 20
SIHHIII304A DEVELOP AND EXPAND A CLIENT BASE 35
SIHHIND305A APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE 25
SIHHIND302A IDENTIFY AND TREAT HAIR AND SCALP CONDITIONS 15
SIHHIND303A COORDINATE CLIENTS AND SERVICES 35
SIHHIND304A DEVELOP AND EXPAND A CLIENT BASE 35
SIHHOHS201A APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE 25
SIHHIND305A COORDINATE CLIENTS AND SERVICES 35
SIHHIND304A DEVELOP AND EXPAND A CLIENT BASE 35
SIHHOHS201A APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE 25
SIHHIND305A COORDINATE CLIENTS AND SERVICES 35
SIHHIND304A DEVELOP AND EXPAND A CLIENT BASE 35

Elective Units of Study
SIHHHDS305A PERFORM ON SCALP FULL HEAD AND RETOUCH BLEACH SERVICES 30
SIHHHDS306A DESIGN AND APPLY SHORT TO MEDIUM LENGTH HAIR DESIGN FINISHES 50
SIHHHDS307A COMBINE STRUCTURES FOR TRADITIONAL AND CLASSIC MEN’S HAIRCUT DESIGNS 40
SIHHSCS306A COORDINATE CLIENTS AND SERVICES 35
SIHHSCS307A COMBINE STRUCTURES FOR TRADITIONAL AND CLASSIC MEN’S HAIRCUT DESIGNS 40
SIHHIND305A COORDINATE CLIENTS AND SERVICES 35
SIHHIND304A DEVELOP AND EXPAND A CLIENT BASE 35
SIHHOHS201A APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE 25
SIHHIND305A COORDINATE CLIENTS AND SERVICES 35
SIHHIND304A DEVELOP AND EXPAND A CLIENT BASE 35
SIHHOHS201A APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE 25
SIHHIND305A COORDINATE CLIENTS AND SERVICES 35
SIHHIND304A DEVELOP AND EXPAND A CLIENT BASE 35

- Research and utilisation of hairdressing trends
- Leadership and team management
- Apply creative colouring and lightening techniques to enhance hair designs
- Design creative haircuts
- Select and apply hair extensions
- Solving complex hair colour problems
- Apply and maintain wigs and hairpieces

Careers: Senior Hairdresser

Course Duration: 0.5 years

Admission Requirements International: IELTS 5.5 or equivalent and completion of Certificate III in Hairdressing or equivalent.

Admission Requirements Mature Age: Students must have completed Certificate III in Hairdressing or equivalent.

Admission Requirements VET: Students must have completed Certificate III in Hairdressing or equivalent.

Selection Processes: Direct Entry

COURSE STRUCTURE
11 units must be completed:
- 2 core units
- 9 elective units

Core Units
SIHHTLS401A PROVIDE TECHNICAL LEADERSHIP WITHIN THE HAIRDRESSING CONTEXT 45
SIHHTLS402A RESEARCH AND UTILISE HAIRDRESSING TRENDS TO ADVANCE CREATIVE WORK 35

Elective Units
SIHHCLS407A APPLY CREATIVE COLOURING AND LIGHTENING TECHNIQUES TO ENHANCE HAIR DESIGNS 50
SIHHHDS406A DESIGN AND APPLY CREATIVE LONG HAIR DESIGNS 50
SIHHHDS407A APPLY AND MAINTAIN WIGS AND HAIRPIECES 40
SIHHCLS406A SOLVE COMPLEX COLOUR PROBLEMS 40
SIHHTLS403A WORK AS A SESSION STYLIST 30
SIRXMG001A COORDINATE WORK TEAMS 35

CERTIFICATE IV IN HAIRDRESSING
Course Code: SIH40111
Campus: Industry, City King St.

About this course: Enhance your career in the glamorous world of hairdressing by learning advanced technical skills and knowledge of specialised hairdressing practices. Develop further techniques in creative cutting, an artistic colouring, hair extensions, design, chemical straightening and volumising and the treatment of scalp conditions.

Course Objectives: This course is for qualified hairdressers wishing to upgrade their technical expertise to meet changing consumer demands. They will be provided with the following skills and knowledge to advance their hairdressing career;
SIRXMGT003A  LEAD AND MANAGE PEOPLE  35
SIBXRES501A  INVESTIGATE NEW PRODUCTS AND SERVICES  50
SIRXQUA002A  LEAD A TEAM TO FOSTER INNOVATION  35
BSBSMB8403A  MARKET THE SMALL BUSINESS  50
SIHHHD5408A  MAKE WIGS AND HAIRPIECES  120
SIHHHRS405A  APPLY CHEMICAL REFORMATION TECHNIQUES TO ENHANCE HAIR DESIGNS  40
SIHHHCS306A  COMBINE STRUCTURES FOR CURRENT HAIRCUT DESIGNS  40
SIHHHRS304A  PERFORM PROTEIN STRAIGHTENING AND RELAXING TREATMENTS  40
SIHHHD304A  DESIGN AND APPLY CLASSIC LONG HAIR UP STYLES  30

CERTIFICATE II IN HOSPITALITY

Course Code: SIT20212
Campus: Footscray Nicholson, Industry, VETiS.

About this course: Gain the basic skills required for entry-level jobs in the hospitality industry. You will learn basic operational knowledge and practical skills needed in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops, and make useful contacts as you study. This course is only available as a VET in Schools or VCAL program.

Course Objectives: This qualification reflects the role of individuals who use a defined and limited range of hospitality operational skills. They are involved in mainly routine and repetitive tasks using practical skills and basic industry knowledge. They work under direct supervision.

Careers: Possible job titles include:
- bar attendant
- bottle shop attendant
- café attendant
- catering assistant
- food and beverage attendant
- front office assistant
- porter
- room attendant

Course Duration: 1 year
Admission Requirements Year 12: NA
Admission Requirements International: NA
Admission Requirements Mature Age: NA
Admission Requirements VET: NA

Admission Requirements Other: To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Program Coordinator that they are capable of successfully completing the course. This course is only available to VETiS and VCAL students.

Selection Processes: Direct Entry

COURSE STRUCTURE

To successfully complete SIT20212 Certificate II in Hospitality, participants must complete 11 units made up of 6 core and 5 electives.

Core Units
- BSBWOR203B  WORK EFFECTIVELY WITH OTHERS  15
- SITHIND201  SOURCE AND USE INFORMATION ON THE HOSPITALITY INDUSTRY  25
- SITHIND202  USE HOSPITALITY SKILLS EFFECTIVELY
- SITXCCS202  INTERACT WITH CUSTOMERS  20
- SITXPSA101  USE HYGIENIC PRACTICES FOR FOOD SAFETY  15
- SITXWHS101  PARTICIPATE IN SAFE WORK PRACTICES  12

Elective Units (5)
- SITHFAB101  CLEAN AND TIDY BAR AREAS  15
- SITHFAB201  PROVIDE RESPONSIBLE SERVICE OF ALCOHOL  10
- SITHFAB206  SERVE FOOD AND BEVERAGE  80
- SITHFAB204  PREPARE AND SERVE ESPRESSO COFFEE  30
- SITHCC102  PREPARE SIMPLE DISHES  25

CERTIFICATE II IN HOSPITALITY

Course Code: SIT20213
Campus: Footscray Nicholson, Industry, VCAL.

