2002 TAFE Calendar

January
1 New Year's Day
2 Swinburne reopens
28-29 Apprentice Programs commence
29-1 VTAC Round 1 enrolments

February
4 Most TAFE programs commence
12-14 VTAC Round 2 enrolments
22 VTAC Round 3 enrolments

March
11 Labour Day
28 Last day of TAFE classes for Term 1 based programs
29 Good Friday

April
1 Easter Monday
8 Most TAFE classes commence for Term 2 with some commencing on 15 April
25 Anzac Day

May
9 Graduation Ceremony - TAFE Division (all Schools)
31 Mail out of Awards - Certificate III and below - TAFE

June
10 Queen's Birthday
11 TAFE Term 1 and 2 'formal' examination and assessment period commences
19 End of 'formal' examination period
28 Last day of TAFE classes and assessment period for Term 1 and 2 based programs

July
11 Publication of TAFE results
15 TAFE Term 3 programs commence
31 TAFE last day for applications for awards for students completing courses in Terms 1 and 2, 2002

August

September
20 Last day of TAFE classes for Term 3 based programs

October
7 TAFE Term 4 based programs commence
23 Graduation Ceremony - TAFE Division (all Schools)
31 Mail out of Awards - Certificate III and below - TAFE

November
5 Melbourne Cup Day
21 TAFE 'formal' examination period commences for Term 3 and 4 modules
29 Last day of TAFE 'formal' examination period

December
6 Last day of assessment period for Term 3 and 4 based programs
13 Last day of TAFE classes for Term 3 and 4 based programs
18 Graduation Ceremony for International Students
20 Publication of TAFE results
24 Swinburne closes for Christmas break
31 TAFE last day for applications for awards for students completing courses in Terms 3 and 4, 2002

Notes
1. Students should be aware that some Departments have a different commencement date for their courses. Students should consult their Department office for exact starting and finishing times and dates for their courses.
2. Not all TAFE programs are term-based. The TAFE Division operates throughout the entire year.
3. Most TAFE courses do not have scheduled examinations at the end of the term. Normal classes may operate through to the last day of the term.
Caution

While Swinburne University of Technology has used all reasonable care and skill in collating or presenting the information, the University cannot guarantee or take responsibility for the accuracy of the information provided. The information contained in this handbook is as correct as possible at the date of publication, being December 2001.

The Freedom of Information Act 1982 ("the Act"), which came into force on 5 July 1983, applies to Swinburne University of Technology. The purpose of the Act is to extend the right of access to information to persons requesting a document held by an agency. Applicants are required to lodge their request in writing to the Freedom of Information Officer. It is the policy of the University to conform with the spirit and intent of the Act with regard to disclosure.

Swinburne University of Technology is committed to providing a learning and working environment that is based on equality of opportunity for all.

There has been a total ban on smoking in all University buildings and vehicles since 1 January 1991.
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The coat of arms, conferred on Swinburne by the College of Arms on 25 June 1989, is based on the coat of arms of the Swinburne family.

At a period during the 12th-13th centuries, when the northern counties of England were ruled by the Scots, a knight of France came to the aid of Queen Margaret of Scotland. She rewarded him with a grant of land in what is now Northumberland, on the banks of the Swin Barn, a small river that flows into the North Tyne, where he built a castle. He became known as William Swinburn(e) and soon the county reverted to the crown of England.

The Swinburne family coat of arms in medieval times was silver with three boar’s heads in triangular formation. In the 17th century, during the wars between the Stuart Kings and the Parliament of England, the Swinburnes fought for the royalists. After the restoration of Charles II in 1660, the head of the family was created a baronet for his services. The crest became a Baronet’s coronet, with the boar’s head rising from it and the coat of arms, divided horizontally red and silver, was charged three cinquefoils counter-charged.

Swinburne holds a unique place among educational institutions in Australia in the link that persists between it and the founder and his family. The conferring of a modification of the family’s coat of arms preserves and strengthens that link.

The arms: the basic colours of red and white, and the cinquefoils charged on the shield, commemorate the arms of the Swinburne family. The omission of the third cinquefoil which appears in the family coat and the addition of the Border and the Mullets [Stars] are what are known heraldically as ‘differences’, which may often serve to indicate an association with another armigerous body or family. The four Mullets in Cross symbolise the Southern Cross.

The crest: the demi-Boar and the cinquefoil perpetuate the Swinburne connection; the book is symbolic of learning.

The motto: the College of Arms’ translation of the motto is:

**Achievement through learning**

**A Proud History**

The 1932 proclamation by the Parliament of Victoria of the Swinburne University of Technology Act marked not only recognition of its distinguished history, but the beginning of a new period of growth and innovation for Swinburne. From its establishment in 1909 in Melbourne’s eastern suburb of Hawthorn, Swinburne has grown from being a local provider of technical education into a multidisciplined, multicampus provider of higher education of national and international significance.

Swinburne was established as the Eastern Suburbs Technical College by George Swinburne and the first students were enrolled in 1909, when classes began in carpentry, plumbing and bladsmithing. Soon afterwards, a boy’s junior technical school and the first girls’ ‘technical school’ in Victoria, were established.

In 1913 the institution changed its name to Swinburne Technical College, to commemorate the Honourable George Swinburne, a former Mayor of Hawthorn and a member of the Parliament of Victoria who was responsible for the initial establishment of the college.

In 1965 Swinburne affiliated with the Victoria Institute of Colleges, which was established in that year by an Act of the Parliament of Victoria, to ‘foster the development and improvement of tertiary education in technical, agricultural, commercial and other fields of learning (including the liberal arts and the humanities) in institutions other than the universities of Victoria’.

The range of courses and the various levels at which they were offered grew to such an extent that in 1969, the boys’ and girls’ technical schools were taken over by the Victorian Education Department while the college remained as an autonomous institution.

An extensive reorganisation of advanced education took place in Victoria in the period 1976-78 culminating in the passing of the Victorian Post-Secondary Education Act. Under the Act the Victoria Institute of Colleges was dissolved and the Victorian Post-Secondary Education Commission established. Under the new arrangements, Swinburne Council was given power to grant bachelor degrees. The first of these was awarded at a conferring ceremony held on Thursday 21 May 1981 at the Cumberwell Civic Centre.

Swinburne University of Technology was proclaimed on 1 July 1982. Noted Australian businessman Mr Richard Pratt AO was installed as Swinburne’s Foundation Chancellor on 15 March 1983.

**Swinburne Today**

Swinburne has a strong reputation in Australia and overseas as a provider of career orientated education and as a university with a commitment to research. The University maintains a strong technology base and important links with industry, complemented by a number of innovative specialist research centres which attract a great deal of international interest.

A feature of many Swinburne undergraduate courses is the applied vocational emphasis and direct industry application through Industry-Based Learning (IBL) programs. Swinburne was a pioneer of IBL, a program which places students directly in industry for vocational employment as an integral part of the course structure.

Swinburne is now one of a few Australian universities whose responsibilities span the range of programs from apprenticeships to PhDs. In keeping with this breadth of involvement, the University continues to play a leading role in creating new approaches to integration between sectors.

The creation of study Pathways between sectors and courses is firmly in place at Swinburne. Current Pathways involve moving either from the TAFE sector into Higher Education or from TAFE based VCE studies into full TAFE courses. A limited number of Pathways are available for students to move from degree courses into TAFE studies, and this will increase in the future. This process of articulation provides students with greater flexibility to complete tertiary qualifications.

Teaching and learning enhancement is a strategic priority for the University, and Swinburne is committed to the transfer of lifelong learning skills.

Swinburne was founded to provide expanded and more accessible educational opportunities to the residents of Melbourne’s eastern suburbs. Due to the amalgamation with Eastern TAFE on 1 July 1998, Swinburne’s operations are now conducted at six campuses: Cranbourne, Hawthorn, Healesville, Lilydale, Prahran and Wantirna.

While focusing on its regional responsibilities, Swinburne is heavily involved in international initiatives and plays a significant part in the internationalisation of Australia’s tertiary education system. In 1998 Swinburne established the Laem Chabang School of Engineering in Thailand providing VET programs in electrical/ electronic and mechanical engineering, information technology and English
language studies. In 2000, Swinburne Sarawak Institute of Technology was established in Kuching, East Malaysia. It provides seamless multisectoral tertiary education in engineering (computer systems, electronics and mechatronics), and business.

Our Future
To be a pre-eminent entrepreneurial university from the Asia-Pacific, thriving on new ideas and knowledge and exploiting our intersectoral heritage to create value for our stakeholders.

Our Business
To pursue the generation, transfer and creative application of knowledge and skills, using our intersectoral operations and programs.
To provide innovative education, research and training for the benefit of:
- students
- strategic partners
- industry and business generally
- staff
- the diverse communities and societies in which we operate.

Our Strategic Themes
The Entrepreneurial University
Swinburne will be a renowned centre for entrepreneurship and innovation. Entrepreneurship and innovation will be a hallmark of everything that we do. We will prepare students to participate in the new economy and society of the twenty-first century and heighten their awareness of, and capacity to make the choice between, employment and self-employment.

Research
We will scale up the levels of research activity in all Schools and Institutes in the Higher Education Division so that the Division becomes truly research-intensive.

Globalisation
Swinburne will become known as one of Australia’s most internationalised universities. All students will be able to gain exposure to international experience through the curriculum and through direct exposure to international environments. In a sense, every Swinburne student will be an international student. We will also further internationalise the student body.

Learning and Teaching
We will build optimal learning environments throughout the University. These learning environments will develop in all students their innate capacities for creativity and deep learning, and will be characterised above all by flexible learning and a more learner-centred approach.

The Intersectoral Advantage
We will capitalise on the advantages presented by operating at both the vocational education and training level and the higher education level in order to provide students, industry and business with manifold options.

Teaching Sectors
Swinburne has two teaching sectors under the control of one Council: Higher Education and Technical and Further Education (TAFE).

Higher Education
The Higher Education Sector offers professional qualifications ranging from degrees of Bachelor to graduate qualifications (certificates, diplomas and degrees of Master and PhD).
The Higher Education Sector comprises two divisions: Higher Education (Hawthorn /Prahran) and Swinburne, Lilydale.
A total of 12,338 students were enrolled in the Higher Education Sector in the year 2001.

Technical and Further Education (TAFE)
The TAFE Sector offers courses at professional and para-professional level covering diploma, certificate, apprenticeship, VCE and access programs. A number of specialist courses are also provided for industry and the community.
The TAFE Sector comprises four Teaching Operations: School of Arts, Hospitality and Sciences; School of Business and eCommerce; School of Engineering; School of Social Sciences.
A total of 22,872 students were enrolled in TAFE courses in 2001.
Swinburne campus location map
Governance Structure

Council

Statutory Boards of the University
- Academic Board
- Divisional Advisory Boards: TAFE, Higher Education (Hawthorn/Prahran), Lilydale
- Higher Degrees Committee
- Course Performance Review Committee
- Academic Policy & Planning Committee
- Board of Technical Studies

Communities of Council
- Joint Planning and Resources (JPRC) Committee
- Finance Committee
- Staffing Committee
- Campus Planning & Building Committee
- Legislation Committee
- Executive Committee
- Search Committee
- Honorary Degrees & Professor Emeritus Committee
- Remuneration Committee
- Ethics Committees
- Animal Experimentation Ethics Committee
- Audit Committee
- Human Research Ethics Committee
University Structure

Council

Vice- Chancellor / President

Senior Deputy Vice-Chancellor

Deputy Vice-Chancellor Higher Education

Deputy Vice-Chancellor Lilydale, and Deputy Vice-Chancellor Learning and Teaching

Deputy Vice-Chancellor TAFE

Pro Vice-Chancellor Research, and Deputy Vice-Chancellor Industry Relationships

Vice-President

Vice-President External Affairs

Research Institutes / School & Unit (not affiliated with a Division)

- Australian Foresight Institute (AFI)
- Brain Sciences Institute (BSI)
- Graduate School of Integrative Medicine (GSIM)
- Industrial Research Institute Swinburne (IRIS)
- Institute for Social Research (ISR)
- Swinburne Knowledge

Corporate Services
Staff and Officers of the University

University Council

Chancellor (Acting)
T.W. Brown, FCA, ASCPA

Appointed by the Governor-in-Council
D. Eynon, BEd(Mon), MA(Melb)
H. Gray, BA(Hons), LLB(Hons)(Melb)
R. Hodges, DipEng(Aero)(RMIT)
S. Lipski, AM, BA(Melb)
D. Watson, DipMS(Lon), FCIS, FAlCO, FAIBF

Appointed by the Governor-in-Council
J. Austin, BA, DipEd(Sheff)

Appointed by the University Council
K. Cleave, BEcon(LaT)

One vacancy

Member ex officio
Prof J.G. Wallace, MA, MEd(Glas), PhD(Brist), FASSA (Vice-Chancellor)

Chair of the Academic Board
Prof H. Lueckenhausen, GradDip(Industrial Design)(RMIT), DipEd(Haw), MDIA

Chair of the Board of Technical Studies
J. Bissland, BA(Hons)(Saskatchewan), MA(Ontario), GradDipChildDevelopment, GradDipEd(Melb), MEdStudies(Mon)

Elected by Higher Education Academic Staff
G.M. Leonard, BSc(Melb), MACS

Elected by TAFE Academic Staff
D. Street, BA(Hons)(Ontario), DipEd(Christchurch)

Elected by General Staff
B. Camfield, BA(Hons)(Exon), DipectLib(RMIT)

Elected by Higher Education Students
G. Gupta, BSMath(Hons)(SUT), GradDipInfTech(Information Systems Development)(SUT)

Elected by TAFE Students
J. Perryman, DipBus(Health and Community Services Management)

Council Secretariat

Secretary
F.G. Bannan, BCom(Melb), FCIA, ACIS, ACIM, LCA

Executive Officer
A. Daus, BA(Hons)(Exon)

Chancellery

Chancellor (Acting)
T.W. Brown, FCA

Vice-Chancellor
Prof J.G. Wallace, MA, MEd(Glas), PhD(Brist), FASSA

Senior Deputy Vice-Chancellor
F.G. Bannan, BCom(Melb), FCIA, ACIS, ACIM, LCA

Deputy Vice-Chancellor (Higher Education)
Assoc Prof D. Murphy, BEd(Mon), MSocSci(Lond), DPhil (Oxon), FIE(Aust), CEng

Deputy Vice-Chancellor (Lilydale)
Prof B. van Ernst, AM, BA, Med, PhD(LaT), TPTC, MACE

Pro Vice-Chancellor Research
Prof K.C. Pratt, BEd(Chem), PhD(Melb), RICE, FE(Aust), FTS

Vice-President
S. Murby, BEd(Hons)(LaT), GradDipEd(Haw), FRSA

Vice-President (External Affairs)
S. Davies, BA(Hons)(Leic), DipMgt(OIM), AFAMI, CPM

Director Internal Audit
J. van der Pal, DipAccy(FTD), BBus(UNE), MEAdm(UWE), AASA, CPA, RCA

University Solicitor
K. Ziegler, BA, LLB, DipEd(Mon)

Swinburne Knowledge
Dr B. Whan, BEd(Hons), PhD, AIMM, ME(Aust)

Australian Foresight Institute
Prof R. Slaughter, BA(Hons), PhD, FWAFF

Executive Officer to the Vice-Chancellor
Dr M. Tomlinson, BA(Hons)(Melb), MA(LaT), PhD(Adel)

Executive Officer to the Deputy Vice-Chancellor
S.P. Jervis, BA(Adel)

Office of the Pro Vice-Chancellor Research and Industry Liaison

Pro Vice-Chancellor
Prof K.C. Pratt, BEd(Chem), PhD(Melb), RICE, FE(Aust), PRAC, Coherm, FTSE

Director Office of Research
S. Mesca, BA(Melb), GradDipBusSys(RMIT)

Director, Industry Learning Interface
J. Kay, BA(Melb), DipEd(Melb), GradDipEd(Counselling)(RMIT)

Office of the Deputy Vice-Chancellor Learning and Teaching

Deputy Vice-Chancellor
Prof B. van Ernst, AM, BA, Med, PhD(LaT), TPTC, MACE

Director, Teaching and Learning Services
G. Arger, MEd(Hons)

Office of the Vice-President

Vice-President
S. Murby, BEd(Hons)(LaT), GradDipEd(Haw), FRSA

Director, Major Projects
R. Fallu, BSc(Mon), DipEd(Mon), CompIEAust

Associate Director, Resource & Planning Analysis
R.D. Sharma, BSc(Tas), DipEd(Tas), GradDipOpsRes(RMIT), MedAdm(NewEng), PhD
Information Resources Group

Director
D. Whitehead, BA(Hons)(Melb), BCJ(Hons)(Melb), GradDipLib(RMIT), MLib(Mon), ALAA, FALIA

Deputy Director, Information Services
D. Doehn, BA(Col), AALIA

Managers, Information Services
B. Donkin
R. Humphries, BA(Hons)(B’ham), MBIT(RMIT)
A. Lisov, BA(Hons)(Mon), MA(Mon), DipEd(Mon)

Information Technology Services

Director
R. Constantine, DipMS(Melb), MBA(Mon), MACS

Deputy Director
H. Uffindell, GradDipEdAdmin(Hons)

Associate Director
J. Batchelder, BAppSc

Manager
J. Watkins, CertSurveying, CertCoastalNav, BA(VIC), GradDipAppSc(SUT)

Manager, Customer Services
T. Pease

Manager, PC Support Services
D. Williamson

Office for Quality Education

Manager
R. Carmichael, BA(Mon), BEd(LaT), TSTC(MonTC), CertIVQMA

Foresight and Planning Unit

Manager
M. Conway, BA(Griffith), GradDipTertEd, Med(Hons)(UNE)

Information and Statistics Office

Manager
M. Foley, BBus(Compj(SUT)

Office of the Vice-President (External Affairs)

Vice President
S. Davies, BA(Hons)(Leic), DipMkt(CMI), AFAMI, CPM

Alumni and Development

Director
Assoc Prof B.C. McDonald, BComm, DipEd(Melb), FCPA

Careers and Employment

Director
Assoc Prof B.C. McDonald, BComm, DipEd(Melb), FCPA

Corporate Marketing

Divisional Marketing Manager, Higher Education
J. McAdam, BBus(SUT), AAMI, ATFEMM

Divisional Marketing Manager, Swinburne, Lilydale
G. Relan

Divisional Marketing Manager, TAFE
G. Andrews

Education Abroad

Manager
G. King

International Office

Dean
W.H. Platt, BComm(Melb), DipEd(Melb), MAAdmin(Mon), MEnvSci(Mon), CPA
Swinburne Press

Registrar’s Department

Registrar
To be advised.

Deputy Registrar
T. Kilsby, BA (LaT), GradDipEdAdmin (Melb)

Freedom of Information Officer
G. Stevens, GradDipinfoMgmt(Melb)

Swinburne Press

Manager
G. Brick

Corporate Services

Facilities and Services Group

Director
G. Wicks, AsstDipPA(RMIT), GradCertEntMan(SIT)

Deputy Director, Facilities and Services
G. Joy

Manager, Facility Operations and Services (Croydon/Healesville/ Lilydale/Wumirna)
To Be Advised

Manager, Facility Operations and Services (Hawthorn/Prahran)
D. Baker

Manager, Property Supply and Services
D. Sharp

Manager, Design and Project Services
S. Bartlett, BArch(Melb), RIBA, ARAIA

Finance Department

Director
B.M. Telford, BComm(Melb), MBA(Deakin), CPA, ASIC

Deputy Director
K. Jeffery, BBus(SIT), FTIA, ASA

Accounting Manager
G. Neilson, FCPA, AGIS

Management Accountant
G. Bosley, BBusAcc(VC Deakin), CPA

Human Resources Department

Director
S.J. Beall

Deputy Director
A. McFarland, BA(LaT), GradDipBus(HRM)(VicCol), AFAHRI

Manager Equity Unit
I. Taylor, BSW, MA(Social Policy)

Security Department

Chief Security Officer
N. Burge

Student and Residential Services

Director
Z. Burgess, BA(Mon), GradDipEdPsych(Mon), MEd(LaT), MBA, FAPS, VAFT, AIM

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Higher Education Division (Hawthorn/Prahran)

Divisional Staff

Deputy Vice-Chancellor
Prof. D. Murphy BE, MSc, DPhil(Doon), MAIP, REAust, DEng

Executive Officer to the DVC
E. Endie, BA(Mon), GDipAdmin(Melb), MEd(Melb)

Accountant
S. Greenberger, BBus(Account)(VicCollege)

Education Abroad, Manager
G. King

Marketing, Manager
J. McAdam, BBus(Mon), AAAM, ATEMW

Student Administration, Manager
J. Barry

Swinburne, Lilydale Division

Deputy Vice-Chancellor
Prof B. van Ernst, AM, BA(Mon), PhD(BA), MACE

Divisional Manager
J.E. Austin, BA(SUT)

Director, Teaching and Learning Services
G. Arg, MEd(Hons)

Manager, Student Administration
G. Schnabl, BSc(Mon), DipEd(Mon)

Swinburne TAFE Division

Deputy Vice-Chancellor (TAFE)
A. Crozier, BSc(Hons)(Lon), PGCSE(Camb)

Executive Director Strategy and Development
D. Burgett, BEc(Mon), DipEd(Mon), BE(Ed)

Manager, Business Development
E. Spangher, BBus

Acting Director, Consulting and International
C. Locey

TAFE School of Engineering

Director
P. Jones, DipT(Haw), BEc(Haw), GradDipEdAdmin(Haw)

School Administrator
J. Dansey, BEdAdmin(SUT)

Department of Building and Transport

Manager
R. Williams, Apprenticeship in Carpentry/Joinery, Building Trade Technician

Business Enterprise Centre

Manager
S. Smith, BEc, BEd

TAFE School of Arts, Hospitality and Sciences

Director
H. Costas, BBus, DipEd, BEd

School Administrator
E. Drum

Department of Arts

Manager
W. Winford, DipArt&Design(RMIT), PCAE, DipEd(HawInstitute), DipFrontlineManagement(SUT)

Horticulture and Environmental Sciences Department

Manager
F. Helmeagel, DipHort, GradDipEd, GradCert(Leadership&Management)

Hospitality and Tourism Department

Manager
D. Stevens, DipHospitality&Tourism(FTT), GradDipEd(HawInst), MEd(RMIT)

Industrial Sciences Department

Manager
L. Edwards, DipMedLabSc, GradDipComputing

Centre for Food and Wine Tourism

D. Stevens, DipHospitality&Tourism(FTT), GradDipEd(HawInst), MEd(RMIT)

TAFE School of Business and eCommerce

Director
J. Blissland, BA(Hons), GradDipChDev, GradDipEd, MA, MEd

School Administrator
M. Hadchiti

Administration and Business Technology Department

Manager
I. Wittman, BEd, DipFMI, DipEd

Financial Services Department

Manager
H. Hayes, BA(Media)(RMIT), GradDipEd(HawInstitute), GradCertBusAdmin(SUT)

Management Department

Manager
G. Slattery, BComm(Melb), DipEd(Melb), DipFrontlineManagement(SUT), Workplace Assessor

Marketing and International Studies Department

Manager
D. Sullivan, BEc, GradDipEd, GradDip(LegalStudies), MBA

Business Enterprise Centre

Manager
S. Smith, BEc, BEd

TAFE School of Business and eCommerce

Director
P. Jones, DipT(Haw), BEc(Haw), GradDipEdAdmin(Haw)

School Administrator
J. Dansey, BEdAdmin(SUT)

Department of Computing and Information Technology

Manager
B. Clifford, BEng(Electrical), TTTC

Department of Electrical and Electronics Technology

Manager

Department of Mechanical and Automotive Technology

Manager
K. Dew, Fitting and Machining Trade Certificate, Technicians Certificate, BEd, GradCert in Management Development (Education & Training)(VUT)

TAFE School of Social Sciences

Director
J. Cashion, BSc(Melb), DipEd, DipCompSc, GradAIP

School Administrator
M. Gray

Department of Access

Manager
L. Cutting, MApplied Linguistics(Melb), DipEd(TESL)(LaT), GradCert(Secretarial Studies), Grade4 Music
General Information

Staff and Officers

Department of Child and Family Studies
Manager
C. Forbes, BA, BSc(Hons)(Mon), DipTeaching(Ed) Dip(Frontline Management)(SUT)

Department of Community and Further Education
K. Bailey, BA, DipEd(Pscy), DipT, MEd(Management and Leadership),
Dip(Frontline Management), CertIV(Workplace Training),

Department of Health, Recreation and Human Services
G. Arnott, B(Econ)(Mon), GradDip(BusAdmin), Dip(Frontline Management)(SUT)
TAFE Courses
## TAFE School of Arts, Hospitality and Sciences

### Department of Arts

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<td>12881VIC</td>
<td>Diploma of Arts (Graphic Art)</td>
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<td>2503ACC</td>
<td>Diploma of Arts (Professional Writing and Editing)</td>
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<td>21052VIC</td>
<td>Diploma of Arts (Small Companies and Community Theatre)</td>
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<td>21052VC</td>
<td>Diploma of Arts (Small Companies and Community Theatre) - Indigenous Performing Arts</td>
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<td>Diploma of Arts (Visual Art) – New Media</td>
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<td>Diploma of Entertainment (Costume)</td>
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### Certificate IV

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<td>Certificate IV in Arts (Applied Design) – Graphic Design Stream</td>
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<tr>
<td>15727VC</td>
<td>Certificate IV in Arts (Applied Design) – Product Design Stream</td>
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<td>2411AOC</td>
<td>Certificate IV in Arts (Visual Merchandising)</td>
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<tr>
<td>CUE40798</td>
<td>Certificate IV in Entertainment (Costume)</td>
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<td>Certificate IV in Entertainment (Make-Up)</td>
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### Certificate III

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<tr>
<td>2203AG8</td>
<td>Certificate II in Arts (Interactive Multimedia)</td>
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### Department of Horticulture and Environmental Sciences

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<tr>
<td>RUH50198</td>
<td>Diploma in Horticulture</td>
<td>W</td>
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<tr>
<td>RUH50898</td>
<td>Diploma in Horticulture (Production – Viticulture)</td>
<td>L</td>
<td>99</td>
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<tr>
<td>2509ACC</td>
<td>Diploma in Natural Resource Management</td>
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### Certificate IV

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<tr>
<td>RUH40498</td>
<td>Certificate IV in Horticulture (Landscapes) – Supervisor</td>
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### Certificate III

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<td>2311ANC</td>
<td>Certificate III in Food Processing (Wine) – Viticulture Traineeship</td>
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<tr>
<td>RUH30398</td>
<td>Certificate III in Horticulture (Floriculture) – Apprenticeship</td>
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<td>Certificate III in Horticulture (Landscapes) – Apprenticeship</td>
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<tr>
<td>RUH30598</td>
<td>Certificate III in Horticulture (Nursery) – Apprenticeship</td>
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### Certificate II

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<td>RUH20598</td>
<td>Certificate II in Horticulture – Nursery Traineeship</td>
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<td>Certificate II in Horticulture – Parks and Gardens Traineeship</td>
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### Other

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<td>RUH50198a</td>
<td>Farming for Sustainability</td>
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<tr>
<td>THH1237</td>
<td>Diploma of Hospitality (Management)</td>
<td>Department of Hospitality and Tourism</td>
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<td>THT50298</td>
<td>Diploma of Tourism (Meetings and Events Management)</td>
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<tr>
<td>THT50398</td>
<td>Diploma of Tourism (Operations Management)</td>
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<tr>
<td>THH31597</td>
<td>Certificate III in Hospitality (Commercial Cookery) – Apprenticeship</td>
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<tr>
<td>THT30998</td>
<td>Certificate III in Tourism (Guiding)</td>
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<tr>
<td>THH21297</td>
<td>Certificate II in Hospitality (Commercial Cookery)</td>
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<td>THH21897</td>
<td>Certificate II in Hospitality (Operations)</td>
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<td>THT20498</td>
<td>Certificate II in Tourism (Guiding)</td>
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<td>THH11197</td>
<td>Certificate I in Hospitality (Kitchen Operations)</td>
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<td>S1282VC</td>
<td>Advanced Diploma of Computer Science (Multimedia, Instrumentation, Software Development)</td>
<td>Department of Industrial Sciences</td>
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<tr>
<td>S103522</td>
<td>Diploma of Applied Science (Biological Science)</td>
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<td>S103522</td>
<td>Diploma of Applied Science (Chemical Laboratory Techniques)</td>
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<tr>
<td>S2509ABC</td>
<td>Diploma of Environmental Management</td>
<td></td>
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<tr>
<td>S2507AAA</td>
<td>Diploma of Fire Technology</td>
<td></td>
<td>H</td>
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<tr>
<td>SQLD1891</td>
<td>Diploma in Occupational Health and Safety</td>
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<td>S2407AAA</td>
<td>Certificate IV in Fire Technology</td>
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<td>S2408ASC</td>
<td>Certificate IV in Food Technology</td>
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<tr>
<td>S2408AAA</td>
<td>Certificate IV in Forensic Science</td>
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<td>SQLD1892</td>
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<td>SQLD1893</td>
<td>Certificate III in Occupational Health and Safety</td>
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<td>S2312ACC</td>
<td>Certificate III in Science (Bridging Science)</td>
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<td>tba</td>
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### Administration and Business Technology Department

**Graduate Certificate**

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<tbody>
<tr>
<td>0046BEAA</td>
<td>Graduate Certificate in Business (Executive Administration)</td>
<td>H, W</td>
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**Advanced Diploma**

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<tbody>
<tr>
<td>20055VIC</td>
<td>Advanced Diploma of Business (Legal Practice)</td>
<td>H, W</td>
<td>2 yrs 57</td>
</tr>
<tr>
<td>20055VCP</td>
<td>Advanced Diploma of Business (Public Relations)</td>
<td>P, W</td>
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**Diploma**

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<tbody>
<tr>
<td>BSA50197</td>
<td>Diploma of Business (Administration)</td>
<td>C, H, L, P, W</td>
<td>2 yrs 48</td>
</tr>
<tr>
<td>CUL50199</td>
<td>Diploma of Library and Information Studies</td>
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**Certificate IV**

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<tbody>
<tr>
<td>BSA40197</td>
<td>Certificate IV in Business (Administration)</td>
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**Certificate III**

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<tbody>
<tr>
<td>13072TAS</td>
<td>Certificate III in Communications (Call Centre Operations)</td>
<td>C, P</td>
<td>8 wks 10 wks 51</td>
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**Certificate II**

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<tbody>
<tr>
<td>BSA20197</td>
<td>Certificate II in Business (Office Administration)</td>
<td>C, H, L, H, P, W</td>
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<tr>
<td>13071TAS</td>
<td>Certificate II in Communications (Call Centre Operations)</td>
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<td>18 wks 20 wks 51</td>
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**Other**

<table>
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<tbody>
<tr>
<td>0046BOOK</td>
<td>Bookkeeping for the Office</td>
<td>C, H, L, P, W</td>
<td>NA 5 yrs 51</td>
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<tr>
<td>0046LGL</td>
<td>Legal Secretary Certificate</td>
<td>H, P, W</td>
<td>NA .5 yr 57</td>
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<tr>
<td>0046MED1</td>
<td>Medical Secretary Certificate (Stage 1)</td>
<td>C, H, H, P, W</td>
<td>NA .5–1 yr 60</td>
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<tr>
<td>0046MED2</td>
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### Financial Services Department

**Advanced Diploma**

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**Diploma**

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<tbody>
<tr>
<td>25044AC</td>
<td>Diploma of Business (Accounting)</td>
<td>C, H, L, P, W, DL</td>
<td>1 yr 2–3 yrs 47</td>
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<tr>
<td>20055VCA</td>
<td>Diploma of Business (Asset Finance)</td>
<td>H</td>
<td>NA 2 yrs 50</td>
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<tr>
<td>25044BC</td>
<td>Diploma of Business (Banking and Finance)</td>
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<td>1.5 yrs 3 yrs 50</td>
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<tr>
<td>FNB50199</td>
<td>Diploma of Financial Services (Credit Management)</td>
<td>P</td>
<td>NA 5 yrs 52</td>
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**Certificate IV**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Ref.</th>
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<tbody>
<tr>
<td>2404ADA</td>
<td>Certificate IV in Business (Estate Agency Practice)</td>
<td>C, P, W, DL</td>
<td>1 yr 3 yrs 62</td>
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<tr>
<td>FNB40199</td>
<td>Certificate IV in Financial Services</td>
<td>P</td>
<td>NA 3 yrs 52</td>
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**Certificate III**

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>2304AGC</td>
<td>Certificate III in Accounting</td>
<td>C, H, P, W</td>
<td>.5 yr 1 yr 46</td>
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<tr>
<td>20055VICA</td>
<td>Certificate III in Business (Asset Finance)</td>
<td>H</td>
<td>NA 1 yr 50</td>
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<tr>
<td>FNB30198T</td>
<td>Certificate III in Financial Services (Credit)</td>
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<td>NA 2 yrs 52</td>
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**Other**

<table>
<thead>
<tr>
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<th>Ref.</th>
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<tr>
<td>2004AAA</td>
<td>Course in Real Estate for Agents’ Representatives</td>
<td>C, P, W, DL</td>
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### Management Department

**Graduate Certificate**

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<th>Duration</th>
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<tbody>
<tr>
<td>0048T002</td>
<td>Graduate Certificate in Business (Food, Wine &amp; Tourism Marketing)</td>
<td>L</td>
<td>NA 1 yr 118</td>
</tr>
<tr>
<td>21077VC</td>
<td>Graduate Certificate in Business (Management of International Education)</td>
<td>H</td>
<td>NA 1–2 yrs 88</td>
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<tr>
<td>5801BA</td>
<td>Graduate Certificate in Human Resource Management</td>
<td>H</td>
<td>NA 1 yr 66</td>
</tr>
<tr>
<td>0046B1M</td>
<td>Graduate Certificate in Quality Management</td>
<td>H</td>
<td>NA 1 yr 66</td>
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<tr>
<td>0046SUPP</td>
<td>Graduate Certificate in Supply Chain Management</td>
<td>H</td>
<td>NA 1 yr 67</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Duration</td>
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<tr>
<td>21119VIC</td>
<td>Advanced Diploma of Business (eCommerce)</td>
<td>L, P</td>
<td>NA</td>
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<tr>
<td>20053VIC</td>
<td>Advanced Diploma of Business (Human Resource Practice)</td>
<td>C, H</td>
<td>1.5-2 yrs</td>
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<tr>
<td>14248ACT</td>
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<td>C, L, P, W, DL</td>
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<td>21118VIC</td>
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<td>QLD7041</td>
<td>Certificate IV in Frontline Management</td>
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<td>Certificate IV in Retail Management</td>
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<td>QLD7040</td>
<td>Certificate III in Frontline Management</td>
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<td>Certificate IV in Business (Advertising)</td>
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<tr>
<td>0046GA8</td>
<td>Graduate Certificate of Applied Business</td>
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<tr>
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<td>Advanced Diploma of Business (Advertising)</td>
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<td>20055VIC</td>
<td>Advanced Diploma of Business (International Business)</td>
<td>H</td>
<td>2 yrs</td>
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<td>20055VCM</td>
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<td>0046GAB</td>
<td>Graduate Certificate of Applied Business</td>
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**Marketing and International Studies Department**

<table>
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<tr>
<td>1348NSW</td>
<td>Graduate Certificate of Advertising</td>
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<td>0046GA</td>
<td>Graduate Certificate of Applied Business</td>
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**Swinburne Business Enterprise Centre**

<table>
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<td>20055VIC</td>
<td>Certificate IV in Business (International Trade)</td>
<td>H</td>
<td>1 yr</td>
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<tr>
<td>20055VCM</td>
<td>Certificate IV in Business (Sales and Marketing)</td>
<td>C, H, L, W, DL</td>
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Swinburne University of Technology | TAFE Handbook 2002
## TAFE School of Engineering

### Department of Building and Transport

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>P. Prahran</th>
<th>Course Duration Full-time</th>
<th>H, Hawthorn</th>
<th>Course Duration Part-time</th>
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<tbody>
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<td>SA3475</td>
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<td>2 yrs</td>
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<td>SA3477</td>
<td>Certificate IV in Building</td>
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<tr>
<td>20083V1C</td>
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<tr>
<td>BCG30788</td>
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<td>BCG30888</td>
<td>Certificate III in General Construction – Apprenticeship Painting and Decorating</td>
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<td>23111AE</td>
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<td>Block (16 wks)</td>
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<td>BCG20198</td>
<td>Certificate II in General Construction (Front End Training) – Pre-Apprenticeship Carpenter</td>
<td></td>
<td>15 wks</td>
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<td>15 wks</td>
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<td>XXXX</td>
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### Department of Computing and Information Technology

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<tr>
<th>Course Code</th>
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<th>P. Prahran</th>
<th>Course Duration Full-time</th>
<th>H, Hawthorn</th>
<th>Course Duration Part-time</th>
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<tr>
<td>ICA50499</td>
<td>Diploma of Information Technology (Network Engineering)</td>
<td></td>
<td>2 yrs</td>
<td>H, L, W</td>
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<td>ICA50299</td>
<td>Diploma of Information Technology (Software Development)</td>
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<td>2 yrs</td>
<td>H, L, W</td>
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<td>14934V1C</td>
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<td>2 yrs</td>
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<td>2403AFC</td>
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<td>2 yrs</td>
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<tr>
<td>ICA30199</td>
<td>Certificate III in Information Technology (Software Applications)</td>
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<td>UTE60199</td>
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<td>2306AEC</td>
<td>Certificate III in Electrotechnology (Systems Electrician)</td>
<td>H, W</td>
<td>3 yrs</td>
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<td>2206AKC</td>
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<td>2 yrs</td>
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<tr>
<td>4180JIA</td>
<td>Graduate Certificate in Cleaner Production</td>
<td>H</td>
<td>1 yr</td>
<td>2 yrs</td>
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<tr>
<td>20020VIC</td>
<td>Advanced Diploma of Engineering Technology (Mechanical/Manufacturing/CAD)</td>
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<td>2 yrs</td>
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<tr>
<td>14309VIC</td>
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<tr>
<td>20020VIC</td>
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<tr>
<td>0046DAV</td>
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<td>1.5 yrs</td>
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<tr>
<td>2406ABC</td>
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<td>2 yrs</td>
<td>4 yrs</td>
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<tr>
<td>20018VIC</td>
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<td>2 yrs</td>
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<tr>
<td>2406ADBC</td>
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<tr>
<td>2306AEB</td>
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<td>H, W</td>
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<tr>
<td>MEM30388</td>
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<td>H, W</td>
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<tr>
<td>MEM30298</td>
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<tr>
<td>21110VIC</td>
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<tr>
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<td>20 wks</td>
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<td>Advanced Welding Certificate</td>
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<td>Basic Welding Certificate</td>
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<td>Welding Certificates to AS1796</td>
<td>H, W</td>
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# TAFE School of Social Sciences

## Access Department

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<tr>
<th>Code</th>
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<tbody>
<tr>
<td>14832NSW</td>
<td>Certificate IV in English for Vocational Education and Further Study</td>
<td>18 wks</td>
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<tr>
<td>12588NSW</td>
<td>Certificate III in Spoken and Written English</td>
<td>18 wks</td>
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<tr>
<td>2212AUC</td>
<td>Certificate II in General Education for Adults (Further Study)</td>
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<td>2112AFC</td>
<td>Certificate I in General Education for Adults (Foundation)</td>
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<td>2105ABB</td>
<td>Certificate I in Initial Adult Literacy and Numeracy</td>
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<td>XXXX</td>
<td>Study Support</td>
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## Department of Child and Family Studies

### Advanced Diploma

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<tbody>
<tr>
<td>CHC30099</td>
<td>Advanced Diploma of Community Services (Children's Services)</td>
<td>1 yr</td>
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### Diploma

<table>
<thead>
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<tbody>
<tr>
<td>CHC50099</td>
<td>Diploma of Community Services (Children's Services) – Centre Based Care</td>
<td>2 yrs</td>
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<tr>
<td>CHC50099S</td>
<td>Diploma in Community Services (Children's Services) – Out of School Hours Care</td>
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### Certificate III

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<td>CHC30099</td>
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### Certificate II

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<tr>
<td>CHC20099</td>
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## Other

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<tr>
<td>3222MDB</td>
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## Department of Community and Further Education

### Diploma

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<tr>
<td>CHC50099</td>
<td>Diploma of Community Services (Community Work)</td>
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<td>14870SA</td>
<td>Diploma of Community Services (Management)</td>
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<tr>
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<td>Diploma of Community Services (Mental Health) – Non clinical</td>
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<td>2507ABC</td>
<td>Diploma of Community Services (Welfare Studies)</td>
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<td>CHC50999</td>
<td>Diploma of Community Services (Youth Work)</td>
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<tr>
<td>2503ANC</td>
<td>Diploma in Liberal Arts</td>
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<tr>
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<td>Diploma of Social Science (Communication)</td>
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<tr>
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<td>CHC40799</td>
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<td>CHC40999</td>
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<td>BZFSSS</td>
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## Other

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<table>
<thead>
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<td>SRO50299</td>
<td>Diploma of Outdoor Recreation</td>
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<td>3190KWA</td>
<td>Certificate IV in Diversional Therapy</td>
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<tr>
<td>2407ADC</td>
<td>Certificate IV in Health (Nursing)</td>
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<td>Certificate IV in Health Nursing (Post Basic Study)</td>
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<td>Certificate III in Community Services (Aged Care Work)</td>
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<td>2303ADC</td>
<td>Certificate III in Health (Patient Services)</td>
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<td>Certificate I in Work Education</td>
<td>H, W</td>
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<td>2190MAB</td>
<td>Community Options Program</td>
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**Department of Health, Recreation and Human Services**

_Course Charts | TAFE Courses | 27_
### Abbreviation of TAFE Awards

<table>
<thead>
<tr>
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<th>Course title</th>
<th>Generic Abbreviation</th>
<th>Alternative Abbreviation (including discipline specialisation)</th>
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<td>tba</td>
<td>Graduate Diploma in Disaster Management</td>
<td>GradDip(Disaster Management)</td>
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<td>GradCert(Advertising)</td>
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<td>13498NSW</td>
<td>Graduate Certificate of Advertising</td>
<td>GradCert(Advertising)</td>
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<tr>
<td>4190JJA</td>
<td>Graduate Certificate in Cleaner Production</td>
<td>GradCert(Cleaner Production)</td>
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<tr>
<td>0046GAB</td>
<td>Graduate Certificate of Applied Business</td>
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<td>0046TD002</td>
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<td>0046SBUS</td>
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<td>5801BA</td>
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<td>GradCert(Resource Management)</td>
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<td>0046QLM</td>
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<td>GradCert(Quality Management)</td>
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<td>0046SUPP</td>
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<td>20055VIC</td>
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Abbreviation of TAFE Awards*

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<tr>
<td>2303ADEC</td>
<td>Certificate III in Health (Patient Services)</td>
<td>Cert3Health</td>
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<tr>
<td>RUI30338</td>
<td>Certificate III in Horticulture (Floriculture) – Apprenticeship</td>
<td>Cert3Hort</td>
<td>Cert3Hort(Floriculture) Cert3Hort(Landscape)</td>
</tr>
<tr>
<td>RUI30498</td>
<td>Certificate III in Horticulture (Landscape) – Apprenticeship</td>
<td>Cert3Hort</td>
<td>Cert3Hort(Floriculture) Cert3Hort(Landscape)</td>
</tr>
<tr>
<td>RUI30598</td>
<td>Certificate III in Horticulture (Nursery) – Apprenticeship</td>
<td>Cert3Hort</td>
<td>Cert3Hort(Floriculture) Cert3Hort(Landscape)</td>
</tr>
<tr>
<td>RUI30698</td>
<td>Certificate III in Horticulture (Parks and Gardens) – Apprenticeship</td>
<td>Cert3Hort</td>
<td>Cert3Hort(Floriculture) Cert3Hort(Landscape)</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course title</td>
<td>Generic Abbreviation</td>
<td>Alternative Abbreviation (including discipline specialisation)</td>
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<tr>
<td>-------------</td>
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<td>----------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>TH31597</td>
<td>Certificate III in Hospitality (Commercial Cookery) - Apprenticeship</td>
<td>Cert3Hosp</td>
<td>Cert3Hosp(Commercial Cookery)</td>
</tr>
<tr>
<td>ICA30199</td>
<td>Certificate III in Information Technology (Software Applications)</td>
<td>Cert3InfTech</td>
<td>Cert3InfTech(Software Applications)</td>
</tr>
<tr>
<td>14249ACT</td>
<td>Certificate III in Management</td>
<td>Cert3(Management)</td>
<td>NA</td>
</tr>
<tr>
<td>QLD193</td>
<td>Certificate III in Occupational Health and Safety</td>
<td>Cert3(Occupational Health and Safety)</td>
<td></td>
</tr>
<tr>
<td>WRR30197</td>
<td>Certificate III in Retail Operations</td>
<td>Cert3(Retail Operations)</td>
<td>NA</td>
</tr>
<tr>
<td>2311AEA</td>
<td>Certificate III in Road Transport (Motor Vehicle Driving Instruction)</td>
<td>Cert3(Road Transport)</td>
<td>Cert3(Road Transport)</td>
</tr>
<tr>
<td>S2312ACC</td>
<td>Certificate III in Science (Bridging Science)</td>
<td>Cert3Sc</td>
<td>Cert3Sc(Bridging Science)</td>
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<tr>
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<td>Certificate III in Small Business Management</td>
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<td></td>
</tr>
<tr>
<td>12568NSW</td>
<td>Certificate III in Spoken and Written English</td>
<td>Cert3(Spoken and Written English)</td>
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<tr>
<td>THT3098</td>
<td>Certificate III in Tourism (Guiding)</td>
<td>Cert3Tour</td>
<td>Cert3Tour(Guiding)</td>
</tr>
<tr>
<td>22034GB</td>
<td>Certificate II in Arts (Interactive Multimedia)</td>
<td>Cert2A</td>
<td>Cert2A(Interactive Multimedia)</td>
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<tr>
<td>21110VIC</td>
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<td>Cert2(Automotive Technology)</td>
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</tr>
<tr>
<td>83A20197</td>
<td>Certificate II in Business (Office Administration)</td>
<td>Cert2Bus</td>
<td>Cert2Bus(Office Administration)</td>
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<tr>
<td>20832VIC</td>
<td>Certificate II in Carpentry and Joinery (Joinery/Shopfitting/Stairbuilding)</td>
<td>Cert2CarpJoin</td>
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<td>Cert2Comms</td>
<td>Cert2Comms(Call Centres)</td>
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<tr>
<td>CHC20399</td>
<td>Certificate II in Community Services (Children's Services)</td>
<td>Cert2CommServ</td>
<td>Cert2CommServ(Children’s Services)</td>
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<tr>
<td>2206AJC</td>
<td>Certificate II in Computer Systems</td>
<td>Cert2(Computer Systems)</td>
<td></td>
</tr>
<tr>
<td>2206ACK</td>
<td>Certificate II in Electronics</td>
<td>Cert2(Electronics)</td>
<td>NA</td>
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<tr>
<td>14832NSW</td>
<td>Certificate II in English for Vocational Education and Further Study</td>
<td>Cert2(English for Vocational Education and Further Study)</td>
<td></td>
</tr>
<tr>
<td>MEV2019B</td>
<td>Certificate II in Engineering (Production)</td>
<td>Cert2Eng</td>
<td>Cert2Eng(Production)</td>
</tr>
<tr>
<td>MEV2029B</td>
<td>Certificate II in Engineering (Production Technology)</td>
<td>Cert2Eng</td>
<td>Cert2Eng(Production Technology)</td>
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</tbody>
</table>

Swinburne University of Technology | TAFE Handbook 2002
### Abbreviation of TAFE Awards*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course title</th>
<th>Generic Abbreviation</th>
<th>Alternative Abbreviation (including discipline specialisation)</th>
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</thead>
<tbody>
<tr>
<td>BCG20198</td>
<td>Certificate II in General Construction — (Front End Training) Pre-Apprenticeship Carpentry</td>
<td>Cert2(General Construction)</td>
<td>Cert2(General Construction)</td>
</tr>
<tr>
<td>BCG20198</td>
<td>Certificate II in General Construction — (Front End Training) Pre-Apprenticeship Painting and Decorating</td>
<td>Cert2(General Construction)</td>
<td>Cert2(General Construction)</td>
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<tr>
<td>2212ALC</td>
<td>Certificate II in General Education for Adults (Further Study)</td>
<td>Cert2(Generic Education for Adults)</td>
<td>Cert2(Generic Education for Adults)</td>
</tr>
<tr>
<td>RUH20398</td>
<td>Certificate II in Horticulture — Floriculture Traineeship</td>
<td>Cert2Hort</td>
<td>Cert2Hort(Floriculture)</td>
</tr>
<tr>
<td>RUH20498</td>
<td>Certificate II in Horticulture — Landscape Traineeship</td>
<td>Cert2Hort</td>
<td>Cert2Hort(Landscape)</td>
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<tr>
<td>RUH20598</td>
<td>Certificate II in Horticulture — Nursery Traineeship</td>
<td>Cert2Hort</td>
<td>Cert2Hort(Nursery)</td>
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<tr>
<td>RUH20698</td>
<td>Certificate II in Horticulture — Parks and Gardens Traineeship</td>
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<td>Cert2Hort(Parks and Gardens)</td>
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<td>Cert2Hort</td>
<td>NA</td>
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<tr>
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<td>Cert2Hosp</td>
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<td>IAC20199</td>
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<td>WRR20197</td>
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<td>Cert2(Retail Operations)</td>
<td>Cert2(Retail Operations)</td>
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<tr>
<td>12588NSW</td>
<td>Certificate II in Spoken and Written English</td>
<td>Cert2(Spoken and Written English)</td>
<td>Cert2(Spoken and Written English)</td>
</tr>
<tr>
<td>THT20498</td>
<td>Certificate II in Tourism (Guiding)</td>
<td>Cert2Tour</td>
<td>Cert2Tour(Guiding)</td>
</tr>
<tr>
<td>14935VIC</td>
<td>Certificate I in Electrical</td>
<td>Cert1(Electrical)</td>
<td>Cert1(Electrical)</td>
</tr>
<tr>
<td>MEM10198</td>
<td>Certificate I in Engineering</td>
<td>Cert1(Engineering)</td>
<td>Cert1(Engineering)</td>
</tr>
<tr>
<td>2112AFC</td>
<td>Certificate I in General Education for Adults (Foundation)</td>
<td>Cert1(Generic Education for Adults)</td>
<td>Cert1(Generic Education for Adults)</td>
</tr>
<tr>
<td>THH11197</td>
<td>Certificate I in Hospitality (Kitchen Operations)</td>
<td>Cert1Hosp</td>
<td>Cert1Hosp(Kitchen Operations)</td>
</tr>
<tr>
<td>2105AAB</td>
<td>Certificate I in Initial Adult Literacy and Numeracy</td>
<td>Cert1(Initial Adult Literacy and Numeracy)</td>
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<tr>
<td>2105AAB</td>
<td>Certificate I in Initial Adult Literacy and Numeracy (Foundation)</td>
<td>Cert1(Initial Adult Literacy and Numeracy)</td>
<td>Cert1(Initial Adult Literacy and Numeracy)</td>
</tr>
<tr>
<td>12587NSW</td>
<td>Certificate I in Spoken and Written English</td>
<td>Cert1(Spoken and Written English)</td>
<td>Cert1(Spoken and Written English)</td>
</tr>
<tr>
<td>2112AAC</td>
<td>Certificate I in Work Education</td>
<td>Cert1(Work Education)</td>
<td>Cert1(Work Education)</td>
</tr>
</tbody>
</table>

Course Administration

Application Procedure

VTAC
Most applications for full time study in an Advanced Diploma, Diploma or Certificate IV course need to be made through the Victorian Tertiary Admissions Centre (VTAC). Some courses accept direct applications for full time study. Please contact the relevant department if you are unsure of the appropriate procedure.

Once you have accepted your offer, you will need to attend an enrolment session at the University, on the date and time specified in your letter of offer.

Direct Entry
If you have applied directly to a TAFE Department, a letter of offer will come from the department and will specify the details of enrolment. It is important that you attend the correct enrolment session.

International Students
If you are an International Student, you must apply for courses through the International Student Unit (ISU). ISU is the main point of liaison between international students and departments. The unit can also offer advice on matters pertaining specifically to international students. ISU is also responsible for determining the rate of fees and charges payable by international students.

Amendment to Enrolment
If you wish to add or remove modules from your original enrolment, you must complete an Amendment to Enrolment Form available from your department, TAFE Student Administration or Reception office.

It is advisable that you discuss your amendment with your department. Their approval must be gained before the amendment can be made.

You will be notified, by way of an updated Enrolment Advice, when your amendment has been processed. This will also include a new Direct Deposit slip for any newly incurred fees.

Deadlines of Amendments to Enrolments
If you withdraw a module from your Semester 1 enrolment, you must do so before the 31st March in order to receive a refund. To receive a refund of Semester 2 fees, you must withdraw before the 31st August. If enrolment took place after these dates, you must withdraw within 4 weeks of the commencement of the course to be eligible for a refund.

Application for Exemption/Transfer
If you have completed a similar module in past studies you may be eligible for an Exemption. If you have completed the same module in past studies, either in a different course, or at another institution, you may be eligible for a Transfer. If you wish to apply for an exemption or a transfer you must complete an Application for Exemption/Transfer Form.

You will need to meet with your Course Co-ordinator to discuss the nature of the exemption or transfer. At this time you should provide evidence to support your application, such as past Results Transcripts etc. A copy of this evidence should be submitted with your Application for Exemption/Transfer Form. On approval by your Course Co-ordinator, your application will be processed and you will be notified by way of an updated Enrolment Advice.

When completing your application form, it is important that you specify whether you are applying for an Exemption or a Transfer.

Certificates and Graduation Ceremonies
On successful completion of an accredited course, you can apply to receive a certificate. This is done by way of an Application for Award/Graduation Form. These forms can be obtained from your campus TAFE Student Administration or at www.swin.edu.au/corporate/registrat/graduation

The award application requires payment to be attached. Please ensure you read all instructions on the form before submission.

Graduation Fees
- $88.00 for those who wish to attend a ceremony.
- $10.00 for those who wish to graduate 'in absentia' i.e. not attend a ceremony

Once complete, your application should be returned to the Awards Section:

AWARDS SECTION
Mail 79
Swinburne University of Technology
PO Box 218
Hawthorn 3122
Fax: (03) 9818 0039

If the course you have completed is a Certificate IV level course, or above, or an Apprenticeship, you will be invited to attend a Graduation Ceremony. Those who have completed a Certificate III or below will be sent their certificate through the mail.

Changing Personal Details
If you have moved or changed your name, you need to notify Swinburne of the change. This is done by way of an Amendment to Personal Details Form. These forms are available from TAFE Student Administration and Reception offices. They are to be submitted to TAFE Student Administration or Reception. In the case of a name change, documentation is required.

Credit Transfer
Applicants with prior tertiary studies that satisfy part of the academic requirements of a course may be granted 'credit' and/or entry with 'advanced standing'. University policies apply and applicants will be assessed on a case-by-case basis. See ‘Application for Exemption/Transfer’ above.

Fees
The fees payable by students enrolled in the TAFE Division may be made up of the following:
- Tuition Fee, as prescribed by Ministerial Directions;
- General Service Fee (GSF) set by the Council of the University; and
- Materials Charges (where applicable)

Tuition Fees
The Tuition Fee for students enrolled in Centrally Funded TAFE courses is a charge of $1 (one dollar) for each module hour within a calendar year. The maximum Tuition Fee a student can pay is $600 and the minimum is $40. VCE Students pay a maximum Tuition Fee of $420. Apprentices and Trainees pay a maximum Tuition Fee of $290.

General Service Fees (GSF)
The General Service Fee is a compulsory charge for all students enrolled in Centrally Funded TAFE courses for the provision of amenities and services by the University. The fees vary according to the course load and campus. The General Service Fees for 2002, including GST, are:

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Total GSF $ (Inc GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hawthorn and Prahran</td>
<td></td>
</tr>
<tr>
<td>Full-time, full year</td>
<td>155.00</td>
</tr>
<tr>
<td>Full-time, full year concession</td>
<td>102.00</td>
</tr>
<tr>
<td>Part-time, full year</td>
<td>102.00</td>
</tr>
<tr>
<td>Part-time, full year concession</td>
<td>65.00</td>
</tr>
<tr>
<td>Croydon, Healesville, Lilydale and Wantirna</td>
<td></td>
</tr>
<tr>
<td>Full-time, full year</td>
<td>114.00</td>
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<tr>
<td>Full-time, full year concession</td>
<td>73.00</td>
</tr>
<tr>
<td>Part-time, full year</td>
<td>73.00</td>
</tr>
<tr>
<td>Part-time, full year concession</td>
<td>46.00</td>
</tr>
<tr>
<td>Distance Education, full year</td>
<td>28.00</td>
</tr>
</tbody>
</table>

Further information on the GSF can be found in the 2002 Fees and Charges brochure.

If you are enrolled in Off-Campus, Community Location, Distance Education, and Industry Locations, you will be charged a common fee of $28 per year. Courses delivered in Workplace Training mode, do not incur a GSF.
Concessions

AUSTUDY / Youth Allowance - Student

Students receiving AUSTUDY or Youth Allowance - Student, are eligible for a 50% discount on their tuition fees. The General Service Fee will remain unchanged. AUSTUDY/YA concessions will be granted upon presentation of proof of receipt. This can be in the form of a letter from Centrelink or a Statement of Benefit. Please note that Healthcare cards, with an eligibility type of 'LI' (Low Income), are not sufficient evidence that a government benefit has been granted.

Government Benefits

Students receiving a Government Benefit at the time of enrolment may be eligible for a minimum tuition rate of $40 and a concession rate of GSE. Recipients of the following Government Benefits are eligible for this concession;

- ABSTUDY
- Age Pension
- Additional Family Payment
- Carers Pension
- Disability Support Pension
- Formal Training Allowance (DEET)
- Job Search
- Mature Age Allowance
- Maximum Family Payment
- Newstart Allowance
- Partner Allowance
- Sole Parent Pension
- Rural Adjustment Scheme
- Sickness Allowance
- Special Benefits
- Veterans Affairs Services Pension (Age)
- Veterans Affairs Services Pension (Invalid)
- Widow’s Pension
- Youth Allowance - Unemployed Person
- Youth Training Allowance

To be eligible, you must be receiving this benefit at the time of enrolment. Concessions will be granted upon presentation of proof of Government Benefit. A Statement of Benefit, recent letter from Centrelink or a Pension Card is sufficient evidence. This evidence should be presented at the time of enrolment.

Refunds

Refunds due to AUSTUDY, Youth Allowance and Government Benefits can be granted at any time of the year for which the concession applies.

- To be eligible for a refund of Semester 1 fees, students must have withdrawn from a course or module before 31st March, or within 4 weeks of commencement.
- To be eligible for a refund of Semester 2 fees, students must have withdrawn from a course or module before 31st August, or within 4 weeks of commencement.

A $40 Administration Charge may be retained in the case of total withdrawal.

Student Loans

Student Loans are available to students experiencing financial hardship. If you cannot pay your fees on enrolment day, you must take your enrolment form to Student and Residential Services within 48 hours to make an appointment for assistance. Each campus has a Financial Adviser in Student and Residential Services, who can assist you with issues to do with money - budgeting, Youth Allowance and AUSTUDY, advice and advocacy in all Youth Allowance and AUSTUDY and related matters, Centrelink Benefits, taxation, loans and grants.

New Enrolments

To enrol, you will usually be required to attend an enrolment session at Swinburne. Details of time and location will be included in your offer letter. You should plan to be at Swinburne for at least half a day, depending on the schedule set out by your department.

At the enrolment session you will be advised of enrolment details and assisted in the completion of your Enrolment Form. At this point your fees will be calculated and you will be directed to a cash collection point. If you are in receipt of any government benefit, you must bring evidence to the enrolment session on order to receive a fee concession.

Pathways

An advanced credit transfer system, known as the Pathways program, is in place at Swinburne. Through Pathways, students with one or more of a wide range of post-secondary qualifications (both local and international) can gain entry into a course with advanced standing. Certain subject requirements must be met and an acceptable standard of results achieved in order to gain admission and for maximum credit to be granted. Further information refer to Swinburne Pathways: Credit Transfer Guide at http://www.swin.edu.au/corporate/registration/credit/

Recognition of Prior Learning

You may be eligible for Recognition of Prior Learning (RPL) if it is deemed that you have gained sufficient experience in life and work relating to a module. This process requires evidence of experience and the submission of an Application for Recognition of Prior Learning Form. Your enroling department will provide information on how to apply for RPL, including the sorts of evidence you will need to support your application.

Results

You will receive a transcript of your results by mail twice a year, in July and December. You can also access your results on Swinburne’s website: http://www.swin.edu.au

If your results are being withheld due to fines outstanding, loans or library fines, you will not be able to access them until the matter is resolved. Likewise, your hardcopy Results Transcript will show results as being withheld. Once all fees and fines have been paid, you will need to notify TAFE Student Administration, so as to initiate the release of your results.

Replacement Fee

A fee of $5.00 may be charged for a replacement of your official results statement, or for issuing a statement of results after a fee or fine has been removed.

Total Results Transcript

If you require a total results transcript, a fee of $5.00 is payable. On payment of this fee (and presentation of receipt to TAFE Student Administration) the transcript will be forwarded by mail within 5 working days.

Student ID Cards

Once you have paid your enrolment fees, you are eligible for a Swinburne Student ID card. This card is your library card, and also allows you to obtain student concessions.

Withdrawal from Course

You must formally withdraw from your course if you decide to accept another offer from Swinburne or another institution, or if for any reason you decide to discontinue. To withdraw from a course you must complete a Withdrawal From Course Form. This form must include the date you last attended classes or submitted work, and evidence if you are taking up another offer. This form is available from your department, TAFE Student Administration or Reception office. You must include your Student ID card with your Withdrawal From Course Form. Until such time as formal withdrawal has occurred, you remain liable for all fees and charges associated with your course.

Deadlines for Withdrawals

Withdrawals submitted before the 31st March will be eligible for a refund on both Semester 1 and 2 fees, less a $40.00 minimum fee.

Withdrawals submitted before the 31st August will be eligible for a refund of Semester 2 fees, less a $40.00 minimum fee.

If you enrolled in your course after 31st March (Semester 1) or 31st August (Semester 2) you must withdraw within 4 weeks of commencement of the course to be eligible for refund. The $40.00 minimum fee applies.

If you are discontinuing the course to accept another offer, the $40 charge will be waived (on presentation of evidence).
APPLIED and INDUSTRIAL SCIENCES

BIOLOGICAL SCIENCE

SQLD3522 Diploma of Applied Science (Biological Science)
VTAC code: 77721

This course provides specialised education and training for scientific laboratory support staff. The course encompasses a wide range of skills, techniques, and processes, so that graduates are adaptable and competent to meet the technological and administrative demands of a changing work force.

NOTE: This course will be updated in 2002. Final details are not available at this time, however, the new course should be similar to the course details below. Current students are able to either complete this qualification or transfer to the new Diploma. All new students will be enrolled in the new Diploma.

 Campus
 Hawthorn

 Career opportunities
 The course is designed to provide appropriate para-professional level and vocational training for those who wish to support scientists in research, education and industry.

 Course duration
 Two years full-time or equivalent part-time.

 Structure
 All students complete the core modules. Students without the required entry competencies may be required to undertake introductory modules.

 Course subjects

 Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA600</td>
<td>Science Industry Orientation</td>
</tr>
<tr>
<td>AAA601</td>
<td>Work Placement</td>
</tr>
<tr>
<td>AAA602</td>
<td>Laboratory Operations</td>
</tr>
<tr>
<td>AAA603</td>
<td>Occupational Health and Safety</td>
</tr>
<tr>
<td>AAA620</td>
<td>Principles of Instrumentation</td>
</tr>
<tr>
<td>AAA630</td>
<td>Computer Fundamentals</td>
</tr>
<tr>
<td>AAA631</td>
<td>Scientific Spreadsheet Applications</td>
</tr>
<tr>
<td>AAA632</td>
<td>Scientific Database Application</td>
</tr>
<tr>
<td>AAA641</td>
<td>Laboratory Mathematics</td>
</tr>
<tr>
<td>AAA642</td>
<td>Statistics and Methods of Sampling</td>
</tr>
<tr>
<td>AAA751</td>
<td>Chemical Principles</td>
</tr>
<tr>
<td>NCS003</td>
<td>Job Seeking</td>
</tr>
<tr>
<td>NCS005</td>
<td>Dealing With Conflict</td>
</tr>
<tr>
<td>NCS006</td>
<td>Writing Workplace Documents</td>
</tr>
<tr>
<td>NCS009</td>
<td>Negotiation Skills</td>
</tr>
<tr>
<td>NCS015</td>
<td>Presenting Reports</td>
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</table>

 Stream Core Modules

 All students to complete these stream core modules:

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA604</td>
<td>Practical Project</td>
</tr>
<tr>
<td>AAA643</td>
<td>Statistics and Methods of Quality Assurance</td>
</tr>
<tr>
<td>AAA702</td>
<td>Biological Techniques</td>
</tr>
<tr>
<td>BAAA709</td>
<td>Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>BAAA710</td>
<td>Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>BAAA712</td>
<td>General Microbiology</td>
</tr>
<tr>
<td>AAA752</td>
<td>Chemical Laboratory Techniques</td>
</tr>
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</table>

 Specific Elective Modules

 Students to select appropriate electives (300 hours to be undertaken):

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA703</td>
<td>Biology (45 hours)</td>
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</tbody>
</table>

 Entry requirements
 Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

 Applicant without mature-age completed VCE Units 3 and 4 in Chemistry, Maths or Biology may be required to undertake introductory modules. Mature-age applicants without VCE but with relevant laboratory experience are encouraged to apply.

 Application procedure
 Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

 Applicants who wish to study part-time or commence mid-year should contact the Industrial Sciences Department on (03) 9214 5161 to obtain an application form.

 Further information
 Contact the Industrial Sciences Department on (03) 9214 5161
 Fax: (03) 9214 8850

 BRIDGING SCIENCES

 S2312ACC Certificate III in Science (Bridging Science)

 This course is primarily designed to provide those who lack background knowledge with skills in the areas of mathematics, sciences, computing and communication skills. These skills may be required to undertake further studies to fulfil career aspirations, or to improve employment opportunities. Alternatively, a person may wish to become familiar with any of these areas for personal development.

 Aims & Objectives
 This course aims to prepare adults to pursue further tertiary studies in the science field.

 Campus
 Hawthorn

 Career opportunities
 Following the successful completion of appropriate units, students may wish to progress to mature-age VCE or apply as a mature-age student to a university degree or TAFE Diploma course in Applied Science, Information Technology, Environment Sciences, Health, Engineering etc. Access to career fields such as applied science, information technology, nursing, paramedical and alternative medicine will be improved.

 Course duration
 One year (two eighteen week semesters) either full-time or part-time.

 Structure
 The course is offered both part-time and full-time. Day classes and some evening classes are offered; evening classes are conducted from 5.30pm to 9.30pm.
Limited places are available in July for students with some knowledge and skills. Depending on their background and objectives, students select from the subjects available.

The modules in the course are in streams and a student may attempt one or more of the modules in the stream, depending on the skills required in their tertiary course destination. Many of the modules in the stream are sequential. To qualify for the Certificate III in Science, a student must satisfactorily complete a minimum of:

- A minimum of 140 hours of modules in the third science stream, mathematics extension modules, Job Seeking Skills or computing stream modules, to make up a total of at least 760 hours (as nominal hours listed for each module) must also be completed. The nominal duration may vary significantly, depending on factors such as the knowledge and skills at entry and the individual participant's ability.

### Course subjects

#### Chemistry Stream Modules
- SVBD725A Atomic Structure
- SVBD726A Solution Chemistry and Stoichiometry
- SVBD727A Organic Chemistry and Properties of Materials
- SVBD728A Ionic Theory

#### Biology Stream Modules
- SVBD734A Cell Biology
- SVBD735A Human Anatomy and Physiology
- SVBD736A Introductory Genetics
- SVBD737A Environmental Science

#### Learning Skills Module
- SVBD745 Study Skills

#### Computing Stream Modules
- SAAA630 Computer Fundamentals
- SAAA631 Scientific Spreadsheet Applications
- SAAA632 Scientific Database Applications

#### Physics Stream Modules
- SVBD729 SI Units and Measurement
- SVBD730 Waves and Optics
- SVBD731 Kinematics
- SVBD732 Dynamics and Energy
- SVBD733 Electricity

#### Mathematics Stream Modules
- SVBD738A Preparatory Mathematics
- SVBD739A Introductory Mathematics for Science
- SVBD740A Mathematics 1
- SVBD741A Mathematics 2
- SVBD742A Mathematics extension 1
- SVBD743A Mathematics extension 2 (Summer School)
- SVBD744A Mathematics extension 3

#### Communications Stream
- SVBD746 Reading and Writing for Science
- SNC3015 Presenting Reports
- SNC3003 Job Seeking Skills

### Entry requirements

There are no formal entry requirements.

### Application procedure

Applicants should contact the Industrial Sciences Department on (03) 9214 5161 to obtain an application form.

### Further information

Contact the Industrial Sciences Department on (03) 9214 5161 or Fax: (03) 9214 9850

### CHEMICAL LABORATORY TECHNIQUES

**SOLD3522 Diploma of Applied Science**  
**Chemical Laboratory Techniques**

**VTAC code: 77731**

This course provides specialised education and training for scientific laboratory support staff. The course encompasses a wide range of skills, techniques, and processes, so that graduates are adaptable and competent to meet the technological and administrative demands of a changing workforce.

**NOTE:** This course will be updated in 2002. Final details are not available at this time, however, the new course should be similar to the course details below. Current students are able to either complete this qualification or transfer to the new Diploma. All new students will be enrolled in the new Diploma.

#### Campus

Hawthorn

#### Career opportunities

The course is designed to provide appropriate para-professional level and vocational training for those who wish to support scientists in research, education and industry.

#### Course duration

Two years full-time or equivalent part-time.

#### Structure

All students complete the generic core modules. Students without the required entry competencies may be required to undertake introductory modules. Students select appropriate general elective modules (150 hours to be undertaken). Modules may be taken from this stream or other streams within the SciChem frameworks or other courses as electives if they are relevant to a student's vocational requirements and are of a similar level of competency and duration.

#### Course subjects

**Generic Core Modules**
- AAA604 Practical Project
- AAA611 Energy
- AAA643 Statistics & Methods of Quality Assurance
- AAA752 Chemical Laboratory Techniques
- AAA754 Non Instrumental Analysis
- AAA755 Reaction Chemistry
- AAA757 Organic Chemistry

**Stream Elective Modules**

Select appropriate electives (300 hours to be undertaken).
- AAA753 Intro Spectrophotometry (27 hours)
- AAA756 Physical Chemistry (45 hours)
- AAA758 Applied Organic Chemistry (54 hours)
- AAA759 Introductory Chromatography & Electrophoretic Techniques (54 hours)
- AAA780 UV/Visible Spectrophotometry (27 hours)
- AAA781 Infra-red Spectrophotometry (27 hours)
- AAA792 Gas Chromatography (27 hours)
- AAA793 High Performance Liquid Chromatography (27 hours)
Mature age applicants who do not have the relevant prerequisites may be required to undertake introductory modules. Mature-age applicants who do not have VCE but with relevant laboratory experience are encouraged to apply. However, it may be necessary for such students to undertake introductory modules.

Application procedure
Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC). Applicants who wish to study part-time or commence mid-year should contact the Industrial Sciences Department on (03) 9214 5161 to obtain an application form.

Further information
Contact the Industrial Sciences Department on (03) 9214 5161
Fax: (03) 9214 8850

FOOD TECHNOLOGY

S2406ASC Certificate IV in Food Technology
VTAC code: 77011 (full-time)
This course prepares students for positions in the food technology/processing industry.

Campus
Hawthorn

Career opportunities
Employment as para-professional food processing technologists in the food technology/processing industry.

Course duration
One year full-time or equivalent part-time.

Course subjects

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA610</td>
<td>Introductory Physics</td>
</tr>
<tr>
<td>AAA840</td>
<td>Introductory Mathematics</td>
</tr>
<tr>
<td>AAA712</td>
<td>General Microbiology</td>
</tr>
<tr>
<td>AAA750</td>
<td>Introductory Chemistry</td>
</tr>
<tr>
<td>AAA752</td>
<td>Chemical Laboratory Techniques</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Generic Optional (142 hours minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA601</td>
</tr>
<tr>
<td>AAA702</td>
</tr>
<tr>
<td>BAAA706</td>
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<tr>
<td>AAA757</td>
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<td>AAA805</td>
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<td>VBF030</td>
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<tr>
<td>NOS215</td>
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<td>NOS216</td>
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<thead>
<tr>
<th>Quality Management 1 - Core</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBF181</td>
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<tr>
<td>VBF195</td>
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<tr>
<td>VBF163</td>
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<tr>
<td>VBF196</td>
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<tr>
<td>VBF197</td>
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<tr>
<td>VBF184</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Management Level 1 (40 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBF198</td>
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<td>VBF199</td>
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<td>VBF200</td>
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<td>VBF201</td>
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<td>VBF207</td>
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<tr>
<td>VBF281</td>
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<tr>
<td>AAA605</td>
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<tr>
<td>AAA650</td>
</tr>
</tbody>
</table>

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
Full-time applications must be made through the Victorian Tertiary Admissions Centre (VTAC). Applicants who wish to study part-time or commence mid-year should contact the Industrial Sciences Department on (03) 9214 5161 to obtain an application form.

Further information
Contact the Industrial Sciences Department on (03) 9214 5161
Fax: (03) 9214 8850

FORENSIC SCIENCE

S2408AAA Certificate IV in Forensic Science
VTAC code: 77881 (full-time)
The course aims to provide the scientific knowledge and practical skills required by people working, or intending to work, in areas related to the forensic science industry. On successful completion of the course, graduates working in an appropriate area may have pathways into the Diploma in Forensic Science. The Diploma is divided into two streams: Fingerprint Identification and Crime Scene Investigation. There is also a pathway into the Diploma of Applied Science (Biological Sciences).

Campus
Hawthorn

Career opportunities
Entry level employment in the forensic science industry.

Course duration
One year full-time or equivalent part-time.

Course subjects

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABD200</td>
<td>Basic Photography</td>
</tr>
<tr>
<td>NC011</td>
<td>Client Interaction</td>
</tr>
<tr>
<td>AAA630</td>
<td>Computer Fundamentals</td>
</tr>
<tr>
<td>MC3005</td>
<td>Dealing With Conflict</td>
</tr>
<tr>
<td>ABD202</td>
<td>Forensic Biology</td>
</tr>
<tr>
<td>ABD203</td>
<td>Forensic Photography</td>
</tr>
<tr>
<td>ABD204</td>
<td>Forensic Physics</td>
</tr>
<tr>
<td>ABD205</td>
<td>Human Anatomy and Physiology</td>
</tr>
<tr>
<td>AAA750</td>
<td>Introductory Chemistry</td>
</tr>
<tr>
<td>AAB258</td>
<td>Introductory Statistics</td>
</tr>
<tr>
<td>ABD206</td>
<td>Introduction to Crime Scene Investigation</td>
</tr>
<tr>
<td>ABD207</td>
<td>Introduction to Forensic Investigation</td>
</tr>
<tr>
<td>AAA641</td>
<td>Laboratory Mathematics</td>
</tr>
</tbody>
</table>
AUTOMOTIVE and TRANSPORT

AUTOMOTIVE TECHNOLOGY

21110VIC Certificate II in Automotive Technology

The Department of Mechanical and Automotive Technology is widely regarded as a provider of first class training programs utilising the very latest in automotive training equipment. All courses provided by the department are industry focused and, wherever possible, designed to meet the needs of individual students and employers.

Aims & Objectives

The course aims to provide fundamental skills and knowledge for anybody seeking employment in the automotive industry.

Campus

Lilydale; Wantirna

Career opportunities

This course is widely recognised by industry as being essential to gain an apprenticeship in motor mechanics.

Course duration

Twenty weeks full-time.

Course subjects

AUR2006A Carry out welding, soldering, thermal cutting and thermal heating procedures
AUR7027A Use and maintain workplace tools and equipment
AUR70314A Contribute to workplace communication
AUR70421A Establish relations with customers

AUR8010BA Carry out maintenance and/or component servicing operations
AUR8067BA Test service and replace battery
AUR8070BA Carry out minor repairs to electrical circuits/systems
AUR2567BA Use and maintain measuring equipment
AUR3729TA Identify automotive parts/components/accessories
AUR5156A Read in the workplace
AUR51677A Use numbers in the workplace
BSATEC102A Access and retrieve computer data
AURG1170A Service engines and associated engine components
AUR92170A Service petrol fuel systems
AUR86170A Service clutch assemblies and/or associated operating system components
AUR17668A Select tyres and rims for specific applications (light)
AUR9170BA Carry out vehicle detailing

Entry requirements

Satisfactory completion of an appropriate Victorian Year 10 or its equivalent, or mature age. Applicants should be able to demonstrate the following competencies on entry to the course or complete the Bridging program concurrent with the first semester of study:

Communications skills: read, write, and discuss familiar information in English.

Mathematical skills: solve straightforward vocational mathematical problems using fractions, decimals, ratios, proportions, %, areas, volumes, simple algebraic equations, and straight line graphs (ie. learning or experience equivalent to the outcomes of the ACTRAC SCITECH module AAB440 - Introductory Mathematics.)

All students may have to attend an interview.

Application procedure

Full-time applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

Applicants who wish to study part-time or commence mid-year should contact the Industrial Sciences Department on (03) 9214 5161 to obtain an application form.

Supplementary Application forms for mature aged students can be obtained from the Department of Industrial Sciences on (03) 9214 5161. The form must be returned to the Department at: PO Box 218, Mail H49, Hawthorn, Vic. 3122.

Further information

Contact the Industrial Sciences Department on (03) 9214 5161
Fax: (03) 9214 8950

2306AGB Certificate III in Automotive (Mechanical - Light Vehicle)

The Certificate III in Automotive (Mechanical - Light Vehicle) provides off-the-job training for motor mechanic apprentices, including how to repair all major vehicle components and the ability to find and correct faults in cars, light trucks and four wheel drive vehicles. The training is designed to suit the industry needs of employers and includes competency-based programs which are self-paced.

Campus

Lilydale; Wantirna

Career opportunities

Employment as a motor mechanic and/or further study.

Course duration

Three years part-time (320 hours per year).

Wantirna: block or day release available.

Lilydale: day release only.

Course subjects

AUR8010BA Carry out maintenance and/or component servicing operations
AUR91710A Service engines and associated engine component
AUR82196A Repair cooling system and associated components
AUR92170A Service cooling system and associated components
AUR93170A Service petrol fuel systems
AUR64170A Service gas fuel systems
AUR95188A Repair Exhaust Systems
AUR65170A Service clutch assembly and/or associated operating system components
AUR98670A Service transmissions (manual)
AUR97170A Service transmissions (automatic)
AUR10170A Service braking systems
AUR12670A Service final drive assemblies
AUR15170A Service final drive (driveline)
AUR15170A Service steering systems
AUR18170A Service suspension systems
AUR18679A Test, service and replace battery
AUR19708A Carry out minor repairs to electrical circuit systems
AUR20868A Carry out welding, soldering, thermal cutting and thermal heating procedures
AUR70125A Follow workplace OH&S procedures
AUR70277A Use and maintain workplace tools and equipment
AUR01145A Overhaul engines and associated engine components
AUR0145A Overhaul petrol fuel system components
AUR02165A Repair petrol fuel systems
AUR02870A Service diesel fuel injection systems
AUR04671A Service and repair emission control systems
AUR06168A Repair clutch assemblies and/or associated operating system components
AUR10145A Overhaul braking system components
AUR10165A Repair braking systems
AUR10165A Repair steering systems
AUR10565A Repair suspension systems
AUR10906A Repair charging and starting systems
AUR70314A Contribute to workplace communication
AUR01168A Repair engines and associated engine components
AUR05680A Repair transmissions (Manual)
AUR07168A Repair transmissions (Automatic)
AUR12845A Overhaul final drive assemblies
AUR12866A Repair final drive assemblies
AUR13165A Repair final drive (driveline)
AUR15145A Overhaul steering systems components
AUR21171A Service and repair electronic engine management systems
AUR21271A Service and repair electronic drive management systems
AUR21371A Service and repair electronic body management systems
AUR96108A Carry out diagnostic procedures
AUR70421A Establish relations with customers

**Entry requirements**
Applicants must be at least 15 years of age and apprenticed to an employer.

**Application procedure**
Applicants should contact the Department of Mechanical and Automotive Technology to obtain an application form or complete the online application form at: www.tafe.swin.edu.au/eng

**Further information**
Contact the Department of Mechanical and Automotive Technology
Telephone: (03) 9210 1226
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng

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**FORKLIFT TRUCK DRIVING**

**XXXX Forklift Truck Driver**
The Transport Department at Swinburne, located at the Croydon campus, has excellent facilities and modern equipment for all students undertaking training. Our training is based on industry Standards with accredited assessors.

**Aims & Objectives**
This course aims to provide the skills to gain Occupational Health & Safety certification Class L.F. from a qualified industry expert, and enable the safe operation of a forklift truck in industry.

**Campus**
Croydon

**Career opportunities**
Qualified forklift truck driver.

**Course duration**
Four days including assessments.

**Course subjects**
AMM16 Advanced Automatic Transmissions - Principles of Operation
AMM17 Advanced Automatic Transmissions - Practical Unit - Conventional
AAMM18 Advanced Automatic Transmissions - Practical Unit - Conventional
BAMM19 Advanced Automatic Transmissions - Practical Unit - Transaxle
AAMM20 Advanced Automatic Transmissions - Practical Unit - Transaxle
BIAA615 Basic Electronics
VAA183 Engine Management Systems
VAX500 Auto Electrical Revision
VAX682 LPG Installation, Tuning and Maintenance

**Entry requirements**
Successful completion of a trade certificate or equivalent.

**Application procedure**
Applicants should contact the Department of Building & Transport to obtain an application form or complete the online application form at: www.tafe.swin.edu.au/eng

**Further information**
Contact the Department of Building & Transport

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**2406ABC Certificate IV in Automotive (Repair, Service and Retail)**
The Certificate IV in Automotive course provides training to work at an advanced skill level in the automotive industry.

**Campus**
Wantirna

**Career opportunities**
Advanced skill tradesperson, automotive technician.

**Course duration**
Two years part-time.


Telephone: (03) 9213 6663
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

XXXX Forklift Truck Driver Assessment

The Transport Department at Swinburne, located at the Croydon campus, has excellent facilities and modern equipment for all students undertaking training. Our training is based on Industry Standards with accredited assessors.

Aims & Objectives
Designed to give experienced operators up-to-date information on current regulations and safety procedures, and to ensure that they are competent in the current driving and operational skills required by industry.

Campus
Croydon

Career opportunities
Qualified forklift truck driver.

Course duration
One day covering both theoretical and practical assessments.

Entry requirements
Applicants should possess one of the following:
- Forklift driving and operating experience in industry.
- Forklift truck driving and operating experience.
- Forklift truck driver refresher course.

Application procedure
Applicants should contact the Department of Building & Transport to obtain an application form or complete the online application form at: www.tafe.swin.edu.au/eng/

Further information
Contact the Department of Building and Transport
Telephone: (03) 9213 6663
Fax: (03) 9213 6666
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

BUILDING and CONSTRUCTION

BUILDING

SA3477 Certificate IV in Building

This course covers theory and practice related to low rise buildings and associated steel structures. Graduates will have developed specialist skills and knowledge in: plan interpretation, drafting, quantities take off, estimating, scheduling, construction technology, OHS, site supervision surveying, cost control, and business management.

Campus
Croydon

Career opportunities
Building practitioner, building works supervisor, estimator.

Course duration
Four years (702 hours) part-time (2 nights per week for 35 weeks).

Structure
The Certificate IV in Building is the first stage in the Diploma of Building. On successful completion of the Certificate IV, students may exit with that qualification or progress to the Diploma level.

Course subjects
- Road Law understanding
- Safe and efficient car driving
- The Driving Industry
- The Learner Driver
- Motor Vehicle Instruction Methods
- Training Vehicle Presentation and Maintenance
- Communication Skills for Driving Instructors
- Planning Driver Training Programs
- Delivering One-to-One Driver Training Sessions
- Delivering Group Driver Training Sessions
- Assessing Learner Drivers
- Evaluating and Reporting Driver Training

Entry requirements
There are no formal entry requirements. However, applicants should possess a current driver’s licence.

Application procedure
Applicants should contact the Department of Building and Transport to obtain an application form or complete the online application form at: www.tafe.swin.edu.au/eng

Further information
Contact the Department of Building and Transport
Telephone: (03) 9213 6663
Fax: (03) 9213 6666
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

MOTOR VEHICLE DRIVING INSTRUCTION

2311AEA Certificate III in Road Transport (Motor Vehicle Driving Instruction)

The Transport Department at Swinburne, located at the Croydon campus, has excellent facilities and modern equipment for all students undertaking training. Our training is based on Industry Standards with accredited assessors. Note: Part of the training is located at METEC in Kilsyth.

Aims & Objectives
The course aims to provide the training necessary to work and operate as an accredited driving instructor, providing a range of theoretical and practical skills for individuals entering or currently in the industry.

Campus
Croydon

Career opportunities
Work in the transport industry as an accredited driving instructor.

Professional recognition
Successful completion of this course achieves recognition as a nationally accredited driving instructor.

Course duration
Three to six months part-time.

Course subjects
- Road Law understanding
- Safe and efficient car driving
- The Driving Industry
- The Learner Driver
- Motor Vehicle Instruction Methods
- Training Vehicle Presentation and Maintenance
- Communication Skills for Driving Instructors
- Planning Driver Training Programs
- Delivering One-to-One Driver Training Sessions
- Delivering Group Driver Training Sessions
- Assessing Learner Drivers
- Evaluating and Reporting Driver Training

Entry requirements
There are no formal entry requirements. However, applicants should possess a current driver’s licence.

Application procedure
Applicants should contact the Department of Building and Transport to obtain an application form or complete the online application form at: www.tafe.swin.edu.au/eng

Further information
Contact the Department of Building and Transport
Telephone: (03) 9213 6663
Fax: (03) 9213 6666
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

Building

SA3477 Certificate IV in Building

This course covers theory and practice related to low rise buildings and associated steel structures. Graduates will have developed specialist skills and knowledge in: plan interpretation, drafting, quantities take off, estimating, scheduling, construction technology, OHS, site supervision surveying, cost control, and business management.

Campus
Croydon

Career opportunities
Building practitioner, building works supervisor, estimator.

Course duration
Four years (702 hours) part-time (2 nights per week for 35 weeks).

Structure
The Certificate IV in Building is the first stage in the Diploma of Building. On successful completion of the Certificate IV, students may exit with that qualification or progress to the Diploma level.

Course subjects
The Certificate IV in Building is the first stage in the Diploma of Building. On successful completion of the Certificate IV, students may exit with that qualification or progress to the Diploma level.

Core
- ABC001 Construction 1
- ABC002 Construction 2
- ABC005 Materials 1
- ABC061 Builders' Working Drawings 1
ABC064  Building Computing Applications 1
ABC089  Cost Control and Planning 1
ABC073  Building Practical Experience 1 - 25 days
ABC076  Building Quantities and Estimating 1.
ABC077  Building Quantities and Estimating 2
ABC082  Building Site Supervision
ABC083  Building Site Surveying and Set out 1
ABC088  Building Technology 1
ABC091  Business Management for the Building Industry 1
ABC092  Business Management for the Building Industry 2
ABC102  Residential Site Safety
ABC105  Timber Framing Design
ABC115  Building Studio 1 (Full time students only)
ABC116  Building Studio 2 (Full time students only)
ABC117  Building Studio 3 (Full time students only)

**Electives**

One of the following:

- ABC086  Structures 1
- ABC120  Applied Mathematics (for Building)

**Entry requirements**

Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or undertaking an apprenticeship in the building industry, or mature age.

**Application procedure**

Applicants should contact the Department of Building and Transport to obtain an application form or complete the online application form at:

www.tafe.swin.edu.au/eng/

**Further information**

Contact the Department of Building and Transport

Telephone: (03) 9213 6953

Email: tafeeng@groupwise.swin.edu.au

Website: www.tafe.swin.edu.au/eng/

**SA3475  Diploma of Building**

VTAC code: 70031

This course covers building theory and practice related to residential, industrial and commercial buildings. Graduates will have developed specialist skills and knowledge in:

- Quantity surveying.
- Tendering.
- Planning and scheduling.
- Construction technology and management.
- Construction detailing.
- Personnel management.
- Contract administration.
- Cost control.
- Quality management.

**Campus**

Croydon

**Career opportunities**

Building works supervisor, estimator, contract administration and builder.

**Course duration**

Two years (approx 1548 hours) full-time.

**Structure**

The Diploma of Building incorporates the Certificate IV in Building. Students must successfully complete the Certificate IV level before progressing to the Diploma level.

**Course subjects**

**Certificate IV**

**Core Modules**

ABC001  Construction 1
ABC002  Construction 2
ABC005  Materials 1
ABC081  Builders' Working Drawings 1
ABC082  Builders' Working Drawings 2
ABC084  Building Computing Applications 1
ABC089  Cost Control and Planning 1
ABC073  Building Practical Experience 1 - 25 days
ABC076  Building Quantities and Estimating 1
ABC077  Building Quantities and Estimating 2
ABC082  Building Site Supervision
ABC083  Building Site Surveying and Set out 1
ABC088  Building Technology 1
ABC081  Business Management for the Building Industry 1
ABC092  Business Management for the Building Industry 2
ABC102  Residential Site Safety
ABC105  Timber Framing Design
ABC115  Building Studio 1 (Full time students only)
ABC116  Building Studio 2 (Full time students only)
ABC117  Building Studio 3 (Full time students only)

**Electives**

One of the following:

- ABC086  Structures 1
- ABC120  Applied Mathematics (for Building)

**Diploma**

**Core Modules**

ABC003  Construction 3
ABC004  Construction 4
ABC006  Materials 2
ABC007  Services 1
ABC059  Building Quality Concepts 1
ABC061  Builders' Working Drawings 1
ABC067  Building Contract Law 1
ABC070  Cost Control and Planning 2
ABC074  Building Practical Experience 2 - 75 days
ABC078  Building Quantities and Estimating 3
ABC079  Building Quantities and Estimating 4
ABC084  Building Site Surveying and Set out 2
ABC085  Building Staff Management
ABC089  Building Technology 2
ABC095  Construction Planning 1
ABC096  Construction Safety
ABC107  Building Computing Applications 2
ABC128  Building Studio 4 (Full time students only)
ABC129  Building Studio 5 (Full time students only)

**Electives**

Any two of the following:

- ABC086  Structures 1
- ABC087  Structures 2

Swinburne University of Technology | TAFE Handbook 2002
ABC097 Formwork Design

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC). Applicants who wish to study part-time or commence mid-year should contact the Department of Building and Transport to obtain an application form or complete the online application form at: www.tafe.swin.edu.au/eng/

Further information
Contact the Department of Building and Transport
Telephone: (03) 9213 6663
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

CARPENTRY

BCG20198 Certificate II in General Construction (Front End Training) - Pre-Apprenticeship Carpentry

Students undertaking this course will complete broad-based training in housing and commercial construction. This course is suitable for people interested in gaining an apprenticeship or traineeship in the building industry. Students who are not sponsored by an employer may enter this course but preference will be given to sponsored students.

Campus
Croydon

Career opportunities
Apprenticeship as a carpenter in the building and construction industry.

Course duration
15 weeks (572 hours) of full-time training.

Structure
Successful completion of this course provides exemptions in the Certificate III carpentry apprenticeship (this is equivalent to the first two years of part-time apprenticeship training).

Course subjects
- Hand tool skills
- Power tool skills
- Plan and document interpretation
- OH&S
- Formwork scaffolding
- Framing skills
- Roofing skills
- Fixing skills
- Timber framing manual
- Outdoor construction
- Install cupboards and fitments
- Advanced roofing
- Timber stair and steps
- Small business skills
- Work organisation

Entry requirements
Applicants must be apprentices in the building and construction industry.

Application procedure
Applicants should contact the Department of Building and Transport to obtain an application form or complete the online application form at: www.tafe.swin.edu.au/eng/

Further information
Contact the Department of Building and Transport
Telephone: (03) 9213 6663
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

JOINERY/SHOPFITTING/STAIRBUILDING

20082VIC Certificate II Carpentry & Joinery (Joinery/Shopfitting/Stairbuilding)

In this pre-apprenticeship course, students complete the first stage of the off-site joinery course. The course is the equivalent of the first two years of part-time apprenticeship training. Students who are not sponsored by an employer may enter this course, although preference will be given to sponsored students.

Campus
Croydon

Career opportunities
Employment in the Joinery/Shopfitting/Stairbuilding manufacturing industry.
Advanced staircase building
Joinery skills

Telephone: (03) 9213 6663
Website: www.tafe.swin.edu.au/eng/

Windows, cupboards and stairs. Students need a broad based training in painting and decorating. Students who are not sponsored by an employer may enter this course, however, preference will be given to sponsored students.

Application procedure
Applicants should contact the Department of Building and Transport to obtain an application form or complete the online application form at: www.tafe.swin.edu.au/eng/

Further information
Contact the Department of Building and Transport
Telephone: (03) 9213 6663
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

PAINTING & DECORATING

BCG20198 Certificate II in General Construction (Front End Training) - Pre-Apprenticeship Painting & Decorating

This course is suitable for people interested in gaining an apprenticeship or traineeship in the building industry. Students undertaking this course will complete broad based training in painting and decorating. Students who are not sponsored by an employer may enter this course, however, preference will be given to sponsored students.

Campus
Croydon

Career opportunities
Apprenticeship as a painter and decorator in the building construction industry.

Course duration
15 weeks (572 hours) of full-time training.

Structure
Successful completion of this course provides exemptions in the Certificate III painting and decorating apprenticeship.

Course subjects
Hand tool skills
Power tool skills
Painting and decorating surface preparation

Stage 1
Hand tool skills
Joinery skills
Fit-off skills
Cupboards
Static wood working machines
Portable power tools
Windows
Aluminium fabrication
Basic stairs
Drafting
Occupational health & safety (OH&S)

Stage 2
Stage 2 is undertaken once the student gains an apprenticeship.
Advanced window manufacture
Advanced staircases building
Showcases
Shop fronts and fixing
Doors manufacture/fitting
Portable power tools

Stage 3
Advanced joinery windows/doors
Advanced aluminium fabrication
Wall unit
Explosive power tools

Entry requirements
Applicants must be at least 15 years of age and apprenticed to an employer.

Application procedure
Applicants should contact the Department of Building and Transport to obtain an application form or complete the online application form at: www.tafe.swin.edu.au/eng/

Further information
Contact the Department of Building and Transport
Telephone: (03) 9213 6663
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

20083VIC Certificate III in Carpenter and Joinery (Joinery/Shopfitting/ Stairbuilding)

Certification in joinery is involved in the planning and construction of off-site components used in the building industry. These components include doors, windows, cupboards and stairs. Students need a knowledge of how different aspects of these components are constructed; through this subject they will also gain an understanding of other trades related to this area.

While working primarily with timber as a basic material, the student learns to appreciate all materials used in the building trade. Skill development covers preparation of plans, cutting schedules and set-out requirements for all aspects of the trade. Instruction is given in all phases of off-site component manufacture, including quantities, plan drawing/interpretation, set-out procedures and OH&S.