About this course: Gain the basic skills required for entry-level jobs in the hospitality industry. You will learn basic operational knowledge and practical skills needed in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops, and make useful contacts as you study. This course is only available as a VET in Schools or VCAL program.

Course Objectives: This qualification reflects the role of individuals who use a defined and limited range of hospitality operational skills. They are involved in mainly routine and repetitive tasks using practical skills and basic industry knowledge. They work under direct supervision.

Careers: Possible job titles include:
- bar attendant
- bottle shop attendant
- café attendant
- catering assistant
- food and beverage attendant
Course Duration: 1 year

Admission Requirements Year 12: NA
Admission Requirements International: NA
Admission Requirements Mature Age: NA
Admission Requirements VET: NA
Admission Requirements Other: No specific admission requirements. Students who satisfy admission requirements for VCAL can engage in the hospitality stream

Selection Processes: Direct Entry

COURSE STRUCTURE

To successfully complete SIT20213 Certificate II in Hospitality, participants must complete twelve (12) units made up of six (6) core and six (6) electives. The six (6) elective units must consist of the following:

- One (1) unit from Listed Electives Group A
- A minimum of three (3) units from Listed Electives Group B
- A maximum of two (2) units from Other Electives Group C, (electives from elsewhere in SIT12 Training Package or any other current Training Package or accredited course)

Core Units:

- BSBWOR203B WORK EFFECTIVELY WITH OTHERS 15
- SITHIND201 SOURCE AND USE INFORMATION ON THE HOSPITALITY INDUSTRY 25
- SITHIND202 USE HOSPITALITY SKILLS EFFECTIVELY 25
- SITXCCS202 INTERACT WITH CUSTOMERS 20
- SITXCOM201 SHOW SOCIAL AND CULTURAL SENSITIVITY 20
- SITXWHS101 PARTICIPATE IN SAFE WORK PRACTICES 12

Listed Electives Group A:

Select one (1) unit from the following list:

- SITHIND101 USE HYGIENIC PRACTICES FOR HOSPITALITY SERVICE 10
- SITXFSA101 USE HYGIENIC PRACTICES FOR FOOD SAFETY 15

Listed Electives Group B:

Select a minimum of three (3) units from the following list:

- SITHCCC102 PREPARE SIMPLE DISHES 25
- SITHFAB101 CLEAN AND TIDY BAR AREAS 15
- SITHFAB201 PROVIDE RESPONSIBLE SERVICE OF ALCOHOL 10
- SITHFAB204 PREPARE AND SERVE ESPRESSO COFFEE 30
- SITHFAB206 SERVE FOOD AND BEVERAGE 80
- SITHKOP101 CLEAN KITCHEN PREMISES AND EQUIPMENT 13
- SITXINV202 MAINTAIN THE QUALITY OF PERISHABLE ITEMS 10

Other Electives Group C:

Select a maximum of two (2) units from the following list:

- SITHCCC101 USE FOOD PREPARATION EQUIPMENT 25
- SITHCCC201 PRODUCE DISHES USING BASIC METHODS OF COOKERY 45
- SITXCCS303 PROVIDE SERVICE TO CUSTOMERS 25
- SITHKOP302 PLAN AND COST BASIC MENUS 30

CERTIFICATE III IN COMMERCIAL COOKERY

Course Code: SIT30812


About this course: You will learn principles and methods of food preparation for a commercial food environment while gaining and work experience in hospitality enterprises including:

- restaurants
- hotels
- clubs
- pubs
- cafes
- cafeterias
- coffee shops

You may have some responsibility for others and provide technical advice and support to a team.

Course Objectives: This qualification reflects the role of commercial cooks who use a wide range of cookery skills. They use discretion and judgement and have a sound knowledge of kitchen operations. They work with some independence and under limited supervision and may provide operational advice and support to team members.

Careers: Cook.
Course Duration: 3 years

Admission Requirements Other: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer. SMAS applicants must satisfy the Trades Recognition Australia (TRA) criteria.

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

COURSE STRUCTURE

To successfully obtain this qualification, students must complete a total of 25 units of study; 22 core units and 3 elective units.

Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBSUS201A</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
<td>20</td>
</tr>
<tr>
<td>BSBWOR203B</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
<td>15</td>
</tr>
<tr>
<td>HLTFA311A</td>
<td>APPLY FIRST AID</td>
<td>18</td>
</tr>
<tr>
<td>SITHCCC101</td>
<td>USE FOOD PREPARATION EQUIPMENT</td>
<td>25</td>
</tr>
<tr>
<td>SITHCCC201</td>
<td>PRODUCE DISHES USING BASIC METHODS OF COOKERY</td>
<td>45</td>
</tr>
<tr>
<td>SITHCCC202</td>
<td>PRODUCE APPETISERS AND SALADS</td>
<td>25</td>
</tr>
<tr>
<td>SITHCCC203</td>
<td>PRODUCE STOCKS, SAUCES AND SOUPS</td>
<td>35</td>
</tr>
<tr>
<td>SITHCCC204</td>
<td>PRODUCE VEGETABLE, FRUIT, EGG AND FARINACEOUS DISHES</td>
<td>45</td>
</tr>
<tr>
<td>SITHCCC301</td>
<td>PRODUCE POULTRY DISHES</td>
<td>25</td>
</tr>
<tr>
<td>SITHCCC302</td>
<td>PRODUCE SEAFOOD DISHES</td>
<td>30</td>
</tr>
<tr>
<td>SITHCCC303</td>
<td>PRODUCE MEAT DISHES</td>
<td>50</td>
</tr>
<tr>
<td>SITHCCC307</td>
<td>PREPARE FOOD TO MEET SPECIAL DIETARY REQUIREMENTS</td>
<td>75</td>
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<tr>
<td>SITHCCC308</td>
<td>PRODUCE CAKES, PASTRIES AND BREADS</td>
<td>40</td>
</tr>
<tr>
<td>SITHCCC309</td>
<td>WORK EFFECTIVELY AS A COOK</td>
<td>80</td>
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<tr>
<td>SITHKOP101</td>
<td>CLEAN KITCHEN PREMISES AND EQUIPMENT</td>
<td>13</td>
</tr>
<tr>
<td>SITHKOP302</td>
<td>PLAN AND COST BASIC MENUS</td>
<td>30</td>
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<tr>
<td>SITHPAT306</td>
<td>PRODUCE DESSERTS</td>
<td>100</td>
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<tr>
<td>SITXFS101</td>
<td>USE HYGIENIC PRACTICES FOR FOOD SAFETY</td>
<td>15</td>
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<tr>
<td>SITXFS201</td>
<td>PARTICIPATE IN SAFE FOOD HANDLING PRACTICES</td>
<td>40</td>
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<tr>
<td>SITXHRM301</td>
<td>COACH OTHERS IN JOB SKILLS</td>
<td>20</td>
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<tr>
<td>SITXINV202</td>
<td>MAINTAIN THE QUALITY OF PERISHABLE ITEMS</td>
<td>10</td>
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<tr>
<td>SITXWHS101</td>
<td>PARTICIPATE IN SAFE WORK PRACTICES</td>
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Elective Units (3)