Campus
Croydon

Career opportunities
Employment in the Joinery/Shopfitting/Stairbuilding manufacturing industry or self-employment in the relevant field of expertise.

Course duration
Approximately 960 hours of block release training over three years.
Paint types and uses
Paint applications
Clear wood finishes
Paper hanging
Spray painting
Plan and document interpretation
OH & S
Scaffolding

Entry requirements
Satisfactory completion of an appropriate Victorian Year 10 or its equivalent, or mature age.

Application procedure
Applicants should contact the Department of Building and Transport to obtain an application form or complete the online application form at: www.tafe.swin.edu.au/eng/

Further information
Contact the Department of Building and Transport
Telephone: (03) 9213 6663
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

BCG30498 Certificate III in General Construction - Apprenticeship Painting & Decorating

This course provides advanced training in painting and decorating. Major studies include: hand tool skills, scaffolding, use of power tools, occupational health and safety, plan and document interpretation, paint application skills, paint types and uses.

Campus
Croydon

Career opportunities
Employment in the painting and decorating industry as a qualified tradesperson or self-employment as a contractor.

Course duration
Approximately 960 hours of block release training.

Course subjects
Industry induction
Hand tool skills
Scaffolding
Use of power tools
Occupational health and safety
Plan and document interpretation
Paint application skills
Paint types and uses

Entry requirements
Applicants must be apprentices in the building and construction industry.

Application procedure
Applicants should contact the Department of Building and Transport to obtain an application form or complete the online application form at: www.tafe.swin.edu.au/eng/

Further information
Contact the Department of Building and Transport
Telephone: (03) 9213 6893
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

BUSINESS and MANAGEMENT

ACCOUNTING

2304AGC Certificate III in Accounting

The Certificate III in Accounting offers practical training in basic accounting, computing, communications and computerized accounting. It provides the skills for employment as a payroll, accounts receivable or accounts payable clerk. The course comprises modules from the Advanced Diploma of Business (Accounting) and therefore enables students to pursue further studies in that course.

Campus
Croydon; Hawthorn; Prahran; Wantirna.

Career opportunities
Employment as a payroll, accounts receivable or accounts payable clerk.

Course duration
One semester (6 months) full-time, two semesters part-time.

Course subjects
Accounting Modules
VBK748 Apply GST to Business Requirements
VBK749 Accounting - To Trial Balance
VBK750 Accounting - Basic Reports
VBK751 Office Taxation Procedures

Computing Modules
NOS116 Keyboarding - Techniques & Operations
NOS118 Computer Operations - Data Retrieval
NOS213 Computer Operations
NOS216 Spreadsheet Fundamentals (Excel)
NOS222 Word Processing - Introduction (Word)

Computerised Accounting Modules (MYOB)
NOS225 General Ledger - Computerised
NOS234 Payroll computerised
NOS236 Accounts Receivable - Computerised
NOS237 Accounts Payable - Computerised
NAP701 Inventories - Computerised
NAP703 Integrated Computer Accounting

Communication Modules
NCS015 Presenting Reports
NCS009 Negotiation Skills

Entry requirements
There are no formal entry requirements.

Application procedure
Application should be made directly to the School of Business and eCommerce by requesting an application form or applying online at www.tafe.swin.edu.au/buscom/appform.htm

Further information
Contact the School of Business and eCommerce on:
(03) 9213 6895 (Wantirna, Croydon and Lilydale),
(03) 9214 8165 (Hawthorn), or
(03) 9214 6928 (Prahran)
Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/buscom
2504AGC  Diploma of Business (Accounting)
2604ACC  Advanced Diploma of Business (Accounting)

VTAC code: 70261 (Croydon), 77201 (Hawthorn), 70721 (Lilydale), 76291 (Prahran), 71201 (Wantirna)

The Diploma is the first stage in the Advanced Diploma of Business (Accounting). It develops practical skills in basic to intermediate accounting procedures, computerised accounting, law, communications, mathematics, statistics and computer applications such as word processing, databases and spreadsheets.

Aims & Objectives
The aim of this course is to provide students with the opportunity to obtain knowledge and skills relating to manual and computerised accounting, costing, budgeting, taxation, financial accounting and financial management, as well as spreadsheet and database management. On completion of the taxation modules and two years relevant experience in the last five years, students may register as Tax Agents.

Campus
Croydon; Hawthorn; Lilydale; Prahran; Wantirna; Distance Education/Learning

Career opportunities
The course provides up-to-date training for a variety of accounting positions such as assistant accountant in medium to large organisations.

Professional recognition
On completion of the Advanced Diploma, graduates are eligible for membership of the National Institute of Accountants (NIA). On completion of the taxation modules and two years relevant experience in the last five years, graduates may register as a Tax Agent.

Course duration
Diploma: One year full-time or two to three years part-time.
Advanced Diploma: Two years full-time or five to six years part-time.

Structure
The Advanced Diploma of Business (Accounting) incorporates the Diploma of Business (Accounting). Students must therefore complete the Diploma subjects before progressing to the Advanced Diploma level.

Course subjects

Diploma level

Accounting Modules
NAP710  Financial Accounting Applications 1
NAP711  Financial Accounting Applications 2
VBA459  Apply GST to Business Requirements
VBC769  Accounting to Total Balance
VBC789  Accounting -- Basic Reports
VBC770  Budgeting
VBC771  Office Taxation Procedures

Law Modules
NAP730  Commercial Law Principles
NAP752  Contract Law
NAP763  Consumer Law
NAP751  Partnership and Bankruptcy Law

Computing Modules
NOS116  Keyboarding -- Techniques and Operations
NOS119  Computer Operations -- Data Retrieval
NOS213  Computer Operations
NOS215  Database Fundamentals (Access)
NOS216  Spreadsheet Fundamentals (Excel)
NOS222  Word Processing -- Introduction (Word)

NOS250  Introduction to the Internet
NOS261  Presentation Applications

Computerised Accounting Modules (MYOB)
NAP701  Inventory -- Computerised
NAP702  Fixed Assets -- Computerised
NAP703  Integrated Computer Accounting
NOS225  General Ledger -- Computerised
NOS226  Accounts Receivable -- Computerised
NOS227  Accounts Payable -- Computerised
NOS224  Payroll -- Computerised

Communication Modules
NCS009  Negotiation Skills
NCS015  Presenting Reports
NCS012  Meetings
NCS006  Writing Workplace Documents
NCS019  Work Environment

Mathematics and Statistics Modules
NAP730  Business Mathematics
NAP721  Business Statistics

Advanced Diploma level

Accounting Modules
NAP731  Management Accounting Principles
NAP717  Internal Control Principles
NAP735  Financial Management Principles
NAP712  Company Accounting and Financial Statements
NAP704  Accounting Spreadsheet and Other Applications
NAP732  Management Accounting Applications (elective)
NAP718  External Audit Procedures (elective)

Taxation Modules
NAP757  Income Tax Law for Accountants
NAP758  Income Tax Law for Tax Agents (elective)
NAP759  Electronic Lodgement of Tax Returns (elective)

Other Modules
NAP722  Economics for Business
VA1453  Organisations and Management
NAP754  Company and Incorporated Associations Law

Note: The electives listed above are those normally offered at Swinburne. It is possible to substitute others from the list below to complete the course, but they are not normally available through Swinburne.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

Applicants who wish to study part-time or commence mid-year should contact the School of Business and eCommerce on: (03) 9213 6685 (Wantirna, Croydon and Lilydale), (03) 9214 8165 (Hawthorn), or (03) 9214 6828 (Prahran)

Distance Learning: (03) 9213 8789 or 1800 633 560

Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/business

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ADMINISTRATION

BSA20197 Certificate II in Business (Office Administration)
BSA30197 Certificate III in Business (Office Administration)
BSA40197 Certificate IV in Business (Administration)
BSA50197 Diploma of Business (Administration)

VTAC code: 70241 (Croydon), 77241 (Hawthorn), 70391 (Lilydale), 78241 (Prahran), 71241 (Wandtirna)

The Certificate II covers entry level training in office technology, administration and bookkeeping. Participants can elect to exit and seek employment, or continue to consolidate their skills and knowledge by completing the Certificate III.

The Certificate III is a subset of the Diploma of Business (Administration) and may be completed on its own or as an immediate step towards the Diploma. It provides the theoretical and practical skills for employment in administration and office support.

The Certificate IV in Business (Administration) provides participants with the experiences, knowledge and skills to direct the administrative functions of an office/business enterprise. It also broadens the students' skills within specialist areas of the office environment.

The Diploma of Business (Administration) incorporates the Certificate IV in Business (Administration) and provides participants with the experiences, knowledge and procedures to effectively apply the required practices and manage a variety of roles related to administration in a business/office enterprise.

Aims & Objectives

The Certificate II aims to develop the introductory skills required to enter a business office as a receptionist or clerical assistant. It is also suitable for participants wanting to retrain or upgrade their skills.

The Certificate III aims to develop administrative and technological skills at a higher level using appropriate layout and presentation techniques that are required in an office/business environment. Students are also introduced to a range of specialist fields related to the administrative office sector.

The Certificate IV aims to develop the skills and knowledge required for senior level administrative positions. It places emphasis on people management skills, organisational and technological skills.

The Diploma aims to prepare graduates with the skills and knowledge required for executive level administrative positions by developing knowledge in management principles and practices.

Campus

Croydon; Hawthorn; Healesville (not the Diploma); Lilydale; Prahran; Wantirna.

Career opportunities

Certificate II: Receptionist or clerical assistant.
Certificate III: Computer operator, general office assistant
Certificate IV: Personal assistant, executive officer, office administrator, office supervisor.
Diploma: Executive assistant, administrative supervisor, senior administrative positions.

Course duration

Certificate II: Six months full-time or one year part-time.
Certificate III: One year full-time or two years part-time.
Certificate IV: One and a half years full-time or three years part-time.
Diploma: Two years full-time or four years part-time.

Structure

Entry at Certificate III level requires that Certificate II competencies have been achieved/demonstrated. To attain Certificate III level, ten core units of competence and one specialist stream is required.

To attain Certificate IV level requires that the Certificate III competencies have been achieved/demonstrated, plus completion of six core units and three electives from one or more specialist stream is required.

Entry at the Diploma level requires that Certificate IV competencies have been achieved/demonstrated. To attain the Diploma level, five core units and three elective units of competence are required. The elective can be taken from one or more of the specialist streams.

Course subjects

Certificate II
BSAINF201A Mail
BSAINF202A Records Management
BSACOM201A Communications
BSACOM202A Information Processing
BSAENT201A Reception
BSAENT202A Occupational Health and Safety
BSATEC201A Office Equipment
BSATEC202A Computer Operations
BSATEC203A Electronic Document Production
BSATEC204A Office Documents
BSAOR201A Personal Effectiveness
BSAFEM201A Team Effectiveness
BSAFIN201A Record Keeping

Certificate III

Core units
BSAINF301A Records Maintenance
BSACOM301A Communications
BSAENT301A Customer Service
BSAENT302A Information Processing
BSATEC301A Office Resources
BSATEC302A Document Production
BSATEC303A Electronic Filing
BSATEC304A Electronic Resources
BSAOR301A Time Management
BSAEM301A Team Participation

Specialist streams*

Call Centre Operations
Finance
Human Resources
Legal
Medical
Marketing
Desktop Publishing
Electronic Office Procedures

Certificate IV

Core units
BSAINF401A Records Systems Management
BSACOM401A Reports, Research and Writing
BSAENT401A People Management Skills
BSATEC401A Electronic Report Production
BSAFEM401A Team Supervision
BSAOR402A Meetings

Specialist Streams

Select one:
Finance
Legal
Medical
Workplace Training
The Advanced Diploma of Business (Advertising) incorporates the Certificate IV and Diploma of Business (Advertising). To gain entry to the Advanced Diploma level, students must successfully complete the Certificate IV and Diploma modules.

Course subjects

Certificate IV Modules

- NAP719 Accounting for Non-Accountants
- NAP730 Commercial Law Principles
- NAP752 Contract Law
- NCS005 Dealing With Conflict
- NCS010 Team Building Communications
- NCS015 Presenting Reports
- NGS110.V2 Occupational Health and Safety
- NGS118 Keyboarding - Techniques & Operations
- NGS119 Computer Operations - Data Retrieval
- NGS213 Computer Operations
- NGS222 Word Processing - Introduction (Word)
- VABS48 Consumer Behaviour Concept
- VAD950 The Marketing Concept
- VBF306 Introduction to Business Statistics
- VBF308 Introduction to E-Commerce
- VBJ421 Introduction to Advertising
- VBJ422 Focus on the Advertising
- VBJ429 Creative and production elements in Advertising
- VBJ421 Introduction to Advertising Media
- VBJ422 Introduction to Copy and Design
- VBJ430 Career Planning and Skills Assessment
- VBJ435 Advertising Media Planning
- VBJ436 Advertising Industry Environment

Diploma Modules

- VAB259 Consumer Decision Making
- VAE459 Organisations and Management
- VBF303 Law of Marketing
- VBF307 Introduction to Market Research
- VBJ407 Advertising Campaign Studies
- VBJ408 Strategic Advertising & Market planning

In addition, students are required to select an elective stream, either Marketing or Multimedia, and complete one module from that stream.

Advanced Diploma Modules

Core

- VBJ357 eMarketing
- VBJ414 Advertising Campaign Management
- VBJ415 Advertising Project
- VBJ418 International Advertising

Plus two electives
Electives - students are required to select an elective stream, either Marketing or Multimedia and complete one module listed below.

**Marketing**
- VB422 Services Marketing
- VB423 Marketing Public Relations
- VB424 Direct Response and sales promotion

**Multimedia**
- VB425 Concept Development
- VB427 Multimedia in Advertising
- VB426 Copywriting and Art Direction

**Entry requirements**

Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

**Application procedure**

Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

Applicants who wish to study part-time or commence mid-year should contact the Admissions Centre (VTAC).

Application should be made directly to the School of Business and eCommerce by completing an application form or by applying online at: www.tafe.swin.edu.au/buscom/appform.htm

**Further information**

Further information

Contact the School of Business & eCommerce on (03) 9214 6828
Distance Learning: (03) 9213 6780 or 1800 633 560
Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/buscom

**ASSET FINANCE**

**20049VICA Certificate III in Business (Asset Finance)**

**20053VICA Diploma of Business (Asset Finance)**

This is the first accredited Asset Finance course which is specifically designed for those working in the finance sector. It is created for asset financiers, brokers, credit analysts, lending officers and consultants and those aspiring to these positions. It is fully endorsed by the Australian Asset Finance Association and is delivered by qualified industry experienced teachers/trainers.

**Campus**

Hawthorn

**Career opportunities**

Asset financiers, brokers, credit analyst, lending officers, consultants.

**Professional recognition**

Fully endorsed by the Australian Asset Finance Association (AAFA).

**Course duration**

Certificate III: Twelve months part-time.
Diploma: Two years part-time.

**Course subjects**

**Certificate III modules**
- VB388X Competency Analysis
- NCS216 Spreadsheet Fundamentals
- NCS215X Database Fundamentals
- VAA009 Accounting Principles and Practices
- NAP720X Business Mathematics
- VB8778 Credit Practices
- 8095B Financial Sales Skills
- NCS011X Client Interaction
- NCS006X Writing Workplace Documents
- S908 Quality Concepts
- S910 Customer Driven Business Strategies
- N6MS213 Managing Projects
- NCS019 Interview Skills
- NDS219 Accounting Basic Reports

**Diploma Level modules**

NAP722 Economics for Business
NAP752 Contract Law
NCS009 Negotiation Skills
NCS015 Presenting Reports
N6MS113 Managing Finance-Setting and Achieving Budgets
N6MS114 Managing Finance Performance
N6MS115 Managing Finance - Cost & Efficiency
NSW8673C Banking and Lending Practice
NSW8673A Financial Institutions and Markets
VAF640 Services Marketing
VBE132 Industry Project
VBS850 International Trade/Finance
VBR204 Managing the Asset Finance Transactions
VBR205 Managing the Asset Finance Contract

**Entry requirements**

This course is more suited to mature age applicants who have industry or other relevant experience. However, Year 12 students may be considered.

**Application procedure**

Application should be made directly to the School of Business and eCommerce by requesting an application form or by applying online at: www.tafe.swin.edu.au/buscom/appform.htm

**Further information**

Contact the School of Business and eCommerce on (03) 9214 8165
Email: tafebus@groupwise.swin.edu.au

**BANKING & FINANCE**

**2504ABC Diploma of Business (Banking and Finance)**

VTAC code: 77951 (Hawthorn)

The Diploma of Business (Banking and Finance) provides in depth training for people who currently work, or are seeking employment in the banking and finance industry.

**Aims & Objectives**

The aim of the training is to develop and enhance the skills and knowledge in accounting, law and financial management for a career as bank branch manager, or for people engaged in specialist functions in a large branch or head office.

**Campus**

Hawthorn

**Professional recognition**

Graduates are academically qualified for membership of the Australian Institute of Banking and Finance.

**Course duration**

Eighteen months full-time or three years part-time. Part-time study is conducted mainly in the evening, however classes are available during the day.

**Structure**

The Diploma of Business (Banking and Finance) is offered to full-time students in conjunction with the Diploma of Business (Accounting). The two diplomas take approximately two years to complete. Part-time students may choose to complete one or both of these diplomas.
The course aims to provide participants with a sound knowledge in financial concepts to enable them to effectively perform and manage the daily accounts of a small business or office.

Aims & Objectives
The course aims to provide participants with a sound knowledge in financial concepts to enable them to effectively perform and manage the daily accounts of a small business or office.

Campus
Croydon; Prahran; Lilydale; Prahran; Wantirna.

Career opportunities
Bookkeeper, payroll officer. Participants are also eligible for cross credits into other courses meeting National Competency Standards:

- Accounting.

Course duration
Six months part-time (two days per week).

Course subjects
- Spreadsheets.
- Monitor cash control.
- Maintain daily financial records for accounting purposes.
- Process payroll.
- Stock control.
- Maintain financial records for reporting purposes.

Entry requirements
There are no formal entry requirements. However, applicants should possess basic computer skills and fluency in written and spoken English.

Application procedure
Application should be made directly to the School of Business and eCommerce by requesting an application form or applying online at: www.tafe.swin.edu.au/buscom/appform.htm

Further information
Contact the School of Business and eCommerce on:
Telephone: (03) 9210 1224 or (03) 9214 6798
Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/buscom

CALL CENTRE OPERATIONS

13071TAS Certificate II in Communications
(Call Centre Operations)

13072TAS Certificate III in Communications
(Call Centre Operations)

The Certificate II course provides participants with introductory experiences, concepts and skills in a broad range of customer service and communication to effectively disseminate information and services for enterprises.

The Certificate III is designed to significantly broaden the knowledge and practices that are required to take a leading role in the communication and customer service sector of an enterprise.

Aims & Objectives
The Certificate II aims to develop highly skilled call centre operators who become the frontline staff for business and service industries. All training involves practical, live experience in our call centre training facility in addition to the theoretical and simulated learning applications.

The Certificate III focuses on consolidating communication and customer service skills to an advanced level, while introducing management and supervision practices that apply to this field of study.

Campus
Croydon; Prahran.

Career opportunities
Call centre operator at the entry level with the potential to become a supervisor or team leader through additional training or study.

Course duration
Certificate II: Eight weeks full-time (3 days per week) or ten weeks part-time (evening).
Certificate III: Sixteen weeks full-time (3 days per week) or twenty weeks part-time (evening).
Course subjects

Certificate II

Core Modules

ICTTC200A Telecommunications Technology
ICTTC201A Information Technology
ICTTC202A Information Technology
ICTTC204A Customer Service
ICTTC213A Customer Support And Assistance

Elective Modules

ICTTC206A Telemarketing
ICTTC207A Telemarketing
ICTTC210A Selling
ICTTC219A Complaints

Certificate III

Core Modules

ICTTC200A Telecommunications Technology (200a)
ICTTC201A Information Technology (201a)
ICTTC202A Information Technology (202a)
ICTTC204A Customer Service (204a)
ICTTC213A Customer Support And Assistance (213a)

Elective Modules

ICTTC206A Telemarketing (206a)
ICTTC207A Telemarketing (207a)
ICTTC210A Selling (210a)
ICTTC219A Complaints (219a)

Entry requirements

There are no formal entry requirements. However, applicants should possess basic computer skills and fluency in written and spoken English.

Application procedure

Application should be made directly to the School of Business and Commerce by requesting an application form or applying online at: www.tafe.swin.edu.au/buscom/appform.htm

Further information

Contact the School of Business and eCommerce on:
Telephone: (03) 9210 1224 or (03) 9214 6798
Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/buscom

COMPUTER BUSINESS APPLICATIONS

0046CAP Computer Business Applications Certificate

This course allows the participant to train in any introductory computing application or Microsoft office/desktop application they select - be it introductory; be it one, two or a number of applications. The composition of the program of study is therefore determined by the student.

Campus

Croydon; Hawthorn; Healesville; Lilydale; Prahran; Wantirna.

Career opportunities

Designed for participants who wish to train to meet current work requirements, explore future employment or be able to simply use a computer for home, office or business.

Course duration

Classes run in 3 and 4 hour blocks. Design a course of several modules or enrol in a single unit (attendance can be negotiated with your teacher if new opportunities arise).

Structure

Study as much or as little as you wish in a supportive and relaxed learning environment. Participants also have the opportunity to undertake flexible and workplace delivery. On completion of 100 hours of course competency you will be issued with an Institute Certificate of Completion.

Participants will design and develop a program of study by electing the competencies listed below in "Course Subjects" they wish to undertake and will be supported by a facilitator throughout their learning.

Course subjects

FNB30199T Certificate III in Financial Services (Credit)
FNB40199 Certificate IV in Financial Services
FNB50199 Diploma of Financial Services (Credit Management)

The Certificate III is an industry recommended pathway for persons employed as Credit Clerks/Officers, or Account Clerks/Officers and provides a fundamental understanding of the Credit Management Sector. Fifteen competencies are addressed in the course.

The Certificate IV is the mandatory, industry specified pathway for persons employed as Credit Management profession.

The Diploma is an industry recommended pathway for persons employed as Credit Managers and Credit Controllers, providing an advanced understanding of the Credit Management profession.

Campus

Prahran
Employment in the credit finance field.

Graduates of the Diploma are eligible to apply for membership of the Australian Institute of Credit Management.

Certificate III: Two years part-time.
Certificate IV: Three years part-time.
Diploma: Five years part-time.

Certificate subjects

Core
FNFS001A Work within a financial services framework
FNFS002A Communication in the workplace
FNFS003A Work as part of a team
FNFS004A Use of technology in the workplace
FNFS005A Apply health and safety practices in the workplace
FNFS006A Resolve customer complaints

Elective modules
FNBCOM007A Respond to customer inquiries
BSAFIN005A Maintain financial records for reporting purposes
FNACRM001B Process credit applications
FNACRM002B Administer accounts
FNACRM003B Monitor and control accounts
BNCOM008A Collect, assess and use information
BNFIN008A Prepare reports for management
FNACRM010B Collect debts
FNARFS014A Deliver a service to customers

Certificate IV
FNBM001A Initiate debt recovery
FNBCOM111A Resolve disputes
FNACRM005B Manage bad/doubtful debts
FNACRM008B Manage accounts
BNBCOM009A Collate information and prepare reports
FNACRM003B Evaluate credit applications
FNACRM006B Facilitate compliance with statutory legislation and legal requirements
FNACRM007B Establish securities to minimise risk
BNFIN007A Produce management reports to enable effective decision making
BSXFM004A Participate in, lead and facilitate work teams

Diploma
FNACRM009B Manage compliance with statutory, legislative and legal requirements
FNACRM108 Develop and maintain credit policy and procedures
FNACRM111A Introduction to Personal and Corporate Insolvency
FNACRM122 Assess recovery outcomes from formal and informal personal insolvency administrations
FNACCO04A Produce Financial Reports
FNFIN007A Prepare Financial Forecasts and Projections
BSXFM001A Manage personal work priorities and professional development
FNBLG008A Provide ancillary services

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
Applicants should either contact the School of Business and eCommerce to obtain an application form or apply online at: www.tafe.swin.edu.au/buscom/applyform.htm

Further information
Contact the School of Business and eCommerce on (03) 9214 6828
Distance Learning: (03) 9213 6718 or 1800 633 560
Email: tafebus@groupwise.swin.edu.au

eCOMMERCE

21118VIC Diploma of Business (eCommerce)
21119VIC Advanced Diploma of Business (eCommerce)

This course has been developed with extensive input from industry leaders to enable students to effectively use eCommerce in business environments. The course covers areas relating to computing, multimedia, communications, eCommerce, management, marketing, mathematics, statistics, law, and finance.

Aims & Objectives
The aim of the course is to provide graduates with the skills and knowledge to equip them for employment in the rapidly expanding range of business careers in the eCommerce environment.

Campus
Lilydale; Prahran

Career opportunities
Employment in a rapidly expanding range of business careers in the eCommerce environment.

Course duration
Diploma: One year full-time
Advanced Diploma: Two years full-time

Structure
The Diploma is the first stage in the Advanced Diploma of Business (eCommerce).

Course subjects
Diploma

Core modules
VBK254 Computing for Business
ITE404 Trends and Opportunities
BSAT5CA03A Technology for eCommerce
VBK255 Communicating in an eCommerce Environment
NCS015 Presenting Reports
VB2362 Career Planning & Skills Assessment, OR
VBJD209 Competency Analysis
NOS110 Occupational Health and Safety
NGMS102 Managing Operations - Customer Service
NGMS204 Manage Strategically
ITB404 Business Information Processing
NAP720 Business Mathematics
NAP721 Business Statistics
NAP719 Accounting for Non-Accountants
NAP730 Commercial Law Principles
NAP732 Contract Law
NAP733 Consumer Law

Electives (choose two)
NGMS201 Entrepreneuring & Innovation

Further information
Contact the School of Business and eCommerce on (03) 9214 6828
Distance Learning: (03) 9213 6718 or 1800 633 560
Email: tafebus@groupwise.swin.edu.au

Further information
Contact the School of Business and eCommerce on (03) 9214 6828
Distance Learning: (03) 9213 6718 or 1800 633 560
Email: tafebus@groupwise.swin.edu.au
Advanced Diploma
Core Modules
ICPMM65dA Create Web Pages with Multimedia
ITF370 Multimedia Tools and Techniques
MAGM53 Financial Decision Making
NAP722 Economics for Business
VBK257 Issues in Multimedia
VBK267 eMarketing
VBK264 Project Management
VBK257 Writing for the Web and Interactive Media
VBK260 eBusiness Customer Relationship Management and Electronic Service Delivery
VBK261 eBusiness Risk Analysis and Strategic Planning Management
VBK262 eCommerce Information and Knowledge Management
VBK263 eCommerce Legal, Security, Ethical and Policy Issues
VBK265 Human Resources and Change Management
VBK266 International Trade and Global eCommerce
Electives (choose one)
ICPMM82eA Manage Multimedia Projects
VBK284 Design an eCommerce Solution
Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.
Application procedure
Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC).
Applicants who wish to study part-time or commence mid-year should contact the Admissions Centre (VTAC).
Full-time (Semester 1) applications must be made through the Victorian Tertiary Entry requirements
Certificate III in Frontline Management (AQF3)
Certificate IV in Frontline Management (AQF4)
Diploma in Management (AQF5)
Further information
Contact the School of Business and eCommerce on (03) 9214 6798
Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/buscom

FRONTLINE MANAGEMENT

Certificate III in Frontline Management
Certificate IV in Frontline Management
Diploma of Frontline Management

This program is for frontline managers and supervisors. It has been developed to enhance skills for dealing with workplace change and meeting the challenges of a competitive business world.

The Frontline Management Initiative was developed in response to a national study (the Karpman Report) that identified a need for improved management skills. It noted that Australian managers were falling behind their counterparts overseas in terms of management skills and training. Improving management skills is thus vital to a firm's business performance.

Aims & Objectives
Frontline managers are central to improved productivity in the workplace and have been targeted for development of their skills. The management skills a frontline manager needs in the workplace are known as competencies.

The frontline management competencies allow managers to recognise existing management skills and concentrate on management skills that need developing. These competencies can be achieved at work and be recognised formally with a national qualification.

This qualification is targeted for enterprises wishing to develop their supervisors/mangers.

Career opportunities
The Frontline Management Initiative is a nationally recognised management qualification, concentrating on transferable management competencies. Participants will be able to apply these skills to advance to more senior management positions.

Course duration
One to two years part-time.

Structure
The Frontline Management Competencies can be achieved at three levels:

- Certificate III in Frontline Management (AQF3)
- Certificate IV in Frontline Management (AQF4)
- Diploma in Management (AQF5)

Note: AQF stands for Australian Qualifications Framework.
The level that you choose depends on you meeting the requirements of the Range Indicators and Evidence Guide listed for each unit of competency at each AQF level. The AQF level you choose will also indicate the number of competencies you attempt.

Please refer to 'Course Subjects' below for the Core and Elective Units to be chosen at each AQF level. You have been given the competencies and the range indicators and evidence guide for the AQF level you have chosen. The wording of the competencies are exactly the same at each level, the only difference is in the Range Indicators and Evidence Guide.

Course subjects

- **AQF3 level**
  - LMM13 Managing Self, Unit 1
  - LMM23 Leading Others, Unit 2
  - LMM33 Managing Workplace Relationships, Unit 3
  - LMM43 Lead & Facilitate Teams, Unit 4
  - LMM53 Managing Operations, Unit 5
  - LMM63 Managing Workplace Information, Unit 6
  - LMM73 Managing Quality – Customer Service, Unit 7
  - LMM83 Maintain a Safe Workplace, Unit 8
  - LMM93 Continuous Improvement, Unit 9
  - LMM10 Change and Innovation, Unit 10
  - LMM11 Workplace Learning, Unit 11

- **AQF4 level**
  - LMM14 Managing Self, Unit 1
  - LMM24 Leading Others, Unit 2
  - LMM34 Managing Workplace Relationships, Unit 3
  - LMM44 Lead & Facilitate Teams, Unit 4
  - LMM54 Managing Operations, Unit 5
  - LMM64 Managing Workplace Information, Unit 6
  - LMM74 Managing Quality – Customer Service, Unit 7
  - LMM84 Maintain a Safe Workplace, Unit 8
  - LMM94 Continuous Improvement, Unit 9
  - LMM104 Change and Innovation, Unit 10
  - LMM114 Workplace Learning, Unit 11

- **AQF5 level**
  - LMM15 Managing Self, Unit 1
FLMM25 Leading Others, Unit 2
FLMM35 Managing Workplace Relationships, Unit 3
FLMM45 Lead & Facilitate Teams, Unit 4
FLMM55 Managing Operations, Unit 5
FLMM65 Managing Workplace Information, Unit 6
FLMM75 Managing Quality — Customer Service, Unit 7
FLMM85 Maintain a Safe Workplace, Unit 8
FLMM95 Continuous Improvement, Unit 9
FLMM105 Change and Innovation, Unit 10
FLMM115 Workplace Learning, Unit 11

Entry requirements
Participants need to be working in a supervisory/management position.

Application procedure
Applicants should contact Industry Consultancy Services 9214 5438 in the first instance.

Further information
School of Business and eCommerce on (03) 9214 5438
Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/buscom

20051VIC Certificate IV in Business (Human Resource Operations)
20053VIC Diploma of Business (Human Resource Practice)
20055VIC Advanced Diploma of Business (Human Resource Management)
VTAC code: 7881 (Croydon)

The Advanced Diploma of Business (Human Resource Management) incorporates the Certificate IV in Business (Human Resource Operations) and Diploma of Business (Human Resource Practice). The Certificate level is designed to provide a broad grounding in generic workplace skills and knowledge of human resource operations.

The Diploma is designed to develop a set of human resource competencies to enable the participant to work in a specific human resource role. The Advanced Diploma aims to extend and broaden the training provided in the Diploma, and develop skills in management and business operations.

Campus
Croydon; Hawthorn.

Career opportunities
Certificate/Diploma: Employment as support staff in personnel, human resource management.
Advanced Diploma: Management positions in HR organisations or departments.

Course duration
Certificate IV: Six to eight months full-time (Croydon campus only), one and a half to two years part-time.
Diploma: One to one and a half years full-time (Croydon campus only), two and a half to four years part-time.
Advanced Diploma: One and a half to two years full-time (Croydon campus only) or three to five years part-time.

Structure
To enter the Advanced Diploma level, students must successfully complete the Certificate IV and Diploma levels of the program. Part-time study is conducted in the evening or Saturday workshops. However, some classes may be available during the day, Monday to Friday.

Course subjects
Certificate IV core modules
VBJS9 Career Planning and Skills Assessment, OR

Further information
Contact the School of Business and eCommerce
(03) 9213 6686 (Croydon), or
(03) 9214 5329 (Hawthorn)
Distance Learning: (03) 9213 6789 or 1800 833 560
Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/buscom
INTERNATIONAL TRADE

20051VIC Certificate IV in Business (International Trade)

20053VIC Diploma in Business (International Trade)

20055VIC Advanced Diploma of Business (International Business)

VTAC code: 77221 (Hawthorn), 71221 (Wantirna)

This course focuses on the various strategies involved in moving into overseas markets and the methods utilized in engaging in overseas business. At the Certificate IV stage, the emphasis is placed on areas such as transportation, customs, marketing, cultural differences, the international trade environment, logistics and economics.

The Diploma level will open careers in the operational, frontline, middle management, and supervisory roles of all business and commercial ventures. Specifically the international trade/service areas of shipping, marketing, freight, forwarding and customs.

The Advanced Diploma offers participants the opportunity to apply practical managerial skills to business and commercial enterprises.

Aims & Objectives

The course aims to provide the knowledge, skills, and attributes for participants wishing to buy and sell goods and services on the international market.

The Advanced Diploma aims to expand on the skills attained in the Diploma and develops entrepreneurial and innovative skills in a trading/service environment that is both multicultural and diverse in its nature.

Campus

Hawthorn

Career opportunities

Certificate IV: Clerical positions relating to export documentation, sales or shipping.

Diploma: Operational, frontline, middle management, and supervisory roles of business and commercial ventures, specifically in the international trade/service areas of shipping, marketing, freight.

Advanced Diploma: Management positions in shipping and transport, public and private import/export organisations.

Course duration

Certificate IV: One year full-time or two to three years part-time (day only).

Diploma: One and a half years full-time or two to four years part-time.

Advanced Diploma: Two years full-time or five to six years part-time.

Structure

The Advanced Diploma of Business (International Trade) incorporates the Certificate IV and Diploma in Business (International Trade). Before commencing the Advanced Diploma level, students must successfully complete all Certificate IV and Diploma subjects.

Course subjects

Certificate IV modules

International Trade modules

VAO363 International Business

VBG849 Import and Export Business Procedures

VBL685 Permits and Controls in International Trade

Communication modules

NCS005 Dealing With Conflict

NCS010 Team Building Communications

NCS015 Presenting Reports

NOS110.V2 Occupational Health and Safety

VBF370 Career Planning and Skills Assessment, OR

VBL369 Competency Analysis

Diploma modules

VBF306 Introduction to Business Maths

VBF307 Introduction to Market Research

VBF350 International Trade Finance

VBF351 Quality Management for International Trade

VBF352 Management Information Systems

VBF353 Trade Principles for International Law

VBF354 Transport & Logistics - Operations Management

VBF355 Customs Practice, Legislation & International Trade

Further information

Contact the School of Business and eCommerce (03) 9273 8720

Distance Learning: (03) 9273 8769 1900 633 560

Email: tafebus@groupwise.swin.edu.au

Further information

Contact the School of Business and eCommerce (03) 9273 8720

Distance Learning: (03) 9273 8769 1900 633 560

Email: tafebus@groupwise.swin.edu.au
LEGAL SERVICES

20055VIC  Advanced Diploma of Business (Legal Practice)

VTAC code: 77051 (Hawthorn), 71071 (Wantirna)

This course aims to develop sound principles, practices and knowledge including high level technology legal skills, to enable graduates to provide legal support and services to clients in a legal environment.

Campus
Hawthorn; Wantirna

Career opportunities
Law clerk, legal secretary, or para-legal positions.

Course duration
Two years full-time or four years part-time.

Course subjects
1st Year
Semester 1
NOS110 DB&IS
NOS116 Keyboarding Techniques and Operations (Business)
NOS215 Database Fundamentals
NOS216 Spreadsheet Fundamentals
NOS222 Word Processing - Introduction
VBD236 Law of Contract
VBD237 Law of Torts
VBD238 Legal Process

Semester 2
NOS304 Word Processing - Advanced Operators
NOS305 Text Production
VBD233 Law of Evidence
VBD228 Commercial Law
VBD234 Criminal Law
VBD236 Property Law
NOS211 Keyboarding Speed Development

2nd Year
Semester 1
NCS206 Writing Workplace Documents
NCS207 Presenting Information
NCS215 Presenting Reports
NOS223 Audio Transcription
VBD230 Family Law
VBD224 Consumer Law
VBD248 The Conveying Process
VBD239 Civil Procedure

Semester 2
VBD217 Probate and Administration
NCS209 Negotiation Skills
NCS210 Team Building Communication
VBD215 Restrictive Trade Practises
VBD219 Land Contracts
VBF499 Legal Research Method
VIJ206 Identify Clients
VIJ207 Practice in a Legal Environment
VIJ319 Career Planning

Students will also be required to undertake a two week placement in a legal environment to enhance and apply their legal and technology skills.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

Applicants who wish to study part-time or commence mid-year should contact the School of Business and eCommerce to obtain an application form or by applying online at: www.tafe.swin.edu.au/buscom/appform.htm

Further information
Contact the School of Business and eCommerce on (03) 9214 1224
Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/buscom

0046LGL  Legal Secretary Certificate

The Legal Secretary Certificate is a specialist training program designed to develop industry relevant practices and procedures to effectively undertake administrative work in a legal environment.

Aims & Objectives
The course aims to develop the specialist knowledge and skills required to work as a legal receptionist/secretary. It develops word processing skills to an advanced level and enables participants to produce documents used by the legal profession. Legal terminology and abbreviations will be covered along with the office procedures as required by the legal industry.

Campus
Hawthorn; Prahran; Wantirna.

Career opportunities
Legal administrative support positions or legal receptionist/secretary.

Course duration
Six months part-time.

Course subjects
Legal Process and Procedure
Legal Terminology
Design and Develop Legal Documents
Audio
Professional Ethics

Entry requirements
There are no formal entry requirements. However, applicants should possess keyboarding, basic computer and word processing skills (preferably Word). Applicants who do not have Word can bridge their skills (preferably Word).

Application procedure
Application should be made directly to the School of Business and eCommerce by requesting an application form or applying online at: www.tafe.swin.edu.au/buscom/appform.htm

Further information
Contact the School of Business and eCommerce on (03) 9210 1224
Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/buscom

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LIBRARY & INFORMATION SERVICES

CUL50199 Diploma of Library and Information Services

VTAC code: 78801

The Diploma of Library and Information Studies incorporates the Certificate III in Library and Information Studies. The Certificate III concentrates on introducing and developing skills to work in a variety of assistant roles whilst developing sound knowledge of the library/information systems. The Diploma level develops broader and specialist knowledge and skills required to manage practices within the library/information sector.

Campus

Prahran

Career opportunities

Library technicians and library officers in a wide range of library types and other information agencies.

Graduates may also be granted “advanced standing” into degree courses in the library and information sciences in some institutions.

Course duration

Two years full-time or equivalent part-time.

Structure

The first semester of the Diploma is made up of the Certificate III modules. Students may finish their studies at this point and receive a Certificate III or they may go on to a further three semesters of study at the Diploma level. Students may also undertake the course part-time. Both day and evening weekly classes are available. Some modules are offered in block mode i.e. over a number of full days. Some modules are also available by 'flexible delivery' involving little or no class attendance.

Workplace Assessment

From 2001 people who are employed in libraries and other information agencies and who believe that they already possess any of the competencies listed in the Library and Information Services training package may apply to be assessed in the workplace. Please contact Diianne Leslie on 9214 6738 for further details.

Course subjects

Year 1

Semester 1 (Certificate III)

The following competencies plus Industry Placement 1 are required.

CULLB201A Assist clients to use an information service effectively
CULLB202A Assist with the maintenance of the service area
CULLB204A Manage own work performance and learning
CULLB205A Prepare process and store resources
CULLB206A Assist with circulation services
BSI404A Train small groups
CULLB301A Participate in a work team
CULLB302A Use bibliographic methods
CULLB303A Access and process resources
CULLB304A Contribute to promotional programs and activities for clients
CULLB305A Process orders
CULLB307A Use multimedia equipment

Semester 2 (Diploma)

The competencies in the following three semesters, plus Industry Placement 2 and Certificate III, above, are required.

CULLB205A Prepare, process and store resources
CULLB206A Assist with circulation services
CULLB401A Contribute to client access to information
CULLB402A Contribute to effective working relationships
CULLB403A Develop and apply own information literacy skills in working with clients
CULLB405A Manage own work development and learning

Year 2

Semester 1

CULLB501A Apply basic preservation techniques (from Museum Training Package)
CULLB502A Deliver information literacy programs for clients
CULLB503A Organise information for client access
CULLB507A Contribute to collection development
CULLB509A Coordinate selection and acquisition of information
CULLB510A Establish and maintain consultation with, and promotion to, client groups

Semester 2

BSZ401A Plan assessment
BSZ402A Conduct assessment
BSZ403A Review assessment
CULLB407A Use networked services effectively to provide access to information
CULLB501A Contribute to the organisation and coordination of the work of others
CULLB504A Provide clients with access to required information
CULLB505A Analyze and describe material
CULLB506A Catalog and classify material
CULLB511A Lead a team

Entry requirements

Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age is required for the Diploma.

No formal entry requirements apply to the Certificate III. Applicants should possess basic communication and keyboard skills, along with word processing and spreadsheet fundamentals. Bridging courses are available in these areas if needed.

Application procedure

Full-time (Semester 1) Diploma applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

Applicants who wish to enrol in the Certificate III, study part-time or commence mid-year should apply directly to the Department of Business and eCommerce by completing the online application form at: www.tafe.swin.edu.au/buscom/appform.htm

Further information

Contact the School of Business and eCommerce on:
Telephone: (03) 9214 6789 or (03) 9214 6798
Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/buscom

MANAGEMENT

14249ACT Certificate III in Management
14248ACT Certificate IV in Management
14247ACT Diploma of Management
14246ACT Advanced Diploma of Management

The Advanced Diploma of Management is a nested program and incorporates the Diploma of Management, Certificate IV in Management, and Certificate III in Management. The Certificate III is the first stage in the Diploma of Management and concentrates on introducing basic management concepts. The Advanced Diploma concentrates on introducing further management modules to build on the knowledge gained from completing the nested program.
Aims & Objectives

The Certificate III identifies strategies for achieving financial and work goals and objectives. Also introduced are the skills required to develop and manage individuals and teams.

The Certificate IV in Management, the second stage in the Diploma of Management, concentrates on further developing skills required to effectively manage people in the workplace and focuses on the importance of financial aspects when making decisions.

The Advanced Diploma aims to develop an innovative and entrepreneurial attitude to management by studying a range of modules designed to enhance advanced skills in management. The course aims to further develop skills required to effectively manage people in the workplace. Learners will:

- Prepare and execute a project plan in consultation with the program facilitator and analyse the outcomes.
- Implement procedures for the monitoring, maintenance and evaluation of selected managerial strategies, and employ techniques to influence others to achieve organisational goals.
- Demonstrate an understanding of current issues in management, including theories and constructs, together with the history and evolution of management practices.

Course duration

Certificate III: one year part-time evening study or approximately six months full-time (Prahran campus only)

Certificate IV: up to one year full-time (Prahran campus only), or one and a half to two years part-time (evening).

Diploma: one year full-time (Prahran campus only), or two and a half to three years part-time (evening).

Advanced Diploma: one year part-time (evening).

Structure

The Advanced Diploma in Management incorporates the Certificate III, IV and Diploma of Management. After successful completion of a level, students may choose to exit the program with that qualification, or proceed to the next level.

Course subjects

Certificate III modules

NGMS101 Managing Information
NGMS102 Managing Operations – Customer Service
NGMS106 Managing Effective Working Relationships
NGMS107 Managing and Developing Teams
NGMS108 Managing and Organising Work for Goal Achievement
NGMS110 Managing Grievances and Disputes
NGMS113 Managing Finance – Setting and Achieving Budgets
NGMS114 Managing Finance – Performance
NC005 Presenting Reports
NC006 Dealing with Conflict
NC009 Negotiation Skills
MNGT110 Introduction to Management Competencies
NGMS103 Managing Operations – Productivity
NGMS104 Managing Operations – Innovation

Certificate IV modules

NGMS111 Managing People – Workplace Practice
NGMS117 Managing Group Problem Solving and Decision Making
NGMS105 Managing Operations – Change
NGMS112 Managing People – Recruitment, Selection and Induction
HF589 Managing Ethically
ABD209 Research Skills

Diploma core modules

NGMS118 Managing People – Training and Development
NGMS201 Entrepreneurising and Innovating
NGMS203 Analysing Environments and Organisations
NGMS207 Leading and Visioning
NGMS208 Managing Self
NGMS213 Managing Projects

Diploma elective

NGMS115 Managing Finance – Cost and Efficiency (Prahran only)

Advanced Diploma modules

HR858 Research Project
NGMS204 Managing Strategically
MNGT111 Current Issues in Management
NGMS202 Forecasting Futures
NGMS205 Managing in Ambiguity and Change
NGMS206 Taking Difficult Decisions
NGMS208 Developing Business Overseas
NGMS210 Managing Operations and Logistics
NGMS211 Managing Risk
NGMS212 Managing for Quality
NGMS214 Managing Cultural Diversity
NGMS216 Tactical Marketing
HR09 Managing Environmental Issues

Entry requirements

This course is more suited to mature age applicants who have industry or other relevant experience. However, Year 12 students may be considered for the full-time course.

Application procedure

Application should be made directly to the School of Business and eCommerce by requesting an application form or applying online at: www.tafe.swin.edu.au/buscom/appform.htm

Further information

Contact the School of Business and eCommerce on:
(03) 9210 1224 or (03) 9214 8796
Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/buscom

MARKETING

20051VICM Certificate IV in Business (Sales and Marketing)

20053VICM Diploma of Business (Marketing)

20055VICM Advanced Diploma of Business (Marketing)

VTAC code: 77261 (Hawthorn), 70301 (Lilydale), 71281 (Wantirna)

The Certificate IV is the first stage in the Advanced Diploma of Business (Marketing). It concentrates on introducing basic marketing concepts and selling skills while developing a sound basis in many general areas such as law, mathematics, computing and communications.

The Diploma is the second stage in the Advanced Diploma of Business (Marketing), it follows on from the Certificate IV in Business (Sales and
Introduction

The Advanced Diploma introduces and expands on specialised aspects of the Australian Marketing Institute (AMI).

Advanced Diploma of Business (Marketing) incorporates the Certificate in Business and Management. The Diploma level builds on the marketing concepts introduced in the Certificate IV in Business (Sales and Marketing) and the Diploma of Business (Marketing), professional development of skills to be used in the workforce.

Career opportunities

A range of positions in sales and marketing.

Professional recognition

On completion of the Advanced Diploma graduates are eligible for membership of the Australian Marketing Institute (AMI).

Course duration

Certificate IV: One year full-time or two to three years part-time.
Diploma: One and a half years full-time or three to four years part-time.
Advanced Diploma: Two years full-time or five to six years part-time.

Structure

The Advanced Diploma of Business (Marketing) incorporates the Certificate IV in Business (Sales and Marketing) and the Diploma of Business (Marketing), students must have successfully completed the lower levels before progressing to the Advanced Diploma.