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<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SITHASC201</td>
<td>PRODUCE DISHES USING BASIC METHODS OF ASIAN COOKERY</td>
<td>90</td>
</tr>
<tr>
<td>SITHCCS306</td>
<td>HANDLE AND SERVE CHEESE</td>
<td>5</td>
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<tr>
<td>SITHCCS401</td>
<td>PRODUCE SPECIALISED FOOD ITEMS</td>
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Additional elective units for RPL or Credit Transfer

Administration

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<tr>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSBCAM201A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
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<tr>
<td>TUE1005A</td>
<td>CARRY OUT BASIC WORKPLACE CALCULATIONS</td>
<td>20</td>
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<tr>
<td>SITHASC202</td>
<td>PRODUCE ASIAN APPETISERS AND SNACKS</td>
<td>45</td>
</tr>
<tr>
<td>SITHASC203</td>
<td>PRODUCE ASIAN STOCKS AND SOUPS</td>
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</tr>
<tr>
<td>SITHASC204</td>
<td>PRODUCE ASIAN SAUCES, DIPS AND ACCOMPANIMENTS</td>
<td>15</td>
</tr>
<tr>
<td>SITHASC205</td>
<td>PRODUCE ASIAN SALADS</td>
<td>40</td>
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<tr>
<td>SITHASC206</td>
<td>PRODUCE ASIAN RICE AND NOODLES</td>
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<tr>
<td>SITHASC207</td>
<td>PRODUCE CURRY PASTES AND POWDERS</td>
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<td>SITHASC301</td>
<td>PRODUCE ASIAN COOKED DISHES</td>
<td>90</td>
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<tr>
<td>SITHASC302</td>
<td>PRODUCE ASIAN DESSERTS</td>
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<tr>
<td>SITHASC303</td>
<td>PRODUCE JAPANESE COOKED DISHES</td>
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<tr>
<td>SITHASC304</td>
<td>PRODUCE SASHIMI</td>
<td>20</td>
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<tr>
<td>SITHASC305</td>
<td>PRODUCE SUSHI</td>
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<tr>
<td>SITHASC306</td>
<td>PRODUCE JAPANESE DESSERTS</td>
<td>20</td>
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<tr>
<td>SITHASC307</td>
<td>PRODUCE DIM SUM</td>
<td>30</td>
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<tr>
<td>SITHASC308</td>
<td>PRODUCE CHINESE ROAST MEAT AND POULTRY DISHES</td>
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<td>SITHASC309</td>
<td>PRODUCE TANDOORI DISHES</td>
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<td>SITHASC310</td>
<td>PRODUCE INDIAN BREADS</td>
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<td>SITHASC311</td>
<td>PRODUCE INDIAN SWEETMEATS</td>
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<tr>
<td>SITHASC312</td>
<td>PRODUCE INDIAN PICKLES AND CHUTNEYS</td>
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Client and Customer Service
Course Code: SIT40407
Campus: Footscray Nicholson, Industry, 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.
This course is for Continuing students only.

About this course: Upgrade your qualifications to secure a management role in the hospitality industry. This course is designed for qualified chefs currently working in the industry, who intend to run their own business or seek a management role within a catering environment.

Course Objectives: This course aims to provide additional training to qualified Chefs in the areas of management for those who are intending to run their own business or seeking a management role within a catering environment.

Careers: Senior management within a catering institution. Chef de Cuisine, Sous Chef, Chef de Partie

Course Duration: 1 year

Admission Requirements Other: Industry only. Employer choice

Selection Processes: Written Application, Employer Choice

COURSE STRUCTURE

The Certificate IV in Hospitality (Commercial Cookery), requires the completion of 39 units of competency made up of 34 core units and 5 elective units: - a minimum of 4 elective units must be selected from the electives listed in the qualification in the training package; - the remaining unit may be selected from any endorsed Training Package - a maximum of 1 Languages other than English unit may be counted as an elective within this qualification. In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification.

SITHCCC001B ORGANISE AND PREPARE FOOD 25
SITHCCC002A PRESENT FOOD 6
SITHCCC003B RECEIVE AND STORE KITCHEN SUPPLIES 10
SITHCCC004B CLEAN AND MAINTAIN KITCHEN PREMISES 13
SITHCCC005A USE BASIC METHODS OF COOKERY 45
SITHCCC006A PREPARE APPETISERS AND SALADS 25
SITHCCC008A PREPARE STOCKS, SAUCES AND SOUPS 35
SITHCCC009A PREPARE VEGETABLES, FRUIT, EGGS AND FARINACEOUS DISHES 45
SITHCCC010A SELECT, PREPARE AND COOK POULTRY 25
SITHCCC012A SELECT, PREPARE AND COOK MEAT 50
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<tr>
<td>SITHCCC013A</td>
<td>PREPARE HOT AND COLD DESSERTS</td>
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<tr>
<td>SITHCCC014A</td>
<td>PREPARE PASTRIES, CAKES AND YEAST GOODS</td>
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<tr>
<td>SITHCCC015A</td>
<td>PLAN AND PREPARE FOOD FOR BUFFETS</td>
<td>25</td>
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<tr>
<td>SITHCCC016A</td>
<td>DEVELOP COST EFFECTIVE MENUS</td>
<td>30</td>
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<tr>
<td>SITXINV002A</td>
<td>CONTROL AND ORDER STOCK</td>
<td>25</td>
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<tr>
<td>SITXMG001A</td>
<td>MONITOR WORK OPERATIONS</td>
<td>20</td>
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<tr>
<td>SITHCCC027A</td>
<td>PREPARE, COOK AND SERVE FOOD FOR SERVICE</td>
<td>50</td>
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<tr>
<td>SITHCCC028A</td>
<td>PREPARE, COOK AND SERVE FOOD FOR MENUS</td>
<td>80</td>
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<tr>
<td>SITHCCC029A</td>
<td>PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS</td>
<td>75</td>
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<tr>
<td>SITXCOM001A</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>25</td>
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<td>SITXCOM002A</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
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<td>SITXCOM003A</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
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<tr>
<td>SITXFNO003A</td>
<td>INTERPRET FINANCIAL INFORMATION</td>
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<tr>
<td>SITXSFO01A</td>
<td>IMPLEMENT FOOD SAFETY PROCEDURES</td>
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<td>SITHXRM001A</td>
<td>COACH OTHERS IN JOB SKILLS</td>
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<td>SITHXRM005A</td>
<td>LEAD AND MANAGE PEOPLE</td>
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<td>SITXOHS001B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
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<td>SITXOHS002A</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
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<td>SITXOHS004B</td>
<td>IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES</td>
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<td>HLTFA01B</td>
<td>APPLY FIRST AID</td>
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<tr>
<td>SITHCCC011A</td>
<td>SELECT, PREPARE AND COOK SEAFOOD</td>
<td>30</td>
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<tr>
<td>SITHCCC025A</td>
<td>MONITOR CATERING REVENUE AND COSTS</td>
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<tr>
<td>SITHCCC026A</td>
<td>ESTABLISH AND MAINTAIN QUALITY CONTROL OF FOOD</td>
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<td>SITXSFO02A</td>
<td>DEVELOP AND IMPLEMENT A FOOD SAFETY</td>
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<tr>
<td>SITHIND001B</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
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<td>SITHCCC040A</td>
<td>DESIGN MENUS TO MEET MARKET NEEDS</td>
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<tr>
<td>SITHCCC019A</td>
<td>PLAN, PREPARE AND DISPLAY A BUFFET</td>
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<td>SITHCCC020B</td>
<td>PREPARE PORTION-CONTROLLED MEAT CUTS</td>
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<td>SITHCCC021B</td>
<td>HANDLE AND SERVE CHEESE</td>
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<td>SITXHRMO03A</td>
<td>ROSTER STAFF</td>
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<td>MONITOR STAFF PERFORMANCE</td>
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<td>DEVELOP MENUS TO MEET SPECIAL DIETARY AND CULTURAL NEEDS</td>
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<td>SITHCCC007A</td>
<td>PREPARE SANDWICHES</td>
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<td>SITHASC022A</td>
<td>PREPARE AND PRODUCE TANDOORI FOOD ITEMS</td>
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<td>SITHASC023A</td>
<td>PREPARE AND PRODUCE INDIAN BREADS</td>
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<td>SITHASC024A</td>
<td>PREPARE AND PRODUCE INDIAN SWEETMEATS</td>
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<tr>
<td>SITHASC025A</td>
<td>PREPARE INDIAN PICKLES AND CHUTNEYS</td>
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**CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN**

**Course Code:** UEE30811  
**Campus:** Industry, 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:** Energize your future and become a licenced electrician. In our Certificate III In Electrotechnology Electrician you will learn to complete all phases of electrical systems and equipment from installation, testing, repair and maintenance. 

**Course Objectives:** This qualification provides training and assessment for students to select, install, set up, test, fault find, repair and maintain electrical systems and equipment in builds (commercial and domestic) and premises. The course includes Electrical Regulatory Authorities Council requirements for any apprentice who wants to become a licenced electrician, in accordance with the requirements specified by Energy Safe Victoria, the electrical licensing body for Victoria.

**Careers:** Licensed A-grade electrician.

**Course Duration:** 3 years

**Admission Requirements Other:** To qualify for admission into this course students must be employed as an electrical apprentice.

**Selection Processes:** Interview, User Choice (Apprenticeships), Employer Choice

**COURSE STRUCTURE**

The requirements for granting this qualification will be met when competency is demonstrated and achieved for:

- All the Core competency standard units, defined in the Core Competency Standard Units table below and;

- A combination of Elective competency standard units from Group A and Group B, to achieve a total weighting of 140 points in accordance with the Elective Competency Standard Units table below.
Elective Competency Standard Units Complete elective units to achieve a total of weighting of 140 points from the following groups: Group  Elective Unit Category

<table>
<thead>
<tr>
<th>Group</th>
<th>Elective Unit Category</th>
<th>Minimum Points</th>
<th>Maximum Points</th>
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<tbody>
<tr>
<td>A</td>
<td>Imported and Common Elective Units</td>
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<tr>
<td>B</td>
<td>Qualification Elective Units</td>
<td>80</td>
<td>140</td>
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</table>

Core Units of Study:

- UEENEEC020B: PARTICIPATE IN ELECTRICAL WORK AND COMPETENCY DEVELOPMENT ACTIVITIES
- UEENEE101A: APPLY OCCUPATIONAL HEALTH 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
- UEENEEG104A: INSTALL APPLIANCES, SWITCHGEAR AND ASSOCIATED ACCESSORIES FOR LOW VOLTAGE ELECTRICAL INSTALLATIONS
- UEENEEG105A: VERIFY COMPLIANCE AND FUNCTIONALITY OF LOW VOLTAGE GENERAL ELECTRICAL INSTALLATIONS
- UEENEEG106A: TERMINATE CABLES, CORDS AND ACCESSORIES FOR LOW VOLTAGE CIRCUITS
- UEENEEG107A: SELECT WIRING SYSTEMS AND CABLES FOR LOW VOLTAGE GENERAL ELECTRICAL INSTALLATIONS

- UEENEEGI08A: TROUBLE-SHOOT AND REPAIR FAULTS IN LOW VOLTAGE ELECTRICAL APPARATUS AND CIRCUITS
- UEENEEGI09A: DEVELOP AND CONNECT ELECTRICAL CONTROL CIRCUITS
- UEENEEK142A: APPLY ENVIRONMENTAL AND SUSTAINABLE PROCEDURES IN THE ENERGY SECTOR

Group A - Common and Imported Electives:

Students may complete units to a maximum weighting of 60 points from the following units:

10 Point Units:
- CPCCOHS1001A: WORK SAFELY IN THE CONSTRUCTION INDUSTRY
- HLTAID001: PROVIDE CARDIOPULMONARY RESUSCITATION
- HLTAID003: PROVIDE FIRST AID

20 Point Units:
- UEENEE001B: MAINTAIN DOCUMENTATION
- UEENEE002B: SOURCE AND PURCHASE MATERIAL/PARTS FOR INSTALLATION OR SERVICE JOBS
- UEENEE003B: PROVIDE QUOTATIONS FOR INSTALLATION OR SERVICE JOBS
- UEENEE010B: DELIVER A SERVICE TO CUSTOMERS
- UEENEE011A: USE COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE
- UEENEE009B: COMPLY WITH SCHEDULED AND PREVENTATIVE MAINTENANCE PROGRAM PROCESSES
- UEENEE020B: PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS
- UEENEE016A: LOCATE AND RECTIFY FAULTS IN LOW VOLTAGE APPLIANCES USING SET PROCEDURES
- UEENEE017A: LOCATE AND RECTIFY FAULTS IN LOW VOLTAGE COMPOSITE APPLIANCES USING SET PROCEDURES
- UEENEE018A: LOCATE AND RECTIFY FAULTS IN LOW VOLTAGE CONTROL DEVICES USING SET PROCEDURES
- UEENEE019A: LOCATE AND RECTIFY FAULTS IN LOW VOLTAGE WATER HEATERS USING SET PROCEDURES
- UEENEE020A: LOCATE AND RECTIFY FAULTS IN LOW VOLTAGE MOTORS USING SET PROCEDURES
Group B - Qualification Electives:

Students select units to a minimum weighting of 80 points.

All of the elective units may be selected from this Group.