Course subjects

Certificate IV modules

Marketing modules

VAO950 The Marketing Concept
NMRK441 Selling Process
VAFS18 Sales Management
VABS49 Consumer Behaviour Concept
VABS50 Consumer Decision Making

Law modules

NAP750 Commercial Law Principles
NAP752 Contract Law
VBF303 Law of Marketing

Mathematics modules

VBF302 Introduction to Business Mathematics

Computing modules

NOS116 Keyboarding - Techniques & Operations
NOS118 Computer Operations - Data Retrieval
NOS213 Computer Operations
NOS215 Database Fundamentals
NOS216 Spreadsheet Fundamentals (Excel)
NOS222 Word Processing - Introduction (Word)
NOS250 Introduction to the Internet
NOS251 Presentation Applications (eg. Powerpoint)

Communication modules

NCS006 Dealing With Conflict
NCS010 Team Building Communications
NCS015 Presenting Reports

Other modules

NAP722 Economics of Business
VBD382 Career Planning and Skills Assessment: OR
VBJ089 Competency Analysis
NOS110.V2 Occupational Health and Safety

Diploma modules

NMRK541 Advertising and Promotional Management
VAE453 Organisations and Management
VBF306 Introduction to Business Statistics
VBF307 Introduction to Market Research
VBJ058 Marketing Channels and Logistics
NAP719 Accounting for Non-Accountants

Advanced Diploma modules

Core modules

NMRK601 Marketing Strategy
NMRK602 Strategic Marketing Simulation
NMRK613 Services Marketing
NMRK532 Direct Marketing
VBF304 Product Management
NOS140 Industry Project

Plus 2 of the following Electives:

NMRK632 International Marketing
VAF753 Small Business Marketing
NOS235 Desktop Publishing - Introduction
NOS319 Desktop Publishing for Operators
NOS140 Practical Placement (only available for full-time students at Lilydale and Wantirna)
NMRK643 Public Relations Fundamentals
VAF433 Retail Marketing
VBF309 Introduction to E-Commerce
VBJ357 eMarketing

Entry requirements

Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age, or successful completion of the Certificate IV in Business (Sales and Marketing).

Application procedure

Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

Applicants who wish to study part-time or commence mid-year should contact the School of Business and eCommerce to obtain an application form or by applying online at: www.tafe.swin.edu.au/buscom/appform.htm

Further information

Contact the School of Business and eCommerce on (03) 9213 6695 (Wantirna and Lilydale), or (03) 9214 9720 (Hawthorn).

Distance Learning: (03) 9213 6789 1900 833 560

Email: tafebus@groupwise.swin.edu.au

Website: www.tafe.swin.edu.au/buscom

MEDICAL SECRETARY

0046MED1 Medical Secretary Certificate (Stage 1)

0046MED2 Medical Secretary Certificate (Stage 2)

The Medical Secretary Certificate (Stage 1) develops the knowledge and skills required to work as a medical receptionist/secretary. Emphasis is placed on medical terminology, abbreviations, knowledge and production skills relevant to the medical sector. Medical administrative procedures, appointments scheduling, filing, telephone protocol, billing systems, and database management are all explored. Medilink and Medipak, popular computerised packages, will be used to develop some of the above skills. A work placement component assists participants to utilise their skills in industry.
The Medical Secretary Certificate (Stage 2) covers the advanced practices and procedures that are required to manage the functions of a medical office or hospital department. The knowledge gained from studying this course will broaden your existing employment opportunities in the medical specialist fields and hospitals. Stage 2 covers the terminology of specialist medical areas, provides greater understanding and awareness of the national medical system and health insurance industry, and develops advanced skills to produce documents relevant to the medical industry. Advanced medical software will give you an opportunity to review and complete a database of patients and produce reports.

**Aims & Objectives**
The course aims to prepare you with industry relevant knowledge, practices and procedures to enable you to effectively undertake the medical related functions and tasks within an office environment.

**Campus**
Droydon; Hawthorn; Healesville; Prahran; Wantirna.

**Career opportunities**
Stage 1: Medical receptionist, Ward clerk
Stage 2: Medical receptionist, hospital office administrator, medical secretary.
Participants are eligible for 'credit transfer' into other administration and office technology courses.

**Course duration**
Stage 1: Six months part-time (1-2 days per week), twelve months part-time (1 night per week).
Stage 2: Six months part-time (1-2 days per week), twelve months part-time (1 night per week).

**Course subjects**
**Stage 1**
BSAMED201A Basic Medical Terminology
BSAMED301A Medical Accounts
TDOM201A Collect and Provide Information in a Medical Office
TEC404AM Customise and Maintain Medical Software - Medical Link
TECT202 Introduction to Document Production
TECT302 Advanced Document Production
TENT301A Provide Information and Advice in a Medical Office

**Stage 2**
Medical Terminology Advanced
Medical Office Advanced
Electronic Document Operations - Complex

**Entry requirements**
There are no formal entry requirements. However, applicants should possess basic keyboarding skills.

**Application procedure**
Application should be made directly to the School of Business and eCommerce by requesting an application form or applying online at: www.tafe.swin.edu.au/buscom/appform.htm

**Further information**
Contact the School of Business and eCommerce on (03) 9210 1224
Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/buscom

**PUBLIC RELATIONS**

**20055VICP Advanced Diploma of Business (Public Relations)**
VTAC code: 78101 (Prahran), 71081 (Wantirna)

This course prepares graduates with sound skills, practices and principles for a senior career in public relations where they may deal with the news media, organise publicity campaigns or work as marketing officers promoting their organisation's products/services. It covers writing and editing skills, government structures and influences, research, marketing principles, marketing law, computer applications including multimedia, the internet and desktop publishing, production techniques, consumer behaviour and fundraising.

**Campus**
Prahran; Wantirna

**Career opportunities**
Senior public relations officer in a variety of organisations, large and small, including government departments and authorities at federal, state and local level and in publications and media.

**Professional recognition**
Graduates may sit the accreditation test of the Public Relations Institute of Australia (PRIA).

**Course duration**
Two years full-time or equivalent part-time.

**Structure**
The Advanced Diploma of Business (Public Relations) has been combined with a Certificate III in Management. This means students complete the two years attaining a dual qualification which should be an advantage when competing in the market place.

**Course subjects**
Certificate III in Management
MNGT110 Introduction to Management Competencies
NGMS106 Managing Effective Working Relationships
NGMS107 Managing and Developing Teams
NC2009 Negotiation Skills
NGMS113 Managing Finance – Setting and Achieving Budgets
NGMS114 Managing Finance – Performance
VTAe code:

**Public Relations**
VBJS77 Introduction to Public Relations 1
VBJS78 Introduction to Public Relations 2
VA184 Advanced Public Relations 1
VA185 Advanced Public Relations 2
VA408 Applied Writing for Public Relations 1
VA409 Applied Writing for Public Relations 2
VA410 Applied Writing for Public Relations 3
VA411 Applied Writing for Public Relations 4
VBJS88 Public Relations Industry and the Australian Media
NC2014 Speaking in Public
VAC724 Fundraising
VAC057 Editing for Public Relations

**Information Technology**
ITG201 Internet Fundamentals
ITC095 Supporting the Internet and the World Wide Web
ITF209 Introduction to Desktop Publishing
ITS304 Word Processing Operations
ITF310 Multimedia Tools and Techniques
VBJS78 Techniques for Production
Performance.

Application procedure
Full-time
(03)9210
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or
2004AAA
contact the
apply online
Website: www.tafe.swin.edu.au/buscorn
Admissions
Further information
REAL
(03)92146798 (Prahran;
Croydon;
Wantirna; Distance Education/Learning.

Career opportunities
Real estate agent, representative.
Further information
Contact the School of Business and eCommerce on:
(03) 9213 6610 (Croydon and Wantirna), or
(03) 9214 6754 (Prahran)
Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/buscom
Distance Learning enquiries: 1800 633 560 or (03) 9213 6789
Email: tracey.retallick@groupwise.swin.edu.au

RETAIL OPERATIONS

WRR20197 Certificate II in Retail Operations
WRR30197 Certificate III in Retail Operations
WRR40197 Certificate IV in Retail Operations

Retailing is a continuously growing industry in Australia with over two million people employed in a wide variety of retail sectors such as food, personal and household goods, furniture and hardware and newsagents. The Certificate II in Retail Operations is the standard entry level qualification for workers in the retail industry. The Certificate III in Retail Operations builds on the knowledge and skills gained in the Certificate II. The Certificate IV in Retail Management builds on the knowledge and skills gained in the Certificate III.

Aims & Objectives
This Certificate IV aims to equip students with the skills necessary to successfully carry out the duties of a store manager of a specialty retail store, or as a department manager in a multi-department store.

Campus
Lilydale (Certificate II only); Wantirna; Distance Education/Learning

Career opportunities
Certificate II: Retail Sales
Certificate III: Retail Supervisor
Certificate IV: Retail Management

Course duration
Certificate II: Six months full-time (it may be possible to study part-time during the day).
Certificate III: Twelve months part-time.
Certificate IV: One year part-time.

Course subjects
Certificate II
Phase A essential modules
- Introduction to Retailing
- Communicate in the Retail Workplace
- Retail Documentation and Calculations
- Work Effectively in a Retail Environment
- Apply Safe Working Practices
- Perform Routine Housekeeping Duties
- Operate Retail Equipment

Phase B essential modules
- Minimise Theft
- Apply Point of Sale Handling Procedures
- Interact with Customers
- Perform Stock Control Procedures
- Balance the Register Terminal

Phase C modules – General Selling Stream
- Sell Products and Services
- Advise on Products and Services

Certificate III

Certificate IV

Entry requirements
There are no formal entry requirements.

Application procedure
Application should be made directly to the School of Business and eCommerce by requesting an application form or applying online at: www.tafe.swin.edu.au/buscom/appform.htm

Further information
Contact the School of Business and eCommerce on (03) 9213 6685
Distance Learning: (03) 9213 6754 or 1800 633 560
Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/buscom

SMALL BUSINESS

2304ACC Certificate III in Small Business Management

The Certificate III in Small Business Management is a 200 hour accredited course to be selected from a framework of individual modules.

Aims & Objectives
The Certificate considers the factors and skills required to start or run a successful small business. It looks at the legal, marketing and financial implications of setting up a small business.

Campus
Croydon; Hawthorn; Healesville; Lilydale; Distance Education/Learning.

Career opportunities
The course is suitable for:
- People planning to set up a small business.
- Anyone in the early stages of running a small business.
- Employees in a small business.
- Small businesses ready to expand.
**TDECOMM eCommerce for Small Business**

This course provides the skills and knowledge business operators need to introduce eCommerce into their enterprise.

**Campus**
Hawthorn, Online

**Course duration**
This course is offered online or you can attend class for one semester one night a week.

**Course subjects**
- Introduction to the Internet (10 hours)
- Introduction to eCommerce (20 hours)
- eTechnology (40 hours)
- eMarketing (30 hours)
- Financial Decision Making (20 hours)
- The Business Plan (20 hours)

**Entry requirements**
To study online you will need: Netscape 4.5 or above, Acrobat Reader, Flash Macromedia 3, QuicTime.

**Further information**
Contact the Swinburne Business Enterprise Centre on (03) 9213 6710
Email: swinbec@swin.edu.au

**SUPPLY CHAIN MANAGEMENT**

**0046SCHN Diploma of Business (Supply Chain Management)**

There is a widespread recognition that, for Australia to remain internationally competitive, adoption of supply chain management principles is urgently needed. The need for Purchasing, Supply, Logistics, Operations Management and Distribution to be under one umbrella of Supply Chain Management is a proven and recognised discipline by our overseas trading partners.

This course in Supply Chain Management addresses this need and is designed for students studying part time, to enhance their employment and promotional opportunities.

**Campus**
Hawthorn

**Course duration**
Three years part-time.

**Course subjects**
- BSZ406A Train Small Groups
- MPM021 Purchasing & Inventory Fundamentals
- MPM022 Purchasing Policy
- NAP719 Accounting for Non-Accountants
- NAP720 Business Mathematics
- NAP721 Business Statistics
- NAP750 Commercial Law Principles
- NCS009 Negotiation Skills
- NCS015 Presenting Reports
- NOS116 Keyboard Techniques
- NOS118 Data Retrieval
- NOS215.v2 Database Fundamentals
- NOS216.v2 Spreadsheet Fundamentals
- NOS222.v2 Word Processing – Introduction
- TDTJ1 97A Apply Quality Procedures
- BSVFM600A Implement & Monitor Transport Logistics
- TDFJ397A Implement & Monitor Occupational Health & Safety
- VBJ004 Intro to eCommerce
- VBJ262 Industrial Relations / Employment Relations
- VBJ307 Career Planning & Skills Assessment
- VBJ373 Productivity & Work Method Improvement
- VBJ374 Resource Requirement Planning
- VBJ375 Production Planning, Scheduling and Control
- VBJ376 Supply Chain Principles
- VBJ377 Management Warehouse Systems
- VBJ383 Facility Layout & Workplace Design
- VBJ391 Industry Project/Practicum

**Electives**
183 hours to be selected from:
- NGA5211 Managing Risk
- NAP722 Economics for Business
- VA0950 Marketing Concept
- VBJ364 Project Management
- VBJ366 Computer Applications for Operations Management
- VBJ369 Import & Export Business Procedure

**Application procedure**
Application should be made directly to the School of Business and eCommerce by requesting an application form or applying online at: www.tafe.swin.edu.au/buscom/appform.htm

**Further information**
Contact the School of Business and eCommerce on (03) 9214 5329
Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/buscom

**POSTGRADUATE COURSES**

**13498NSW Graduate Certificate in Advertising**

This course has been designed for graduates of disciplines other than advertising who seek to broaden their knowledge or make a career change. It is also intended for advertising practitioners who have significant work experience and seek formal qualifications.

**Aims & Objectives**
Graduates will be able to work independently and show a high level of complex judgment in contexts and structures of significant variability. They will be able to analyse, diagnose, design, execute and evaluate plans for substantial advertising projects. They should be able to accept responsibility and be accountable for the structure, management and output of the work of others.

**Campus**
Prahran

**Course duration**
One year part-time.

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Structure
The course consists of four subjects, with each subject consisting of a number of modules. All four subjects must be satisfactorily completed to gain the Graduate Certificate. Subjects can be undertaken one or two per semester.

Course subjects
8659OC - Advertising Agency Management
8659OD - Advertising Creative Processes
8659OE - Advertising Agency Communication
8659OF - Planning and Placing Media
8659OG - Legal Aspects of Advertising
8897D - Applied Marketing Research
8897F - Applied Services Marketing
8897G - Applied Business to Marketing
8897L - Internet Marketing Management
8897J - Tutorial Support (Optional)

Entry requirements
A degree or diploma from a recognised tertiary institution (or approved equivalent) with at least three years work experience. Applicants who do not hold an appropriate qualification but who have five years relevant work experience and hold a responsible position in industry or business are also eligible to apply.

Application procedure
Please ring the Program Administrator on (03) 9214 6828 to request the appropriate application form.

Further information
Contact the School of Business and eCommerce on:
Telephone: (03) 9214 8720, 9214 6754, or 9214 6628
Email: tafebus@groupwise.swin.edu.au
Website: http://www.tafe.swin.edu.au/buscom

0046GAB Graduate Certificate of Applied Business
This postgraduate course has been designed to meet the needs of mature age students who wish to broaden the skills already gained in an undergraduate program, or who want to develop vocational knowledge and skills in a new professional area. The course consists of four compulsory subjects with each subject consisting of a number of modules.

Campus
Hawthorn.

Course duration
Six months full-time or one year part-time.

Course subjects
Marketing
Introduction to Marketing
Implementing Marketing
Management Communication
Management Business Communication
Computer Based Business Applications
Global Trading Issues
International Marketing
Services Marketing
International Cultural Issues
International Trade and Finance
Tools for Quantitative Analysis
Economic Analysis

Statistics for Management
Accounting for Managers

Entry requirements
A degree or diploma from a recognised tertiary institution (or approved equivalent) and at least three years work experience, or five years relevant experience in a responsible position in business or industry.

Application procedure
Contact the course convenor, Fiona Fowler, on (03) 9214 5109
Facsimile: (03) 9818 3658
Email: fowler@swin.edu.au

Further information
Contact the School of Business and eCommerce on:
Telephone: (03) 9214 8720
Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/buscom

0046BEAA Graduate Certificate in Business (Executive Administration)
This Graduate Certificate has been developed for:
- Secretaries and administrators who already possess executive administration skills, but have no formal qualification recognising their skills to this level.
- Secretaries and administrators who wish to broaden the skills they have already gained in an undergraduate program.
- Secretaries, receptionists and/or administrators who would like to significantly increase their skills and qualifications in order to apply for a promotion to a position of Executive Secretary/Assistant or Personal Assistant.

Campus
Hawthorn; Wantirna.

Professional recognition
Graduates may be eligible for membership of the Institute of Professional Secretaries and Administrators.

Course duration
One year part-time.

Structure
The course consists of three compulsory subjects and one elective. All four subjects must be satisfactorily completed to gain the Graduate Certificate.

Course subjects
Compulsory Subjects
Executive Administration
Fundamentals of Management Processes
Information Technology

Electives (choose one)
Communications and Electronic Culture
Employee Relations
Marketing Fundamentals and Practices
Global Trading

These electives have been selected from other Swinburne Graduate Certificate courses to provide students with a pathway option for further study.

Entry requirements
A diploma, advanced diploma or degree from a recognised tertiary institution, or equivalent, or be of mature age with relevant work experience and demonstrate an ability to meet course demands.

Students may need to undertake two adult tertiary preparatory modules, Research Skills 1 and 2, and Argument and Analysis, in order to acquire the necessary skills to meet course demands.
Application procedure
Contact the course convenor, Kathy Thomas on 0410 569 361
Facsimile: (03) 9887 1017
Email: kthomas@groupwise.swin.edu.au

Further information
Contact the School of Business and eCommerce on (03) 9210 1224
Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/buscom

5801BA Graduate Certificate in Human Resource Management

The Graduate Certificate in Human Resource Management will appeal to people from a diverse range of business backgrounds who have a common goal—to gain a tertiary qualification in order to improve their management skills and business prospects.

Aims & Objectives
The course aims to provide the skills needed for effective human resource management. It can also be viewed as the first step in the on-going process of postgraduate management education.

Campus
Hawthorn

Professional recognition
The course has been fully endorsed by the Australian Human Resources Institute (AHRI).

Course duration
Two semesters of part-time study over one year.

Structure
The Graduate Certificate in Human Resource Management is the first stage in the Graduate Diploma of Business (Human Resource Management). The Graduate Certificate is based on thirty weeks of classes held over two semesters. Candidates who commence in semester one or two will attend classes on either Tuesday or Wednesday evenings from 5.30pm to 9.30pm.

The program may also be run ‘in-house’ for organisations where a minimum of fourteen candidates are available.

Course subjects
- HRM001 Performance and Reward Management
- HRM002 Employee Relations
- OH200 Recruitment and Selection
- OH300 Human Resource Development

Entry requirements
Applicants should be either: people with a degree or diploma with at least three years work experience, or managers with no degree or diploma but with considerable relevant experience (at least five years) and a level of responsibility in industry or business.

Application procedure
Contact the Program Administrator on (03) 9214 5329 for an application form.

Further information
Contact the School of Business and eCommerce on (03) 9214 5329
Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/buscom

21077VIC Graduate Certificate in Business (Management of International Education)

This twelve month, part-time course is a compact, leading-edge postgraduate qualification in quality management. The program enables participants to plan, initiate, control, install and audit QM programs successfully. It is especially designed to incorporate/address both:

- The new ISO9000 in 2000 standards for quality
- The criteria for the Australian Quality Awards

The program also develops core leadership and management competencies required by contemporary Quality Managers and their organisations. It is applicable to manufacturing, service, private, government and semi-government, small and large organisations.

Campus
Hawthorn

Course duration
One to two years part-time.

Structure
One-third of each 40 hour module will be delivered in seminar format at Swinburne’s Hawthorn campus, with the remaining hours undertaken through self-directed study, on-line resources and action learning.

Participants can nominate the number and sequence of modules they wish to enrol in. However, to be awarded the Graduate Certificate, students need to successfully complete, or gain Recognition of Prior Learning (RPL) in two core modules and two elective modules.

Course subjects
Core modules
- Culture and Diversity in International Education
- Australian Education in an International context

Elective stream modules (two required)
- Management of International Education and Training - Offshore
- Management of International Education and Training - Onshore

At least one of the above must be done, with other options chosen from the following:

- An approved module at Graduate Certificate or equivalent level which develops complementary competencies to those of other modules undertaken,
- An agreed organisationally based project or research activity, or
- Candidates who possess a level of proficiency equivalent to ASLPR 4/5 in reading, writing, listening and speaking in a language other than English may identify this as their elective.

Entry requirements
A degree or advanced diploma from a recognised tertiary institution or approved equivalent. Applicants who do not hold an appropriate qualification but who have considerable relevant work experience are also eligible to apply.

Application procedure
Contact Mary Brakourinis on (03) 9214 8114
Fax: (03) 9214 5563

Further information
Contact the School of Business and eCommerce on (03) 9214 8114
Email: tafebus@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/buscom

0046QLM Graduate Certificate in Quality Management

This twelve month, part-time course is a compact, leading-edge postgraduate qualification in quality management. The program enables participants to plan, initiate, control, install and audit QM programs successfully. It is especially designed to incorporate/address both:

- The new ISO9000 in 2000 standards for quality
- The criteria for the Australian Quality Awards

The program also develops core leadership and management competencies required by contemporary Quality Managers and their organisations. It is applicable to manufacturing, service, private, government and semi-government, small and large organisations.

Campus
Hawthorn
Course duration

One year part-time. Participants generally complete two modules per semester, over two semesters of 16 weeks.

Course subjects

The course consists of 4 modules:
- 0046SM1 Management Responsibilities
- 0046SM2 Process Management
- 0046SM3 Management Analysis and Improvement
- 0046SM4 Resource Management

Practical Project - investigation through to management presentation

Organisational self-assessment (people and one other category),
OR IS09000 in 2000 (Resource Management and one other category),
OR
A combination of People from Organisational Self Assessment and Resource Management from IS09000 in 2000-04-26

Entry requirements

A degree or diploma from a recognised tertiary institution (or approved equivalent), or considerable relevant work experience.

Application procedure

Contact the convenor, Ed Marr-Reid on (03) 9214 5366
Facsimile: (03) 9819 3658
Email: emarrreid@swin.edu.au

Further information

Contact the convenor, Ed Marr-Reid on (03) 9214 5366
Facsimile: (03) 9819 3658
Email: tafebus@groupwise.swin.edu.au

0046SB002 Graduate Certificate in Business
(Small Business Management)

The course has been designed to meet the needs of small business owners, operators, and prospective business consultants. It aims to skill participants on the requirements of small business and to enhance participants' chances of success in their chosen business field.

Campus

Hawthorn

Career opportunities

On completion of the course, students should possess an improved job and/or business performance and a greater awareness of the inherent challenges associated with being in small business.

Course duration

One year part-time.

Structure

The course is offered on a part-time basis over 12 months. It is expected that the course will be completed in one semester of equivalent full-time study, or two semesters part-time study. Students need to attend in-class for 4 hours per week. In addition to the in-class contact hours, students are expected to spend at least two hours for each contact hour in undertaking reading, research and the completion of assignments and case studies.

The course consists of three compulsory subjects, each of which has a set number of modules and one elective subject. The elective can be one specifically designed for this course, or can be chosen from any subject within the existing suite of graduate certificates taught at the Swinburne's Hawthorn campus.

Assessment is based on both individual and group work. Assignments and tests concentrate on the practical application to the small business environment.

Course subjects

0046SB001 Force for Small Business
0046SB002 Managing Your Business Efficiently
0046SB003 Business Start Up and Development
0046SB004 Information Technology

Entry requirements

Applicants should have either:
- A degree or diploma with at least three years work experience, or
- Five years relevant experience and hold a responsible position in industry or business.

Application procedure

Applicants should contact the School of Business and eCommerce to obtain an application form on (03) 9214 8700. Note: This is a full-fee program.

Further information

Contact Brian McDonnell in the School of Business and eCommerce
Telephone: (03) 9214 8700
Email: bmcdonnell@swin.edu.au

0046SUPP Graduate Certificate in Supply Chain Management

This course aims to provide students with the complex principles and practices, knowledge and attitudes which will enable them to perform the duties of managing and guiding industry and organisations in supply chain management.

Aims & Objectives

The course aims to produce graduates with the complex principles and practices, knowledge and attitudes which will enable them to perform the duties of managing and guiding industry and organisations in supply chain management.

On completion successful participants will be responsible for the management of the implementation of supply chain management concepts and practices, developing, implementing, and maintaining supply chain management and systems. They will possess a broad range of skills and knowledge, with particular depth of knowledge in the supply chain management principles and practices. Such knowledge will be able to be applied to a variety of contexts within an industry or organisation.

Campus

Hawthorn

Career opportunities

Logistics, Supply Chain Management.

Professional recognition

Member of the Institute of Purchasing and Materials Management (IPMA)

Course duration

One year part-time.

Course subjects

0046TD001 Supply Chain
0046TD002 Logistics
0046TD003 Quality and the Supply Chain

Plus an appropriate elective from the Graduate Certificate in Human Resource Management.

Entry requirements

A degree or diploma from a recognised tertiary institution, or considerable relevant work experience.

Application procedure

Contact the convenor, Ed Marr-Reid on (03) 9214 5366
Facsimile: 9819 3658
Email: emarrreid@swin.edu.au

Further information

Contact the School of Business and eCommerce on (03) 9214 5329
Email: tafebus@groupwise.swin.edu.au
COMPUTING and INFORMATION TECHNOLOGY

COMPUTER SCIENCE

S12832VIC Advanced Diploma of Computer Science (Multimedia, Instrumentation, Software Development)

This course is specifically designed to introduce the participant to both the fundamental and advanced techniques applied to the computer scientific participant to concentrate on their designated field of either Multimedia Technological and Science/multimedia technology. The course was redesigned in 1998 to meet the needs of industry, resulting in the formulation of three distinct exiting levels:

The Certificate IV and Diploma levels are considered to be in the generic computer science/multimedia field while the Advanced Diploma is designed to allow the participant to concentrate on their designated field of either Multimedia Technology, Scientific Instrumentation or Software Development. All students enrol in the Advanced Diploma with the option of applying for the Certificate IV or the Diploma on early exit.

Campus

Hawthorn

Career opportunities

Graduates of the Certificate IV level are qualified to work as:

- Assistants to practitioners in the computer science/multimedia technology industry.
- Technical support to professionals in research and development.
- Installation, maintenance and upgrading of computer systems.
- Consulting, sales and training programs.

Graduates of the Diploma are qualified to work in all areas identified for the Certificate IV as well as:

- Design and implementation of software/hardware.
- Installation, maintenance of a local area network.
- Technical support to web design and implementation.
- Application of 3D design to relative industries.

Graduates of the Advanced Diploma will have increased employment opportunities to work in all of the areas identified for both the Certificate IV and the Diploma as well as the following, dependent on their choice of stream:

- Full customisation of Graphical User Interfaces for associated scientific industries.
- Full web page design, management implementation and maintenance for industries.
- Multimedia Authoring for production of interactive multimedia displays, CD presentation for technical applications and promotional material for in-house training.
- Object Orientated Programming in Java and C++.
- Visual Basic for scientific applications to relative industries.
- Data acquisition and sensor design in relative associated industries.

Graduates holding a Computer Science qualification also have the opportunity of continuing their studies in a degree program at either Swinburne or another university. These well established pathways are available to successful graduates, allowing students to apply for entry into the 2nd year of a degree program of their choice. Some of the programs that presently have a formal pathways agreement are: Computer Science Conversion, Multimedia (Networks and Computing), Multimedia (Multimedia Software Development), Medical Biophysics.

Course duration

Two years full-time.

Structure

Operations Research is currently available online. Several units are currently under production for delivery via the internet. It is anticipated that these will be available online within the next two years. Students enrolling in online units will be allocated a mentor to track their progress and provide support. Access may be available via email, online chat where available, fax, telephone, or postal mail. An additional fee applies to units available as flexible delivery.

Course subjects

Core 1st Year modules

Semester 1

SSAB202 Elementary Boolean Algebra
SAAB220 Logic
SAAB238 Introduction to Vector
SNC3006 Writing Workplace Documents
SVBG061 Physics Fundamentals
SVBG067 Gas Laws & Heat
SVBG084 Information Technology
SVBG088 Motion
SVBG091 Introduction to Vector Analysis
SVBG098 Computer Hardware
SVBG099 Computer Systems Management & PC Support
SVBG102 Introduction to HTML Design

Semester 2

SAAB189 Hyperbolic Functions
SAAB227 Matrix Inverses and Determinant
SITF401 Introduction to CAD Graphic Systems (3D Animation)
SITF402 CAD Graphic Systems 2 (3D Animation)
SNC3004 Work Team Communications
SVBG083 Field Theory
SVBG085 Basic Modern Physics
SVBG086 Basic Waves & Sound
SVBG089 Occupational Health & Safety
SVBG095 Programming 1
SVBG096 Introductory Mathematics
SVBG099 Introductory Calculus
SVBG101 Scientific Instrumentation

Core 2nd Year modules

Semester 3

SAAB240 Complex Numbers
SVBG074 Windows Programming & GUI Design (Visual Basic)
SVBG078 Advanced Programming (C++)
SVBG079 Networking Fundamentals
SVBG082 Numerical Analysis
SVBG085 Quality Assurance
SVBG088 Principles of Design 1
SVBG105 Sampling and Statistics
SVBG113 Microprocessor Fundamentals & Programs

Semester 4

SAAB147 Partial Differential Equations
SAAB189 Partial Derivatives
SITD506 Project Management Techniques
SVBG019 Data & Software Security
SAAB192 Second Order Differential Equations
SITF403 Principles of Design 2
SVBG110 Operational Research
SVBG115 Networking Management
Application

SVBH064 Internet
SVBG115 Networking Management
SAAB161 Fourier Series
SVBB12B Digital Audio
SVBG117 Advanced Operating Systems
SVBG119 Multimedia Images
SITF506 Animation Software

Multimedia Elective Streams for Semesters 3 & 4

SITF05 Principles of Animation
SITF06 Animation Software Packages
SNS017 Writing Technical Documents
SVBG119 Multimedia Images & Sound Authoring
SAA816 Fourier Series
SVBG116 Software Quality Management
SVBG117 Advanced Operating Systems
SVBG120 Multimedia Project
SVBG115 Networking Management
SVBB131 Digital Video 1
SVBB138 Digital Audio
SVBH684 Internet E-Commerce

Instrumentation Elective Streams for Semesters 3 & 4

SVBG077 Database Programming
SVBG100 Materials Science
SVBG101 Fluid Statics & Dynamics
SVBG102 Magnetism
SVBG103 Physical Optics
SVBG104 Thermodynamics
SVBG106 Advanced Magnetism
SVBG107 Relativity
SVBG108 Advanced Optical Physics
SVBG109 Advanced Nuclear Physics
SVBG111 Sensors & Transducers
SVBG112 Computer Interfacing Fundamentals
SVBG114 Data Acquisition Technology
SVBG115 Networking Management

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, with preference given to students with passes in Units 3 & 4 Mathematics and Physics. Students without these units will be given consideration but may be required to complete all components of the Certificate IV and additional bridging subjects before advancing to the Diploma. Mature-age, non-VCE applicants will be considered on individual applications and an interview if necessary.

Application procedure
Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC). Applicants who wish to study part-time or commence mid-year should contact the Industrial Sciences Department on (03) 9214 5161 to obtain an application form.

Further information
Contact the Industrial Sciences Department on (03) 9214 5161
Fax: (03) 9214 8650

COMPUTER WORKSHOP

0046CWC Computer Workshop Certificate

A computing program for beginners, these workshops aim to increase confidence and ability in dealing with basic computing. The first workshop has been designed for people with little experience of computers. It introduces Windows, word processing and spreadsheet work using MS Word and Excel from the MS Office package. There is also an introduction to the Internet. The second workshop builds on earlier work with Word and Excel, and provides an introduction to Access database software and more extensive work with the Internet.

Campus
Croydon; Healesville; Lilydale; Prahran; Wantirna; Community Venue

Career opportunities
Entry level occupations in the information technology industry. It also provides the prerequisite skills needed for more advanced information technology programs.

Course duration
18 weeks per workshop (3 hours per week), offered day or evening.

Structure
The course is made up of two workshops (Workshops 1 & 2), each lasting 18 Weeks x 3 Hours per Week. Students need to complete both workshops to earn the certificate.

Course subjects
Computer Workshop 1
Computer Workshop 2

Entry requirements
There are no formal entry requirements.

Application procedure
Applicants should apply directly to the Department of Computing and Information Technology on (03) 9210 1228 or by completing the online application form at: www.tafe.swin.edu.au/eng/

Further information
Contact the Department of Computing and Information Technology
Telephone: (03) 9210 1228
Email: tafeeng@swin.edu.au
Website: www.tafe.swin.edu.au/eng/

INFORMATION TECHNOLOGY

ICA20199 Certificate II in Information Technology

This course provides training in microcomputer software packages for word processing, spreadsheets, databases and desktop publishing. It is designed for those who use computer software packages in a business or at home. It is also designed for anyone wanting basic computing and information technology skills, but lacking the formal qualifications needed for entry to more advanced programs.

Note: there are some variations in the program content at different campuses, and when the program is studied in different modes.

Campus
Croydon; Hawthorn; Healesville; Lilydale; Prahran; Wantirna; Community Venue.

Career opportunities
This course provides prerequisite skills for students wanting to continue their studies in information technology. Alternatively, on completion they can obtain entry level jobs in IT sales and marketing or in other areas requiring sound skills in the use of application software.

Course duration
Approximately one semester full-time or up to two years part-time. This course is available as follows:
Full-time: Croydon, Hawthorn, Lilydale, Prahran, Wantirna
Part-time Day or Evening: Wantirna, Healesville and Community Venues

Course subjects
Note: there may be some variations in the program content at different campuses. Topics covered in this course are:
Operate Computing Packages
Operate Computer Hardware
Design Organisation Documents using Commercial Computing Packages
Connect Hardware Peripherals
Install Software Applications
Maintain System Integrity
Integrate Commercial Computing Packages
Work Effectively in an Information Technology Environment
Communication in the Workplace
Apply Occupational Health and Safety Procedures
Maintain Equipment and Consumables
Access the Internet
Identify Components of Multimedia
Determine Client Computing Problems and Action
Maintain Equipment/Software Inventory

Entry requirements
Satisfactory completion of an appropriate Victorian Year 10 or its equivalent, or mature age. This program is designed for anyone wanting basic computing and information technology skills, but lacking the formal qualifications needed for entry to more advanced programs.

Application procedure
Applicants should contact the Department of Computing and Information Technology to obtain an application form, or complete the online application form at: www.tafe.swin.edu.au/eng/

Further information
Contact the Department of Computing & Information Technology on:
(03) 9213 6694 (Croydon & Lilydale),
(03) 9214 8875 (Hawthorn),
(03) 5967 1902 (Healesville),
(03) 9214 6785 (Prahran), or
(03) 9210 1222 (Wantirna)
Community Programs: (03) 9213 8861
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

ICA30199 Certificate III in Information Technology (Software Applications)

This is a practical program in computing applications, business operations and concepts.

Aims & Objectives
The course provides skills in the advanced use of computer applications.

Campus
Croydon

Career opportunities
On successful completion, students will be in a position to seek entry level employment in a broad range of information technology areas, including client support, IT sales and marketing, and help desk vocations. Alternatively, they may progress to the Certificate IV in Information Technology.

Course duration
One semester full-time.

Structure
The program consists of 8 compulsory units and 4 additional elective units.

Course subjects
The following competencies must be achieved to successfully complete the course:

Compulsory units
Creating User and Technical Documentation
Developing Macros and Templates
Using Advanced Features of Computer Applications
Installing and Optimising System Software
Provide Advice to Clients

Electives
Running Standard Diagnostic Tests
Migrating to New Technology
Customising Packaged Software Applications

Electives
Connecting Internal Hardware Components
Basic System Administration
Providing One to One Instruction
Creating Web Pages with Multimedia Software

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
Applicants should contact the Department of Computing & Information Technology to obtain an application form or complete the online application form at: www.tafe.swin.edu.au/eng/

Further information
Contact the Department of Computing & Information Technology on:
(03) 9210 1222 (Wantirna),
(03) 9213 6694 (Croydon & Lilydale), or
(03) 5967 1800 (Healesville)
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

21103VIC Certificate IV in Information Technology

This program provides a range of skills in information technology. It provides learners with high level technical skills in operating systems, programming, networking and software applications, as well as familiarity with computer hardware, web page production and communications.

Campus
Croydon; Hawthorn; Prahran; Wantirna.

Career opportunities
Employment in client support, network administration and network management or software development as a trainee programmer or a member of a programming team.

Course duration
Up to three years part-time (2 nights per week).

Course subjects
The subjects listed below should be taken as a guide only:
Visual Basic Programming
Computer Package Operation
Installing and Configuring Unix
Occupational Health and Safety Procedures
Application Customisation and Web Pages
Computer Hardware Systems
Introductory Linux Programming
Java Programming
Administer a Network
Communicating with Clients

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
Applicants should contact the Department of Computing & Information Technology to obtain an application form or complete the online application form at: http://www.tafe.swin.edu.au/eng/
Further information
Department of Computing & Information Technology on:
(03) 9213 6694 (Croydon)
(03) 9214 8875 (Hawthorn)
(03) 9214 6765 (Prahran)
(03) 9210 1228 (Wantirna)
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

ICA50499 Diploma of Information Technology (Network Engineering)
VTAC code: 77071 (Hawthorn), 70051 (Lilydale), 71051 (Wantirna)

This course provides the skills needed to work in network engineering and network management. It provides training in a range of relevant skills for the selection, installation, use, programming and networking of microcomputers, and for client support generally.

Campus
Hawthorn; Lilydale; Wantirna

Career opportunities
Employment in network administration, management or engineering, or in client support. Alternatively, students are well prepared to continue to degree studies in relevant areas of computing.

Course duration
Two years (4 semesters) full-time. This course is not offered on a part-time basis.

Course subjects
The subjects listed below should be taken as a guide only.

Semester 1
Computer Applications
Client Communications
Computer Systems
Visual Basic Programming
Installing & Configuring Linux

Semester 2
Software Customisation
PC Support
Network Administration
Project Management Concepts
Linux System Administration

Semester 3
Build an Intranet and Internet
Network Installation & Management
Client Support
Project Management 1
Programming 2

Semester 4
Project Management 2
Systems Analysis
Complex Networks
Work Placement

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

Further information
Contact the Department of Computing & Information Technology on:
(03) 9213 6694 (Lilydale),
(03) 9214 8875 (Hawthorn), or
(03) 9210 1228 (Wantirna)
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

ICA50299 Diploma of Information Technology (Software Development)
VTAC code: 70071 (Croydon), 78131 (Prahran), 71061 (Wantirna)

This course provides learners with software development skills: program design, code development, systems analysis and design, project management and client interaction. Major studies include: programming, the analysis and design of computer systems, the implementation and maintenance of systems, project management and the provision of technical advice and support.

Campus
Croydon; Prahran; Wantirna

Career opportunities
Employment in software development. Alternatively, students are well prepared to continue on to degree studies in computing and information technology.

Course duration
Two years (4 semesters) full-time. This course is not offered on a part-time basis.

Course subjects
The subjects listed below should be taken as a guide only.

Semester 1
Computer Applications
Computer Systems
Client Communications
Visual Basic Programming
Installing & Configuring Systems Software

Semester 2
Software Customisation
Systems Design 1
Client Needs Analysis
Java Programming

Semester 3
Systems Implementation
Project Management 1
C++ Programming
Database Programming

Semester 4
Project Management 2
Systems Design 2
Project Programming
System Testing

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

Further information
Contact the Department of Computing & Information Technology on:
(03) 9213 6694 (Croydon & Lilydale),
LEARNING TECHNOLOGIES

0046CLT Certificate in Learning Technologies

This introductory course has been designed especially for those who require a thorough knowledge of the Microsoft Office Products.

Campus
Croydon; Online

Course duration
The program is nominally 100 Hours, studied on-line or through flexible delivery.

Structure
Students select five of the following six modules: Word, Excel, Access, MS Publisher, PowerPoint and Windows. For each module the student receives a comprehensive manual and tutorial support using email. Progress is monitored by computer managed learning software known as "The Learning Manager", which also issues and receives assignments and review tests.

Course subjects
Select five of the six modules listed below:
- MS Word
- MS Excel
- MS Access
- MS Publisher
- MS Power Point
- Windows 95/98

Entry requirements
Applicants should have access to a 486 microcomputer or better, capable of running the MS Office 97 suite, and access to the Internet and the World Wide Web.

Application procedure
Applicants should apply directly to the Department of Computing and Information Technology on (03) 9213 6694 or by completing the online application form at: online.tafe.swin.edu.au/cit/clt

Further information
Contact the Department of Computing and Information Technology
Telephone: (03) 9213 6694
Email: tafeeng@groupwise.swin.edu.au
Website: online.tafe.swin.edu.au/cit/clt

Swinburne University of Technology | TAFE Handbook 2002
This program is for Aboriginal and Torres Strait further vocational courses. Applicants should apply directly to the Department of Arts on Application procedure.

Entry requirements
This program is for Aboriginal and Torres Strait Islanders who are motivated to undertake an art and design course. Applicants are selected by interview. Art and design experience is not required to enter the program. Aboriginal and Torres Strait Islanders may also nominate participants for the course.

Application procedure
Applicants should apply directly to the Department of Arts on (03) 9210 1116 (Wantirna), or (03) 5957 1800 (Healesville). Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

DESKTOP PUBLISHING

2403AFC Certificate IV in Desktop Publishing

This course provides training for people who wish to pursue a career in the pre-press sector of the printing, electronic publishing or graphic arts industries, or for those already employed but needing to upgrade their skills.

Campus
Healesville; Wantirna

Career opportunities
Entry level employment in a broad range of categories within the graphic arts and allied industries. It also enables students to satisfy the requirements for entry into further vocational courses.

Course duration
One semester full-time or one year part-time (2 evenings per week).

Note: This course is only available as follows:
Full-time: Healesville and Wantirna
Part-time evening: Wantirna

Course subjects
VBA001 Introduction to Personal Computers
VBA004 Introduction to Graphic Arts
VBA005 Workplace Communication
VBA006 Typography and Layout for Electronic Publishing
VBA007 Text and Graphics Manipulations
VBA008 Graphic Image Manipulation
VBA009 Design for Interactive Multimedia

Course subjects
VBA001 Introduction to Personal Computers
VBA004 Introduction to Graphic Arts
VBA005 Workplace Communication
VBA006 Typography and Layout for Electronic Publishing
VBA007 Text and Graphics Manipulations
VBA008 Graphic Image Manipulation
VBA009 Design for Interactive Multimedia
Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC).
Applicants who wish to study part-time should contact the Department of Computing & Information Technology to obtain an application form or complete the online application form at: www.tafe.swin.edu.au/eng/

Further information
Contact the Department of Computing & Information Technology
Telephone: (03) 9210 1228
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

GRAPHIC/PRODUCT DESIGN

15727VIC Certificate IV in Arts (Applied Design)
VTAC codes: 78011 (Prahran), 71011 (Wantirna), 70131 (Lilydale)

This course prepares students for careers in either graphic design or product design by providing a foundation program in design theory and practice. The streams emphasise preparatory training in graphic and product design, enabling students to apply for further vocation design studies in TAFE or Higher Education.

Aims & Objectives
This course aims to provide an overview of the historical and contextual basis for design as well as providing an introduction to the practical skills and aesthetic engagement required for a designer.

Campus
Lilydale, Prahran, Wantirna.
Note: the Product stream is only available at the Wantirna campus.

Career opportunities
Graduates are encouraged to apply to graphic or industrial design courses at the higher education level.

Course duration
One year full-time.

Structure
In Semester 1 all students (Graphic & Product) undertake common core subjects.
In Semester 2, students complete specialist subjects in either the graphic or product design stream.

At Prahran campus (only) additional accredited subjects are delivered as an ‘Enhancement’ to the Graphic Design stream. All students who complete the Graphic Design stream plus the Enhancement Program, at the appropriate level, are afforded direct entry into Year 2 of the Bachelor of Design (Graphic Design) at the Swinburne National School of Design.

Course subjects
Core subjects
NCS301 Presenting Information
VBB302 Thematic Studies in Art & Design
VBB305 Consumer Psychology and Marketing
VBB339 Design Principles & Elements Level 2
VBB340 Design Law
VBB341 Design and The Environment
VBB342 Colour
VBB344 Illustration Elements & Techniques
VBB354 Introduction to Computers
VBB355 Introduction to Graphic Design
VBB356 Introduction to Model Making

Further information
Contact the Department of Arts on:
(03) 9214 6739 (Prahran), or
(03) 9210 1116 (Wantirna/Lilydale)

GRAPHIC ART

12861VIC Diploma of Arts (Graphic Art)
VTAC code: 78111 (Prahran)

NOTE: This course will NOT be offered at Lilydale campus in 2002.

This course prepares students to create and execute design concepts efficiently and economically and to be capable of using traditional media and computer technology to assemble ‘camera ready’ and digital artwork with the necessary understanding of graphic reproduction techniques.

Aims & Objectives
The course aims to provide participants with the skills, knowledge and attitudes required to qualify to work as graphic artists across a wide range of graphic design industry occupations.

Campus
Prahran

Career opportunities
Career opportunities exist within advertising agencies and the graphic design and finished art studies which service them. Employment can also be found in a number of other areas of the industry, such as publishing (newspaper and magazines), retail advertising, large corporations, printers, film and television production houses, educational institutions and government departments.
Course duration
Two years full-time.

Structure
Students must attend at least 80% of classes to be eligible for assessment. Work experience in industry is an important element of the second year of full-time study, with periods spent away from Swinburne in industry situations, gaining valuable experience prior to seeking employment.

Course subjects

**Year 1**
- VBS628 Design Principles & Elements
- VBS640 Computer Aided Design
- VBS641 Drawing
- VBS642 Life Drawing
- VBS635 Occupational Health & Safety
- VBS753 Technical Illustration
- VBS746 Reprographics & Prepress Level 1
- VBS748 Finished Art Level 1
- VBS795 Typography Level 1
- VBS744 Design Process Level 1
- VBS745 Electronic Design Level 1
- VBS752 Technical Colour Applications
- VBS643 Photography Level 1

**Year 2**
- NC007 Presenting Information
- VBS626 Business Practices
- VBS756 Typography Level 2
- VBS747 Reprographics & Prepress Level 2
- VBS749 Finished Art Level 2
- VBS829 Contemporary Art & Design
- VBS837 Focus on Industry
- VBS645 Drawing for Illustration
- VBS754 Commercial Product Illustration
- VBS797 Extended Practical Placement
- VBS790 Finished Art Level 3

Entry requirements
Successful completion of at least the first year or an approved art, design or media course at a post-VCE or equivalent Year 12 level. Mature age applicants with some industry experience are also eligible to apply. Applicants are required to present a folio of work at interview to be considered for application.

Application procedure
Applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

After applying to VTAC applicants must contact the Department of Arts to receive further information with regard to a supplementary application form and interview.

Further information
Contact the Department of Arts on (03) 9214 8739

ENGINEERING and TECHNOLOGY

AVIATION

0046DAV Diploma of Technology (Aviation)
VTAC code: 77031

The Diploma of Technology (Aviation), incorporating the Certificate IV of Technology (Aviation), was created to provide an opportunity for students to gain a qualification which would enhance their selection prospects for entry into commercial aviation.

The course extends the standard Commercial Pilot License training to give the student a better appreciation of his/her machine and a technical understanding of procedures and manoeuvres. In addition, recognising the needs of both the organisation and the customer, the student is made industry-aware by more general studies of the working environment. Of the academic subjects, which are conducted at the Hawthorn campus, approximately fifty per cent are technical.