20 Point Units:

UEENEEG183A PROVIDE ADVICE ON THE APPLICATION OF ENERGY EFFICIENT LIGHTING FOR AMBIENT AND AESTHETIC EFFECT 20

UEENEEI140A PLAN THE ELECTRICAL INSTALLATION OF INTEGRATED SYSTEMS 20

UEENEEI141A DEVELOP ELECTRICAL INTEGRATED SYSTEMS 20

UEENEEI116A ASSEMBLE, ENTER AND VERIFY OPERATING INSTRUCTIONS IN MICROPROCESSOR EQUIPPED DEVICES 20

UEENEEK125A SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS AND SYSTEMS 40

UEEENEM019A ATTEND TO BREAKDOWNS IN HAZARDOUS AREAS COAL MINING 20

UEEENEM020A ATTEND TO BREAKDOWNS IN HAZARDOUS AREAS GAS ATMOSPHERES 20

UEEENEM021A ATTEND TO BREAKDOWNS IN HAZARDOUS AREAS DUST ATMOSPHERES 20

UEEENEM022A ATTEND TO BREAKDOWNS IN HAZARDOUS AREAS PRESSURISATION 20

UEEENEM080A REPORT ON THE INTEGRITY OF EXPLOSION-PROTECTED EQUIPMENT IN A HAZARDOUS AREA 20

40 Point Units:

UEENEEA110A ASSEMBLE, MOUNT AND CONNECT CONTROL GEAR AND SWITCHGEAR 120

UEENEEA113A MOUNT AND WIRE CONTROL PANEL EQUIPMENT 60

UEENNED104A USE ENGINEERING APPLICATIONS SOFTWARE ON PERSONAL COMPUTERS 40

UEEENEE121A PLAN AN INTEGRATED CABLING INSTALLATION SYSTEM 40

UEENEEF104A INSTALL AND MODIFY PERFORMANCE DATA COMMUNICATION COPPER Cabling 40

UEENEEG111A CARRY OUT BASIC REPAIRS TO ELECTRICAL COMPONENTS AND EQUIPMENT 40

UEENEEG182A SUPPLY EFFECTIVE AND EFFICIENT LIGHTING PRODUCTS FOR DOMESTIC AND SMALL COMMERCIAL APPLICATIONS 20

UEENEEH102A REPAIRS BASIC ELECTRONIC APPARATUS FAULTS BY REPLACEMENT OF COMPONENTS 40

UEENEEH111A TROUBLESHOOT SINGLE PHASE INPUT D.C. POWER SUPPLIES 40

UEENEEI101A USE INSTRUMENTATION DRAWINGS, SPECIFICATION, STANDARDS AND EQUIPMENT MANUALS 40

UEENEEI102A SOLVE PROBLEMS IN PRESSURE MEASUREMENT COMPONENTS AND SYSTEMS 40

UEENEEI103A SOLVE PROBLEMS IN DENSITY/LEVEL MEASUREMENT COMPONENTS AND SYSTEMS 40

UEENEEI104A SOLVE PROBLEMS IN FLOW MEASUREMENT COMPONENTS AND SYSTEMS 40

UEENEEI105A SOLVE PROBLEMS IN TEMPERATURE MEASUREMENT COMPONENTS AND SYSTEMS 40

UEENEEK148A INSTALL, CONFIGURE AND COMMISSION LV GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS 80

UEEENEM038A CONDUCT TESTING OF HAZARDOUS AREA INSTALLATIONS COAL MINING 40

UEEENEM039A CONDUCT TESTING OF HAZARDOUS AREA INSTALLATIONS GAS ATMOSPHERES 40

UEEENEM040A CONDUCT TESTING OF HAZARDOUS AREA INSTALLATIONS DUST ATMOSPHERES 40

UEEENEM041A CONDUCT TESTING OF HAZARDOUS AREA INSTALLATIONS PRESSURISATION 40

UEEENEM042A CONDUCT CLOSE VISUAL INSPECTION OF EXISTING
HAZARDOUS AREAS INSTALLATIONS

60 Point Units:

**UEENE118A**  
FIND AND REPAIR FAULTS IN LV D.C. ELECTRICAL APPARATUS AND CIRCUITS  
UEENE120A  
SELECT AND ARRANGE EQUIPMENT FOR SPECIAL LV ELECTRICAL INSTALLATIONS  
UEENE1150A  
DEVELOP, ENTER AND VERIFY DISCRETE CONTROL PROGRAMS FOR PROGRAMMABLE CONTROLLERS  
UEENEEM023A  
INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS COAL MINING  
UEENEEM024A  
INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS GAS ATMOSPHERES  
UEENEEM025A  
INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS DUST ATMOSPHERES  
UEENEEM026A  
INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS PRESSURISATION  
UEENEEM027A  
MAINTAIN EQUIPMENT IN HAZARDOUS AREAS COAL MINING  
UEENEEM028A  
MAINTAIN EQUIPMENT IN HAZARDOUS AREAS GAS ATMOSPHERES  
UEENEEM029A  
MAINTAIN EQUIPMENT IN HAZARDOUS AREAS DUST ATMOSPHERES  
UEENEEM030A  
MAINTAIN EQUIPMENT IN HAZARDOUS AREAS PRESSURISATION  

80 Point Units:

**UEENH150A**  
ASSEMBLE AND SET UP BASIC SECURITY SYSTEMS  

120 Point Units:

**UEENF102A**  
INSTALL AND MAINTAIN CABLES FOR MULTIPLE ACCESS TO TELECOMMUNICATION SERVICES

CERTIFICATE IV IN INDUSTRIAL AUTOMATION AND CONTROL

**Course Code:** UEE43211  
**Campus:** Industry, Sunshine.

**About this course:** 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.

**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:** Supervisor Technician

**Course Duration:** 1 year

**Admission Requirements Year 12:** Completion of VCE or equivalent

**Admission Requirements International:** NA

**Admission Requirements Mature Age:** Demonstrated ability to complete the course

**Admission Requirements VET:** Completion of Certificate II in Electrotechnology Studies Or Certificate III in Electrotechnology Electrician

**Admission Requirements Other:** As per Employer Partnership agreement

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

**COURSE STRUCTURE**

The requirements for granting this qualification will be met when competency is demonstrated and achieved for:

- All the Core competency standard units, defined in the Core Competency Standard Units table below and
- A combination of Elective competency standard units to achieve a total weighting of 760 points in accordance with Elective Competency Standard Units table in the Training Package.