The overall objective of the course is to prepare students with the knowledge and skills required for instant entry to the industry as either light charter pilots or flying instructors, where they may then accrue the further flying experience necessary for entry into the larger airlines.

Campus
Hawthorn, External Venue

Career opportunities
Professional careers in General Aviation as aeroplane pilots (particularly those with aspirations for a career with regional airlines, perhaps leading to major airlines).

The course would give an appropriate basis upon which to build non-flying careers, such as Air Traffic Control, Flight and Ground Operations, Management of Airports and Facilities, etc.

Course duration
One and a half years full-time.

Structure
The course is made up of three components, running in parallel:
- Flying and Simulator Training
- Industry Based Theory
- Academic Theory (at Hawthorn)

The standard Commercial Pilot License training is complemented through an academic component, with the aim of giving the student a basic technical understanding of operational procedures, the machine, and manoeuvres. In addition, recognising the needs of both the organisation and the customer, the student is made industry-aware by more general studies of the working environment.

The flying training component of the course will be provided by a nationally accredited provider. In addition, Swinburne University of Technology, will provide all statutory training for qualification, as well as the preferred options required for employment, as either light charter pilots or flying instructors. When so employed they may then accrue the further flying experience necessary for entry into the larger airlines. The course will give students an accredited award which will also recognise their potential for further undergraduate studies in aviation if so desired.

Course subjects

Flying training/experience of approximately 170 hours
- Flight simulator training
- General Flying Progress Theory
- Commercial Pilot License 1 Theory
- Commercial Pilot License 2 Theory
- Air Transport Pilot Licence 1 Theory
- Air Transport Pilot Licence 2 Theory
- Air Transport Pilot Licence 3 Theory
- Mathematics
- Introduction to Strength of Materials

Swinburne University of Technology | TAFE Handbook 2002
Entry requirements

Standard entry - satisfactory completion of an appropriate Victorian Year 12 or its equivalent. VCE prerequisites: Units 1 and 2 - General Mathematics and Units 3 and 4 - English. A pass in Physics is desirable but not essential.

Special entry - Special provision is made for mature age entry. Applicants will need to show an ability to cope with the proposed course of study.

International Student entry – as minimum admission requirements, applicants must have completed the equivalent of VCE and have a sound knowledge of English. Mathematics. Physics knowledge is desirable. Students may be required to undertake English language testing to achieve a result of IELTS 6.0 or TOEFL 550. Further training is available at Swinburne for those unable to meet these standards.

All applicants - should ensure they are able to pass the medical requirements of the Civil Aviation Safety Authority and are also strongly advised to take an evaluation flight and aptitude assessment to determine whether they possess the co-ordination skills necessary to complete the flying training required.

Credit Transfer

Applicants with prior studies at other institutions and/or flying experience will be given consideration for credit exemptions towards the course. Successful completion of the Diploma will give eligibility for consideration for entry into the Bachelor of Technology (Aviation) and with credit exemption from all flying requirements.

Application procedure

Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

After applying to VTAC applicants must contact the Department of Mechanical and Automotive Technology on (03) 9214 8604 to obtain a supplementary application form.

Further information

Contact the Department of Mechanical and Automotive Technology

Telephone: (03) 9214 8604
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

COMPUTER SYSTEMS

2206AJC Certificate II in Computer Systems

This course provides vocational training for people wanting to begin a career or pursue further study in the computer and electronic industries. The employment outcome would typically be a technical assistant performing routine, assembly, installation and testing computer equipment under supervision.

Aims & Objectives

The course is designed to provide a basic background in the computer hardware and software components of modern computing systems. It is suitable for basic production tasks.

Campus

Croydon, Hawthorn, Wantirna

Career opportunities

Technical assistant performing routine assembly, installation and test tasks under direction, or further study in the Certificate IV and Diploma in Computer Systems.

Course duration

Six months full-time. Part-time students will take longer to complete all necessary modules.

Course subjects

Entry requirements

Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, with passes in Units 1 and 2 - Mathematical Methods or Units 3 and 4 - Mathematics (any). Mature age applicants and others who do not meet these requirements, should enquire directly to the department.

Application procedure

Applicants should apply directly to the department listed below, or complete the online application form at: www.tafe.swin.edu.au/eng/

Further information

Contact the Department of Electrical and Electronics Technology on:

(03) 9213 6990 (Croydon and Wantirna), or
(03) 9214 8875 (Hawthorn)

Email: tafeeng@groupwise.swin.edu.au

Website: www.tafe.swin.edu.au/eng/

UTE60199 Advanced Diploma of Computer Systems

VTAC code: 70011 (Croydon), 77341 (Hawthorn)

This course provides vocational training for people wanting to begin a career or pursue further study in the computing and electronic industries. It is designed to provide a sound background and application of hardware and software components of modern computing systems including network technologies. The employment outcome would typically be a technical officer performing research and development analysis, installation, diagnosis and testing of equipment.

Aims & Objectives

The course aims to provide students with a full para-professional qualification suitable for performing the duties of a technical officer.

Campus

Croydon, Hawthorn

Career opportunities

Certificate IV: Employment as a technician or service person who performs maintenance, diagnosis, repair and customer liaison. Also direction of the work performed by technical assistants. Further study at degree level in engineering or computer science.
Diploma: Employment as a technical officer who performs design, manufacture, analysis, supervision and engineering liaison. Other opportunities include a systems manager or support officer for computer systems. It also provides a foundation for further study towards obtaining a degree.

Course duration
Certificate IV: Approximately nine months full-time (in addition to Certificate II in Computer Systems) or equivalent part-time.
Diploma: Two years full-time (including Certificate II and Certificate IV levels) or equivalent part-time.

Course subjects
Certificate III
TH202 Using a Graphical User Interface
NEB02 Occupational Health & Safety
NE178 DC Power Supplies
NE179 Digital Electronics 1
NE184 Electronic Hand-Soldering Technology
VBB219 Electrical Fundamentals
VBB220 Basic Test Equipment
VBB221 Analogue Systems
VBB222 Digital Systems
VBB233 Introduction to Internet
VBB225 Engineering Management & Communications 1
VBB229 Mathematics for Electronics 2
VBB230 Assembly Techniques

Certificate IV
The following modules are only a selection of topics available. Some are subject to change depending upon demand for particular topics and upon rules for the award.
EA121 MicroProcessor Systems (Hawthorn only)
EA126 Introduction to Programming
EA129 Network Cables and Connectors
EA183 MicroProcessor Fundamentals
EA187 Introduction to "C" Programming
EA196 Single-User Operating Systems
EB120 Advanced Computer Test-Equipment (Hawthorn only)
ITH303 Installing & Managing a GUI
ITH402 Configuring & Optimising a GUI
ITH404 PC Support (Hawthorn only)
NE102 Microcomputer Applications (Croydon only)
NE105 Advanced Test Equipment (Croydon only)
NE110 Data Communications Fundamentals
NE180 Digital Electronics 2
NE182 Amplifiers 1
NE183 Amplifiers 2
VBB226 Engineering Management & Communications 2
VBB230 Assembly Techniques (Croydon only)
VBB231 Digital Electronics 3

Diploma
The following modules are only a selection of topics available. Some are subject to change depending upon demand for particular topics and on rules for award.
CES012 Local Area Network Analysis (Hawthorn only)
CES013 Local Area Networks (Hawthorn only)
EA194 PC Systems Support (Croydon only)
EB124 Computer Systems Architecture
EB128 Multi-User Operating Systems
EB129 Network Administration
EB161 Advanced Power Supplies

ELECTRICAL
14935VIC Certificate I in Electrical (Pre-Apprenticeship)
The electrical courses are designed to prepare students wishing to gain an electrical apprenticeship with the electrical apprentice training required to become a qualified electrician. Post trade training is available to become qualified at the Certificate IV in Electrical level.

Aims & Objectives
This course aims to provide students with general knowledge and skills in the electrical industry, and an enhanced opportunity to gain an apprenticeship.

Career opportunities
Apprentice electrician or electrical trainee.

Course duration
Approximately 540 hours over six months (4 days per week).

Course subjects
EPC173 Functional Maths
EPC193 Electrical Engineering Drawing
NEB02 Occupational Health & Safety
NEB04 Computing in Engineering
NE172 Electrical Wiring & Equipment 1
NE175 Workshop Practices
NE31 Electrical Drawing Interpretation & Connection
NEC05 Project Work
NEC06 Writing Regulations, Accessories & Circuit Protection
Two to four years part-time (Day - Hawthorn), (Evening - Wantirna).

This course provides post trade further study for persons seeking a career in electrical technology. It is intended for qualified electricians, although entry to the course will be based on the results of an interview or equivalent. Successful completion of this course will enable the student to perform a range of electrical trade tasks in a workplace environment. Post-trade training is to be undertaken in a workplace environment and is subject to change. It is recommended that learners undertake the course in the order presented.

Entry requirements
Year 11 preferred. Year 10 applicants will be required to attend an interview.

Application procedure
Applicants should apply directly to the department listed below, or by completing the online application form at: www.tafe.swin.edu.au/eng

Further information
Contact the Department of Electrical and Electronics Technology on:
(03) 9214 8875 (Hawthorn), or
(03) 9210 1226 (Wantirna)
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

2306AEC  Certificate III in Electrotechnology (Systems Electrician)

This course is designed for people who are employed as electrical apprentices. The course provides students with the necessary skills and knowledge to work at the trade level within the electrical and electronics industry. Post trade training is also available to become qualified at Certificate IV in Electrical level.

Campus
Hawthorn; Wantirna

Career opportunities
Employment as a registered electrician. It also provides a foundation for Certificate IV and Diploma courses in Electrical and Electronics.

Course duration
Three years part-time (960 hours).

Structure
Students undertake 24 modules which are made up of 800 hours of core and 160 hours of elective modules.

Course subjects
The following structure should be taken as a guide only and is subject to change.

Units of Competencies
- UTENES105g Install and terminate wiring systems - cabling/wiring support and protection
- UTENES105j Install and terminate wiring systems - power and control
- UTENES106b Install electrical/electronic apparatus
- UTENES206b Maintain and repair apparatus and associated circuits
- UTENES301b Undertake commissioning procedures of apparatus and associated circuits
- UTENES402b Test apparatus and circuits
- UTENES501b Diagnose and rectify faults in apparatus and associated circuits
- UTENES607b Participate in the training of others

Electives - one to be completed
- UTENES302 Attend to breakdown
- UTENES305 Co-ordinate materials
- UTENES307 Supply projects
- UTENES308 Provide technical leadership in the workplace

The above competencies will be achieved by studying the following subjects plus demonstrating proficiency within the workplace:

Core
- NE022 Occupational Health and Safety
- NE24 Power Supply Principles
- NE031 Electrical Drawing Interpretation and Connection
### ELECTRONICS

**2206AKC Certificate II in Electronics**

The Certificate II in Electronics provides vocational training for people interested in a career in the electronics and computer industries. It is suitable for basic production tasks, sales and distribution work. Employment outcome will typically be a technical assistant performing routine assembly, installation and testing equipment under supervision.

#### Campus
Croydon, Hawthorn, Wantirna

#### Career opportunities
Technical assistant, performing routine assembly and testing tasks, component and system identification (under direction). This course also provides a foundation for further study in the Certificate IV and Diploma levels in Electrical or Electronics.

#### Course duration
Six months full-time. Part-time students will take longer to complete all necessary modules.

#### Course subjects
- ITH202 Using a Graphical User Interface
- NBS902 Occupational Health and Safety
- NE178 DC Power Supplies
- NE179 Digital Electronics 1
- NE184 Electronic Hand-soldering Technology
- VBB219 Electrical Fundamentals
- VBB220 Basic Test Equipment
- VBB221 Analogical Systems
- VBB222 Digital Systems
- VBB223 Introduction to Internet
- VBB225 Engineering Management and Communications 1
- VBB229 Mathematics for Electronics 2
- VBB230 Assembly Techniques

#### Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, with passes in Units 1 and 2 - Mathematical Methods or Units 3 and 4 - Mathematics (any). Mature age and part-time applicants who do not meet these requirements should enquire directly to the Department for additional bridging studies.

#### Application procedure
Applicants should apply directly to the department listed below, or complete the online application form at: www.tafe.swin.edu.au/eng

#### Further information
Contact the Department of Electrical and Electronics Technology on:
(03) 9213 6690 (Croydon and Wantirna), or
(03) 9214 8875 (Hawthorn)
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

**UTE60399 Advanced Diploma of Electronics**

VTAC code: 70431 (Croydon), 77431 (Hawthorn)

The Diploma has various ‘strands’ which align with the Certificate IV strands. A ‘Multi-Strand’ diploma can be achieved by selection of appropriate extra modules. The two strands offered are:

- Broad Based: gives students a general background in electronics.
- MicroProcessor: gives students general background in electronics, with an emphasis on digital technology and the application of MicroProcessors-controlled circuitry.

Note: Associate Diploma Conversion - conversion subjects from Associate Diploma of Engineering (Electronics) to Diploma can be arranged with the Electronics Co-ordinator. Similarly, the Associate Diploma of Electronics (Computer Systems) can be converted.

Note: The location of this course depends on the strand being offered.

#### Aims & Objectives
The Certificate IV modules aim to enhance the skills attained in the Certificate II by offering more advanced technical abilities while at the same time preparing students for entry into the Diploma level studies.

The Diploma aims to provide students with a full para-professional qualification suitable for performing the duties of a technical officer or similar engineering assistant.

#### Campus
Croydon; Hawthorn

#### Career opportunities
Certificate IV: Technician or serviceman level performing maintenance, diagnosis, repair and customer liaison within the computer and electronics industry.

Diploma: Employment as a technical officer who performs planning, design, analysis, supervision or engineering liaison. It also provides a foundation for further study towards a degree.

#### Course duration
Certificate IV: Approximately nine months full-time in addition to the Certificate II in Electronics (or equivalent part-time).

Diploma: Two years full-time (including Certificate II and Certificate IV levels) or equivalent part-time.
Course subjects

Certificate III
TH202 Using a Graphical User Interface
NB202 Occupational Health & Safety
NE178 DC Power Supplies
NE178 Digital Electronics 1
NE184 Electronic Hand-soldering Technology
VBB219 Electrical Fundamentals
VBB220 Basic Test Equipment
VBB221 Analogue Systems
VBB222 Digital Systems
VBB223 Introduction to Internet
VBB225 Engineering Management & Communications 1
VBB229 Mathematics for Electronics 2
VBB230 Assembly Techniques

Certificate IV

Bread Based Stream
EA100 Analogue Electronics 1
EA101 Analogue Electronics 2
EA126 Introduction to Programming
EA128 Network Cables and Connectors
EA193 MicroProcessor Fundamentals 1
EA184 MicroProcessor Fundamentals 2
EA186 Computer Electronic Drafting (Croydon only)
EA187 Introduction to C
EB162 Circuit Analysis 1
ITH404 PC Support (Hawthorn only)
NE110 Data Communications Fundamentals
NE180 Digital Electronics 2
NE181 Feedback, Filters and Oscillators
NE182 Amplifiers 1
NE183 Amplifiers 2
NE185 Power Control Systems
VBB226 Engineering Management & Communications 2

MicroProcessor Stream
EA100 Analogue Electronics 1
EA101 Analogue Electronics 2
EA126 Introduction to Programming
EA183 MicroProcessor Fundamentals 1
EA184 MicroProcessor Fundamentals 2
EA187 Introduction to C
EA198 Single-User Operating Systems
EB120 Advanced Computer Test Equipment
ITH404 PC Support (Hawthorn only)
NE110 Data Communications Fundamentals
NE122 Operating Systems (Croydon only)
NE180 Digital Electronics 2
NE181 Feedback, Filters and Oscillators
NE182 Amplifiers 1
NE183 Amplifiers 2
NE185 Power Control Systems
VBB226 Engineering Management & Communications 2

Diploma

Bread Based Stream
EADC Mobile Communications (Croydon only)
EA181 Communications Fundamentals

EA196 Single-User Operating Systems (Hawthorn only)
EB100 Analogue Electronics 3
EB101 Analogue Electronics 4
EB120 Advanced Computer Test Equipment (Hawthorn only)
EB128 Multi-User Operating Systems (Hawthorn only)
EB161 Advanced Power Supplies
EB169 Antenna Systems (Croydon only)
EB176 Electronic Systems
EB177 MicroProcessor Applications 1
EB178 MicroProcessor Applications 2
EB179 MicroProcessor Applications 3
NE115 Introduction to Local Area Networks
VBB227 Engineering Management & Communications 3
VBB231 Digital Electronics 3
VBB232 Transducers
VBB235 Data Communications (Croydon only)

MicroProcessor Stream
EA129 Network Cables and Connectors
EB124 Computer Systems Architecture (Hawthorn only)
EB128 Multi-User Operating Systems
EB176 Electronic Systems
EB177 MicroProcessor Applications 1
EB178 MicroProcessor Applications 2
EB179 MicroProcessor Applications 3
EB191 Digital Design
EB194 PC Interface Applications (Croydon only)
ITIA19 Introduction to Object Oriented Programs
NE115 Introduction to Local Area Networks
VBB227 Engineering Management & Communications 3
VBB231 Digital Electronics 3
VBB232 Transducers
VBB242 Electrical/Electronics Industrial Practices
VBB243 Object-Oriented Code Applications

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, with passes in Units 1 and 2 - Mathematical Methods or Units 3 and 4 - Mathematics (any). Mature age applicants and others who do not meet these requirements should enquire directly to the department.

Application procedure
Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC). Applicants who wish to study part-time or commence mid-year should contact the department listed below to obtain an application form, or complete the online application form at: www.tafe.swin.edu.au/eng

Further information
Contact the Department of Electrical and Electronics Technology on:
(03) 9213 6600 (Croydon), or
(03) 9214 8875 (Hawthorn)
Email: tafeeng@ tcpwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng

ENGINEERING

MEM10198 Certificate I in Engineering (Pre-Apprenticeship)
This program aims to provide students with a broad overview of the engineering field and prepares participants for entry into employment as apprentices or
trainees in the areas of mechanical, fabrication, electrical, automotive and electronics.

**Campus**
Hawthorn; Wantirna

**Career opportunities**
Employment as an apprentice or trainee in Engineering trades in the areas of mechanical, fabrication, electrical, automotive and electronics.

**Course duration**
20 Weeks at 20 Hours per Week.

**Course subjects**
- EPC173 Functional Mathematics
- NBB01 Communications and Industrial Relations
- NBB02 Occupational Health and Safety
- NBB05 Quality Concepts
- NBB06 Machining
- NBB07 Hand and Power Tools
- NBB09 Welding and Thermal Cutting
- NBB10 Fabrication Techniques 1
- NBB12 Engineering Drawing Interpretation 1
- NBB14 Introduction to Electrical & Electronics
- NF01 Manual Metal Arc Welding 1
- NF02 Gas Metal Arc Welding 1
- NF03 Gas Tungsten Arc Welding 1
- NMB07 Principles of Machining
- NMB15 Fitting Techniques 1
- NMB19 Tool Sharpening Off-hand
- NMB25 Turning 1

**Entry requirements**
Year 10 level is preferred, or mature age.

**Application procedure**
Applicants should apply directly to the Department of Mechanical & Automotive Technology, or complete the online application form at: www.tafe.swin.edu.au/eng

**Further information**
Contact the Department of Mechanical and Automotive Technology on:
(03) 9214 8604 (Hawthorn), or
(03) 9210 1226 (Wantirna and Lilydale)
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

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MEM20298 Certificate II in Engineering (Production Technology)

This course aims to provide students with a broad overview of the engineering field and prepares participants for entry into employment as apprentices or trainees in the areas of mechanical, fabrication, electrical, automotive and electronics.

**Campus**
Hawthorn; Lilydale; Wantirna

**Career opportunities**
Employment as apprentices or trainees in the areas of mechanical, fabrication, automotive electrical and electronics. Students who successfully complete all or part of this course and are subsequently employed as an apprentice, will have units accredited to his/her apprenticeship.

**Course duration**
Up to six months (640 hours) full-time or part-time.

**Course subjects**
- A1.1F Workplace communication
- A1.2F O H & S
- A1.3F Quality procedures
- A1.4F Plan a routine task
- A2.1C12 Quality systems
- A2.2C11 Organise and analyse information
- A2.2C11 Operate in a team environment
- A2.2C11 Assist in on the job training
- A2.2C11 Measure with graduated devices
- A2.7C11 Perform basic computations
- A2.8C11 Perform computations
- A2.9C11 Perform computer operations
There are no formal entry requirements. However, applicants must be at least 15 years of age.

Application procedure
Applicants should apply directly to the department listed below, or complete the online application form at www.tafe.swin.edu.au/eng

Further information
Contact the Department of Mechanical and Automotive Technology on:
(03) 9214 8504 (Hawthorn), or
(03) 9210 1226 (Wantirna and Lilydale)
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

MEM30398 Certificate III in Engineering (Fabrication Trade)

This course will qualify personnel for the engineering fabrication trade. On completion, students will have skills in welding and metal fabrication in the trade of boilermaking.

Campus
Hawthorn; Wantirna

Career opportunities
Employment as engineering tradespersons - fabrication, in industries such as maintenance and repairs, structural steel fabrication, container manufacture, pipeline welding, shipbuilding and general engineering.

Course duration
Three years part-time.

Course subjects

Foundation units
A1.1F Undertake interactive workplace communications
A1.2F Apply principles of Occupational Health and safety in a work environment
A1.3F Apply quality procedures
A1.4F Plan to undertake a routine task

Band 1 core units
A2.1C12 Apply quality systems
A2.2C11 Organise and analyse information
A2.3C11 Operate in a work based team environment
A2.4C11 Assist in the provision of on the job training
A2.5C11 Measure with graduated devices
A2.6C10 Plan a complete activity
A2.7C10 Perform computations - basic
A2.8C10 Perform computations
A2.9C10 Perform computer operations

Specialisation units
A5.3A Soft soldering basic
A5.4A Perform routine oxy/acetylene welding (fuel gas welding)
A5.5A Car out mechanical cutting
A5.6A Perform brazing and/or silver soldering
A5.7A Manual heating, thermal cutting and gouging
A5.8A Advanced manual thermal cutting, gouging and shaping
A5.9A Automated thermal cutting
A5.10A Undertake fabrication, forming, bending and shaping
A5.11A Assemble fabricated components
A5.12A Perform routine manual arc and/or gas metal arc welding
A5.13A Perform manual production welding
A5.14A Monitor quality of production welding/fabrications
A5.15A Weld using Manual Metal Arc Welding
A5.16A Perform advanced welding using manual metal arc welding
A5.17A Weld using Gas Metal Arc Welding
A5.18A Perform advanced welding using gas metal arc welding
A5.19A Weld using Gas Tungsten Arc Welding
A5.20A Perform advanced welding using gas tungsten arc welding
A5.21A Weld using oxy/acetylene welding process
A5.22A Perform advanced welding using oxy/acetylene welding
A5.23A Weld using submerged arc process
A5.24A Apply welding principles
A5.25A Repair/replace/modify fabrications
A5.26A Geometric development
A5.27A Advanced geometric development - cylindrical/rectangular
A5.28A Advanced geometric development - conical
A5.29A Advanced geometric development - transitions
A5.30A Draw and interpret sketches
A5.31A Interpret technical drawing
A5.32A Mark off/out structural fabrications and shapes
A5.33A Perform emergency first aid
A5.34A Use hand tools
A5.35A Use power tools - hand held operations

Entry requirements
Students must be registered apprentices.

Application procedure
Applicants should apply directly to the department listed below, or complete the online application form at www.tafe.swin.edu.au/eng

Further information
Contact the Department of Mechanical and Automotive Technology on:
(03) 9214 8504 (Hawthorn), or
(03) 9210 1226 (Wantirna and Lilydale)
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

MEM30298 Certificate III in Engineering (Mechanical Trade)

This course is designed for people who are employed as apprentices in the metal trades industry. Students with the necessary skills and knowledge to work at trade levels within the metal trades industry will qualify for the Metal Fabrication Trade Certificate III (Fabrication Trade). The course will provide students with the necessary skills and knowledge to work at trade levels within the metal trades industry.

Campus
Hawthorn; Lilydale; Wantirna
Career opportunities
Employment as engineering trades persons - mechanical, in industries such as manufacturing, maintenance, repairs, jobbing and general engineering. It also allows entry into Engineering (Post Trade), Certificate IV and Diploma of Engineering courses.

Course duration
Three years part-time.

Course subjects
A1.1F  Workplace communication
A1.2F  O H & S
A1.3F  Quality procedures
A1.4F  Plan a routine task
A2.13C  Perform maths computations
A2.1C12  Quality systems
A2.2C11  Organise and analyse information
A2.2C11  Operate in a team environment
A2.4C11  Assist in on the job training
A2.5C11  Measure with graduated devices
A2.6C10  Plan a complete activity
A2.7C10  Perform basic computations
A2.8C10  Perform computations
A2.9C10  Perform computer operations
A5.6A  Perform brazing and silver soldering
A5.12A  Perform routine manual arc and/or gas metal arc welding
A5.15A  Weld using Manual Metal Arc Welding
A6.7A  Basic Heat Treatment
A7.5A  Perform general machining
A7.6A  Lathe operations
A7.7A  Milling operations
A7.8A  Grinding operations
A7.10A  Tool and Cutter Grinding
A7.11A  Complex Milling
A7.13A  Perform horizontal/vertical boring
A7.14A  Perform electrical discharge machining
A7.15A  Set NC Machines
A7.21A  Perform complex lathe operations
A7.28A  Operate NC/CNC machine process
A8.1A  Draw and interpret sketches
A8.2A  Interpret Technical Drawing
A9.3A  Basic Engineering Drawing
A12.3A  Precision Measurement
A12.3A  Precision mechanical measurement
A18.1A  Use hand tools
A18.2A  Use power tools/hand tools
A18.3A  Use tools for precision work
A18.6A  Dismantle, repair, replace, assemble and fit components
A18.9A  Level and Alignment of machines
A18.14A  Tool gauge and die manufacture
A18.15A  Tool and die maintenance
A18.18A  Maintain hydraulic systems
A18.20A  Maintain pneumatic systems
A18.55A  Dismantle, replace and assemble components

Entry requirements
Students must be registered apprentices.

Application procedure
Applicants should apply directly to the department listed below, or complete the online application form at: www.tafe.swin.edu.au/eng

Further information
Contact the Department of Mechanical and Automotive Technology on:
(03) 9214 8504 (Hawthorn), or
(03) 9210 1226 (Wantirna and Lilydale)
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

20018VIC  Certificate IV in Engineering Technology (Post Trade) - CNC Machining / Maintenance Fluid Power / Press Toolmaking

This Engineering Post Trade course is offered in three streams. Students who have already completed an apprenticeship course will develop a higher level of ability in the theoretical side of the selected stream which will enable them to enter more highly skilled positions of responsibility in a wide variety of manufacturing industries.

The CNC Machining stream provides students with the knowledge and skills in CNC technology to safely operate and program CNC machines. Students learn how to produce machined components to a high degree of accuracy in a workshop environment using milling machines, CNC lathes and CNC machining centres.

In the Maintenance and Fluid Power stream students learn to install and maintain factory equipment and machine tools, diagnose faults in fluid power equipment and develop valuable welding skills.

In the Press Toolmaking stream students manufacture press tools using CNC technology in a tool room environment. Students design and manufacture tools to produce consistent, accurate burr free components and carry out press settings for tool trials.

Campus
Hawthorn

Career opportunities
Employment in the mechanical post trade area equating to a C7 classification under the Metal Industry Award Restructure and Training program.

Course duration
Two years part-time.

Structure
The course is comprised of nine forty-hour modules. These modules must be taken in addition to those completed during the Fitting and Machining apprenticeship course. The courses are available both day and evening. Students may attend one half-day per week or two evenings per week. An accelerated course is offered of one year duration, where by the student attends for one day plus an additional four hour evening class for one semester only.

Course subjects
Stream 1 - CNC Machining
NM006  Computer Aided Drafting
NM009  CNC Machining
NM010  CNC Turning 1
NM011  CNC Turning 2
NM012  CNC Milling 1
NM013  CNC Milling 2
NM045  Electrical Discharge Machining
NM081  Computer Aided Machining 1
NM082  Computer Aided Machining 2

Stream 2 - Maintenance/Fluid Power
NF002  Manual Metal Arc Welding
NF004  Dissimilar Welding
NF005  Manual Metal Arc Welding 2
NMD29 Mechanical Power Transmission
NMD30 Assembly fitting
NMD69 Plant Transmissions
NMD22 Pump Equipment Repair
NMD31 Pneumatics 2
NMD32 Hydraulics 1
NMD34 Air Compression Distribution

**Stream 3 - Press Toolmaking**

NMD01 CNC Turning 1
NMD02 CNC Milling 1
NMD45 Electrical Discharge Machining
NMD46 Press Tool 1 Introduction
NMD47 Press Tool 2 Blank and Pierce
NMD48 Press Tool 3 Bond
NMD49 Press Tool 4 Draw Dies
NMD50 Press Tool 5 Progressive Die
NMD58 Press Tool Maintenance

**Entry requirements**
Successful completion of an apprenticeship course in Fitting and Machining containing the prerequisites necessary for the course.

**Application procedure**
Applicants should contact the Department of Mechanical and Automotive Technology to obtain an application form or by completing the online application form at: www.tafe.swin.edu.au/eng

**Further information**
Contact the Department of Mechanical and Automotive Technology
Telephone: (03) 9214 8504
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

**20020VIC Advanced Diploma of Engineering Technology (Mechanical/Manufacturing/CAD)**

The Advanced Diploma of Engineering Technology incorporates the Diploma of Engineering Technology and aims to equip students with the knowledge and skills required for a career in manufacturing and mechanical engineering.

**Campus**
Hawthorn

**Career opportunities**
Opportunities include production supervisor, production planner, production controller, tool design, drafting technician, estimator, plant and equipment sales agent. CAD students are qualified for positions such as design draft persons, project engineer, contracts engineer, sales engineer technical officers.

**Course duration**
Two years full-time or four years part-time.

**Structure**
The Advanced Diploma of Engineering Technology incorporates the Diploma of Engineering Technology. In the first year, students complete 15 modules at the Diploma level and select either a mechanical, manufacturing or CAD stream at the Advanced Diploma level in the second year. Six higher level trade modules from the Post Trade Certificate can be credited to this course.

**Course subjects**

**Year 1 (Diploma)**
Select 15 modules from:

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA790</td>
<td>Design for Manufacture</td>
</tr>
<tr>
<td>NMD06</td>
<td>CAD A</td>
</tr>
</tbody>
</table>

**Year 2 (Advanced Diploma)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA001</td>
<td>Calculus</td>
</tr>
<tr>
<td>EA002</td>
<td>Engineering Mathematics A</td>
</tr>
<tr>
<td>EA003</td>
<td>Engineering Mathematics B</td>
</tr>
<tr>
<td>EA010</td>
<td>Materials Science</td>
</tr>
<tr>
<td>EA027</td>
<td>Presenting Reports</td>
</tr>
<tr>
<td>EA033</td>
<td>Writing Workplace Reports</td>
</tr>
<tr>
<td>EA040</td>
<td>Occupational Health and safety</td>
</tr>
<tr>
<td>EA050</td>
<td>Engineering Computing</td>
</tr>
<tr>
<td>EA061</td>
<td>Engineering Graphics</td>
</tr>
<tr>
<td>EA065</td>
<td>CAD B</td>
</tr>
<tr>
<td>EA070</td>
<td>Engineering Drawing (Detail)</td>
</tr>
<tr>
<td>EA071</td>
<td>Mechanical Drive Components</td>
</tr>
<tr>
<td>EA074</td>
<td>Workshop Practices (Fabrication)</td>
</tr>
<tr>
<td>EA071</td>
<td>Workshop processes (Machining)</td>
</tr>
<tr>
<td>EA072</td>
<td>Introductory Dynamics</td>
</tr>
<tr>
<td>EA079</td>
<td>Manufacturing Process</td>
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<tr>
<td>EA084</td>
<td>Introduction to Strength of Materials</td>
</tr>
<tr>
<td>EA088</td>
<td>Statics</td>
</tr>
<tr>
<td>EA090</td>
<td>Advanced Quality Concepts</td>
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</tbody>
</table>

**Manufacturing Stream**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMD09</td>
<td>CNC Machining</td>
</tr>
<tr>
<td>EA160</td>
<td>Advanced PLC</td>
</tr>
<tr>
<td>EA401</td>
<td>Production Planning and Control (Main Functions)</td>
</tr>
<tr>
<td>EA502</td>
<td>Jig and Tool Drafting</td>
</tr>
<tr>
<td>EB060</td>
<td>Engineering Project</td>
</tr>
<tr>
<td>EB070</td>
<td>Production Planning and Control Charting (Techniques)</td>
</tr>
<tr>
<td>EB080</td>
<td>Production Planning and Control (Estimating and Planning Techniques)</td>
</tr>
<tr>
<td>EB098</td>
<td>Production Planning and Control (Forecasting)</td>
</tr>
<tr>
<td>EB111</td>
<td>Injection Mould Processing and Tooling</td>
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<tr>
<td>EB112</td>
<td>Injection Mould Tool Construction and (Design Practice)</td>
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<tr>
<td>EB123</td>
<td>Design for Economic Manufacture</td>
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<tr>
<td>EB22</td>
<td>Computer based Modelling Design and Drafting</td>
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<tr>
<td>EB770</td>
<td>Robotics CAD</td>
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<tr>
<td>EA066</td>
<td>CAD C</td>
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<td>EA067</td>
<td>CAD D</td>
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<tr>
<td>EA068</td>
<td>CAD 3D</td>
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<td>EA074</td>
<td>CAD Modelling Concepts</td>
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<tr>
<td>EA077</td>
<td>Introductory Dynamics</td>
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<tr>
<td>EA078</td>
<td>Design for Manufacture</td>
</tr>
<tr>
<td>EA084</td>
<td>Introductory Strength of Materials</td>
</tr>
<tr>
<td>EB050</td>
<td>Engineering Project</td>
</tr>
</tbody>
</table>
Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent with passes in Units 1 and 2 - Mathematics, or completion of a mechanical or fabrication trade certificate, or mature age entry. Non-year 12 applicants may be required to attend an interview and/or complete a written test.

Application procedure
Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

Further information
Contact the Department of Mechanical and Automotive Technology
Telephone: (03) 9214 8504
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng

14309VIC Advanced Diploma of Engineering Technology (Principal Technical Officer)
VTAC code: 77091

The course aims to meet the needs of persons at, or aspiring to, the Metals and Engineering Award Classification C2b and managers in both public and private sectors across all engineering streams and in small medium and large enterprises.

Campus
Hawthorn

Career opportunities
Management positions in engineering with a high level of technical engineering knowledge.

Course duration
One year full-time or two years part-time.

Structure
The Advanced Diploma of Engineering Technology (Principal Technical Officer) requires the completion of the Advanced Diploma of Engineering Technology or equivalent plus the completion of a further 15 modules. A maximum of six approved EB modules can be selected. The remainder must be selected from the Advanced Diploma of Engineering Technology (Principal Technical Officer) list of modules. VGB879 Industrial Research Project (1 to 3 modules) must be included.

Course subjects
Advanced Diploma (Principal Technical Officer) Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAB433</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>VAB800</td>
<td>Design 3A - Project and Mechanical Plant</td>
</tr>
<tr>
<td>VAB803</td>
<td>Design 3B - Products and Mechanical Plant</td>
</tr>
<tr>
<td>VAES81</td>
<td>Participative Management</td>
</tr>
<tr>
<td>VAH061</td>
<td>Product Liability and Product Recall Management</td>
</tr>
<tr>
<td>VAF143</td>
<td>Project Management</td>
</tr>
<tr>
<td>VAF357</td>
<td>Reliability and Prototype Testing</td>
</tr>
<tr>
<td>VAOS80</td>
<td>Mechanics on Solids</td>
</tr>
<tr>
<td>VBO282</td>
<td>Total Quality Management (TQM)</td>
</tr>
<tr>
<td>VBO883</td>
<td>Economics for Engineers</td>
</tr>
<tr>
<td>VBO889</td>
<td>Workplace Relations</td>
</tr>
<tr>
<td>VBG899</td>
<td>Occupational Health safety for managers</td>
</tr>
<tr>
<td>VBG871</td>
<td>Differential Equations</td>
</tr>
<tr>
<td>VBG873</td>
<td>Mechanics on Machines 1</td>
</tr>
<tr>
<td>VBG874</td>
<td>Mechanics on Machines 2</td>
</tr>
<tr>
<td>VBG877</td>
<td>Thermodynamics 3</td>
</tr>
<tr>
<td>VBG878</td>
<td>Fluid Mechanics 3</td>
</tr>
<tr>
<td>VBG879</td>
<td>Industrial Research Project</td>
</tr>
<tr>
<td>VBH024</td>
<td>Advanced Mathematics 1</td>
</tr>
<tr>
<td>VBH025</td>
<td>Advanced Mathematics 2</td>
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<tr>
<td>VGB870</td>
<td>Continuous Improvement Engineering</td>
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<tr>
<td>VGB875</td>
<td>Advanced Static Technology</td>
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</tbody>
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Advanced Diploma of Engineering Technology Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>EB940</td>
<td>Quality Control and Computing</td>
</tr>
<tr>
<td>EB931</td>
<td>Quality Management</td>
</tr>
<tr>
<td>EB941</td>
<td>Quality Manual Development Writing</td>
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<tr>
<td>EB771</td>
<td>Advanced Dynamics</td>
</tr>
<tr>
<td>EB704</td>
<td>Mechanical Design</td>
</tr>
<tr>
<td>EB703</td>
<td>Machine Design</td>
</tr>
<tr>
<td>EB702</td>
<td>Dynamics of Industrial Machines</td>
</tr>
<tr>
<td>EB701</td>
<td>Advanced Machine Design</td>
</tr>
<tr>
<td>EBS11</td>
<td>Injeciton Mold Processing and Tooling</td>
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<tr>
<td>EBS12</td>
<td>Injection Mold Tool Construction and Design Practice</td>
</tr>
<tr>
<td>EBS12</td>
<td>Plant Layout</td>
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<tr>
<td>EBS07</td>
<td>Production Planning and Control-Charting Techniques</td>
</tr>
<tr>
<td>EBS08</td>
<td>Production Planning and Control-Estimating and Planning</td>
</tr>
<tr>
<td>EBS09</td>
<td>Production Planning and Control-Forecasting</td>
</tr>
<tr>
<td>EBS70</td>
<td>Robotics 2</td>
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<tr>
<td>EBS11</td>
<td>Thermodynamics 2</td>
</tr>
<tr>
<td>EBS23</td>
<td>Introduction to Financial Management</td>
</tr>
<tr>
<td>EBS79</td>
<td>Introduction to Marketing</td>
</tr>
<tr>
<td>EBS20</td>
<td>Report Writing and Presentation Skills for Managers</td>
</tr>
</tbody>
</table>

Entry requirements
Successful completion of the Advanced Diploma of Engineering Technology or equivalent.

Application procedure
Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

Further information
Contact the Department of Mechanical and Automotive Technology
Telephone: (03) 9214 8504
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng

20020VIC Advanced Diploma of Engineering Technology (Robotics & Mechatronics)
VTAC code: 77441

The Advanced Diploma of Engineering Technology (Robotics & Mechatronics) equips students with the knowledge and skills required for a career in manufacturing and mechanical engineering. These include design, manufacture and repair of equipment comprising of electronics and mechanical systems.

Campus
Hawthorn
Career opportunities

Wherever complex machines are designed and produced, there is, and will be, a growing need for Mechatronics skills, but especially in areas such as: automobiles, ships, aerospace systems, pneumatic, hydraulic and electrical controls and drives, robotics, automated production systems, consumer goods, food processing, petrochemicals and defence systems.

Course duration

Two years full-time or four years part-time.

Course subjects

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>AE176</td>
<td>Programmable Logical Controllers 1</td>
<td></td>
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<tr>
<td>AE177</td>
<td>Programmable Logical Controllers 2</td>
<td></td>
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<tr>
<td>AE179</td>
<td>Digital Electronics 1</td>
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<tr>
<td>EA002</td>
<td>Mathematics A</td>
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<tr>
<td>EA010</td>
<td>Materials Science</td>
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</tr>
<tr>
<td>EA032</td>
<td>Writing Technical Documents</td>
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<tr>
<td>EA050</td>
<td>Engineering Computing</td>
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<tr>
<td>EA061</td>
<td>Engineering Graphics</td>
<td></td>
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<tr>
<td>AM006</td>
<td>CAD A</td>
<td></td>
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<tr>
<td>EA069</td>
<td>CAD B</td>
<td></td>
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<tr>
<td>EA088</td>
<td>CAD 3D</td>
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<tr>
<td>EA183</td>
<td>Microprocessor Fundamentals 1</td>
<td></td>
</tr>
<tr>
<td>EA184</td>
<td>Microprocessor Fundamentals 2</td>
<td></td>
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<tr>
<td>EA187</td>
<td>Introduction to &quot;C&quot; Programming</td>
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<tr>
<td>EA711</td>
<td>Mechanical Drive Components</td>
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<tr>
<td>EA715</td>
<td>Mechatronics 1</td>
<td></td>
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<tr>
<td>EA716</td>
<td>Mechatronics 2 (PLC Automation)</td>
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<tr>
<td>EA772</td>
<td>Introductory Dynamics</td>
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<tr>
<td>EA804</td>
<td>Introductory Strength of Materials</td>
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<tr>
<td>EA859</td>
<td>Statics</td>
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<tr>
<td>AM14</td>
<td>Robotics 1</td>
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<tr>
<td>EB724</td>
<td>Robotics 2</td>
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<tr>
<td>UK052</td>
<td>Applied Electricity 1</td>
<td></td>
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<tr>
<td>UK054</td>
<td>Applied Electricity 2</td>
<td></td>
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<tr>
<td>EB150</td>
<td>Engineering Project</td>
<td></td>
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<tr>
<td>EA177</td>
<td>Microprocessor Applications 1</td>
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<tr>
<td>EB178</td>
<td>Microprocessor Applications 2</td>
<td></td>
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<tr>
<td>EB850</td>
<td>Materials for Engineering</td>
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<tr>
<td>EB704</td>
<td>Mechanical Design</td>
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<tr>
<td>EB709</td>
<td>Mechatronics 4 (Analog Automation)</td>
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</tr>
</tbody>
</table>

Entry requirements

Successful completion of VCE or equivalent with passes in Units 1 and 2 in Mathematics, completion of a Mechanical or Fabrication trade certificate or mature age entry. Non-year 12 applicants may be required to attend an interview and/or complete a written test.

Application procedure

Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC). Applicants who wish to study part-time or commence mid-year should contact the Department of Mechanical and Automotive Technology to obtain an application form or by completing the online application form at www.tafe.swin.edu.au/eng

Further information

Contact the Department of Mechanical and Automotive Technology

Phone: (03) 9214 8504
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng

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FIRE TECHNOLOGY

S2407AAA Certificate IV in Fire Technology

The Certificate IV in Fire Technology is designed to provide a broad grounding in generic workplace skills and knowledge of fire industry operations covering the principles of fire behaviour and fire protection.

Campus

Hawthorn

Career opportunities

Graduates would be expected to provide assistance to practitioners in fire safety, insurance and systems design.

Course duration

One year full-time or equivalent part-time.

Structure

Students must complete eighteen core modules (compulsory 561 hours for all students) and elective modules totalling a minimum of 110 hours. Selection of electives for Certificate IV in Fire Technology (minimum total 110 hours) is subject to prerequisite requirements. Students should select a group of modules from the Curriculum Framework for Fire Technology or from other approved and accredited curriculum as described above, totalling a minimum of 110 hours.

Approved Vocational Modules

An approved block of vocational module(s) required by the student in the performance of their work could be considered as appropriate elective(s). The Training Provider in conjunction would grant approval with the industry reference group (National Fire Education Provider Network). An application for such approval should include full documentation of the accreditation, learning outcomes and assessment methods and criteria for each of the modules.

Operational Firefighter Modules

Any appropriate modules from the Fire Services National Modular Training System approved for this purpose by the Training Provider.

Course subjects

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA631</td>
<td>Scientific Spreadsheet Applications</td>
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<tr>
<td>AAA632</td>
<td>Scientific Database Applications</td>
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<tr>
<td>ABD701</td>
<td>Fire Industry Awareness</td>
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<tr>
<td>ABD702</td>
<td>Fire Characteristics</td>
<td></td>
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<tr>
<td>ABD703</td>
<td>Principles of Buildings: Structure and Materials</td>
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<tr>
<td>ABD704</td>
<td>Building Plans</td>
<td></td>
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<tr>
<td>ABD705</td>
<td>Fire Protection Systems</td>
<td></td>
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<tr>
<td>ABD706</td>
<td>Fire Hazards in Buildings</td>
<td></td>
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<tr>
<td>ABD707</td>
<td>Hazardous Materials</td>
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<tr>
<td>ABD708</td>
<td>Occupational Health and Safety</td>
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<tr>
<td>ABD709</td>
<td>Mathematics</td>
<td></td>
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<tr>
<td>AABD710</td>
<td>Workplace Project</td>
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<tr>
<td>NCS004</td>
<td>Work Team Communication</td>
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<tr>
<td>NCS006</td>
<td>Writing Workplace Documents</td>
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<tr>
<td>NMTS1.20</td>
<td>Computer Skills*</td>
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<tr>
<td>NMTS2.21</td>
<td>Introduction to Law*</td>
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<td>NMTS2.08</td>
<td>Workplace Trainer Category 1</td>
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</tr>
<tr>
<td>2007BIB</td>
<td>Emergency First Aid Level 2</td>
<td></td>
</tr>
</tbody>
</table>

* Subject to accreditation by NFEPN

Fire Safety Elective

ABD711 | Human Behaviour in Fire Incidents |
NMTS4.20 | Fire Law |
ABD712 | Building Legislation, OR |

Fire Protection Elective

TEA061 | Engineering Graphics |
TEA701 | Engineering Drawing (Detail) |
ABD713 | Mathematics B, SH
Articulation Elective
ABD714 Chemistry
ABD715 Kinematics and Dynamics
ABD716 Thermodynamics, Fluids and Electrical Applications

Entry requirements
Applicants should be able to demonstrate the following competencies:
- Reading and writing at a level that displays emerging technical knowledge and vocabulary, a developing personal style, increasing complexity in language use and a growing capacity to structure longer pieces of work.
- Ability to participate in extended learning exchanges and exploratory discussions to solve problems.
- Ability to use and analyse everyday data, relation and pattern, number, measurement and shape.

Applicants unable to demonstrate these competencies may be required to undertake preliminary bridging courses or complete supplementary learning materials.

Mature-age applicants, particularly those with experience in the industry, will be considered favourably. Applicants with VCE or higher studies in mathematics and sciences subjects may gain exemption from some modules. Operational firefighters who have completed modules from the Fire Services National Modular Training System may eligible for entry with "advanced standing".

Application procedure
Applicants should contact the Industrial Sciences Department on (03) 9214 5161 to obtain an application form.

Further information
Contact the Industrial Sciences Department on (03) 9214 5161
Fax: (03) 9214 8650

S2507AAA Diploma of Fire Technology
VTAC code: 77631 (full-time)
The Diploma of Fire Technology is designed to develop technical skills and knowledge and to train practitioners and designers to work with engineers and related professionals in the development, commissioning, monitoring and assessment of fire safety systems, practices and procedures and investigation of fire emergency incidents. The course allows for specialisation in three main streams: fire safety management, fire protection design and fire investigation.

Campus
Hawthorn

Career opportunities
Employment as practitioners in fire safety, insurance and systems design.

Course duration
Two years full-time or equivalent part-time.

Structure
Students must complete modules consisting of thirty six core modules (compulsory 1231 hours for all students) and an elective technical block of modules (minimum total 160 hours). Elective modules are subject to availability and demand. Day, evening and weekend classes are available, and Distance Learning is available for some subjects.

Graduates from the Certificate IV in Fire Technology will be granted eighteen compulsory module exemptions and may be granted three elective module exemptions in the Diploma of Fire Technology, depending on their outcome.