**Core Units**

**UEENED104A**  
USE ENGINEERING APPLICATIONS SOFTWARE ON PERSONAL COMPUTERS  

**UEENEE03BB**  
PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN  

**UEENEE101A**  
APPLY OCCUPATIONAL HEALTH 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  

**UEENEE117A**  
IMPLEMENT AND MONITOR ENERGY SECTOR OHS POLICIES AND PROCEDURES  

**UEENEE119A**  
SOLVE PROBLEMS IN MULTIPLE PATH EXTRA LOW VOLTAGE (ELV) A.C. CIRCUITS  

**UEENEE124A**  
COMPILE AND PRODUCE AN ENERGY SECTOR DETAILED REPORT  

**UEENEE137A**  
DOCUMENT AND APPLY MEASURES TO CONTROL OHS RISKS ASSOCIATED WITH ELECTROTECHNOLOGY WORK
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>UEE1138A</td>
<td>PROVIDE SOLUTIONS TO EXTRA LOW VOLTAGE (ELV) ELECTRO-PNEUMATIC CONTROL SYSTEMS AND DRIVES</td>
<td>60</td>
</tr>
<tr>
<td>UEE1145A</td>
<td>IMPLEMENT AND MONITOR ENERGY SECTOR ENVIRONMENTAL AND SUSTAINABLE ENERGY POLICIES AND PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>UEP5202A</td>
<td>APPLY QUALITY SYSTEMS TO WORK</td>
<td>20</td>
</tr>
<tr>
<td>UEP5337A</td>
<td>MAINTAIN QUALITY SYSTEMS WITHIN THE TEAM</td>
<td>20</td>
</tr>
<tr>
<td>UEP5416A</td>
<td>MONITOR THE IMPLEMENTATION OF THE ENTERPRISE’S PRODUCTION/MAINTENANCE QUALITY CONTROL PROCEDURES</td>
<td>40</td>
</tr>
<tr>
<td>UEE101B</td>
<td>MAINTAIN DOCUMENTATION</td>
<td>20</td>
</tr>
<tr>
<td>UEE101A</td>
<td>USE COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>UEE142A</td>
<td>APPLY ENVIRONMENTAL AND SUSTAINABLE PROCEDURES IN THE ENERGY SECTOR</td>
<td>20</td>
</tr>
<tr>
<td>UEEG033A</td>
<td>SOLVE PROBLEMS IN SINGLE AND THREE PHASE LOW VOLTAGE ELECTRICAL APPARATUS AND CIRCUITS</td>
<td>60</td>
</tr>
<tr>
<td>UEEG063A</td>
<td>ARRANGE CIRCUITS, CONTROL AND PROTECTION FOR GENERAL ELECTRICAL INSTALLATIONS</td>
<td>40</td>
</tr>
<tr>
<td>UEEF102A</td>
<td>INSTALL AND MAINTAIN CABLING FOR MULTIPLE ACCESS TO TELECOMMUNICATION SERVICES</td>
<td>120</td>
</tr>
<tr>
<td>UEEG066A</td>
<td>SOLVE PROBLEMS IN SINGLE AND THREE PHASE LOW VOLTAGE MACHINES</td>
<td>80</td>
</tr>
<tr>
<td>UEEG107A</td>
<td>SELECT WIRING SYSTEMS AND CABLES FOR LOW VOLTAGE GENERAL ELECTRICAL INSTALLATIONS</td>
<td>80</td>
</tr>
<tr>
<td>UEEG108A</td>
<td>TROUBLESHOOT AND REPAIR FAULTS IN LOW VOLTAGE ELECTRICAL APPARATUS AND CIRCUITS</td>
<td>40</td>
</tr>
<tr>
<td>UEEG109A</td>
<td>DEVELOP AND CONNECT ELECTRICAL CONTROL CIRCUITS</td>
<td>80</td>
</tr>
<tr>
<td>UEEG103A</td>
<td>INSTALL LOW VOLTAGE WIRING AND ACCESSORIES</td>
<td>20</td>
</tr>
<tr>
<td>UEEG104A</td>
<td>INSTALL APPLIANCES, SWITCHGEAR AND ASSOCIATED ACCESSORIES FOR LOW VOLTAGE ELECTRICAL INSTALLATIONS</td>
<td>20</td>
</tr>
<tr>
<td>UEEG105A</td>
<td>VERIFY COMPLIANCE AND FUNCTIONALITY OF LOW VOLTAGE GENERAL ELECTRICAL INSTALLATIONS</td>
<td>40</td>
</tr>
<tr>
<td>UEEC01B</td>
<td>MAINTAIN DOCUMENTATION</td>
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</tr>
<tr>
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<td>20</td>
</tr>
<tr>
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About this course: The Victorian Certificate of Applied Learning (VCAL) Foundation is a senior secondary certificate of education recognised within the Australian Qualification Framework (AQF). This course provides options for young people exploring work pathways and further education. The emphasis is on practical, experiential education and training, (e.g., 'hands-on' learning) giving young people skills and knowledge relevant to work and life. It develops skills by concentrating on: literacy and numeracy; work related skills; industry specific skills; and personal and employability skills.

- It provides skills, knowledge and applied learning to young people exploring pathways to work and/or further education.

Course Objectives: VCAL aims to provide skills, knowledge and attitudes to enable students to make informed choices regarding pathways to work and further education. Personal development, the utilisation of a student's particular interests and new pathways for senior secondary students, in the context of applied learning, are underpinning principles of the VCAL. This is acknowledged within the development of knowledge and:

- employability skills that help prepare the individual for employment and for the participation in the broader context of family, community and lifelong learning
- skills that assist the individual to make informed vocational choices within specific industry sectors and/or to facilitate pathways to further learning.

VCAL units at each of the three levels level reflect the progression in skills, knowledge and attitude development. For example:

- At Foundation level, students learn under close supervision with high levels of direction. Knowledge and employability skills development is supported by a strong emphasis on literacy and numeracy skills and preparatory learning.
- At Intermediate level, learning is reasonably autonomous in regard to planning and work activities but conducted under supervision. Knowledge and employability skills development leads to independent learning, confidence and a high level of transferable skills.
- At Senior level, learning is autonomous in regard to planning and work activities but conducted under supervision. Knowledge and employability skills development leads to high level of interpersonal skills, independent action and achievement of tasks that require decision making and leadership.

Careers: The VCAL Foundation course provides a pathway to the VCAL Intermediate and VCAL Senior Certificates. Other options may be an apprenticeship/traineeship or other VET qualifications.

Course Duration: 1 year

Admission Requirements: Other: Students wishing to enter all three VCAL courses (Foundation, Intermediate & Senior) undertake an interview and a literacy and academic skills pre-course assessment and are placed in a VCAL level on the basis of the outcomes.

Selection Processes: Direct Entry, Interview, Written Application

COURSE STRUCTURE

Each VCAL award level contains four curriculum strands:
VICTORIAN CERTIFICATE OF APPLIED LEARNING (INTERMEDIATE)

Course Code: VLCALINT001
Campus: Industry, Sunshine, And at Industry locations within the Western Suburbs.

About this course: The Victorian Certificate of Applied Learning (VCAL) Intermediate is a senior secondary certificate of education recognised within the Australian Qualification Framework (AQF). It provides skills, knowledge and applied learning to young people exploring pathways to work and/or further education. It develops skills and knowledge through four key curriculum areas: literacy and numeracy; work related skills; industry specific skills; and personal development. Students can undertake Vocational Education and Training (VET) as part of this course, allowing for the completion of accredited VET modules and/or certificates as part of the VCAL. This course provides options for young people exploring work pathways and further education. The emphasis is on an applied learning, giving young people skills and knowledge relevant to work and life. It develops literacy and numeracy skills; work related skills; industry specific skills; and personal and employability skills.

Course Objectives: VCAL aims to provide skills, knowledge and attitudes to enable students to make informed choices regarding pathways to work and further education. Personal development, the utilisation of a student’s particular interests and new pathways for senior secondary students, in the context of applied learning, are underpinning principles of the VCAL. This is acknowledged within the development of knowledge and:

- employability skills that help prepare the individual for employment and for the participation in the broader context of family, community and lifelong learning
- skills that assist the individual to make informed vocational choices within specific industry sectors and/or to facilitate pathways to further learning.

VCAL units at each of the three levels level reflect the progression in skills, knowledge and attitude development. For example:

- At Foundation level, students learn under close supervision with high levels of direction. Knowledge and employability skills development is...
supported by a strong emphasis on literacy and numeracy skills and preparatory learning.

- At Intermediate level, learning is reasonably autonomous in regard to planning and work activities but conducted under supervision. Knowledge and employability skills development leads to independent learning, confidence and a high level of transferable skills.
- At Senior level, learning is autonomous in regard to planning and work activities but conducted under supervision. Knowledge and employability skills development leads to a high level of interpersonal skills, independent action and achievement of tasks that require decision making and leadership.