Course subjects
Core Modules
AAAS1 Scientific Spreadsheet Application
AAAS2 Scientific Database Applications
ABD701 Fire Industry Awareness
ABD702 Fire Characteristics
ABD703 Principles of Buildings: Structure and Materials
ABD704 Building Plans
ABD705 Fire Protection Systems
ABD706 Fire Hazards in Buildings
ABD707 Hazardous Materials
ABD708 Occupational Health and Safety
ABD709 Mathematics
AABD710 Workplace Project
ABD711 Human Behaviour in Fire Incidents
ABD712 Building Legislation
ABD713 Mathematics B
ABD714 Chemistry
ABD715 Kinematics and Dynamics
ABD716 Thermodynamics, Fluids and Electrical - Applications
ABD717 Statistics and Probability
ABD718 Reaction Chemistry
ABD719 Principles of Combustion
ABD720 Fire Behaviour
ABD721 Structures at Elevated Temperatures
ABD722 Material Performance
ABD723 Smoke Control
ABD724 Fire Protection Systems - Application and Performance
ABD725 Fire Risk Management
NMTS4.06 Work Team Communication
NMTS4.18 Writing Workplace Documents
NCS004 Meetings
NCS015 Presenting Reports
NMTS4.20 Computer Skills*
NMTS3.21 Introduction to Law*
NMTS3.09 Workplace Trainer Category 1
NMTS4.20 Fire Law
200788 Fire Investigation: Legal Procedures 2
* Subject to accreditation by NFEPN

Elective Technical Modules
Subject to prerequisite requirements, a set of technical elective modules (minimum total 160 hours).

ABD731 Suppression Systems Design (72 hours)
ABD732 Detection and Early Warning System Design (54 hours)
ABD733 Passive Fire Protection Systems (54 hours)
ABD734 Storage and Handling of Dangerous Goods (18 hours)
ABD735 Fire Hazard Identification and Assessment (54 hours)
ABD736 Fire Emergency Planning (36 hours)
ABD737 Occupational Health and Safety Management (36 hours)
ABD738 Environmental Management (18 hours)
ABD739 Principles of Fire and Explosion Investigation (36 hours)
ABD740 Fire and Explosion Investigation 1 (36 hours)
ABD741 Fire and Explosion Investigation 2 (54 hours)
NMTS4.06 Fire Investigation: Legal Procedures (36 hours)

Example blocks include:

Fire Protection Design
ABD731 Suppression Systems Design
ABD732 Detection and Early Warning Systems Design
ABD733 Passive Fire Protection Systems

Fire Safety Management
ABD734 Storage and Handling of Dangerous Goods
ABD735 Fire Hazard Identification and Assessment
ABD736 Fire Emergency Planning
ABD737 Occupational Health and Safety Management
ABD738 Environmental Management

Fire Investigation
ABD739 Principles of Fire and Explosion Investigation
ABD740 Fire and Explosion Investigation 1
ABD741 Fire and Explosion Investigation 2
NMT54.06 Fire Investigation: Legal Procedures

Fire Service Modules
160 hours from the Diploma of Firefighting Management (Public Administration)
4.02 Pre-Incident Planning (20 hours)
4.03 Operational Management (40 hours)
4.07 Fire Prevention 2 (30 hours)
4.08 Building Fire Safety 2 (20 hours)
4.09 Building Fire Services (80 hours)
4.11 Communication 1 (30 hours)
4.12 Interviews (20 hours)
4.13 Workplace Trainer Category 2 (28 hours)
4.16 Leadership & Team Management (40 hours)
4.17 Introduction to Budgeting (30 hours)

Approved Vocational Block
An approved block of vocational module(s) required by students in the performance of their work could be considered as appropriate elective(s). Approval would be granted by the Training Provider in conjunction with the industry reference group (National Fire Education Provider Network). An application for such approval should include full documentation of the accreditation, learning outcomes and assessment methods and criteria for each of the modules.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age. Applicants should be able to demonstrate the following competencies: reading and writing at a competency level, mathematical literacy, number, measurement and shape. Graduates from the Certificate IV in Fire Technology will be granted eighteen compulsory module exemptions and may be granted three elective module exemptions. Mature-age applicants, particularly those with experience in the industry, will be considered favourably. Applicants with VCE or higher studies in mathematics and sciences subjects may gain exemption from some modules. Operational firefighters who have completed modules from the Fire Services National Modular Training System may receive ‘advanced standing’.

Application procedure
Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC). Applicants who wish to study part-time or commence mid-year should contact the Industrial Sciences Department on (03) 9214 5161 to obtain an application form.

Further information
Contact the Industrial Sciences Department on (03) 9214 5161
Fax: (03) 9214 8650

RENEWABLE ENERGY TECHNOLOGY

2406ADC Certificate IV in Renewable Energy Technology
VTAC code: 77041

Swinburne delivers this niche course to meet the developing need of modern society to protect the environment. The course covers the principles of operation of renewable energy systems such as indirect solar for heating of buildings and heat storage, radiant solar energy used for solar hot water, solar space heating and photovoltaic electricity, wind energy, micro-hydro systems, solar biological energy, the use and re-use of plant animal materials to generate energy. The course is delivered essentially on campus at Hawthorn although some modules can be delivered off-campus by ‘distance learning’, through special arrangement with the department.

Campus
Hawthorn

Career opportunities
Employment as consultants, capable of designing, installing, commissioning, maintaining, operating and repairing renewable energy systems. Graduates will also have the skills necessary to operate in small business management.

Course duration
One year full-time or approximately two years part-time.

Course subjects
Core Modules
NCS008 Writing Workplace Documents
NCS011 Client Interaction
NOS216 Spreadsheet Fundamentals
UIA465 Basic Business Principles
VAG728 Word Processing
VAG863 DC & AC Electrical Fundamentals
VAK184 ELV Electrical Wiring
VAK398 Introduction to Renewable Energy Technologies
VAK437 Introduction to CAD Graphic Systems
VAK646 Introduction to Electronics for Renewable Energy Systems
VAM006 Using a Personal Computer

Elective Modules
VAK168 Energy Efficient Building Design
VAK325 Hybrid Energy Systems
VAK548 Micro Hydro Energy Systems
VAK891 Photovoltaic Power Systems
VAL195 Solar Water Heating Systems
VAM054 Wind Energy Conversion Systems

Entry requirements
There are no formal entry requirements. However, basic mathematical literacy skills are desirable to enable successful completion of the course. Applicants with computing qualifications may gain exemptions for some modules.

Application procedure
Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC). Applicants who wish to study part-time or commence mid-year should contact the Department of Mechanical and Automotive Technology to obtain an application form or complete the online application form at: www.tafe.swin.edu.au/eng

Further information
Contact the Department of Mechanical and Automotive Technology
Telephone: (03) 9214 8504
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

WELDING

MEM10198 Basic Welding Certificate

Students receive basic theoretical and practical training in manual arc, oxy, acetylene welding and cutting, and MIG welding.

Campus
Hawthorn; Wantirna
Career opportunities
Employment in engineering where basic welding skills are necessary.

Course duration
Up to one year part-time.

Course subjects

**Foundation Units**
N1.1F  Undertake interactive workplace communications
N1.2F  Apply principles of Occupational Health and safety in a work environment
N1.3F  Apply quality procedures
N1.4F  Plan to undertake a routine task

**Specialisation units**
A1.1F  Undertake interactive workplace communications
A1.2F  Apply principles of Occupational Health and safety in a work environment
A1.3F  Apply quality procedures
A1.4F  Plan to undertake a routine task

**Electives**
Select one unit from the following:

- N5.15A  Weld using Manual Metal Arc Welding
- N5.17A  Weld using Gas Metal Arc Welding
- N5.19A  Weld using Gas Tungsten Arc Welding

**Entry requirements**
There are no formal entry requirements. However, applicants must be at least 15 years of age.

**Application procedure**
Applicants should apply directly to the department listed below, or complete the online application form at: www.tafe.swin.edu.au/eng

**Further information**
Contact the Department of Mechanical and Automotive Technology on: (03) 9214 8504 (Hawthorn), or (03) 9210 1226 (Wantirna)
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

**MEM20198 Advanced Welding Certificate**
This course qualifies personnel for the welding and fabrication industry where competent welding skills are required. Major studies include: gas tungsten, manual, gas metal and submerged arc welding.

**Campus**
Hawthorn

**Career opportunities**
Employment in the automotive industry, maintenance, agriculture, motor-body building, furniture manufacturing and general fabrication.

**Course duration**
Up to two years part-time.

**Course subjects**

**Foundation units**
A1.1F  Undertake interactive workplace communications
A1.2F  Apply principles of Occupational Health and safety in a work environment
A1.3F  Apply quality procedures
A1.4F  Plan to undertake a routine task

**Specialisation units**
A2.5C11  Measure with graduated devices
A5.4A  Perform routine oxy/acetylene welding (fuel gas welding)
A5.7A  Manual heating, thermal cutting and gouging
A5.12A  Weld using Manual Metal Arc Welding
A5.15A  Weld using Manual Tungsten Arc Welding
A5.17A  Weld using Gas Metal Arc Welding
A5.19A  Weld using Gas Tungsten Arc Welding
Select 4 points from the following units:
- A5.5A  Carry out mechanical cutting
- A5.6A  Perform brazing and/or silver soldering
- A5.8A  Advanced manual thermal cutting gouging and shaping
- A5.9A  Automated thermal cutting
- A5.21A  Weld using Oxy/Acetylene welding
- A5.23A  Weld using submerged arc process
- A8.1A  Draw and interpret sketch
- A9.2A  Interpret technical drawing
- A18.1A  Use hand tools

**Entry requirements**
There are no formal entry requirements. However, applicants must be at least 15 years of age.

**Application procedure**
Applicants should contact the Department of Mechanical and Automotive Technology to obtain an application form or complete the online application form at: www.tafe.swin.edu.au/eng/

**Further information**
Contact the Department of Mechanical and Automotive Technology
Telephone: (03) 9214 8504
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

**MEM10198 Welding Certificates to AS1796**
This course provides students with the knowledge and skills to obtain one or more welding certificates in accordance with Australian Standards 1796 (AS 1796). Certificate types include: low carbon steel, pipe, alloy steel, alloy steel pipe.

**Campus**
Hawthorn

**Career opportunities**
Employment including boiler and vessel manufacture, oil and gas pipeline installation and general fabrication.

**Course duration**
One semester part-time per certificate.

**Structure**
To obtain a certificate, students must complete the appropriate units (refer to 'Course Subjects' below). A candidate will submit to the examining authority documentary evidence of having the pre-examination requirements which are relevant to the certificate for which the examination is required.

**Course subjects**

**Certificates 1,1E,2,3,E,4**
MEM5.16A  Perform advanced welding using manual metal arc welding
MEM5.26A  Apply welding principles

**Certificate 7**
MEM5.20A  Perform advanced welding using gas tungsten arc welding
MEM5.26A  Apply welding principles

**Certificates 8F,8G**
MEM5.18A  Perform advanced welding using gas metal arc welding
MEM5.26A  Apply welding principles
Certificate 9
MEMS.23A Weld using submerged arc welding process
MEMS.26A Apply welding principles

Entry requirements
Applicants should have completed the appropriate prerequisite modules and have relevant industry experience.

Application procedure
Applicants should contact the Department of Mechanical and Automotive Technology to obtain an application form or complete the online application form at: www.tafe.swin.edu.au/eng

Further information
Contact the Department of Mechanical and Automotive Technology
Telephone: (03) 9214 8504
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

POSTGRADUATE COURSES

4190JIA Graduate Certificate in Cleaner Production

Swinburne delivers this niche course to meet the developing need of modern society to protect the environment. The Graduate Certificate in Cleaner Production has been developed in conjunction with industry representatives and the Australian Centre for Cleaner Production to ensure that the subjects offered provide a comprehensive training program in the principles and practices of cleaner production.

Cleaner Production is concerned with the development of environmentally friendly processes and technologies and covers a broad range of industry activities.

The Graduate Certificate, although a valuable qualification in its own right, is a broadening course which ensures students from a variety of backgrounds all reach a common level of knowledge in the field of cleaner production.

Aims & Objectives
The course aims to provide advanced training in the field of cleaner production for engineers and equips graduates with the knowledge, skills and attitudes to enable them to audit, operate and design industrial systems according to the principles of cleaner production.

Campus
Hawthorn

Career opportunities
Industries who adopt an environmentally orientated approach will gain a competitive edge, therefore they will need to engage staff with the knowledge and skills to identify, advise, monitor and implement the requirements for cleaner production.

Participants who complete the Graduate Certificate will be able to articulate with appropriate credit into the Graduate Diploma of Cleaner Production and then Master of Engineering in Cleaner Production.

Course duration
Up to two years full-time or part-time.

Structure
The course is delivered essentially on-campus at Hawthorn although some modules can be delivered off-campus via “distance learning” by special arrangement. Participants not wishing to complete the full graduate certificate can select individual subjects that may be of interest. Each subject is of forty hours duration.

Course subjects

Compulsory Subjects
CP001 Principles of Cleaner Production
CP002 Resource Technology
CP003 Environmental Regulation
CP004 Environmental Management

Elective Subjects
Note: Minimum two required
CP01 Biological Waste Management
CP02 Environmental Auditing
CP03 Design and Manufacture for Cleaner Production
CP04 Master Research Project
CP05 Environmental Monitoring

Entry requirements
A degree or diploma in engineering or applied science from a recognised tertiary institution (or approved equivalent) and relevant industry experience.

Application procedure
Applicants should contact the Department of Mechanical and Automotive Technology to obtain an application form or complete the online application form at: www.tafe.swin.edu.au/eng

Further information
Contact the Department of Mechanical and Automotive Technology
Telephone: (03) 9214 8504
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

ENVIRONMENTAL and HORTICULTURAL SCIENCES

ENVIRONMENTAL MANAGEMENT

S2509ABC Diploma of Environmental Management

VTAC code: 77741

This course is designed to train personnel in a broad range of skills for employment in environmental management roles: cleaner production, waste minimisation and ecologically sustainable development.

The course includes methods of minimising, managing and re-using industrial and domestic by-products with regard to the environment, thus enabling graduates to advise management on their legislative duties.

Campus
Hawthorn

Career opportunities
Career opportunities are available in local government and a range of private industries - waste treatment and disposal companies, emergency services, chemical transport and private consultancy's focus on ecologically sustainable development.

Course duration
Two years full-time or four years part-time (depending on semester loads).

Course subjects
Core Modules
RUIHRT512A Prepare and monitor budgets and financial reports
PRNMAAA3A Develop an environmental management strategy
VBM466 Environmental Law A
VBM467 Environmental Law B
PMLORG300A Follow established work plan
PALTEAM300A Work effectively as part of a team
FARM CARE

TAS1854 Farm Chemical Users Course
This course is designed to provide training in the safe use, storage and disposal of chemicals. During the course, participants develop skills needed to interpret the information contained on the labels of agricultural and horticultural chemicals. Through recognition of pests and diseases, participants are able to apply control measures cost-effectively.

Campus
Healesville; Lilydale

Career opportunities
Participants will be able to use farm chemicals safely and responsibly and meet statutory requirements for purchase, transport, storage, application and disposal of farm/horticulture chemicals.

Professional recognition
This is a nationally accredited course, recognized by farming bodies.

Course duration
Thirty-five hours part-time (day and evening).

Structure
Participants undertake ten units to complete the program.

Course subjects
Participants undertake two modules, FAP001 & FAP002, which include the following units:
- Introduction
- Pests and pest control
- Understanding Farm Chemicals
- Chemical Selection
- Chemical Transport and Storage
- Decanting and Mixing Chemicals
- Applying Chemicals
- Chemical Disposal
- Emergency Procedures and First Aid
- Planning Chemical Use

Entry requirements
There are no formal entry requirements.

Application procedure
Contact the Department of Horticulture and Environmental Sciences on (03) 9210 1234 for an application form.

Further information
Contact the Department of Horticulture and Environmental Sciences on (03) 9210 1234

RUH50198a Farming for Sustainability
This course has been designed for small property owners, horticultural and agricultural growers and producers and people interested in setting up organically and 'environmentally friendly' based enterprises. Farming for Sustainability is based on, and counts towards, a qualification for the Diploma in Horticulture.

Campus
Lilydale; Healesville

Course duration
Six months part-time.

Structure
Contact the Industrial Sciences Department on (03) 9214 5161 to obtain an application form.

Further information
Contact the Industrial Sciences Department on (03) 9214 5161
Fax: (03) 9214 8650
- Planning and development of sustainable farming systems.
- Recycling and energy use.
- Whole farm and catchment planning.
- Soil and water resources management.
- Effective nutrient and pest and disease control programs.
- Managing animal systems.
- Financial management.

It also includes Farming Systems of the Future and has a special focus on the Yarra Valley. Participants will have the opportunity to document a whole farm plan, based on the above principles for their own property as part of this course.

Entry requirements
There are no formal entry requirements.

Application procedure
Contact the Department of Horticulture and Environmental Sciences on (03) 9210 1234 for an application form.

Further information
Contact the Department of Horticulture and Environmental Sciences on (03) 9210 1234.

HORTICULTURE

RUH20198 Certificate II in Horticulture - Pre-Apprenticeship

The Certificate II in Horticulture Pre-Apprenticeship program provides students with the skills and abilities appropriate to meet the needs of the various sectors within the horticultural industry. The essential units are designed to develop the students’ generic workplace skills, so highly valued by employers. These include understanding industry and health and safety requirements, working in teams and communication skills.

Aims & Objectives
This traineeship is designed to enable students to:
- Develop knowledge and practical skills to enable the student to work under supervision within the horticultural industry.
- Develop essential generic workplace skills and key competencies.

Campus
Wantirna

Career opportunities
Employment in the landscape, nursery, parks and gardens, floriculture, and production horticulture industry.

Professional recognition
This is a national qualification which is formally recognised throughout Australia.

Course duration
Six months full-time.

Structure
The course involves six core subjects plus a selection of other electives decided upon by the Department. The course is competency based, which means that students will need to demonstrate that they can actually perform a range of practical tasks to industry standards. The Wantirna campus will provide the venue for the classroom based learning activities and practical activities.

Course subjects
Core subjects

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE1</td>
<td>Meet industry requirements</td>
</tr>
<tr>
<td>CORE2</td>
<td>Meet workplace health &amp; safety requirements</td>
</tr>
<tr>
<td>CORE3</td>
<td>Use hazardous substances safely</td>
</tr>
<tr>
<td>CORE4</td>
<td>Cooperate in the workplace</td>
</tr>
<tr>
<td>CORE5</td>
<td>Act in an emergency</td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE6</td>
<td>Plan daily work routine</td>
</tr>
</tbody>
</table>

Entry requirements
Applicants must be 15 years or over and have appropriate numeracy and literacy skills. Applicants should be willing to secure employment as a trainee or apprentice in the horticulture industry at the completion of this course.

Application procedure
Contact the Department of Horticulture and Environmental Sciences on (03) 9210 1234 for an application form.

Further information
Contact the Department of Horticulture and Environmental Sciences on (03) 9210 1234.

RUH20398 Certificate II in Horticulture - Floriculture Traineeship

RUH20498 Certificate II in Horticulture - Landscape Traineeship

RUH20598 Certificate II in Horticulture - Nursery Traineeship

RUH20698 Certificate II in Horticulture - Parks & Gardens Traineeship

These traineeships provide students with the skills and abilities appropriate to meet the needs of the various sectors within the horticultural industry. The essential units are designed to develop the students’ generic workplace skills which are so highly valued by employers. These include understanding industry and health and safety requirements, working in teams and communication skills.

Aims & Objectives
This traineeship is designed to enable students to:
- Develop knowledge and practical skills to enable the student to work under supervision within the horticultural industry.
- Develop essential generic workplace skills and key competencies.

Campus
Wantirna

Career opportunities
Employment in the landscape, nursery, parks and gardens, floriculture, and production horticulture industry.

Professional recognition
This is a national qualification which is formally recognised throughout Australia.

Course duration
One year part-time. One day a week attendance or on-the-job training as negotiated with the co-ordinator.

Structure
The course involves six core subjects plus elective competencies. The course is competency based, which means that students will need to demonstrate that they can actually perform a range of practical tasks to industry standards. The Wantirna campus will provide the venue for the classroom based learning activities and practical activities.
**Course subjects**

**Core subjects**
- CORE1 Meet industry requirements
- CORE2 Meet workplace health & safety requirements
- CORE3 Use hazardous substances safely
- CORE4 Cooperate in the workplace
- CORE5 Act in an emergency
- CORE6 Plan daily work routine

**Electives**
- HRT201 Treat Weeds
- HRT202 Treat Pests and diseases
- HRT203 Plant trees and shrubs
- HRT204 Communicate in the workplace
- HRT212 Apply chemicals and biological agents
- HRT216 Maintain supplies of chemicals and biological agents
- HRT217 Maintain properties and structures
- HRT224 Undertake propagation activities
- HRT226 Undertake irrigation maintenance
- HRT227 Recognise plants, products and treatments

**Floriculture Stream**
- HRT206 Operate Tractors
- HRT207 Operate equipment and machinery
- HRT208 Prune shrubs and small trees
- HRT214 Transplant small trees
- HRT225 Maintain drainage systems
- HRT233 Renovate grassed areas
- HRT235 Install paving
- HRT239 Install retaining walls
- HRT240 Establish turf

**Landscape Stream**
- HRT206 Operate Tractors
- HRT207 Operate equipment and machinery
- HRT208 Prune shrubs and small trees
- HRT214 Transplant small trees
- HRT225 Maintain drainage systems
- HRT233 Renovate grassed areas
- HRT235 Install paving
- HRT239 Install retaining walls
- HRT240 Establish turf

**Nursery Stream**
- HRT206 Operate Tractors
- HRT207 Operate equipment and machinery
- HRT231 Operate point of sales systems
- HRT225 Maintain drainage systems
- HRT228 Pot on plants
- HRT229 Tend nursery plants
- HRT230 Assist sales of products and services

**Gardening Stream**
- HRT206 Operate Tractors
- HRT207 Operate equipment and machinery
- HRT208 Prune shrubs and small trees
- HRT214 Transplant small trees
- HRT222 Operate and maintain chainsaws
- HRT225 Maintain drainage systems
- HRT233 Renovate grassed areas
- HRT240 Establish turf

**Entry requirements**
 Applicants should be currently employed in one of the streams of the horticultural industry.

**Application procedure**
 Applicants should apply directly to the Department of Horticulture and Environmental Sciences on (03) 9210 1234.

**Further information**
 Contact the Department of Horticulture and Environmental Sciences on (03) 9210 1234.

**RUH30398 Certificate III in Horticulture (Floriculture) - Apprenticeship**

This apprenticeship provides students with the skills and abilities appropriate to meet the needs of the floriculture industry. The essential units are designed to develop the students' generic workplace skills, which are so highly valued by employers. These include understanding industry and health and safety requirements, working in teams, and communication skills.

**Aims & Objectives**

The Certificate III in Horticulture (Floriculture) is designed to provide the students with the knowledge and skills needed to operate successfully at trade level in commercial floriculture operations.

**Campus**
Wantirna

**Career opportunities**
Employment as a qualified floriculture tradesperson and potential for further study.

**Professional recognition**
This is a national qualification which is formally recognised throughout Australia.

**Course duration**
Three years part-time (one day per week). Alternatively, on-the-job training may be negotiated with the coordinator.

**Structure**
The course involves six core subjects plus twelve elective competencies. The course is competency based, requiring students to demonstrate a range of practical tasks to industry standard. The Wantirna campus provides the venue for both the classroom based activities and the practical tasks.

**Course subjects**

**Core subjects**
- CORE1 Meet industry requirements
- CORE2 Meet workplace health & safety requirements
- CORE3 Use hazardous substances safely
- CORE4 Cooperate in the workplace
- CORE5 Act in an emergency
- CORE6 Plan daily work routine

**Electives**
- HRT312 Install drainage systems
- HRT313 Install irrigation systems
- HRT315 Maintain irrigation equipment
- HRT316 Control weeds
- HRT317 Control pests and diseases
- HRT318 Undertake operational maintenance of machinery
- HRT319 Prepare field soils for planting
- HRT320 Implement a crop planting program
- HRT321 Implement a crop maintenance program
- HRT322 Harvest crops
- HRT323 Implement post harvest processes
HRT324  Propagate plants
HRT325  Supervise worksite activities
HRT328  Operate specialised machinery
HRT329  Operate advanced machinery
HRT330  Erect horticultural structures
HRT331  Maintain an office
HRT337  Install hydroponic systems
HRT338  Maintain hydroponic systems
HRT339  Monitor hydroponic systems
HRT352  Implement an integrated pest management program
HRT353  Select chemicals and biological agents
HRT354  Coordinate crop harvesting
HRT357  Implement OHS & safety policies and guidelines
HRT358  Survey soil characteristics
HRT359  Implement a plant nutrition program

**Entry requirements**
Applicants must be 15 years or over, have appropriate numeracy and literacy skills and have secured full-time or part-time employment as a flower-growing apprentice.

**Application procedure**
Applicants should apply directly to the Department of Horticulture and Environmental Sciences on (03) 9210 1234.

**Further information**
Contact the Department of Horticulture and Environmental Sciences on (03) 9210 1234.

**RUH30498 Certificate III in Horticulture (Landscape) - Apprenticeship**

This apprenticeship course provides students with the underpinning knowledge and skills appropriate to meet the needs of the landscape industry. The elective units make up the substantive course content and will develop the essential specific skills required to meet industry tradesperson requirements. The essential units are designed to develop the students' generic workplace skills which are so highly valued by employers. These include understanding industry and health and safety requirements, working in teams, and communication skills.

Collecting, analysing and organising information, solving problems and using technology are also important attributes for employees in the landscape industry. These key competencies, along with others, are integrated into the learning and practical activities.

**Aims & Objectives**
This course is based upon industry identified competencies. It aims to provide the student with the knowledge and skills needed to operate successfully at trade level in the landscape industry.

**Campus**
Wantirna

**Career opportunities**
Employment as qualified landscape gardener and potential for further study.

**Professional recognition**
This is a national qualification which is formally recognised throughout Australia.

**Course duration**
Three years part-time (one day per week).

**Structure**
The course involves six core subjects plus twelve elective competencies. The course is competency based, which means that students will need to demonstrate that they can actually perform a range of practical tasks to industry standards.

Note: Some electives from this and other industry streams at levels 2, 3 and 4 may be substituted if they are more appropriate for a particular student or enterprise. The department will determine in any year, which electives will be offered, based on available resources and minimum class sizes.

**Course subjects**

**Core subjects**
- CORE1  Meet industry requirements
- CORE2  Meet workplace health & safety requirements
- CORE3  Use hazardous substances safely
- CORE4  Cooperate in the workplace
- CORE5  Act in an emergency
- CORE8  Plan daily work routine

**Electives**
- HRT302  Cultivate turf
- HRT305  Implement a landscape maintenance program
- HRT306  Establish planted areas
- HRT312  Install drainage systems
- HRT313  Install irrigation systems
- HRT314  Set out landscape works
- HRT316  Control weeds
- HRT317  Control pests and diseases
- HRT326  Provide information on plants, products and treatments
- HRT328  Operate specialised machinery
- HRT341  Install concrete structures and features
- HRT342  Install timber structures and features
- HRT343  Install brick structures and features
- HRT344  Install masonry structures and features
- HRT346  Install water features
- HRT359  Implement a plant nutrition program

**Entry requirements**
Applicants must be at least 15 years of age, have appropriate numeracy and literacy skills and have secured employment as a landscape apprentice.

**Application procedure**
Applicants should apply directly to the Department of Horticulture and Environmental Sciences on (03) 9210 1234.

**Further information**
Contact the Department of Horticulture and Environmental Sciences on (03) 9210 1234.

**RUH30598 Certificate III in Horticulture (Nursery) - Apprenticeship**

This apprenticeship course provides students with the skills and abilities appropriate to meet the needs of the landscape industry. The elective units make up the substantive course content and will develop the essential specific skills required to meet industry tradesperson requirements. The essential units are designed to develop the students' generic workplace skills which are so highly valued by employers. These include understanding industry and health and safety requirements, working in teams, and communication skills.

Collecting, analysing and organising information, solving problems and using technology are also important attributes for employees in the landscape industry. These key competencies, along with others, are integrated into the learning and practical activities.

**Aims & Objectives**
This course is based upon industry identified competencies. It aims to provide the student with the knowledge and skills needed to operate successfully at trade level in commercial retail and production nurseries.

**Campus**
Wantirna

**Career opportunities**
Employment as a qualified nursery person and potential for further study.

**Professional recognition**
This is a national qualification and is formally recognised by the Nursery Industries Association of Australia and its affiliates.
Course duration
Three years part-time (one day per week). Alternatively, on-the-job training may be negotiated with the coordinator.

Structure
The course involves six core subjects plus twelve elective competencies. The course is competency based, which means that students will need to demonstrate that they can actually perform a range of practical tasks to industry standards. The Wantirna campus will provide the venue for the classroom based learning activities and practical activities.

Course subjects
Core subjects
CORE1 Meet industry requirements
CORE2 Meet workplace health & safety requirements
CORE3 Use hazardous substances safely
CORE4 Cooperate in the workplace
CORE5 Act in an emergency
CORE6 Plan daily work routine

Electives
HRT312 Install drainage systems
HRT314 Install irrigation systems
HRT315 Maintain irrigation equipment
HRT316 Control weeds
HRT318 Undertake operational maintenance of machinery
HRT319 Prepare field soils for planting
HRT324 Propagate plants
HRT325 Supervise work site activities
HRT326 Operate specialized machinery
HRT329 Operate advanced machinery
HRT330 Erect horticultural structures
HRT331 Maintain an office
HRT349 Receive and dispatch plants
HRT350 Provide product and service marketing support
HRT352 Implement an integrated pest management program
HRT353 Select chemicals and biological agents
HRT357 Implement occupational health and safety policies and guidelines
HRT359 Implement a plant nutrition program

The range of elective units will be determined by student numbers and available resources.

Entry requirements
Applicants must be 15 years or over, have appropriate numeracy and literacy skills and have secured full-time or part-time employment in the nursery industry as an apprentice.

Application procedure
Applicants should apply directly to the Department of Horticulture and Environmental Sciences on (03) 9210 1234.

Further information
Contact the Department of Horticulture and Environmental Sciences on (03) 9210 1234.

RMH40198 Certificate IV in Horticulture
(Parks and Gardens) - Apprenticeship
The Certificate IV in Horticulture is suitable for people who wish to enter the horticulture industry, or those already working in the industry and wishing to upgrade their skills or gain a professional qualification. It provides students with the skills and abilities appropriate to meet the needs of the horticulture industry.

Career opportunities
Employment as a qualified Parks and Gardens tradesperson or further study.

Course duration
Three years part-time.

Structure
Students complete six core subjects plus twelve elective competencies.

Core subjects
HRITC0RE1 Meet employment requirements
HRITC0RE2 Meet workplace health and safety requirements
HRITC0RE3 Use hazardous substances safely
HRITC0RE4 Cooperate in the workplace
HRITC0RE5 Act in an emergency
HRITC0RE6 Plan daily work routine

Electives
HRIT391 Prepare plant displays
HRIT392 Cultivate turf
HRIT395 Implement a landscape maintenance program
HRIT396 Establish planted areas
HRIT397 Install drainage systems
HRIT398 Install irrigation systems
HRIT399 Operate irrigation systems
HRIT406 Control weeds
HRIT407 Control pests and diseases
HRIT408 Undertake operational maintenance of machinery
HRIT409 Propagate plants
HRIT410 Implement a crop planting system

Entry requirements
Applicants must be 15 years or over, have appropriate numeracy and literacy skills and have secured full-time or part-time employment as a parks and gardens apprentice.

Application procedure
Applicants should apply directly to the Department of Horticulture and Environmental Sciences on (03) 9210 1234.

Further information
Contact the Department of Horticulture and Environmental Sciences on (03) 9210 1234.

RUH30698 Certificate III in Horticulture
(Parks and Gardens) - Apprenticeship
This is a new course based upon industry identified Horticulture Training Package competencies. It aims to provide the student with the knowledge and skills needed to operate successfully at trade level in the parks and gardens industry.

Campus
Wantirna
Aims & Objectives
The Certificate IV in Horticulture is designed to enable students to:

- Develop technical and practical skills to enable the student to operate across a range of horticultural situations.
- Develop essential generic workplace skills and key competencies.
- Understand the discipline and specialist knowledge of Viticulture.
- Research and use information wisely.
- Develop the ability to effectively supervise others in a workplace.

Campus
Wantirna

Career opportunities
Employment at operator or supervisor level, or self-employed in a range of horticultural situations.

Professional recognition
Graduates will be eligible to apply for membership of the Australian Institute of Horticulture and industry associations.

Course duration
Three to four years part-time (2 evenings per week).

Structure
Students complete six core subjects plus a minimum of ten elective competencies. Students who successfully complete this course can articulate into the Diploma in Horticulture.

Course subjects
Core
- CORE 1: Meet industry requirements
- CORE 2: Meet workplace health & safety requirements
- CORE 3: Use hazardous substances safely
- CORE 4: Cooperate in the workplace
- CORE 5: Act in an emergency
- CORE 6: Plan daily work routine

Electives
- HRT227: Recognise plants, products and treatments
- HRT309: Implement a plant nutrition program
- HRT324: Propagate plants
- HRT401: Plan revegetation works
- HRT403: Source information
- HRT431: Promote plant health
- HRT412: Develop an integrated pest management program
- HRT418: Supervise staff
- HRT422: Operate within a budget framework
- HRT424: Manage irrigation, drainage and treatments systems
- HRT438: Develop a plant nutrition program
- HRT503: Prepare estimates, quotes and tenders
- HRT513: Manage business operations
- HRT520: Implement sustainable horticultural practices

The department will determine in any year which electives will be offered based on available resources and minimum class sizes.

Entry requirements
Applicants should be currently employed in the horticulture industry or have a demonstrated commitment to the industry.

Application procedure
Applicants should apply directly to the Department of Horticulture and Environmental Sciences on (03) 9210 1234.

Further information
Contact the Department of Horticulture and Environmental Sciences on (03) 9210 1234.

RUH40498 Certificate IV in Horticulture (Landscape) - Supervisor
The landscape supervisors course provides students with the knowledge and skills appropriate to meet the needs of the landscape industry. A landscape supervisor has responsibilities for a number of workers and landscape activities. The elective units make up the substantive course content and will develop the essential specific skills required to meet industry supervisory requirements. The essential units are designed to develop the students' generic workplace skills, so highly valued by employers. These include understanding industry and health and safety requirements, working in teams and communication skills. Collecting, analysing and organising information, solving problems and using technology are also important attributes for employees in the landscape industry. These key competencies, along with others, are integrated into the learning and practical activities.

Aims & Objectives
This course is designed to enable students to:

- Supervise landscape planting and construction works.
- Prepare landscape designs.
- Supervise staff.
- Purchase landscape materials.
- Cost projects.
- Operate a budget.

Campus
Wantirna

Career opportunities
Employment in a technical, supervisory or self-employment role in the landscape industry.

Professional recognition
This is a national qualification and is formally recognised by the Landscape Industries Association of Victoria and its affiliates.

Course duration
Two to three years part-time (2 evenings per week) plus some weekend workshops and practical activity sessions.

Structure
The course involves six core subjects plus elective competencies. The course is competency based, which means that students will need to demonstrate that they can actually perform a range of practical tasks to industry standards.

Note: some electives from this and other industry streams at levels 3, 4, and 5 may be substituted if they are more appropriate for a particular student or enterprise. The department will determine which electives will be offered in any year based on available resources and minimum class sizes.

Course subjects
Core subjects
- CORE1: Meet industry requirements
- CORE2: Meet workplace health & safety requirements
- CORE3: Use hazardous substances safely
- CORE4: Cooperate in the workplace
- CORE5: Act in an emergency
- CORE6: Plan daily work routine

Electives
- HRT403: Source information
- HRT416: Recommend plants, products and treatments
- HRT418: Supervise staff
- HRT421: Supervise supplies and services
The Diploma in Horticulture provides students with the skills and abilities appropriate to meet the needs of the horticulture industry. The elective units make up the substantive course content and will develop the essential specific skills required to undertake the main vital functions required of people employed in the horticulture industry. Included are competencies relating to general horticultural practices such as plant nutrition, plant health, propagation and recognition of plants, products and services, as well as competencies relating to business management and administration.

The essential units are designed to develop the students’ generic workplace skills, so highly valued by employers, which relate particularly to understanding industry and health and safety requirements. Collecting, analysing and organising information, solving problems and using technology are also important attributes for employees in the horticulture industry. These key competencies, along with others, are integrated into the learning and practical activities.

This course is suitable for school leavers who have a demonstrated commitment to horticulture and wish to pursue a career within the nursery, landscape, parks and gardens and floriculture industries. It is also suitable for those people who are already working in the horticulture industry and wish to upgrade or gain professional qualifications.

**Aims & Objectives**
- Develop technical and practical skills to enable the student to operate across a range of horticultural situations in a professional capacity.
- Develop essential generic workplace skills and key competencies.
- Understand the discipline and specialist knowledge of horticultural industries.
- Research and use information wisely.
- Develop the ability to effectively supervise others in a workplace.

**Entry requirements**
Experience or current employment in the landscape industry.

**Application procedure**
Applicants should apply directly to the Department of Horticulture and Environmental Sciences on (03) 9210 1234.

**Further information**
Contact the Department of Horticulture and Environmental Sciences on (03) 9210 1234.

**Course subjects**

**Core subjects**
- CORE1 Meet industry requirements
- CORE2 Meet workplace health & safety requirements
- CORE3 Use hazardous substances safely
- CORE4 Cooperate in the workplace
- CORE5 Act in an emergency
- CORE6 Plan daily work routine

**Electives**
- HRT502 Manage landscape projects
- HRT503 Prepare estimates, quotes and tenders
- HRT506 Negotiate with clients and others
- HRT512 Prepare and monitor budgets and financial reports
- HRT513 Manage business operations
- HRT514 Administer the business
- HRT515 Design irrigation, drainage and water treatment systems
- HRT517 Manage plant health
- HRT519 Manage controlled growing environments
- HRT520 Implement sustainable horticultural practices
- HRT522 Collect and manage data
- HRT523 Trial plants, products and treatments
- HRT524 Provide specialist advice on plants, products and treatments
- HRT527 Design landscape structures and features
- HRT528 Prepare reports
- HRT529 Manage weed pest and disease infestations

The Department will determine in any year which electives will be offered, based on available resources and minimum class sizes. Some electives from other levels may be substituted in place of those listed.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age. There are no prerequisite studies for this course.

**Application procedure**
Applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

**Further information**
Contact the Department of Horticulture and Environmental Sciences on (03) 9210 1234.

**NATURAL RESOURCE MANAGEMENT**

**2509ACC Diploma in Natural Resource Management**

VTAC code: 70751

Natural resource management involves the use, maintenance, conservation and effective management of our natural resources including flora, fauna and water. Since European settlement, these resources have been poorly managed, and we now face serious issues such as soil structure decline, water pollution and threatened flora and fauna species.

**Aims & Objectives**
This course aims to develop a broad knowledge in environmental science and specialises in the development of management strategies for the sustainable use of our resources.
The course provides opportunities for careers in the forest/park/catchment management; ecotourism; environmental science research; Healesville; Lilydale; and mining site management; and environmental consultancy.

Structure

Students undertake a range of core subjects in the first year of study. In the second year, core and elective subjects are offered, enabling students to specialise in two of the following streams:

- Catchment and Land Management
- Forest Management
- Fisheries and Wildlife Management
- Recreation/Ecotourism

Students are required to complete elective modules totalling 90 points including at least 25 points in each of two separate streams.

Entry Requirements

Successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age. It is strongly recommended that applicants should have completed at least one VCE unit in each of English, Chemistry, Biology and Mathematics. Applicants without these or similar studies may require bridging studies in order to ensure adequate preparation for the educational objectives of the course.

Application Procedure

Applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

All applicants must contact the Department of Horticulture and Environmental Sciences to receive further information with regard to a preliminary selection session.
VITICULTURE

2311ANC Certificate III in Food Processing (Wine) - Viticulture Traineeship

The course aims to provide the trainee with the knowledge and skills required to operate successfully as a tradesperson in the wine industry.

Campus
Lilydale; Wantirna.

Career opportunities
Employment as a qualified wine industry worker or further study.

Professional recognition
This is a national qualification and is formally recognised by relevant industries bodies.

Course duration
Three years part-time.

Structure
Core units plus selected units from wine grape growing modules.

Course subjects

Core Modules

<table>
<thead>
<tr>
<th>Level</th>
<th>Unit Code</th>
<th>Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FDFCORCOM1A</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>1</td>
<td>FDFCORNUM1A</td>
<td>Apply basic mathematical concepts</td>
</tr>
<tr>
<td>1</td>
<td>FDFCORHS1A</td>
<td>Apply safe work procedures</td>
</tr>
<tr>
<td>2</td>
<td>FDFCORDA1A</td>
<td>Apply basic quality assurance practices</td>
</tr>
<tr>
<td>2</td>
<td>FDFCORS1A</td>
<td>Apply basic food safety practices</td>
</tr>
</tbody>
</table>

Level 2

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFCOR0A2A</td>
<td>Implement the quality system</td>
</tr>
<tr>
<td>FDFCORS2A</td>
<td>Implement the food safety plan</td>
</tr>
</tbody>
</table>

Level 3

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFCOR0AMA</td>
<td>Analyse and convey workplace information</td>
</tr>
<tr>
<td>FDFCOR0ASA</td>
<td>Monitor the implementation of OHS &amp; S</td>
</tr>
<tr>
<td>FDFCOR0B3A</td>
<td>Monitor the implementation of the quality system</td>
</tr>
<tr>
<td>FDFCORS3A</td>
<td>Monitor the implementation of the food safety plan</td>
</tr>
</tbody>
</table>

Induction Module

Level 1

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFWRIINDA</td>
<td>Perform effectively in the workplace</td>
</tr>
</tbody>
</table>

Wine Grape Growing Modules

Level 1

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFWGPSHA</td>
<td>Pick grapes by hand</td>
</tr>
<tr>
<td>FDFWSPVHA</td>
<td>Plant vines by hand</td>
</tr>
<tr>
<td>FDFWSSCMBA</td>
<td>Carry out basic canopy maintenance</td>
</tr>
<tr>
<td>FDFWSSVCA</td>
<td>Take vine cuttings</td>
</tr>
</tbody>
</table>

Level 1 & 2

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFWSSVTA</td>
<td>Train vines</td>
</tr>
<tr>
<td>GDFWSSPHVA</td>
<td>Hand prune vines</td>
</tr>
<tr>
<td>FDFWSSSMA</td>
<td>Undertake irrigation systems maintenance activities</td>
</tr>
</tbody>
</table>

Level 2

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFWSSICA</td>
<td>Install irrigation components</td>
</tr>
</tbody>
</table>

Level 2 & 3

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFWGSHIA</td>
<td>Coordinate hand pruning activities</td>
</tr>
<tr>
<td>FDFWSSSEA</td>
<td>Operate spreading and seeding equipment</td>
</tr>
<tr>
<td>FDFWSSMTVA</td>
<td>Install and maintain vine trellis</td>
</tr>
<tr>
<td>FDFWSSGFA</td>
<td>Field graft vines</td>
</tr>
</tbody>
</table>

Level 3

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFWSSGMA</td>
<td>Operate specialised canopy management equipment</td>
</tr>
<tr>
<td>FDFWSSCMMA</td>
<td>Coordinate manual canopy management activities</td>
</tr>
<tr>
<td>FDFWSSCBA</td>
<td>Apply chemicals and biological agents</td>
</tr>
<tr>
<td>FDFWSSD5A</td>
<td>Monitor and control vine disorders and damage</td>
</tr>
<tr>
<td>FDFWSSDIHA</td>
<td>Coordinate crop harvesting activities</td>
</tr>
<tr>
<td>FDFWSSMHA</td>
<td>Operate a mechanical harvester</td>
</tr>
<tr>
<td>FDFWSSISA</td>
<td>Implement an irrigation schedule</td>
</tr>
<tr>
<td>FDFWSSMMPA</td>
<td>Implement a soil management program</td>
</tr>
<tr>
<td>FDFWSSNAA</td>
<td>Perform shed nursery activities</td>
</tr>
<tr>
<td>FDFWSSGVA</td>
<td>Bench graft vines</td>
</tr>
<tr>
<td>FDFWSSNNA</td>
<td>Perform field nursery activities</td>
</tr>
</tbody>
</table>

Entry requirements
Applicants must be 15 years or over and have appropriate numeracy and literacy skills and have secured full or part-time employment as a wine industry trainee.

Application procedure
Applicants should apply directly to the Department of Horticulture and Environmental Sciences on (03) 9210 1234

Further information
Contact the Department of Horticulture and Environmental Sciences on (03) 9210 1234.

RUH50898 Diploma in Horticulture (Production – Viticulture)

VTAC Code: 70181

The Diploma in Horticulture (Production – Viticulture) provides students with the skills and abilities appropriate to meet the needs of the viticulture industry. The elective units make up the substantive course content and will develop the essential specific skills required to produce quality grapes. Included is an introduction to wine analysis, evaluation and production. The essential units are designed to develop the students’ generic workplace skills, so highly valued by employers. These include understanding industry and health and safety requirements, working in teams and communication skills. Collecting, analysing and organising information, solving problems and using technology are also important attributes for employees in the viticulture industry. These key competencies, along with others, are integrated into the learning and practical activities. This course is suitable for those who are already working in the viticulture industry and wish to upgrade or gain professional qualifications. It is also suitable for those who wish to enter the wine industry (perhaps self-employed) and employment opportunities are available at operator or supervisor level in the viticulture industry.

Aims & Objectives
The Diploma in Horticulture (Production – Viticulture) is designed to enable students to:

- Develop technical and practical skills to enable the student to establish, operate, supervise and maintain a commercial vineyard producing quality grapes and wine.
- Develop essential generic workplace skills and key competencies.
The course is competency based, which means that students will demonstrate that they can actually perform a range of practical tasks to industry standards. The commercially operated 2 ha Swinburne Estate Vineyard at South Yarra provides an excellent facility for this practical training. The campus at Lilydale will provide the venue for the classroom based learning activities.

Employment as an operator or supervisor in the viticulture industry.

Course duration
Two years full-time or four to five years part-time.

Structure
The course is competency based, which means that students will need to demonstrate that they can actually perform a range of practical tasks to industry standards. The commercially operated 2 ha Swinburne Estate Vineyard at South Yarra provides an excellent facility for this practical training. The campus at Lilydale will provide the venue for the classroom based learning activities.

Course subjects

Core subjects
CORE1 Meet industry requirements
CORE2 Meet workplace health & safety requirements
CORE3 Use hazardous substances safely
CORE4 Cooperate in the workplace
CORE5 Act in an emergency
CORE6 Plan daily work routine

Electives
HRT207A Operate Equipment & Machinery
HRT322 Harvest Crops
HRT324 Propagate Plants
HRT331 Maintain an Office
HRT354 Co-ordinate crop harvesting
TDTA1497A Use basic product and store knowledge to complete work operations
HRT403 Source Information
HRT410 Implement a Soil Preparation Program
HRT438 Develop a Plant Nutrition Program
HRT439 Develop Canopy Management & Crop Regulation Programs
HRT512 Prepare and monitor budgets and financials
HRT520 Implement sustainable horticultural (viticulture) practices
HRT523 Trial plants, products and treatments
HRT529 Manage Weed, Pest & Disease Infestations
HRT600 Establish a Horticultural (viticultural) enterprise
FDFG0281WA Evaluate wine standard

Entry requirements
Applicants for full-time study should have successfully completed an appropriate Victorian Year 12 or its equivalent. Part-time applicants should possess experience, and commitment to, or current employment in, the viticulture industry.