**Careers:** The VCAL Intermediate course provides a pathway to the VCAL Senior certificate or VCE. Other options may be an apprenticeship/apprenticeship, other VET qualifications or employment.

**Course Duration:** 1 year

**Admission Requirements**

- Students wishing to enter the VCAL Intermediate course will participate in an interview and a literacy and numeracy pre-course assessment.

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

**COURSE STRUCTURE**

Each VCAL award level contains four curriculum strands:

- Literacy and Numeracy Skills
- Industry Specific Skills
- Work Related Skills
- Personal Development Skills

Credits must be achieved in all strands. 100 hours equals one VCAL credit and to be awarded the VCAL, students must complete a learning program which contains a minimum of ten credits (1000 hours total). This learning program will include a minimum of two units from the list below: NOTE: Reference is made to the term ‘credit’ in this document which is defined by VCAA as follows: In the VCAL, students are awarded one credit for completion of accredited curriculum in accordance with the course requirements for VCAL.

**CORE UNITS:**

- LIT021 LITERACY SKILLS INTERMEDIATE READING AND WRITING 100
- LIT022 LITERACY SKILLS INTERMEDIATE ORAL COMMUNICATION 100
- NUM021 NUMERACY SKILLS INTERMEDIATE 100
- PDS021 PERSONAL DEVELOPMENT SKILLS UNIT 1 (INTERMEDIATE) 100
- PDS022 PERSONAL DEVELOPMENT SKILLS UNIT 2 (INTERMEDIATE) 100
- WRS021 WORK RELATED SKILLS UNIT 1 (INTERMEDIATE) 100

**WORK RELATED SKILLS UNIT 2 (INTERMEDIATE) 100**

The award level of Intermediate VCAL is AQF2 therefore a student’s VCAL Intermediate program must include six credits that are Certificate II level or above including one literacy credit and one VCAL Personal Developments Skills unit credit. The other four credits can be drawn from Certificate II level courses or selected from a lower level including the following Foundation VCAL units:

- WRS011 WORK RELATED SKILLS UNIT 1 (FOUNDATION) 100
- WRS012 WORK RELATED SKILLS UNIT 2 (FOUNDATION) 100
- NUM011 NUMERACY SKILLS FOUNDATION 100

Any remaining credits required to be awarded the VCAL Intermediate certificate can come from VCE studies (Units 1 & 2), VET and/or FE certificates. Each VCAL program has a particular focus and may include components of training from the following: FE Certificate I and II (such as Certificate II in General Education for Adults) VET Certificates I and II - Certificate II in Building & Construction (Carpentry) - Certificate II in Plumbing - Certificate II in Hospitality - Certificate II in Community Services / Allied Health - Tasters (units) from various VET certificates While individual VCE, FE and VET units of competency/modules may be selected for inclusion in a VCAL learning program, it is not necessarily intended that the student will achieve the entire qualification. An * appears beside the VCAL programs which include an entire FE and/or VET qualification. Details of the VCAL Intermediate programs offered by the University are as follows: Victorian Certificate of Applied Learning (Intermediate) The VCAL (Intermediate) is a year long program offered at VU’s Ballarat Rd, Sunshine campus. Students have the opportunity to participate in a rewarding program that focuses on four key strands: literacy and numeracy, work related skills, personal development skills and industry skills. Students can engage in innovative projects that will see them involved in community initiatives and also explore career pathways by selecting to undertake the Certificate II in Building and Construction (Carpentry) or the Certificate II in Health Support Services. Victorian Certificate of Applied Learning (Intermediate) - Fresh The Fresh VCAL (a program coordinated by the Western Bulldogs) provides students with learning opportunities that look to develop personal and group competencies and provide access to ongoing pathways in education, training and employment. Students participate in weekly activities that promote personal well-being and team building that may include attending camp/s, cycling or canoeing. VET is also an integral component of the Fresh VCAL program. This Foundation VCAL is delivered at the Western Bulldogs education site in Footscray West. Victorian Certificate of Applied Learning (Intermediate) - Trade Experience The Trade Experience VCAL is a semester long taster program that focuses on integrated project-based learning. Learning outcomes are from the four VCAL strands and tasters from the Certificate II qualifications (plumbing, carpentry, bricklaying and hospitality) for integrated learning and assessment purposes. Learning outcomes are met through the design or production of a ‘product’, or the delivery of a multi-dimensional project. The Trade Experience offers the opportunity for a ‘seamless’ education experience where literacy, numeracy and personal development are embedded in practical project activity. The course leads to a Senior VCAL and/or various TAFE pathways at Victoria University.

**VICTORIAN CERTIFICATE OF APPLIED LEARNING (SENIOR)**

**Course Code:** VCALSEN001

**Campus:** Industry, Sunshine, Other Industry locations within the Western suburbs..
About this course: The Victorian Certificate of Applied Learning (VCAL) Senior is equivalent to Year 12 level:

- It is a State accredited senior secondary qualification.
- It provides options for young people exploring pathways to work or further education.
- The emphasis is on practical, experiential learning, i.e. hands-on learning giving young people skills and knowledge relevant to work and life.
- It develops skills by concentrating on: literacy and numeracy; work related skills; industry specific skills; and personal development.
- This course offers students pursuing a range of trade and vocational career options, the opportunity to complete a Certificate II or Certificate III with pathways into employment or further education.
- Additionally, it enables students to complete a Pre-apprenticeship, or a School Based Apprenticeship/Traineeship.
- The focus is project-based, integrated delivery of literacy, numeracy and employability skills. This is delivered in the classroom, community and in the workplace.
- At Senior level, students are expected to take increased responsibility for managing their own learning.

Course Objectives: VCAL aims to provide skills, knowledge and attitudes to enable students to make informed choices regarding pathways to work and further education. Personal development, the utilisation of a student’s particular interests and new pathways for senior secondary students, in the context of applied learning, are underpinning principles of the VCAL. This is acknowledged within the development of knowledge and:

- employability skills that help prepare the individual for employment and for the participation in the broader context of family, community and lifelong learning
- skills that assist the individual to make informed vocational choices within specific industry sectors and/or to facilitate pathways to further learning.

VCAL units at each of the three levels level reflect the progression in skills, knowledge and attitude development. For example:

- At Foundation level, students learn under close supervision with high levels of direction. Knowledge and employability skills development is supported by a strong emphasis on literacy and numeracy skills and preparatory learning.
- At Intermediate level, learning is reasonably autonomous in regard to planning and work activities but conducted under supervision. Knowledge and employability skills development leads to independent learning, confidence and a high level of transferable skills.
- At Senior level, learning is autonomous in regard to planning and work activities but conducted under supervision. Knowledge and employability skills development leads to a high level of interpersonal skills, independent action and achievement of tasks that require decision making and leadership.

Core Units:

- It develops skills by concentrating on: literacy and numeracy; work related skills; industry specific skills; and personal development.
- This course offers students pursuing a range of trade and vocational career options, the opportunity to complete a Certificate II or Certificate III with pathways into employment or further education.
- Additionally, it enables students to complete a Pre-apprenticeship, or a School Based Apprenticeship/Traineeship.
- The focus is project-based, integrated delivery of literacy, numeracy and employability skills. This is delivered in the classroom, community and in the workplace.
- At Senior level, students are expected to take increased responsibility for managing their own learning.