Application procedure
Full-time applications must be made through the Victorian Tertiary Admissions Centre (VTAC). Part-time applicants should apply directly to the Department of Horticulture and Environmental Sciences on (03) 9210 1234

Further information
Contact the Department of Horticulture and Environmental Sciences on (03) 9210 1234

HEALTH and HUMAN SERVICES

AGED CARE WORK

CHC30199 Certificate III in Community Services (Aged Care Work)

This course aims to provide an accredited training program for workers within the aged care sectors, in a range of industry workplaces or on a one-to-one basis with individual clients.

Campus
Croydon: Prahran

Career opportunities
Employment as aged care or personal care worker with older people and people with disabilities in both community and residential settings.

Course duration
Croydon: One year part-time
Prahran: Four months full-time

Course subjects

Core Subjects
(delivered on both Croydon and Prahran campus)

Electives
CHCAC12 Provide Services to Meet Aged People’s Personal Needs
CHCAC2A Assist with Aged People’s Personal Needs
CHCAC4A Assist in the Provision of an Appropriate Work Environment
CHCAD1A Advocate for Clients
CHCC56A Assess and Deliver Services to Clients with Complex Needs
CHCAD1A Provide Services to Aged People
CHCC56A Contribute to Service Delivery Strategy
CHCC56A Orientation to Disability Work
CHCC56A Work with Specific Communities
CHCUC5A Follow Organisations Occupational Health and Safety Policies
CHCC10A Deliver Service to Clients

Entry requirements
There are no formal entry requirements. However, preference will be given to those currently employed in the industry, those who have past experience as volunteers or in paid employment, and those with personal experience in caring for older people or people with a disability.

Application procedure
Applicants should apply directly to the Department of Health, Recreation and Human Services.

Further information
Contact the Department of Health, Recreation and Human Services
12-50 Norton Rd., Croydon VIC 3136
Telephone: (03) 9213 6682
OR
Level 3, Building PK, John Street, Prahran VIC 3181
Telephone: (03) 9214 8868
ALCOHOL AND OTHER DRUGS WORK

CHC40299 Certificate IV in Community Services (Alcohol and Other Drugs Work)

This course aims to provide appropriate training for workers whose primary role is to reduce the harm associated with the use of alcohol and other drugs.

Campus
Prahran

Career opportunities
Employment in the community services sector - in areas that provide clinical support services, community development, health promotion and prevention services.

Course duration
One year full-time.

Course subjects
Introduction to the alcohol and other drug sector:
- Provide first point of contact for potential clients;
- Support people with alcohol and/or other drug issues;
- Provide services to clients with alcohol and/or other drug issues;
- Work with clients who are intoxicated;
- Provide needle exchange services;
- Provide alcohol and other drug withdrawal services.

Entry requirements
There are no formal entry requirements. However, preference will be given to those currently employed in the industry, those who have past experience as volunteers or in paid employment, and those with personal experience in caring for people with alcohol and/or other drug issues.

Application procedure
Applicants should apply directly to the Department of Community and Further Education on (03) 9214 8666. All applicants are required to attend an information session at which interviews will be arranged.

Further information
Contact the Department of Community and Further Education on (03) 9214 8866
Website: www.tafe.swin.edu.au/cafe/

CHILDREN'S SERVICES

CHC20399 Certificate II in Community Services (Children’s Services)

The Certificate II in Community Services (Children's Services) is part of a suite of courses that provide a comprehensive package of training to meet the needs of the children's services industry and reflects the competency standards required.

The course has national accreditation. Graduates of this course can apply to articulate with credits into the Certificate III and Diploma child care courses.

The course can be undertaken by open learning. It contains the first modules of the Certificate III and the Diploma. Students are supported by workshops, phone tutoring and study using manuals. Stream of this course are adapted for those interested in Home Based Care (Family Day Care) as well as for those interested in Centre Based Care. This course is also conducted in schools as a vocational program for Year 11 and 12.

Campus
Croydon; Distance Education/Leaning

Career opportunities
This course provides training for a challenging career with children in the home based environment.

Course duration
Six months full-time, up to two years part-time.

Structure
This course is offered in a range of ways. This includes a flexible delivery option which allows students to enrol in the entire course (which can be completed in 6 months) or in individual modules. There is no time limit on how long the course can take to complete. Students are required to complete 90 hours practical work with children across the two years. This course is also conducted for secondary school students, generally over Years 11 and 12. Arrangements can be made for secondary school students to be taught as part of a school cluster at a secondary school or on the Croydon or Prahran campuses. Further training is available through Swinburne’s Certificate III in Community Services (Children’s Services), and the Diploma of Community Services (Children’s Services) which is recognised as the qualification for Level 3 child care workers i.e. fully qualified professionals under the Children’s Services regulations.

Course subjects
CHC201A Maintain Healthy & Safe Environment
CHC202A Provide Physical Care
CHC204A Communicate with Children
CHC215A Support Babies Needs
CHC226A Work within Legislative & Ethical requirements
CHC227A Provide Babies Needs
CHC228A Follow the Organisation’s OH&S Policies
CHC232A Work with Others
CHC233A Communicate with People Accessing the Services of the Organisation
CHC236A Support the Development of Children in the Service
CHC237A Facilitate play & Leisure

Entry requirements
There are no formal entry requirements.

Application procedure
Applicants should apply directly to the Department of Child and Family Studies on (03) 9213 8828 (Croydon), or: (03) 9214 8663, or: (03) 9214 8822 (Prahran)

Further information
Contact the Department of Child and Family Studies on:
(03) 9213 8828 (Croydon), or
(03) 9214 8663 or (03) 9214 8822 (Prahran)
Website: www.tafe.swin.edu.au/cafe/index.html

CHC30399 Certificate III in Community Services (Children’s Services)

The Certificate III Children’s Services is a part of a suite of courses which provide a comprehensive package of training to meet the needs of the children's services industry, and reflects the competency standards as outlined in the Community Services Training Packages. Swinburne University is the largest training package provider of children's services courses in Victoria.

The course provides training for a challenging career with young children aged from 0-6 years. It also provides training for those who wish to work in before school/after school and vacation care with children 5-12 years. This course has extensive credits into the Diploma of Community Services (Children’s Services). Graduates can apply to enter the Diploma course with advanced standing.

Campus
Croydon; Prahran

Career opportunities
Employment in a range of children's services including Long Day Care (0-6 years), Occasional Care (0-6 years) and in kindergartens and pre-schools as assistants.

Professional recognition
The course has national accreditation, which allows graduates the opportunity to apply for work throughout most States/Territories of Australia. Graduates of this course are recognised in the award as Level 2 Child Care workers.
Course duration
One year part-time.

Structure

Croydon campus
General Stream
Centre Based Care: Day: two full days, Wednesday and Thursday, 9.00am to 4.00pm OR Evening: 1.00pm-8.30pm Tuesday and 5.00pm-9.30pm Thursday

Prahran campus
General Stream
Centre Based Care: Day: 9.00am-3.00pm Wednesday (in addition to off campus work)
Bilingual Stream
Centre Based Care: Day: 8.30am-4.30pm Wednesday (in addition to off campus work) Prahran campus students will also be required to attend one weekend workshop per term. These courses will require off-campus time completing assignments and self-paced exercises through flexible delivery packages.

Course subjects
CHC50399 Support the Development of Children in the Service
CHC5039A Maintain a Healthy & Safe Environment
CHC5039B Provide Physical Care
CHC5039C Foster Children's Self Help Skills
CHC5039D Communicate with Children
CHC5039E Interact Positively with Children
CHC5039F Facilitate Play & Leisure
CHC5039G Observe Children
CHC5039H Support Babies Needs
CHC5039I Support Emotional Wellbeing of Babies/Infants
CHC5039J Organise Experiences for Children
CHC5039K Communicate with family Members about Their Child
CHC5039L Respond to Illness, Accident and Emergencies
CHC5039M Travel with Children Safely
CHC5039N Guide Children's Behaviour
CHC5039O Work Collaboratively with Children
CHC5039P Prepare Food
CHC5039Q Foster the Social Development of Children
CHC5039R Foster the Physical Development of Children
CHC5039S Participate in the Work Environment
CHC5039T Follow the Organisation's Occupational Health & Safety Plan

Entry requirements
There are no formal entry requirements, however, applicants need to satisfy the following criteria:

- Demonstrated interest in and suitability for work in the children's services field.
- Entry competencies which reflect the starting point for course delivery.
- Physical and psychological health necessary to meet course requirements, including practical.
- Demonstrated maturity including ability to be responsible for the care of children.

Note: Persons of Aboriginal and Torres Strait Islander background and persons of non-English speaking background are encouraged to apply.

Applicants working in the child care industry will be given priority, provided they meet other selection criteria.

Application procedure
Croydon campus
Applicants should contact (03) 9213 6628 to obtain an application form.

Prahran campus
Applicants should contact (03) 9214 6863 or (03) 9214 6822 to obtain an application form.

Further information

Contact the Department of Child and Family Studies on:
(03) 9213 6828 or (03) 9214 6863 (Croydon), or
(03) 9214 8222 (Prahran)
Website: [www.tafe.swin.edu.au/csh/index.htm](http://www.tafe.swin.edu.au/csh/index.htm)

CHC50399 Diploma of Community Services (Children's Services) - Centre Based Care

VTAC codes: 7021 (Croydon), 78051 (Prahran)

The Diploma of Community Services (Children's Services) - Centre Based Care is designed to provide the skills, knowledge and understanding required for those who want to work with children as fully qualified child care professionals.

Graduates provide care for the social, emotional, physical and educational needs of infants and children, specialising in children 0-6 years. They also gain knowledge of development of children from six to twelve years and learn to work closely with parents in fostering children's development.

Work in the child care field is both demanding and extremely rewarding. Those seeking careers in child care should enjoy being with children. Desirable qualities for this work are patience, understanding, imagination, cheerfulness, energy, adaptability and a willingness to take responsibility. Child carers must also be physically fit as they are on their feet a good deal of the time, are often required to lift and carry children and must be able to provide a standard of care consistent with the Victorian Children's Services Regulations 1988.

The child care industry is a projected growth area, with graduates gaining one hundred per cent employment at present. This course has national accreditation, which allows graduates the opportunity to apply for work throughout Australia. Many graduates also work for a period overseas.

Career opportunities

The majority of graduates work as fully qualified professionals in child care centres where they are responsible for providing a program of care and education to children under six. They may work independently or in a supervisory role with other child care assistants. Some graduates gain positions in family day care schemes, infant care settings, private homes, pre-school play centres, out of school hour programs and some work as aides with children with special needs. Future career paths lead to management and co-ordination positions in child and family services.

Graduates of the Diploma of Community Services (Children's Services) - Centre Based Care currently receive up to three semester's credit into the Bachelor of Early Childhood Studies offered by the School of Early Childhood Studies, Melbourne University. Additional credits are currently being negotiated with Melbourne University and RMIT. Child care graduates are also eligible for significant credits in Swinburne's Bachelor of Arts and Bachelor of Social Science degrees. Other credits can be negotiated at Victoria University of Technology. Swinburne is the largest provider of child care courses in Victoria.

Professional recognition

This course has national accreditation which allows graduates the opportunity to apply for work throughout Australia.

Course duration
Two years full-time or three to four years part-time.
Structure

Full-time students attend classes approximately twenty-five hours per week for seventy per cent of each year. They spend thirty hours per week gaining experience in a range of practical settings for thirty per cent of the year.

At the Prahran campus, part-time students will attend classes one day per week, between 1.30pm and 8.30pm in 2002. Attendance at a few Saturday workshops or block release weekdays may be required. Some study is done off-campus.

At the Croydon campus part-time students will attend classes one day per week in 2002. Part-time students working in day care centres can usually complete most placements in their own workplace. They need to be available to undertake a twenty to forty day placement during their course outside their centres at times set by the University. Part-time students not working in day care centres need to be available to undertake approximately twenty days of placement each year. Most placements can be undertaken on either a two day a week or a four day a week basis.

Course subjects

1st Year

Developmental Studies

CHC105A Support Emotional Wellbeing of Babies/Infants
CHC201A Support Development of Children in Service
CHC202A Foster the Physical Development of Children
CHC203A Foster the Social Development of Children
CHC204A Foster the Emotional & Psychological Development of Children
CHC205A Guide Children’s Behaviour
CHC303A Observe Children
CHC401A Support the Emotional Needs of Children

Communication With Children

CHC101A Interact Positively with Children
CHC104A Facilitate Children’s Communication Skills
CHC104A Work Collaboratively with Children

Health Studies

CHC205A Prepare Food
CHC204A Respond to Illness, Accidents and Emergencies
CHC206A Plan Care Routines
CHC208A Follow the Organisation’s Occupational Health & Safety Policies
CHC209A Support Babies Need

Program Play & Curriculum Studies

CHP202A Organise Experiences for Children
CHP205A Enhance Children’s Play & Leisure
CHP208A Use Observations and Records

Family & Community Studies

CHC101A Implement and Promote Inclusive Policies and Practices
CHC101A Communicate with Families about Child

Professional Studies

CHC204A Support the Rights and Safety of Children
CHC205A Participate in Work Environment
CHC205A Maintain an Effective Work Environment

2nd Year

Developmental Studies

CHC205A Foster Children’s Cognitive Development
CHC205A Foster Children’s Language Development
CHC207A Foster Children’s Aesthetic and Creative Development
CHC101A Establish Plans for Developing Responsible Behaviour
CHC102A Plan the Inclusion of Children with Additional Needs
CHC103A Support the Emotional Needs of Children

Health Studies

CHC201A Guide the Establishment and Maintenance of a Safe Environment
CHC301A Implement and Monitor Occupational Health & Safety Policies, Procedures and Programs

Family & Community Studies

CHC303A Meet Information Needs of the Community
CHC301A Implement & Promote Inclusive Policies

Program Play & Curriculum Studies

CHC300A Plan and Conduct Group Activities
CHC301A Facilitate the Design of Programs of the Service
CHC302A Coordinate the Implementation of Programs
CHC304A Monitor and Evaluate Programs
CHC303A Facilitate the Development of Programs for Children with Additional Needs
CHC304A Observe Children and Interpret Observations
CHC305A Provide Opportunities and Experiences to Enhance Children’s Development

Professional Studies:

CHC303A Undertake Administrative Work
CHC304A Develop New Approaches for Providing Service

Entry requirements

Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or Alternative Category Entry. All applicants need to demonstrate the following criteria:

1. Demonstrated interest in and suitability for work in children’s services field.
2. Entry competencies which reflect the starting point for course delivery.
3. Physical and psychological health necessary to meet course requirements including practicum.
4. Demonstrated maturity including ability to be responsible for the care of children.

Application procedure

Full-time applicants must apply through VTAC (Victorian Tertiary Admissions Centre). Applicants must also complete a child care application form.

Part-time applicants must complete a Child Care application form only.

Child care application forms are available from Swinburne.

All applicants attend a compulsory information session at one of the TAFE institutions offering this course.

As part of the selection process, you may be required to attend an interview.

Further information

Contact the Department of Child and Family Studies on:
(03) 9214 6828 (Prahran), or
(03) 9214 6863 or (03) 9214 6822 (Prahran)
Website: www.tafe.swin.edu.au/catl/index.htm

CHC50399S Diploma of Community Services (Children’s Services) - Out of School Hours Care

The Diploma of Community Services (Children’s Services) - Out of School Hours Care is designed to provide the skills, knowledge, understanding and practical skills to work with children and their families in Outside School Hours Care (OSHC) programs. Graduates provide quality care for the social, emotional, physical, educational and recreational needs of school age children (5-12 years).

The course is part of a suite of courses which provide a comprehensive package of training to meet the needs of the children’s services industry, and reflects the competency standards as outlined in the Community Services Training Packages.

The course has national accreditation which will allow graduates the opportunity to apply for work throughout most States/Territories of Australia.

Work in the Children’s Services field is both demanding and extremely rewarding. Those seeking careers in Children’s Services should enjoy being with children. Desirable qualities for this type of work include patience, understanding, tolerance, adaptability, imagination, cheerfulness, energy, caring attitudes and a willingness to take responsibility. Children’s Services workers must also be physically fit so they are on their feet most of the time and actively involved in all aspects of the program.
The course combines both classroom teaching and practical placement. Students gain "hands-on" experience working with children in before school care, after school care and vacation care services. Great importance is attached to the student's performance in practical placements which constitutes a significant component of the course.

Aims & Objectives

This course is available to those currently working in out of school hours care and those who wish to enter the field. This course enables people who are currently working in the OSHC industry to have their knowledge, skills and experience recognised. It also provides flexible learning options to further develop understanding of OSHC programs and improve career pathways.

Campus

Prahran; Workplace Training.

Career opportunities

On successful completion of this course graduates will be qualified to work as coordinators in Out of School Hours programs. Opportunities include work as qualified professional in before school care, after school care, and vacation care. There are career pathways into service coordination and with further study into leadership and management roles.

Course duration

Delivered over eighteen months to two years through a mix of campus based and workplace teaching and assessment model.

Structure

It is expected that students will be required to attend classes for approximately 16 weeks of the year on Tuesdays and/or Thursdays between 10.00am and 1.30pm. Students will also be required to attend Saturday classes two to three times per term. The course also includes a significant amount of off-campus time doing assignments, participating in study groups, preparing for workplace assessment and self study.

All students will be expected to undertake Workplace Assessment to demonstrate the competency standards reflected in the Competency Training Packages for the industry.

If students are working in OSHC all efforts will be made to enable them to undertake a significant proportion of their fieldwork in their place of work. However there will be an expectation that they may be required to undertake a proportion of the fieldwork hours outside of their place of employment.

Course subjects

Developmental Studies

CHCFC2A Foster Physical Development
CHCFC3A Foster Social Development
CHCFC4A Foster Emotional & Psychological Development
CHCFC5A Foster Cognitive Development
CHCFC6A Foster Language Development
CHCFC7A Foster Aesthetic & Creative Development
CHDIC12A Plan Inclusion of Children with Additional Needs
CHCPR9A Observe Children
CHCPRB Use Observations & Records
CHCPR13A Facilitate the Development of Programs for Children with Additional Needs
CHCCN10A Support Emotional Needs

Communication with Children

CHCIC1A Interact Positively with Children
CHCIC1A Establish Plans for Developing Responsible Behaviour
CHCIC1A Facilitate Children's Communication Skills
CHCIC2A Guide Children's Behaviour
CHCIC3A Work Collaboratively with Children

Health Studies

CHCCN11A Support Rights & Safety of Children
CHCCN11A Guide, Establish & Maintain a Healthy & Safe Environment

CHCCN3A Prepare Food
CHCCN4A Respond to Illness, Accident & Emergencies
CHCIC17A Implement OH&S Policies
CHCIC64A Follow OH&S Policies
CHCIC68A Plan Care Routines

Entry requirements

Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age. Applicants must also be working in the OSHC industry and meet the following criteria:

1. Demonstrated interest in and suitability for work in children's services field
2. Entry competencies which reflect the starting point for course delivery.
3. Physical and psychological health necessary to meet course requirements including practical.
4. Demonstrated maturity including ability to be responsible for the care of children.

Course entry requirements recognise the need for flexibility with respect to entry. Four major categories for entry have been established: School Leavers, Alternative Category (ACE) Entry, Mature Age Students and Persons of Non-English Speaking Background who are also working in the OSHC Industry.

Application procedure

Applicants should contact the Department of Child and Family Studies on (03) 9214 8663 or 9214 8822 to obtain an application form.

Further information

Contact the Department of Child and Family Studies on: (03) 9213 8628 (Croydon), or (03) 9214 8663 or (03) 9214 8822 (Prahran)
Website: www.tafe.swin.edu.au/csh/index.htm

CHC60399 Advanced Diploma of Community Services (Children's Services)

This is a new course for those with the Diploma of Community Services (Children's Services) - Centre Based Care or equivalent. It is designed to further the leadership and management skills of those working in children's services who hold positions of responsibility or who wish to gain positions of responsibility.

Campus

Prahran

Career opportunities

Leadership and management roles in the children's services industry.

Course duration

Two semesters full-time or part-time equivalent.

Course subjects

Community, Ethics & Advocacy

CHCCN20A Advocate for the Rights and Needs of Children
CHCS012A Act as a Resource to Workers
CHSC07A Support Community Resources
CHCFC20A Promote the Ethical Understanding of Children

Leadership & Management

CHCIC61A Lead & Develop Others

Advanced Communication Skills

CHCCM4A Develop, Implement and Promote Effective Communication Techniques
CHCIC23A Respond to Problems and Complaints about the Service

Financial Management & IT

CHCINFO3A Manage Organisation's Information Systems
CHCADMIN4A Manage Organisation's Finances, Accounts and Resources
Research & Development
CHCOR619A Develop and Maintain the Quality of Service Outcomes
CHCPB65A Manage Research Activities
CHCP89A Develop & Implement Policy

Promotion & Marketing
CHCOR2A Promote and Represent the Service

Workplace Assessment
CHCBSA Plan Assessment
CHCBSA Conduct Assessment
CHCBSA Review Assessment

Psychological Perspectives
CHFC10A Enhance the Emotional & Psychological Development of Children
CHCF20A Manage Complex Behaviour Situations

Entry requirements
Successful completion of the Diploma of Community Services (Children’s Services) - Centre Based Care or equivalent.

Application procedure
Applicants should apply directly to the Department of Child and Family Studies and Health on (03) 9214 6863 or (03) 9214 6822 (Prahran)

Further information
Contact the Department of Child and Family Studies on:
(03) 9214 6863, or (03) 9214 6822 (Prahran)
Website: www.tafe.swin.edu.au/cafe/index.html

COMMUNITY SERVICES MANAGEMENT

14870SA Diploma of Community Services (Management) (Prahran)

This course aims to provide an integrated sequence of management training for members of self-managing work groups and supervisors/managers. Participants will develop skills and knowledge with a focus on Community Services, including co-ordination and management skills in administration, finance, client service provision, policy, occupational health & safety, communication and optional areas in training and assessing, networking, community resources and education, case management and volunteering.

Campus
Wantirna; External Venue; Workplace Training.

Career opportunities
Management across all community service sectors.

Course duration
Two years part-time.

Structure
The course has been developed using the Community Services National Training Package Competency Standards. The packaging incorporates specialisation units of competency, common area units of competency and optional units of competency.

Majors/Specialisation
Areas of specialisation include:
- Alcohol & Other Drugs
- Aged Care Work
- Child Protection/Youth Justice/Statutory Supervision
- Disability Work
- Community Housing Work
- Community Work
- Mental Health Work
- Youth Work

Entry requirements
Demonstrated experience in a supervisory or higher level in the Community Services sector.

Further information
Department of Community & Further Education
Prahran Campus
Tel: (03) 9214 6866
Fax: (03) 9214 6971
Wantirna Campus
Tel: (03) 9210 1170
Fax: (03) 9210 1132
Email: tafessci@swin.edu.au
Website: www.tafe.swin.edu.au/cafe/index.html

COMMUNITY WORK

CHC50699 Diploma of Community Services (Community Work)
VTAC code: 78551 (Prahran)

This course aims to provide students with the skills and knowledge required to be an effective worker in achieving significant social change.

Campus
Prahran, Wantirna

Career opportunities
Employment outcomes include community education worker, migrant resource and support work, or community work in a range of government and non-government agencies. Students also have the option to continue studies in an arts degree course at Swinburne.

Course duration
Two years full-time or four years part-time.

Course subjects
CHC40A Develop and implement community programs
CHC89A Support Community Leadership
CHC12A Undertake Work in the CS Industry
CHC0M3A Use Specialist Communication Skills
CHC0M4A Develop, Implement and Promote Effective Communication
CHC1F5A Meet Statutory and Organisation Information regulations
CHCNET3A Develop New Networks
CHCOR8A Co-ordinate the Work Environment
CHCOR6A Implement and Monitor OHS Policies

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
Full-time (Prahran campus only) applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

Further information
Contact the Community and Further Education Department on:
(03) 9214 6666 (Prahran), or
(03) 9210 1212 (Wantirna)
Website: www.tafe.swin.edu.au/cafe/
DISABILITY WORK

CHC40799 Certificate IV in Community Services (Disability Work)

VTAC code: 78001 (Prahran), 71031 (Wantirna)

This course is designed to provide training for people working with people with disabilities. This could include employment in residential, employment, training, recreation or advocacy settings.

**Campus**

Prahran; Wantirna

**Career opportunities**

The Certificate IV in Community Services (Disability Work) is recognised as the current primary qualification in the disability field.

Successful completion of this course may act as credits for students wishing to continue studying in the following courses offered within the Community and Further Education Department, and the Human Services Department, including Certificate IV in Community Services (Youth Work), Diploma in Community Services (Welfare Studies), and Diploma of Community Services (Community Work). The course also has pathways to the Bachelor of Social Sciences (Human Services).

**Course duration**

One-year full-time or two years part-time.

**Structure**

Students participate in 200 hours on-the-job training in a range of workplace settings. This placement is organised by the Department in consultation with students' preferences.

**Course subjects**

- CHCANS1 Advocate for Clients
- CHCCOM1A Support Community Participation
- CHCCOM5A Use Specialist Communication Skills
- CHCDIS1A Orientation to Disability Work
- CHCDIS2A Maintain an Environment Designed to Empower People with Disabilities
- CHCDIS3A Provide Services to people with Disabilities
- CHCDIS5A Plan & Implement Community Integration
- CHCNED2A Maintain Effective Networks
- CHAJOR6A Follow the Organisations Occupational Health & Safety Policies
- CHCASS2A Assess and Deliver Services to Clients with Complex Needs
- CHCCSS2A Deliver and Develop Client Service
- CHCMIN2A Maintain Organisations Information System
- CHAJOR5A Maintain an Effective Work Environment
- CHCDIS4 Design Procedures for Support

**Entry requirements**

There are no formal entry requirements. However, preference is given to people who have experience with people with disabilities. This may include personal experience or paid or unpaid employment.

**Application procedure**

Full-time applications must be made through the Victorian Tertiary Admissions Centre (VTAC). Part-time applicants should apply directly to the Department on (03) 9214 6866 (Prahran) or 9210 1212 (Wantirna). All applicants are required to attend an information session and a group interview. Applicants must also undergo a police check.

**Further information**

Contact the Department of Community and Further Education Department on: (03) 9214 6866 (Prahran), or (03) 9210 1212 (Wantirna)

Website: www.tafe.swin.edu.au/cofe/

DIVERSIONAL THERAPY

3190KWA Certificate IV in Diversional Therapy

Providing leisure opportunities for older people and people with disabilities is a new and growing field in Australia. As these new programs emerge, there is an increasing need to provide qualified professionals to facilitate these leisure and recreation programs. The Certificate IV in Diversional Therapy aims to meet this need by providing accredited training to people currently working or wishing to work within this area.

**Campus**

Croydon; Prahran

**Career opportunities**

Employment as diversional therapists or activities workers in the aged and/or disabilities services fields.

**Course duration**

Two years part-time.

**Structure**

Students attend two classes per week (ordinarily on the same day) for two years.

**Course subjects**

- 0046BM01 Behaviour Management
- NCS013 Interviewing Skills
- 0046DT01 Introduction to Diversional Therapy
- NCS011 Client Interaction
- 0046HL01 Introduction to Leisure and Health
- VAA198 Ageing in Australian Society
- 0046PS01 Psychology
- 0046RL01 Recreation Leadership
- 0046LP01 Introduction to Leisure programs for people with Specific Needs
- NCS015 Presenting reports

**Entry requirements**

There are no formal entry requirements. However, preference is given to people with experience working with older people or people with disabilities.

**Application procedure**

Applicants should apply directly to the Department of Health, Recreation and Human Services on (03) 9214 6866.

**Further information**

Contact the Department of Health, Recreation and Human Services on: (03) 9214 6866 (Prahran), or (03) 9210 1212 (Wantirna)

Website: www.tafe.swin.edu.au/socsci/

MENTAL HEALTH

CHC50899 Diploma of Community Services (Mental Health) - Non clinical

This course aims to equip participants with the knowledge, skills and values to work as a psychiatric disability worker.

**Campus**

Prahran

**Career opportunities**

Employment can include working in residential, advocacy casework or community support roles. A Pathway is also available for entry into Swinburne's Bachelor of Social Science (Human Services) or a range of other degree courses.
Course duration
Two years full-time.

Course subjects
Core Subjects
Psychiatric Disability Support
Professional Integration Tutorials
Fieldwork

Stage 1
VAM410 Orientation to Social and Community Services (SACS)
NC3013 Interviewing Skills
NC3015 Presenting Reports
VAM427 Principles and Practice SACS
VAM442 Psychiatric Disability Support I (Introduction)
VAM487 The Psychiatric services System
VAM599 Psychology
VAM469 Sociology
VAM436 Professional Integration Tutorials I

Stage 2
VAM213 Casework
VAM467 Psychiatric Disability Support II (Consumer Perspective)
VAM507 Working with Groups I
VAM244 Consumer Health and Safety
VAM237 Community Development
VAM205 Fieldwork I
VAM437 Professional Integration Tutorials II Stage 3
VAM247 Counselling Skills
VAM608 Working With Groups II
VAM479 Psychiatric Disability Support III (Worker Focus)
VAM398 Managing Crisis
VAM333 Fieldwork II
VAM438 Professional Integration Tutorials III

Stage 4
VAM408 Organisation Structure and Process
VAM618 Psychiatric Disability Support
VAM74 Supervision and Support
VAM340 Fieldwork III
VAM439 Professional Integration Tutorials IV

Entry requirements
The course is aimed at students with at least one year's experience in the psychiatric disability support sector. The course also welcomes people with personal experience of psychiatric disability.

Application procedure
Applicants should apply directly to the Community and Further Education Department on (03) 9214 6866.

Further information
Contact the Community and Further Education Department on (03) 9214 6866
Website: www.tafe.swin.edu.au/cafe/

NURSING
2407ADC Certificate IV in Health (Nursing)
The Certificate IV in Health (Nursing) replaces the training previously referred to as State Enrolled Nursing. Following successful completion of the course, graduates are eligible to register with the Nurses Board of Victoria in Division 2 of the Nursing Register. Those seeking careers as Division 2 Nurses should enjoy working with people, particularly the elderly. Division 2 Nurses work under the direct or indirect supervision of Registered Nurses Division 1 and 3 in providing client care. The Division 2 nurse assists clients/residents with a range of practical health care needs. The work of the second level nurse is physically demanding, often involving assisting clients/residents with mobility and comfort needs. The work is both emotionally challenging and rewarding. The Division 2 Nurse establishes and maintains social interaction and provides for the physical and emotional needs of culturally diverse clients experiencing a range of altered mental and physical states. Desirable qualities for this work are maturity, commitment, tolerance, respect for others, patience and adaptability.

Campus
Croydon, Prahran

Career opportunities
Employment as Division 2 Nurses in nursing homes, hospitals, hostels, mental health, acute care and community settings. Successful completion of the certificate may also allow entry into a nursing degree with 'credit' and/or 'advanced standing'.

Professional recognition
Membership with the Nurses Board of Victoria in Division 2 of the nursing register to be able to practice as Division 2 Nurses.

Course duration
One year full-time, two years part-time, or in traineeship mode.

Structure
Delivery modes may vary across campuses. Full-time students normally attend classes or undertake clinical placements for up to thirty hours per week. Classes are scheduled between 8.30am and 5.30pm. Clinical placement attendance follows the shifts set by hospitals with the majority of placement shifts being from 7.00am to 3.30pm, but some shift attendance is required between 10.30pm and 9.30am. Clinical placement will be undertaken at a range of hospitals and nursing homes including: Monash Medical Centre, Caulfield General Medical Centre, Royal Melbourne Hospital, Austin and Repatriation Medical Centre, Montosaltn Aged Care Facility, Albert Road Clinic, Peter James Centre and various community agencies.

Course subjects
Medical/Nursing Terminology
NC5007 Communication Skills 1 – Presenting Information
NC5011 Communication Skills 2 – Client Interaction
VAA312 Anatomy and Physiology 1
VAA314 Anatomy and Physiology 2
VAB136 Clinical Measurements
VAB137 Clinical Microbiology
VAD888 Law and Ethics in Nursing
VAE295 Nursing 1 – Meeting the Needs of Nutrition and Elimination
VAE296 Nursing 2 – Meeting the Needs of Hygiene, Mobility and Rest
VAE298 Nursing 4 – Attending to the Needs of Patients/Residents/ Clients with Psychiatric Illness
VAE303 Nursing: The Profession
VBC357 Workplace Safety
VAB131 Clinical Experience 1
VAM803 Clinical Experience 2
VAA197 Aged Care
VAA685 Behavioural and Social Aspects of Disability
VAC548 First Aid – Level 2
VA072 Medications
VAF781 Society, Culture and Nursing
VBF819 Clinical Nursing 1
VBF620 Clinical Nursing 2

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age (if you are over eighteen years at 1 February 2002 and have been
away from full-time study for at least one year. Applications are invited from Aborigines and Torres Strait Islanders (places will be targeted for Indigenous students). Persons from non-English speaking backgrounds are also encouraged to apply.

**Application procedure**

Applicants should request an application form from the Department of Health, Recreation and Human Services on (03) 9214 6863 (Prahran), or 9213 6682 (Croydon).

**Further information**

Contact the Department of Health, Recreation and Human Services on:

(03) 9213 6682 (Croydon), or

(03) 9214 6863 (Prahran)

Email: tafessci@groupwise.swin.edu.au

Website: www. tafe. swin. edu. au/socsci/

**2407ADC Certificate IV in Health Nursing (Post Basic Study)**

This post basic study is designed for registered nurses wishing to gain further skills in acute nursing, psychiatric nursing, community health and substance abuse and other selected modules.

**Campus**

Prahran; Croydon

**Career opportunities**

Improved employment opportunities in the health care industry.

**Course duration**

78 hours for each module (40 hours classroom, 38 hours clinical experience).

**Structure**

Structure varies across campuses and may involve a series of evening classes or several full day sessions.

**Course subjects**

- Maternity.
- Alcohol & Other Substances.
- Community Nursing.
- Mental Health Nursing.
- Diabetes Management.

**Entry requirements**

Applicants must be a Registered Nurse, Division 2.

**Application procedure**

Applicants should apply directly to the Department on (03) 9214 6863 (Prahran) or 9213 6682 (Croydon)

**Further information**

Contact the Department of Health, Recreation and Human Services on:

(03) 9213 6682 (Prahran), or

(03) 9214 6863 (Croydon)

Website: www. tafe. swin. edu. au/socsci/

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**OCCUPATIONAL HEALTH & SAFETY**

**SQLD1893 Certificate III in Occupational Health and Safety**

**SQLD1892 Certificate IV in Occupational Health and Safety**

**SQLD1891 Diploma in Occupational Health and Safety**

This course teaches the skills and knowledge needed by occupational health and safety personnel and by those whose work encompasses some parts of occupational health and safety. It should meet the needs of business and industry.

**Aims & Objectives**

The course aims to give students:

- A working knowledge of the current OHS Act, its regulations, Codes of Practice and Advisory Standards.
- A description of the consequences of exposure to health hazards at work.
- An understanding of the skills required to recognise, evaluate and manage health and safety hazards in the workplace.
- An understanding of the skills required to administer various occupational health and safety functions including health promotion, compensation, rehabilitation, planning, policy development and ethics.

**Campus**

Hawthorn

**Career opportunities**

This course is recognised nationally. In general the Certificate III provides training for line supervisors and safety representatives. The Certificate IV is aimed at higher level supervisors, assistant safety officers or representatives. The Diploma is suitable for lower to middle managers who have a major role in OHS.

**Professional recognition**

Successful completion of the Diploma plus five years appropriate experience is required for admission to Member grade of the Safety Institute of Australia. Graduates of the Diploma without the required experience may apply for the Associate Grade of the Safety Institute.

**Course duration**

Certificate III: one year part-time.

Certificate IV: two years part-time.

Diploma: three years part-time.

**Structure**

These courses are offered on a part-time basis with most classes running in the evenings. Single modules can also be studied.

The Certificate III is made up of 11 modules totalling 340 hours.

The Certificate IV is made up of 13 core modules totalling 380 hours and a variety of electives totalling 250 hours.

**Course subjects**

**Certificate III**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABD500</td>
<td>OHS Fundamentals</td>
</tr>
<tr>
<td>NCS095</td>
<td>Dealing with conflict</td>
</tr>
<tr>
<td>ABD501</td>
<td>Occupational Hygiene 1</td>
</tr>
<tr>
<td>ABD502</td>
<td>Rehabilitation &amp; Workers Compensation 1</td>
</tr>
<tr>
<td>ABD503</td>
<td>Hazardous Substances</td>
</tr>
<tr>
<td>ABD504</td>
<td>OHS Law</td>
</tr>
<tr>
<td>ABD505</td>
<td>Industrial Placement 1</td>
</tr>
<tr>
<td>NCS207</td>
<td>Presenting Information</td>
</tr>
<tr>
<td>NCS215</td>
<td>Presenting Reports</td>
</tr>
<tr>
<td>ABD562</td>
<td>Management of Hazardous Substances</td>
</tr>
<tr>
<td>ABD505</td>
<td>Workplace Health-Human Body</td>
</tr>
</tbody>
</table>

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OUTDOOR RECREATION

SRO50299 Diploma of Outdoor Recreation

Within the recreation sector, the role of outdoor recreation is expanding, particularly in outdoor education and adventure tourism. Our course is an exciting and fun filled experience. You can look forward to the development of your technical and interpersonal skills, your professional judgement and prudent safety skills.

We begin the course with the fundamentals, making sure everyone understands the basics before moving on to more complex challenges. The course is intensive as there is a lot to learn in a short time.
PARENT EDUCATION LEADERSHIP TRAINING

3222MDB Certificate in Parent Education Leadership Training

The course in Parent Education Leadership Training offers participants the necessary practical and theoretical training to lead parenting groups or provide services in parenting support and related areas.

Campus
Prahran

Career opportunities
Direct service provision workers in family support/parent program agencies.

Course duration
Ninety hours part-time study, plus ten hours field experience.

Structure
This course is offered in flexible learning mode. It consists of ninety hours of university classtime and ten hours of field experience.

Course subjects
Group Dynamics
Formal and Informal Group Processes and Techniques
Group Processes
Group functioning
Communication in Groups
Conflict in Groups
Developing effective Parent Groups
Family Structures
Family Dynamics
Family functioning
Parenting
Expectations of the Parenting Role
Vulnerable Families
Child and Adolescent Development

Parent Education Programs
Rationale for family support/parenting support
The role of the Parent Educator
Program Management and Principles
Program Knowledge
Currency of information and resources
Note: includes 10 hour co-leadership experience in industry setting

Entry requirements
There are no formal entry requirements. However, applicants are required to show maturity and understanding in working with people.

Application procedure
Applicants should contact the Department of Child and Family Studies on (03) 9214 6863 to obtain an application form. Selection may involve an interview.

Further information
Contact the Department of Child and Family Studies on:
Tel: (03) 9214 6863
Email: tafesci@swin.edu.au
Website: www.tafe.swin.edu.au/csh/index.htm

SPORT & RECREATION

SR050199 Diploma in Sport and Recreation
VET code: 7791

This course aims to provide an accredited training program for people wishing to pursue a career in Management and Administration in the sport and recreation industry. This is a new training package, introduced in 2001. This course replaces the previously delivered Diploma of Recreation (Administration).

Campus
Hawthorn

Career opportunities
Employment in the recreation industry. This diploma also offers an opportunity for a Pathway to degree courses (subject to approval) in Recreation, Business & Marketing, Tourism and Human Movement studies.

PATIENT SERVICES

2303ADC Certificate III in Health (Patient Services)

The primary aim of the Certificate III in Health (Patient Services) is the multi-skilling of existing workers in the health industry. The course combines the classification of cleaner, food services assistant, nursing attendant and orderly.
Course duration
Two years full-time.

Structure
Subjects are taught in a variety of delivery modes including: tutorials, lectures and practical sessions. Students are assessed in a variety of ways including assignments, oral presentations, tests, and practical exercises. All students are required to complete four weeks of industry placement per year. Students will be eligible for a Certificate IV in Sport and Recreation on completion of the first year of the Diploma.

Course subjects
Core Subjects

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLS02A</td>
<td>Deliver service to clients</td>
<td></td>
</tr>
<tr>
<td>CLS03A</td>
<td>Co-ordinate interaction with clients</td>
<td></td>
</tr>
<tr>
<td>CMR02A</td>
<td>Receive and pass on information to facilitate effective routine communication</td>
<td></td>
</tr>
<tr>
<td>COM03A</td>
<td>Collect and provide information to facilitate communication flow in workplace</td>
<td></td>
</tr>
<tr>
<td>ORG02A</td>
<td>Work effectively in a sport and recreation Organisation</td>
<td></td>
</tr>
<tr>
<td>ORG03A</td>
<td>Co-ordinate work and work priorities in a sport and recreation organisation</td>
<td></td>
</tr>
<tr>
<td>TEM02A</td>
<td>Support the work of a team</td>
<td></td>
</tr>
<tr>
<td>TEM03A</td>
<td>Work autonomously</td>
<td></td>
</tr>
<tr>
<td>TEC01A</td>
<td>Operate a computer to gain access to and retrieve data using keyboard skills</td>
<td></td>
</tr>
<tr>
<td>TEC02A</td>
<td>Operate a computer and printer to produce simple documents</td>
<td></td>
</tr>
<tr>
<td>TEC03A</td>
<td>Design, develop and produce documents, reports and worksheets using advanced functions</td>
<td></td>
</tr>
</tbody>
</table>

Core Co/Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLS04A</td>
<td>Provide advice in order to meet current and anticipated client requirements</td>
<td></td>
</tr>
<tr>
<td>CMR04A</td>
<td>Source and present information in response to requests</td>
<td></td>
</tr>
<tr>
<td>ORG02A</td>
<td>Implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs in the relevant work area to achieve and maintain Occupational Health and Safety standards</td>
<td></td>
</tr>
<tr>
<td>ORG03A</td>
<td>Plan, allocate and evaluate work carried out by teams, individuals and self</td>
<td></td>
</tr>
<tr>
<td>ORG05A</td>
<td>Participate in the meeting process</td>
<td></td>
</tr>
<tr>
<td>ORG06A</td>
<td>Conduct projects</td>
<td></td>
</tr>
<tr>
<td>TEM04A</td>
<td>Assist with analysis and use of emerging technology</td>
<td></td>
</tr>
<tr>
<td>TEM05A</td>
<td>Lead, manage and develop work teams</td>
<td></td>
</tr>
</tbody>
</table>

Specialisation Stream Subjects

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM01A</td>
<td>Handle mail to facilitate communication</td>
<td></td>
</tr>
<tr>
<td>ADM02A</td>
<td>Handle information to maintain access to and security of records</td>
<td></td>
</tr>
<tr>
<td>ADM03A</td>
<td>Handle mail to facilitate the information flow of the organisation</td>
<td></td>
</tr>
<tr>
<td>ADM06A</td>
<td>Process and analyse information to provide access to and security of records</td>
<td></td>
</tr>
<tr>
<td>ADM08A</td>
<td>Maintain information records system to ensure its integrity</td>
<td></td>
</tr>
<tr>
<td>ADM012A</td>
<td>Supervise an established records system to ensure its integrity</td>
<td></td>
</tr>
<tr>
<td>ADM013A</td>
<td>Plan business trip and associated itinerary to ensure efficient travel</td>
<td></td>
</tr>
<tr>
<td>TEC05A</td>
<td>Assist in the maintenance of a computer system</td>
<td></td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAC002A</td>
<td>Maintain sport and recreational facilities</td>
<td></td>
</tr>
<tr>
<td>FAC003A</td>
<td>Implement facility maintenance programs</td>
<td></td>
</tr>
<tr>
<td>OHS001A</td>
<td>Follow defined Occupational Health and Safety policy and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace</td>
<td></td>
</tr>
<tr>
<td>WRH01A</td>
<td>Merchandise products</td>
<td></td>
</tr>
<tr>
<td>WRH03A</td>
<td>Co-ordinate merchandise presentation</td>
<td></td>
</tr>
<tr>
<td>RES003A</td>
<td>Achieve an efficient use of resources</td>
<td></td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVT02A</td>
<td>Organise meeting/event and provide on-site meeting/event management</td>
<td></td>
</tr>
<tr>
<td>FAC004A</td>
<td>Plan and provide sport and recreational services</td>
<td></td>
</tr>
<tr>
<td>GRP002A</td>
<td>Provide leadership to groups</td>
<td></td>
</tr>
<tr>
<td>MKT001A</td>
<td>Plan and implement services to meet client needs</td>
<td></td>
</tr>
<tr>
<td>MKT002A</td>
<td>Liaise with the media to promote the organisation</td>
<td></td>
</tr>
<tr>
<td>RES004A</td>
<td>Contribute to the planning, monitoring and control of resources</td>
<td></td>
</tr>
<tr>
<td>RES005A</td>
<td>Minimise waste and pollution and their environmental impact</td>
<td></td>
</tr>
<tr>
<td>WRH01A</td>
<td>Manage merchandise and store presentation</td>
<td></td>
</tr>
</tbody>
</table>

Entry requirements

Successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age. Preference will be given to applicants who can demonstrate sport or recreation experience.

Application procedure

Applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

After applying to VTAC applicants must contact the Department of Health, Recreation and Human Services on (03) 9214 8862 to receive further information with regard to a "Profile" application form.

Further information

Contact the Department of Health, Recreation and Human Services on:
(03) 9214 8919 or (03) 9214 8370
Website: www.tafe.swin.edu.au/socsci

SPORT DEVELOPMENT

SRS50399 Diploma in Sport Development

VTAC code: 77981

This course aims to provide an accredited training program for people wishing to pursue a career in Sport Development in the sporting industry. This is a new training package which was introduced in 2001. This course replaces the previously delivered Diploma of Recreation (Coaching).

Campus

Hawthorn

Career opportunities

Employment in the recreation industry. This diploma also offers an opportunity for a Pathway to degree courses (subject to approval) in Recreation, Business & Marketing, Tourism and Human Movement studies.

Course duration

Two years full-time.

Structure

Subjects are taught in a variety of delivery modes including: tutorials, lectures and practical sessions. Students are assessed in a variety of ways including assignments, oral presentations, tests, and practical exercises. All students are required to complete four weeks of industry placement per year. Students will be eligible for a Certificate IV in Sport Development upon completion of the first year of the Diploma.
### Course subjects

**Core Subjects**

- CLS004A: Deliver service to clients
- CLS003A: Co-ordinate interaction with clients
- CLS004A: Provide advice in order to meet current and anticipated client requirements
- COM002A: Receive and pass on information to facilitate effective routine communication
- COM003A: Collect and provide information to facilitate communication flow
- COM004A: Source and present information in response to requests
- OHS002A: Implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs in the relevant work area to achieve and maintain Occupational Health and Safety standards
- ORG002A: Plan and allocate work priorities in a sport and recreation organisation
- ORG004A: Plan, allocate and evaluate work carried out by teams, individuals and self
- ORG005A: Participate in the meeting process
- TEM002A: Support the work of a team
- TEM003A: Work autonomously
- TEC001A: Operate a computer to gain access to and retrieve data using keyboard skills
- TEC002A: Operate a computer and printer to produce simple documents
- TEC003A: Design, develop and produce documents, reports and worksheets using advanced functions
- TEC004A: Assist with analysis and use of emerging technology
- TEM005A: Lead, manage and develop work teams

**Co/Prerequisites for Stream Specialisation Subjects**

- ADM001A: Handle mail to facilitate information
- ADM002A: Handle information to maintain access to and security of records
- ADM005A: Process and analyse information to provide access to and security of records
- ADM006A: Maintain information records system to ensure its integrity
- CAI001A: Assist in preparing sport and recreation sessions for clients
- CAI002A: Assist in conducting sport and recreation sessions for clients
- CAI003A: Provide equipment for activities
- COM001A: Communicate in the workplace
- EMG001A: Provide emergency care
- EMG002A: Participate in the control of minor emergencies
- OFF001A: Operate in accord with accepted officiating practices, styles, legal and ethical responsibilities to manage risk
- OHS001A: Plan, allocate and evaluate work carried out by teams, individuals and self
- ORG001A: Organise work
- TEM001A: Support the work of a team

**Stream Specialisation Subjects**

- ADM012A: Supervise an established records system to ensure its integrity
- ADM014A: Manage and co-ordinate projects
- ADM015A: Establish and maintain a records system to ensure integrity of system
- CAI004A: Plan a sport and recreation session for clients
- CAI005A: Conduct a sport and recreation session for clients
- CAI007A: Provide information about the fundamental principles of eating for peak performance
- GRP001A: Facilitate a group

### Elective Co/Prerequisites

- BSK001A: Interpret and apply the fundamental rules of basketball at a junior or beginner level
- BSK002A: Use basic communication strategies to officiate basketball at a junior or beginner level
- BSK003A: Provide reports and receive feedback relevant to officiating basketball at a junior or beginner level
- BSK004A: Demonstrate fundamental positioning skills relevant to officiating basketball at a junior or beginner level
- BSK005A: Develop a fitness program for officials
- BSK006A: Implement sports first aid procedures and apply sports first aid

**Electives**

- BSK007A: Interpret and apply the rules of basketball at an intermediate level
- BSK008A: Use communication strategies to officiate basketball at an intermediate level
- BSK011A: Teach or develop intermediate skills of basketball
- COA006A: Customise coaching to include children
- COA009A: Customise coaching to include mature aged athletes
- GYM001A: Teach and/or develop fundamental motor, cognitive and social skills in a gymnastics environment
- GYM002A: Teach and/or develop the fundamental skills of gymnastics
- SAC001A: Teach or develop basic skills of strength and conditioning

### Entry requirements

Successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age. Preference will be given to applicants who can demonstrate sport or recreation experience.