Course Objectives: VCAL aims to provide skills, knowledge and attitudes to enable students to make informed choices regarding pathways to work and further education. Personal development, the utilisation of a student’s particular interests and new pathways for senior secondary students, in the context of applied learning, are underpinning principles of the VCAL. This is acknowledged within the development of knowledge and:

- employability skills that help prepare the individual for employment and for the participation in the broader context of family, community and lifelong learning
- skills that assist the individual to make informed vocational choices within specific industry sectors and/or to facilitate pathways to further learning.

VCAL units at each of the three levels level reflect the progression in skills, knowledge and attitude development. For example:

- At Foundation level, students learn under close supervision with high levels of direction. Knowledge and employability skills development is supported by a strong emphasis on literacy and numeracy skills and preparatory learning.
- At Intermediate level, learning is reasonably autonomous in regard to planning and work activities but conducted under supervision. Knowledge and employability skills development leads to independent learning, confidence and a high level of transferable skills.
- At Senior level, learning is autonomous in regard to planning and work activities but conducted under supervision. Knowledge and employability skills development leads to a high level of interpersonal skills, independent action and achievement of tasks that require decision making and leadership.

About this course: The Victorian Certificate of Applied Learning (VCAL) Senior is equivalent to Year 12 level:

- It is a State accredited senior secondary qualification.
- It provides options for young people exploring pathways to work or further education.
- The emphasis is on practical, experiential learning, i.e. hands-on learning giving young people skills and knowledge relevant to work and life.
- It develops skills by concentrating on: literacy and numeracy; work related skills; industry specific skills; and personal development.
- This course offers students pursuing a range of trade and vocational career options, the opportunity to complete a Certificate II or Certificate III with pathways into employment or further education.
- Additionally, it enables students to complete a Pre-apprenticeship, or a School Based Apprenticeship/Traineeship.
- The focus is project-based, integrated delivery of literacy, numeracy and employability skills. This is delivered in the classroom, community and in the workplace.
- At Senior level, students are expected to take increased responsibility for managing their own learning.

Course Objectives: VCAL aims to provide skills, knowledge and attitudes to enable students to make informed choices regarding pathways to work and further education. Personal development, the utilisation of a student’s particular interests and new pathways for senior secondary students, in the context of applied learning, are underpinning principles of the VCAL. This is acknowledged within the development of knowledge and:

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certificates. Each VCAL program has a particular focus and may include components of training from the following: FE Certificate III and above (such as Certificate III in General Education for Adults), VET Certificates II and above, Certificate II in Building & Construction (Carpentry), Certificate III in Media, VET certificates which are available through the VET in Schools program. While individual VCE, FE and VET units of competency/modules may be selected for inclusion in a VCAL learning program, it is not necessarily intended that the student will achieve the entire qualification. An * appears beside the VICAL programs which include an entire FE and/or VET qualification. Details of the VCAL Senior programs offered by the University are as follows: Victorian Certificate of Applied Learning (Senior) - Carpentry. The Carpentry VCAL (Senior) provides students with the opportunity to complete their Year 12 and a VET qualification in carpentry. Students develop skills and knowledge that enables them to work productively in the building and construction industry, improve their prospects for an apprenticeship and/or give them the prerequisites for further study at Victoria University. A key component of the this VCAL program involves students designing, planning, constructing or doing demolition of a real life building project at Harvester Technical College, as well as doing work placement with building and construction industry employers. Victorian Certificate of Applied Learning (Senior) - Creative Industries. Students undertaking the Creative Industries VCAL complete a senior secondary certificate (Yr 12) and a Certificate III in Media. Students develop skills and knowledge which will enable them to work productively in creative industries, improve their prospects for a traineeship or give them the prerequisites for further study at Victoria University. Students study Creative Industries VCAL at Harvester Technical College. Victorian Certificate of Applied Learning (Senior) - Fast Track. The Fast Track (Senior) VCAL is a 6 month program delivered at Harvester Technical College and commences in January. This program is for students who have already completed a VET certificate therefore allowing them to meet the requirements of a Senior VCAL (Yr 12) in a shorter timeframe. Students then have the opportunity to pursue further study for mid-year entry or employment opportunities. Victorian Certificate of Applied Learning (Senior) - General Students undertaking the VCAL Senior (General) at Harvester Technical College have the opportunity to complete a VET certificate of their choice from the VET in Schools program. The VCAL (Senior) focuses on knowledge and employability skills that lead to a high level of interpersonal skills, independent action and achievement of tasks that require decision making and leadership. The VCAL (Senior) includes a work placement to assist with making future career decisions.

**VICTORIAN CERTIFICATE OF EDUCATION (VCE)**

**Course Code:** VCE00000001  
**Campus:** Footscray Nicholson.

**About this course:** Victorian Certificate of Education (VCE) is a senior secondary school qualification that contains a wide variety of general curriculum components and can include programs from Vocational Education and Training (VET) qualifications. It certifies the completion of secondary education and qualifies students for University entrance and jobs. Applicants may wish to commence their VCE studies with Victoria University for the first time or they may wish to enrol at VU to repeat units studied elsewhere in order to improve their study score.

**Course Objectives:** The main objective of the VCE course is to provide a University entrance qualification to adults returning to study, a seamless entry into Higher Education and a pathway into the job market.

**Careers:** VCE is a University entrance qualification and also prepares students for vocational outcomes.

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### Course Duration

2 years

### Admission Requirements Year 12

Not applicable

### Admission Requirements Mature Age

Applicants for the Adult VCE program must meet two requirements: 1. Be at least 18 years of age on 1 January in the year of enrolment. 2. Have not undertaken full-time secondary schooling for the full year preceding the first year of enrolment as an adult.

### Admission Requirements Other

Applicants for Units 1 and 2 must be at least 17 years of age on January 1 in the year of enrolment.

### Selection Processes

Direct Entry, Interview, Written Application, Written Test

### COURSE STRUCTURE

To qualify for the award of VCE students returning to study (Adult VCE Students) must satisfactorily complete at least eight (8) units including:

- two (2) units from the English group at any level (i.e.) from Units 1, 2, 3 or 4
- three (3) sequences of Units 3 and 4 is studies other than English

For a tertiary entrance ranking, the English units must be completed at Units 3 and 4 level. Applicants who wish to complete the minimum requirements that apply to school students and wish to commence studies at Units 1 and 2 will complete sixteen (16) units. Of these 16 units:

- a minimum of three (3) must be from the English group
- there must three (3) Units 3-4 sequences is studies other than English.

The duration of this course is typically 2 years, however, it may be completed in one year.

**UNITS 1 & 2:**

- **Core Units:**
  - EN011: ENGLISH 1 90
  - EN012: ENGLISH 2 90
  - EN111: ENGLISH AS ADDITIONAL LANGUAGE (EAL) 1 108
  - EN112: ENGLISH AS ADDITIONAL LANGUAGE (EAL) 2 108

- **Elective Units:**
  - AC011: ACCOUNTING 1 72
  - AC022: ACCOUNTING 2 72
  - BI011A: BIOLOGY 1 72
  - BI022: BIOLOGY 2 72
  - BM012: BUSINESS MANAGEMENT 1 72
  - BM022: BUSINESS MANAGEMENT 2 72
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