### Application procedure

Applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

After applying to VTAC applicants must contact the Department of Health, Recreation and Human Services on 9213 6682 to receive further information with regard to a "Profile" application form.

### Further information

Contact the Department of Health, Recreation and Human Services on:
(03) 9214 8919 or (03) 9214 8370
Website: www.tafe.swin.edu.au/socsci
WELFARE STUDIES

2507ABC Diploma of Community Services (Welfare Studies)

The course aims to provide participants with the knowledge, skills and values to perform competently as professional social welfare workers.

Campus
Croydon; Prahran; Wantirna

Career opportunities
Social welfare workers. A pathway is also available for entry into Swinburne's Bachelor of Social Science (Human Services). Students may also get credits in a range of other higher education courses.

Course duration
Four years part-time.

Structure
The course is delivered over four years part-time. The final components of the course can be completed on a full-time basis reducing completion to three years.

Course subjects
Core Modules
Introduction to Social and Community Services
Sociology
Psychology 1
Welfare Practice
Community Work 1
Groupwork 1
Groupwork 2

Electives
Students are required to complete the equivalent of four single electives for a total of 120 hours.

Field Education
Skills Workshops 1 and 2
Psychology 2
Practical Strategies for Social Change
Research
Social Policy
Counselling Skills
Law for Welfare Work
Casework

Entry requirements
There are no formal entry requirements. However, applicants are required to have one or more years paid or unpaid welfare related work experience. In addition, applicants are required to demonstrate a level of personal maturity and aptitude for the course.

Application procedure
Applicants are required to attend an information session and interview.

Further information
Contact the Department of Community and Further Education on:
(03) 9210 1212 (Croydon/Wantirna)
Website: www.tafe.swin.edu.au/cafe/

YOUTH WORK

CHC40999 Certificate IV in Community Services (Youth Work)

VTAC code: 78071 (Prahran), 71041 (Wantirna)

The Certificate IV in Community Services (Youth Work) prepares graduates for direct care roles in residential care, juvenile justice and community support.

Campus
Prahran; Wantirna

Career opportunities
Direct care roles in residential care, juvenile justice and community support. Graduates may also continue to the Diploma in Community Services (Youth Work) and extend their knowledge and skills relevant for employment in case work and case management roles.

Course duration
One year full-time or two years part-time.

Course subjects
CHCAD1A Advocate for Clients
CHCOM3A Use Specialist Communication Skills
CHCRG4A Follow Organisations OH&S Policies
CHCYTH1A Work Effectively with Young People
CHCRG6A Maintain Effective Work Environment
CHCADMIN3A Undertake Administrative Work
CHC002A Orientation to Alcohol & Drugs Sector
CHCSSA Coordinate Provision of Services & Programs
CHCGRUP3A Plan & Conduct Group Activities
CHCMF2A Maintain Organisations Information Systems
CHCNET2A Maintain effective Networks
CHCPROM1A Prepare for Court Processes
CHCPROM5A Provide Protective Services
CHCPROM6A Facilitate Court Orders
CHCYTH5A Support Young People to Take Action
CHCMJ2A Establish, Monitor Case Management Strategies
CHCPR8A Undertake Research Activities
CHCYTH4A Assist Young People in Responding to Crisis

Entry requirements
There are no formal entry requirements. However, applicants are required to demonstrate personal maturity and aptitude for involvement in the course. Paid or unpaid experience relevant to the course is an advantage.

Application procedure
Applications must be made through the Victorian Tertiary Admissions Centre (VTAC). Part-time applicants should apply directly to the Department on (03) 9214 8866 (Prahran) or 9210 1212 (Wantirna). All applicants are required to attend an information session at which interviews will be arranged.

Further information
Contact the Community and Further Education Department on:
(03) 9214 8866 (Prahran), or
(03) 9210 1212 (Wantirna)
Website: www.tafe.swin.edu.au/cafe/

CHC50999 Diploma of Community Services (Youth Work)

The Diploma of Community Services (Youth Work) prepares graduates for case work and case management roles in the youth work and related sectors.

Campus
Prahran

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Career opportunities
Case work and case management roles in residential care, juvenile justice and community support, including programs development, policy and advocacy roles. Graduates may also continue to the Bachelor of Social Sciences (Human Services) and extend their knowledge and skills for employment in management and policy roles.

Course duration
Two years full-time, four years part-time. Students who exit after one year (Youth Work) may articulate to the Certificate IV in Community Services (Youth Work).

Course subjects
- Youth Work
- Youth Work Programs
- Practical Strategies
- Groupwork
- Organisational Process
- Counselling Skills
- Casework
- Psychology
- Social Policy
- Support and Supervision

Entry requirements
There are no formal entry requirements. However, applicants are required to demonstrate personal maturity and aptitude for involvement in the course. Paid or unpaid experience relevant to the course is an advantage.

Application procedure
Contact the Department of Community & Further Education.

Further information
Level 3, Building PK, St John Street, Prahran Vic 3181
Telephone: (03) 9214 6866
Fax: (03) 9214 6871
Email: tafessci@swin.edu.au
Website: www.tafe.swin.edu.au/cafe/index.html

POSTGRADUATE COURSES

Graduate Certificate in Disaster Management
This course has been developed in cooperation with national and international Emergency Management Australia, the peak Commonwealth organisation in emergency management. Support has been received from a range of emergency/danger management agencies and organisations, including the Australasian Fire Authorities Council, the Metropolitan Fire Brigade Melbourne, Victoria Police and Victorian State Emergency Service. International support is received from the Asian Disaster Preparedness Centre and the Asian Institute of Technology.
The course provides participants with a regional, national and international perspective on disaster management, based around the Australian/New Zealand standard on Risk Management (AS/NZS 4360:1996).

Campus
Distance Education/Learning

Career opportunities
Graduates possessing skills in the interpretation and application of the Risk Management Standard will be widely sought by local, national and international government and non-government organisations, emergency services, volunteer and aid agencies.

Course duration
Graduate Certificate: One semester full-time or equivalent part-time.
Graduate Diploma: One year full-time or equivalent part-time.

Structure
Graduate Certificate students must complete the 2 core modules and 2 elective modules to make up a total of 50 credit points. Those who complete the Graduate Certificate may articulate to the Graduate Diploma.
Graduate Diploma students must complete all modules to make up a total of 100 credit points.

Graduate Certificate subjects
Core Subjects
- Perception and Identification of Risk
- Risk Determination and Treatment
Electives
Choose two from:
- Operations and Information Systems
- Natural Hazards
- Human and Industrial Hazards
- Emergency Logistics and Evaluation
- Disaster Recovery and Emergency Management
- Disaster Management Research Project

Graduate Diploma subjects
- Perception and Identification of Risk
- Risk Determination and Treatment
- Operations and Information Systems
- Natural Hazards
- Human and Industrial Hazards
- Emergency Logistics and Evaluation
- Disaster Recovery and Emergency Management
- Disaster Management Research Project

Entry requirements
A degree or advanced diploma from a recognised tertiary institution (or approved equivalent). Applicants with relevant work experience are also eligible to apply, particularly where relevant professional practice has been undertaken. In these cases it is expected that the intending participants will be able to:
- Work independently
- Consult with others
- Manage time and commitments
- Research material from primary and secondary sources
- Present written information appropriate for postgraduate assessment.

Application procedure
Contact the International Disaster Management Centre (IDMC).

Further information
Contact the International Disaster Management Centre (IDMC) on:
Telephone: +61 3 9214 5146
Fax: +61 3 9615 1318
Email: aapearce@swin.edu.au
Website: http://www.tafe.swin.edu.au/indsci/dm/
HOSPITALITY and TOURISM

HOSPITALITY

THH11197 Certificate I in Hospitality (Kitchen Operations)

This course aims to develop the basic skills required to work as a kitchen attendant in a variety of hospitality operations. It is an ideal pre-apprenticeship course as it prepares students to enter an apprenticeship and improves job prospects.

Campus

Lilydale

Career opportunities

Employment as a kitchen attendant and/or further study.

Course duration

Six to eight weeks full-time.

Structure

On successful completion of Certificate I (Kitchen Operational) students can gain entry into Certificate II in Hospitality (Commercial Cookery) or certificate courses in other hospitality streams.

Course subjects

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCO01A</td>
<td>Work with Colleagues and Customers</td>
</tr>
<tr>
<td>THHCO02A</td>
<td>Work in a Socially Diverse Environment</td>
</tr>
<tr>
<td>THHCO03A</td>
<td>Follow Health, Safety and Security Procedures</td>
</tr>
<tr>
<td>THHCO04A</td>
<td>Develop and Update Hospitality Industry Knowledge</td>
</tr>
<tr>
<td>THHSH01A</td>
<td>Follow Workplace Hygiene Procedures</td>
</tr>
<tr>
<td>THHBK01A</td>
<td>Organise and Prepare Food</td>
</tr>
<tr>
<td>THHBK02A</td>
<td>Present Food</td>
</tr>
<tr>
<td>THHBK03A</td>
<td>Receive and Store Stock</td>
</tr>
<tr>
<td>THHBK04A</td>
<td>Clean and Maintain Premises</td>
</tr>
</tbody>
</table>

Plus one elective (Electives Streams are determined by the Department).

Entry requirements

There are no formal entry requirements.

Application procedure

Applicants should apply directly to the Department of Hospitality and Tourism.

Further information

Contact the Department of Hospitality and Tourism on:
<table>
<thead>
<tr>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>(03) 9215 7047</td>
<td>Lilydale</td>
</tr>
<tr>
<td>(03) 9214 6589</td>
<td>Prahran</td>
</tr>
</tbody>
</table>

THH21297 Certificate II in Hospitality (Commercial Cookery)

This course is aimed at providing participants with the skills and expertise which will enable them to work within the hospitality industry as a commercial cook (Grade 3).

Campus

Lilydale

Career opportunities

Employment as cook or further study in cookery or hospitality.

Course duration

Six months full-time

Structure

On successful completion of the Certificate II students can enter an apprenticeship to complete the Certificate III (Commercial Cookery) or a certificate course in other hospitality streams.

Course subjects

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCO01A</td>
<td>Work with Colleagues and Customers</td>
</tr>
<tr>
<td>THHCO02A</td>
<td>Work in a Socially Diverse Environment</td>
</tr>
<tr>
<td>THHCO03A</td>
<td>Follow Health, Safety and Security Procedures</td>
</tr>
<tr>
<td>THHCO04A</td>
<td>Develop and Update Hospitality Industry Knowledge</td>
</tr>
<tr>
<td>THHSH01A</td>
<td>Follow Workplace Hygiene Procedures</td>
</tr>
<tr>
<td>THHBK01A</td>
<td>Organise and Prepare Food</td>
</tr>
<tr>
<td>THHBK02A</td>
<td>Present Food</td>
</tr>
<tr>
<td>THHBK03A</td>
<td>Receive and Store Stock</td>
</tr>
<tr>
<td>THHBK04A</td>
<td>Clean and Maintain Premises</td>
</tr>
<tr>
<td>THHBK05A</td>
<td>Prepare Appetisers and Salads</td>
</tr>
<tr>
<td>THHBK06A</td>
<td>Prepare Sandwiches</td>
</tr>
<tr>
<td>THHBK07A</td>
<td>Prepare Stocks and Sauces</td>
</tr>
<tr>
<td>THHBK08A</td>
<td>Prepare Soups</td>
</tr>
<tr>
<td>THHBK09A</td>
<td>Prepare Vegetables, Eggs and Farinaceous Dishes</td>
</tr>
<tr>
<td>THHBK10A</td>
<td>Prepare and Cook Poultry and Game</td>
</tr>
<tr>
<td>THHBK11A</td>
<td>Prepare Cook Seafood</td>
</tr>
<tr>
<td>THHBK12A</td>
<td>Identify and Prepare Meat</td>
</tr>
<tr>
<td>THHBK13A</td>
<td>Prepare Hot and Cold Desserts</td>
</tr>
<tr>
<td>THHBK14A</td>
<td>Prepare Pastry, Cakes and Yeast Good</td>
</tr>
<tr>
<td>THHBK15A</td>
<td>Implement Food Safety Procedures</td>
</tr>
</tbody>
</table>

Entry requirements

Satisfactory completion of an appropriate Victorian Year 11 or its equivalent, or mature age.

Application procedure

Applicants should apply directly to the Department of Hospitality and Tourism.

Further information

Contact the Department of Hospitality and Tourism on:
<table>
<thead>
<tr>
<th>Phone</th>
<th>Location</th>
</tr>
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<tr>
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</tr>
<tr>
<td>(03) 9214 6589</td>
<td>Prahran</td>
</tr>
</tbody>
</table>

THH21897 Certificate II in Hospitality (Operations)

The Certificate II in Hospitality (Operations) is designed to provide participants with an understanding of the hospitality industry and skills at entry level. It includes competencies in key aspects of hospitality services with particular emphasis on food and beverage service.

Aims & Objectives

The course aims to develop a broad awareness and understanding of the hospitality industry and to multi-skills in entry level and competencies in key aspects of hospitality services. Further, for students to gain entry level employment in the Front of House area of a Hospitality establishment.

Campus

Lilydale

Career opportunities

Employment in restaurants, cafes, and functions at an operational level or further study in the Certificate IV in Hospitality (Food and Beverage Supervision).

Course duration

Six months full-time

Structure

This course involves both theory and practical work. Students are expected to attend two restaurant sessions a week.
Course subjects
THHC001A Develop and Update Hospitality Knowledge
THHC010A Work with Colleagues and Customers
THHC020A Work in a Socially Diverse Environment
THHC030A Promote Products and Services to Customers
THHC050A Deal with Conflict Situations
THHC060A Follow Health, Safety and Security Procedures
THHC070A Follow Workplace Hygiene Procedures
THHC080A Develop and Update Food and Beverage Knowledge
THHC090A Provide Table Service of Alcoholic Beverages
THHC100A Provide Food and Beverage Service
THHC110A Provide RSA
THHC120A Access and Retrieve Computer Data

Entry requirements
Satisfactory completion of an appropriate Victorian Year 10 or its equivalent, or 16 years of age.

Application procedure
Applicants should apply directly to the Department of Hospitality and Tourism.

Further information
Contact the Department of Hospitality and Tourism on (03) 9215 7047

THH31597 Certificate III in Hospitality (Commercial Cookery) - Apprenticeship
This course aims to provide training and skill development in kitchen operations and reflects the role of a qualified cook or chef. It requires students to be employed as an apprentice cook.

Campus
Lilydale

Career opportunities
Employment as cook or further study in cookery or hospitality management.

Course duration
Three years part-time (one day a week).

Course subjects
THHC010A Work with Colleagues and Customers
THHC020A Work in a Socially Diverse Environment
THHC030A Promote Products and Services to Customers
THHC050A Deal with Conflict Situations
THHC060A Follow Health, Safety and Security Procedures
THHC070A Follow Workplace Hygiene Procedures
THHC080A Develop and Update Food and Beverage Knowledge
THHC090A Provide Table Service of Alcoholic Beverages
THHC100A Provide Food and Beverage Service
THHC110A Provide RSA
THHC120A Access and Retrieve Computer Data

THH51297 Diploma of Hospitality (Management)
VTAC code: 70111 (Lilydale), 78571 (Prahran)
This course aims to develop a broad awareness and understanding of the hospitality industry. The skills and competencies attained at this level reflect those required by managers and supervisors.

Applicants wishing to study at the Lilydale campus should refer to the Dual Award Bachelor of Business (Business Tourism and Enterprise Management)/Diploma of Hospitality (Management).

Campus
Lilydale; Prahran

Career opportunities
Employment in hospitality operations at a supervisory level or further study at the degree level.

Course duration
Two years full-time.

Structure
The course is delivered in a combination of theoretical and practical modes. The practical component, delivered mainly in the first year, includes on-the-job training in our restaurants in both cookery and food and beverage service. The theory components may include site visits, online delivery, self-paced materials and case studies. Second year units focus on the managerial aspects of the hospitality industry.

Course subjects
THHC010A Develop and Update Hospitality Knowledge
THHC020A Work with Colleagues and Customers
THHC030A Work in a Socially Diverse Environment
THHC050A Promote Products and Services to Customers
THHC060A Deal with Conflict Situations
THHC070A Follow Health, Safety and Security Procedures
THHC080A Provide Table Service of Alcoholic Beverages
THHC090A Provide Food and Beverage Service
THHC110A Provide RSA
THHC120A Access and Retrieve Computer Data
THHBF01A Plan and Prepare Food for Buffets
THH601A Communicate on the Telephone
THH602A Plan and Prepare Food for Buffets
THH603A Provide Products and Services to Customers
THH604A Deal with Conflict Situations
THH904A Coach Others in Job Skills

Elective units
A minimum of three (3) additional units from the following areas:

- Hospitality Functional Areas.
- Commercial Cookery.
- Commercial Catering.
- Pastry/cakes.
- Asian Cookery.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 10/11 or its equivalent, or mature age. Students are also required to secure an apprenticeship agreement with an employer.

Application procedure
Applicants should apply directly to the Department of Hospitality and Tourism.

Further information
Contact the Department of Hospitality and Tourism at Lilydale on (03) 9215 7047

THHBF09A Prepare Poultry
THHBF10A Prepare Seafood
THHBF11A Prepare Vegetables, Eggs and Farinaceous Dishes
THHBF12A Prepare and Cook Poultry and Game
THHBF13A Prepare and Cook Seafood
THHBF14A Identify and Prepare Meat
THHBF15A Prepare Hot and Cold Desserts
THHBF16A Prepare Pastry, Cakes and Yeast Goods
THHBF17A Implement Food Safety Procedures
THHBF18A Plan and Prepare Food for Buffets
THHBF19A Provide Products and Services to Customers
THHBF20A Deal with Conflict Situations
THHBF21A Coach Others in Job Skills

THHBF22A Provide Table Service of Alcoholic Beverages
THHBF23A Provide Food and Beverage Service
THHBF24A Provide RSA

Tourism to obtain a pre-selection form. After submitting the form, applicants should apply directly to the Department of Hospitality and Tourism on (03) 9215 7047. Further information can be obtained by contacting the Department of Hospitality and Tourism on (03) 9215 7047.

**Advanced Tourism**

- **THT20498 Certificate II in Tourism (Guiding)**
- **THT30998 Certificate III in Tourism (Guiding)**

These courses cover general studies units of the tourism industry and subjects specifically designed towards guiding and tour operators.

**Aims & Objectives**

The aim of the Certificate II is to reflect the role of guides who require general guiding skills. The Certificate III aims to reflect the role of guides who operate with significant independence but do not generally operate extended tours.

**Campus**

- **Lilydale**

**Career opportunities**

Certificate II: Employment as a site guide or a 'meet and greet' guide.
Certificate III: Employment as a site guide, a 'meet and greet' guide, or administration assistant for a tour company.

**Course duration**

Certificate II: Twelve months part-time.
Certificate III: Six months full-time.

**Structure**

Certificate II students complete the subjects listed below plus two additional units to be identified by the Department.
Certificate III students complete the subjects listed below plus four additional units to be identified by the Department.

**Course subjects**

- **THHC001A Work with Colleagues and Customers**
- **THHC002A Work in a Socially Diverse Environment**
- **THHC003A Follow Health, Safety and Security Procedures**
- **THTC001A Develop and Update Tourism Knowledge**
- **THTTG001A Work as a Guide**
- **THTTG002A Develop and Maintain the General Knowledge required by a Guide**
- **THTTG003A Prepare and Present Tour Commentaries**

**Entry requirements**

There are no formal entry requirements.

**Application procedure**

Applications must be made through the Victorian Tertiary Admissions Centre (VTAC). Applicants should apply directly to the Department of Hospitality and Tourism on (03) 9215 7047.

**Further information**

Contact the Department of Hospitality and Tourism on (03) 9215 7047.

**THT50298 Diploma of Tourism (Meetings and Events Management)**

This course covers general studies units of the tourism industry, sales and marketing units. Second year units focus on the management issues of meetings, conferences and event management.

**Aims & Objectives**

The course aims to provide students with the knowledge and skills to manage and work within the tourism industry.

**Campus**

Prahran

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Career opportunities
Employment in areas such as meeting and conference administration, registration or supervision and event management.

Course duration
Two years full-time. Part-time study is available (please contact department for further information).

Course subjects
- TTHCOR01A Work with Colleagues and Customers
- TTHCOR02A Work in a Socially Diverse Environment
- TTHCOR03A Follow Health, Safety and Security Procedures
- THTTCO01A Develop and Update Tourism Industry Knowledge
- TTHSQA01A Communicate on the Telephone
- TTHSQA02A Perform Clerical Procedures
- TTHSC01A Access and Retrieve Computer Data
- TTHSCT02A Produce Documents on Computer
- TTHSFA01A Process Financial Transactions
- TTHSCSO3A Deal with Conflict Situations
- THTPPD09A Plan and Develop Meeting/Event Proposals and Bids
- THTPPD09A Develop Conference Programs
- THTPPD11A Develop and Implement Meeting Event Management Systems & Procedures
- TTHSGA09A Manage Projects
- THTFEMS02A Provide On-Site Meeting/Event Management Services
- TTHGEL12A Develop and Manage Marketing Strategies
- Plus other units as selected by the Department.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
Applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

Further information
Contact the Department of Hospitality and Tourism on (03) 9215 7097

THT50398 Diploma of Tourism (Operations Management)
VTAC code: 70591

This course covers general studies units of the tourism industry, guiding, sales and office operations units. Second year units focus on the managerial aspects of the tourism industry.

Aims & Objectives
The Diploma aims to develop a broad awareness and understanding into the tourism industry and provide participants with the knowledge and skills to manage and work within the operations sector.

Campus
Lilydale

Career opportunities
Employment as operations or attractions manager, operations consultant, tour co-ordinator or specialist guide.

Course duration
Two years full-time

Course subjects
- TTHGSA05A Plan and Manage Meetings
- TTHGCS08A Establish and Conduct Business Relationships
- TTHCOR01A Work with Colleagues and Customers
- TTHCOR02A Work in a Socially Diverse Environment
- TTHCOR03A Follow Health, Safety and Security Procedures
- TTHSQA01A Communicate on the Telephone
- TTHSQA02A Perform Clerical Procedures
- TTHSC01A Access and Retrieve Computer Data
- TTHSCT02A Produce Documents on Computer
- TTHSFA01A Process Financial Transactions
- TTHSCS09A Deal with Conflict Situations
- TTHGSA08A Manage Workplace Relations
- TTHGSA08A Plan and Establish Systems and Procedures
- TTHGSA08A Manage Projects
- TTHGEL09A Develop and Implement Operational Plans
- TTHGEL09A Establish and Maintain a Safe and Secure Workplace
- TTHGEL09A Roster Staff
- THTTCO01A Develop and Update Tourism Industry Knowledge
- TTHGEL14A Prepare and Monitor Budgets
- TTHGEL20A Develop and Maintain Legal Knowledge Required for Business Compliance
- THTFTG01A Work as a Guide
- THTFTE03A Develop and Maintain General Knowledge Required by Guides
- THTFTG04A Coordinate & Operate a Tour
- THTFTG05A Lead Tour Groups
- THTFTG06A Prepare & Present Tour Commentaries
- Plus other units as selected by the Department.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
Applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

Further information
Contact the Department of Hospitality and Tourism on (03) 9215 7047

POSTGRADUATE COURSES

0046TD002 Graduate Certificate in Business (Food, Wine & Tourism Marketing)

This course aims to provide students with the knowledge and understanding to apply marketing and management principles to the Food, Wine and Tourism Marketing Industry within Australia and internationally.

On completion, successful participants may be responsible for the management of marketing; management concepts and practices; and developing, implementing and maintaining strategic competitive advantage. Such knowledge can be applied to a variety of contexts within the food, wine and tourism marketing industry.

Campus
Lilydale

Career opportunities
Opportunity to join and excel in the Food, Wine and Tourism Marketing industry, one of the fastest growing industries in Australia.

Course duration
One year part-time.
Course subjects
- Marketing Business
- Start-Up and Development
- Management Principles and Practices
- Global Marketing Issue

Entry requirements
A degree or diploma in any discipline from a recognized tertiary institution with three years relevant experience in a managerial or similar position, or 5 years relevant experience in a managerial or similar position without a degree or diploma.

Application procedure
Contact: Arleen Schmertz
Department of Hospitality and Tourism
Telephone: (03) 9215 7047
Email: aschmertz@swin.edu.au

Further information
Contact the School of Business and eCommerce on (03) 9214 8720
Email: tafebus@groupwise.swin.edu.au
Website: http://www.tafe.swin.edu.au/buscom

MULTIMEDIA

ELECTRONIC DESIGN & INTERACTIVE MEDIA

2603AAC Advanced Diploma of Arts
(Electronic Design & Interactive Media)

VTAC codes: 79981 (Prahran), 71091 (Wantirna)

NOTE: This course will NOT be offered at Lilydale campus in 2002.

Electronic Design & Interactive Media focuses on the use of electronic imaging, computer graphics and interactive multimedia for the communication of visual, graphic and design concepts. The course provides specialist training in computer generated art and design, in an integrated program of electronic design, electronic publishing, digital imaging, video art, interactive multimedia, animation, 3D modelling and electronic art.

Aims & Objectives
The course aims to give students the broad base necessary for initiating and developing an electronic media career path and to manage the new media of digital technology within the art, design and media industry.

Campus
Prahran; Wantirna

Career opportunities
Employment may be found in the areas of graphic design, multimedia design, Web design, new media arts, art direction, film & video, post production, 3D modelling, visual art studio practice, desktop publishing.

Professional recognition
Graduates are eligible to apply for membership of the Australian Graphic Designers Association (AGDA).

Course duration
Two years full-time.

Structure
Semester 1: 19 Hours per Week
Semester 2: 19 Hours per Week
Semester 3: 22 Hours per Week
Semester 4: 18 Hours per Week

Course subjects

<table>
<thead>
<tr>
<th>Year</th>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>VBF051</td>
<td>Computer Skills - Technical</td>
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<tr>
<td>Year 1</td>
<td>VBF052</td>
<td>Computer Concepts - Copyright</td>
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<tr>
<td>Year 1</td>
<td>VBF053</td>
<td>Computer Skills - Video Production</td>
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<tr>
<td>Year 1</td>
<td>VBF054</td>
<td>Computer Skills Sound Production</td>
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<tr>
<td>Year 1</td>
<td>VBF055</td>
<td>Cinema Language and Film Theory</td>
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<td>Year 1</td>
<td>VBF056</td>
<td>Electronic Design 1</td>
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<tr>
<td>Year 1</td>
<td>VBF057</td>
<td>Design for Interactive Media 1</td>
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<tr>
<td>Year 1</td>
<td>VBF058</td>
<td>3D Imaging &amp; Animation</td>
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<tr>
<td>Year 1</td>
<td>VBF059</td>
<td>Electronic Imaging 1</td>
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<tr>
<td>Year 1</td>
<td>VBF060</td>
<td>2D Design 1</td>
</tr>
<tr>
<td>Year 1</td>
<td>VBF061</td>
<td>Electronic Design 2</td>
</tr>
<tr>
<td>Year 1</td>
<td>VBF062</td>
<td>Design for Interactive Multimedia 2</td>
</tr>
<tr>
<td>Year 1</td>
<td>VBF063</td>
<td>3D Imaging &amp; Animation 2</td>
</tr>
<tr>
<td>Year 1</td>
<td>VBF064</td>
<td>Electronic Imaging 2</td>
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<tr>
<td>Year 1</td>
<td>VBF065</td>
<td>2D Design 2</td>
</tr>
<tr>
<td>Year 1</td>
<td>VBF066</td>
<td>Research Project - Specialisation 1</td>
</tr>
</tbody>
</table>

Entry requirements
Successful completion of at least the first year or an approved art, design or media course at a post-VCE or equivalent Year 12 level, (for Wantirna Campus applications, 1 year post year 12 would be suitable). Applicants are required to present a folio of work at interview to be considered for application. Mature age applicants with some industry experience are also eligible to apply.

Application procedure
Applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

Further information
Contact the Department of Arts on:
(03) 9214 6739 (Prahran), or
(03) 9210 1116 (Wantirna).

INTERACTIVE MULTIMEDIA

2203AGB Certificate II in Arts
(Interactive Multimedia)

This course gives a basic foundation in design and the related use of interactive multimedia studies. Studies in major interactive multimedia software applications provide entry level skills into the media industry and further training courses.

Aims & Objectives
The course aims to train students in a broad range of basic interactive multimedia applications. Foundation knowledge of design principles assist in developing a...
foundation in the use of interactive multimedia and its application in solving design briefs.

**Campus**
Lilydale, Wantirna

Please check with Department of Arts for confirmation of course delivery at Wantirna Campus in 2002.

**Career opportunities**
The general skills acquired by this course have applications across a range of traditional industry sectors including, graphic design, pre-press, advertising, publishing information design/performing/visual arts.

**Course duration**
One semester full-time (16 weeks/370 nominal hours) or two semesters part-time (32 weeks).

**Structure**
There are 25 modules making up this course. Four of these from the core, and eight electives should also be taken.

**Course subjects**

**Core Modules**
- VBBI21 Industry Context & Future Directions
- VBBI22 Design for Industry
- VBBI23 Introduction to Multimedia Authoring
- VBBI24 Introduction to Multimedia

**Electives**
- VBBI25 Computer Literacy and Survival Skills
- VBBI26 Production Management Skills 1
- VBBI27 Multimedia Interface Design
- VBBI28 Digital Audio 1
- VIIB29 Digital Imaging 1
- VIIB30 Introduction to 3D Animation
- VIIB31 Digital Video 1
- VIIB32 Management and Human Resources
- VIIB33 Introduction to Delivery Technologies
- VIIB34 Introduction to 3D Modelling and Animation
- VIIB35 Introduction to Multimedia Authoring 2
- VIIB36 Introduction to Production Management 2
- VIIB37 Introduction to Multimedia Scripting
- VIIB38 Introduction to Multimedia Business Management
- VIIB39 Introduction to the Internet 1
- VIIB40 Research Skills
- VIIB41 Multimedia in the Performing Arts
- VIIB42 Multimedia in the Visual Arts
- VIIB43 Multimedia in the Music Industry
- VIIB44 Introduction to Information Management in Digital Form
- NCS001 Workplace Communication

Electives may vary from year to year; please check with the Department.

**Entry requirements**
Enter into this course is suitable for both school leavers and mature age applicants who display an interest in electronic media and design.

**Application procedure**
Applicants should contact the Department of Arts for application procedure.

**Further information**
Contact the Department of Arts on (03) 9210 1116

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2203AGB Certificate II in Interactive Multimedia (Computing)

This course provides students with the skills, knowledge and attitudes needed to begin working with multimedia. It covers a broad range of basic media-related tasks, and provides a foundation from which to enter the multimedia industry or proceed to further study. Topics include: multimedia design, animation, digital audio, digital imaging and the Internet. This is a practical course in the use and application of multimedia. On completion, students will be able to design and create multimedia systems, web pages and CDROM products.

**Campus**
Hawthorn; Lilydale; Wantirna

**Career opportunities**
Employment as a trainee in the multimedia industry.

**Course duration**
Eighteen weeks full-time or eighteen months part-time (2 sessions per week).

Note: This course is only available as follows:
- Full-time (Lilydale and Wantirna)
- Part-time Evening (Hawthorn and Wantirna)

**Course subjects**

- VBBI21 Industry Context & Future Directions
- VBBI22 Visual Design for Industry
- VBBI23 Introduction to Multimedia Authoring
- VBBI24 Introduction to Multimedia
- VBBI25 Computer Literacy & Survival Skills
- VBBI27 Multimedia Interface Design
- VBBI28 Digital Audio 1
- VBBI29 Digital Imaging 1
- VIIB30 Introduction to 2D Animation
- VIIB31 Digital Video 1
- VIIB32 Management and Human Resources
- VIIB33 Introduction to Delivery Technologies
- VIIB34 Introduction to 3D Modelling and Animation
- VIIB35 Introduction to Multimedia Authoring 2
- VIIB36 Introduction to Production Management 2
- VIIB37 Introduction to Multimedia Scripting
- VIIB38 Introduction to Multimedia Business Management
- VIIB39 Introduction to the Internet 1
- VIIB40 Research Skills
- VIIB41 Multimedia in the Performing Arts
- VIIB42 Multimedia in the Visual Arts
- VIIB43 Multimedia in the Music Industry
- VIIB44 Introduction to Information Management in Digital Form
- NCS001 Workplace Communication

Electives may vary from year to year; please check with the Department.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 11 or its equivalent, or mature age.

**Application procedure**
Applicants should apply directly to the Department of Computing and Information Technology on (03) 9210 1228 or by completing the online application form at: www.tafe.swin.edu.au/eng

**Further information**
Department of Computing & Information Technology
Telephone: (03) 9210 1228
Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/

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MULTIMEDIA

14934VIC Certificate IV in Multimedia
14934VIC Diploma of Multimedia

VTAC code: 77081 (Hawthorn), 70001 (Lilydale)
71001 (Wantirna)

The Diploma of Multimedia incorporates the Certificate IV in Multimedia and is designed to provide students with the skills needed to work in multimedia. The Certificate IV level (first year) provides a broad introduction to multimedia programming, technologies, and design/development work.

The second year builds on the Certificate IV and leads to the award of Diploma of Multimedia. It enables students to develop a high level of expertise in some particular aspect of multimedia work (through chosen major stream studies), while
continuing to develop their breadth of skills and knowledge through core and elective studies and a practical project.

**Campus**
Hawthorn; Lilydale; Wantirna

**Career opportunities**
Employment within multimedia design consultancies, information technology companies, the media, entertainment studios, advertising agencies, government instrumentalties and in e-commerce.

**Course duration**
Certificate: One year full-time. Diploma: Two years full-time. This course is not offered on a part-time basis.

**Course subjects**
**First year (Certificate IV)**
- VBH043 Multimedia Design 1
- VBH044 Digital Imaging
- VBH045 Web Publishing and Communications 1
- VBH046 Interface Design
- VBH047 Multimedia Authoring 1
- VBH048 2D Animation for Multimedia
- VBH049 Digital Audio Visual 1
- VBH050 Minor Multimedia Development Project
- VBH051 Multimedia Programming 1
- VBH052 Multimedia Programming 2
- ITF415 Commercial Database Packages 1
- VBH053 Multimedia Microcomputer Systems
- VBH054 Multimedia Communications
- VBH055 Financial Record Keeping & Job Costing
- VBH056 Issues in Multimedia
- S801 Introduction to Small Business
- ITL303 Workplace Health & Safety

**Second Year (Diploma)**
- ITB301 Business Environment
- ITEL59 Introduction to Electronic Commerce
- NCS027 Presenting Information
- NCS010 Team Building Communications
- VBC382 Computerised Bookkeeping
- VBH057 Introduction to 3D Modelling and Animation
- VBH058 Digital Audio Visual 2
- VBH60 Multimedia Authoring
- VBK614 Multimedia Design 2
- NCS011 Client Interaction
- NCS012 Meetings
- VBH61 Major Multimedia Project
- VBH63 Programming Internet Applications
- VBH65 Multimedia Project Management

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

**Application procedure**
Full-time (Semester 1) applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

**Further information**
Department of Computing & Information Technology on:
- (03) 9214 8875 (Hawthorn), or
- (03) 9210 1228 (Wantirna and Lilydale)

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**SOCIAL SCIENCES and ARTS**

**COMMUNICATION**

15239VIC Diploma of Social Science (Communication)

VTAC code: 77001

This course gives students of all ages the opportunity to enter the world of communication media, writing, publishing and multimedia. It provides a comprehensive introduction to communication and media in its many forms.

The program is geared to several categories of students: school leavers committed to working in the communication and writing industries, those experienced in the industry wishing to upgrade their skills, those seeking entry to a degree program, and mature age persons.

**Campus**
Hawthorn

**Career opportunities**
The course offers occupational outcomes involving responsibilities for planning, supervision, analysis and problem solving as well as higher skills in production and marketing of freelance fiction, scriptwriting, non-fiction, design, media and multimedia production.

The course may also allow a pathway to the Bachelor of Arts at Swinburne, with substantial credit towards the first year of the degree. A credit transfer arrangement is in process for the Bachelor of Multimedia at Swinburne.

**Course duration**
Three semesters (54 weeks) full-time. However, students can exit the course after one semester with the Certificate IV in Social Sciences (Communication).

**Course subjects**
- VBA296 Argument and Analysis
- VAE913 Short Story 1A
- VBA319 Writing for Public Release
- VBA295 Using Information Technology 1
- VBA294 Research Skills 1
- VBA298 Research Skills 2
- VAC076 Performance Writing 1
- VAE831 Poetry 1
- VAE863 Popular Fiction 1
- AVBA332 Using Information Technology 2
- VAN045 Short Story 1B
- VAF066 Short Story 2A
- VAF789 Screenwriting 2A
- VAB933 Myths & Symbols 2A
- VAD338 Poetry 2
- VBA333 Understanding Mass Media
- VAM130 Writing for Interactive Media 2
- VAE273 Nonfiction Writing Project 2A
- VBA306 Culture & Ideas
- LAH109 Text and Culture
- VAI315 Practical Placement (Fieldwork)

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age. Entry to the course is based on a consideration of educational qualifications, relevant work experience and a folio presented on application. An interview may be necessary for admission. Mid year entry is possible, pending interview.

Email: tafeeng@groupwise.swin.edu.au
Website: www.tafe.swin.edu.au/eng/
The Diploma of Social Science (Justice) aims to provide students with the appropriate training and qualifications to work at the paraprofessional level in public or private organisations within the justice industry.

Campus
Croydon; Hawthorn

Career opportunities
Employment at the paraprofessional level in public or private organisations within the justice industry. Articulation options with degree programs are available and full details will be provided during the course.

Course duration
Two years full-time.

Structure
Part-time day and evening classes will also be available, and completion of the course will vary according to the number of modules undertaken per semester.

Course subjects
- VAK324 Human Rights
- VAJ921 Consumer Law & Advocacy
- VA059 Current Issues in Community Law
- VAK757 Police in Victoria
- VA039 Current Issues in Policing
- VA247 Field Placement 1
- VA262 Field Placement 2
- VA227 Field Placement 3
- VA002 Field Placement 4
- VAN057 Current Issues in Local Government

Application procedure
Applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

Further information
Contact the Department of Community and Further Education on: (03) 9214 8370
Website: www.tafe.swin.edu.au/cafe/

LIBERAL ARTS

The Diploma of Liberal Arts is a humanities and social science oriented course which prepares students for further studies in this area or to enter the workforce in a variety of fields. In particular the course is geared to cater for mature-aged persons who wish to study an arts, humanities or social science program offered at a university, or who do not have a Year 12 or equivalent. The course is also suitable for Exit Year 12 students wishing to study a humanities based course.

Campus
Prahran

Career opportunities
Successful completion of the program enables students to apply for entry to a number of degree courses in the humanities and social sciences.

Course duration
Two years full-time or equivalent part-time.

Structure
There are two intakes of students into the program, one each semester. Students may exit the course after successful completion of the first year of the course and are awarded the qualification of Certificate IV in Liberal Arts.

Course subjects

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Semester 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAH101</td>
<td>Learning to Learn</td>
</tr>
<tr>
<td>LAH109</td>
<td>Text and Culture 1 (with a focus of Australian Film &amp; Television)</td>
</tr>
<tr>
<td>LAH105</td>
<td>Public Life, Past and Present</td>
</tr>
<tr>
<td>LAH103</td>
<td>Word Processing (Introductory)</td>
</tr>
<tr>
<td>LAH104</td>
<td>Keyboarding - Techniques &amp; Operation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAH102</td>
</tr>
<tr>
<td>VBA292</td>
</tr>
<tr>
<td>VBA293</td>
</tr>
</tbody>
</table>
LAH107 Nature & Its Human Transformations

Year 2 (over two semesters)
LAH201 Tradition and Modernity
X0000X Research Project
LAH202 History and Sociology of Human Relationships
LAH204 Urban Studies
LAH205 Theories of Human Personality
LAH206 Text and Culture 2

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
Applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

Further information
Contact the Department of Community and Further Education on (03) 9214 8866
Website: www.tafe.swin.edu.au/cafe/

TERTIARY PREPARATION FOR ADULTS

BZFSSS Certificate IV in Humanities and Social Science (Tertiary Preparation for Adults)

This course is a special bridging program for a small group of students that has the specific aim of preparing them for subsequent entry into a Bachelor of Arts or Bachelor of Business degree program. The choice of subjects also allows students to gain substantial credits into the Diplomas in Social Science (Communication), Justice and Liberal Arts.

Campus
Hawthorn, Wantirna

Career opportunities
Successful completion of the program enables students to apply for entry into the social science, humanities or business degree program offered by universities. The course also provides opportunities for direct automatic entry into Social Science and Humanities degrees at the Hawthorn campus of Swinburne. Students may also choose to enter any of the Swinburne TAFE courses. Programs preparatory to the Tertiary Preparation program are available if required.

Course duration
One semester full-time or two semesters part-time.

Structure
Full-time students are required to enrol in five units of study. Each unit has four hours of contact time per week. The program is conducted for seventeen weeks. Part-time students are required to enrol in one or two units of the program each semester. Students enrolled on this basis would complete the program after two or more semesters. Classes for both part and full-time students are offered during the day and in the evening.

Course subjects
The program consists of three core units and two elective units in the following streams:

Core
VBA294 Research Skills
VBA295 Using Information Technology
VBA296 Analysis and Argument

Electives
LAH109 Text and Culture 1
VBA316 Australian Politics
VBA913 Short Story 1

AVAF068 Short Story 2
AVAF798 Screen Writing 2
AVSA319 Writing for Public Release
VBA333 Understanding Mass Media
VBA305 Behaviour in Organisations
VBA293 Issues in Multicultural Australia
VBA292 Individuals, Groups and Organisations
0046PSY1 Psychological inquiry
TH265/TH266 Sociology

Entry requirements
There are no formal entry requirements. The program aims to attract students from a variety of backgrounds. In particular, the course is geared to cater for mature-age persons wishing to gain entry into a degree, who do not have a Year 12 equivalent.

Application procedure
Applications should be made through the Victorian Tertiary Admissions Centre (VTAC).

Further information
Contact the Department of Community and Further Education on (03) 9214 8866
Website: www.tafe.swin.edu.au/cafe/

WRITING & EDITING

2503ACC Diploma of Arts (Professional Writing & Editing)
VTAC code: 70851

This course provides a structured and disciplined environment for would-be writers, interaction with like-minded students and an understanding of the opportunities for publishing work, having it performed and working within the writing industry.

This course is also offered as a dual award with the Bachelor of Arts (Communication) at Monash University.

Aims & Objectives
The course aims to provide participants with a theoretical base and the practical skills in technical business and/or creative writing, to enable them to pursue either para professional level employment or further study. Key areas of the course include:

• Business strategies of freelancing
• Working to a brief
• Manuscript presentation
• Applications of technology

Campus
Croydon

Career opportunities
Employment may be found in the areas of:

• Publishing (books, periodicals, magazines).
• Editing (books, magazines, scripts, newsletters).
• Journalism (newspaper, magazine, electronic media).
• Freelance writing (radio, television, film, theatre, journalism, books, magazines, research).
• Professional writing, design and production of magazines, newsletters.
• Corporate and government (report writing, technical and scientific writing, public histories, editing, etc.).
• Local government and community agencies, which publish in-house material.
• Promotion, public relations, advertising.
**Bachelor of Arts (Communication) at Monash University.**

Successful completion of the Diploma may also allow articulation into the Bachelor of Arts (Communication) at Monash University.

**Professional recognition**
Membership of the Fellowship of Australian Writers (FAW).

**Course duration**
- Certificate IV: one year full-time (Core subjects plus 4 electives)
- Diploma: two years full-time

**Structure**
This course is delivered in a classroom setting and with one-on-one tuition. There is an emphasis on workshopping student’s work. Each module has a workload of 68 hours whether in contact with staff or in private study. Each 68 hour module is equivalent to one unit. Three core subjects and three electives are taken in first year to make a total workload of 10 units. Four electives are taken in second year to make a total of 8 units. The weekly workload is 20 hours for first year and 16 hours for second year on-campus plus study at home.

**Course subjects**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Core subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VA8117 Editing 1A</td>
</tr>
<tr>
<td></td>
<td>VAM020 Editing 1B</td>
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<tr>
<td></td>
<td>VAM62 Word Processing 1</td>
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<tr>
<td></td>
<td>VAC474 Industry Overview 1</td>
</tr>
<tr>
<td></td>
<td>VAE819 Practical Placement</td>
</tr>
</tbody>
</table>

**Electives**
Choose three of the following:

- VAE801 Poetry 1A
- VAE412 Desktop Publishing 1
- VAED77 Non Fiction 1A
- VAM007 Non Fiction 1B
- VAEM913 Short Story 1A
- VAM945 Short Story 1B
- VAED81 Novel 1A
- VAM939 Novel 1B

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Choose four of the following:</th>
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<tbody>
<tr>
<td></td>
<td>VAED782 Editing 2A</td>
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<tr>
<td></td>
<td>VAM005 Editing 2B</td>
</tr>
<tr>
<td></td>
<td>VAM686 Short Story 2A</td>
</tr>
<tr>
<td></td>
<td>VAM946 Short Story 2B</td>
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<tr>
<td></td>
<td>VAE282 Novel 2A</td>
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<tr>
<td></td>
<td>VAM940 Novel 2B</td>
</tr>
<tr>
<td></td>
<td>VAED273 Non Fiction Project 2A</td>
</tr>
<tr>
<td></td>
<td>VAM928 Non Fiction Project 2B</td>
</tr>
<tr>
<td></td>
<td>VAED788 Screenwriting 2A</td>
</tr>
<tr>
<td></td>
<td>VAM047 Screenwriting 2B</td>
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<tr>
<td></td>
<td>Advanced Novel 2</td>
</tr>
</tbody>
</table>

Note: Electives offered are subject to variation.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age. Applicants must also complete a supplementary application form and attach a sample of their writing (up to five A4 pages). Some applicants may be required to attend an interview.

Dual Award applicants should contact Monash University.

**Application procedure**
Applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

After applying to VTAC applicants must contact the Department of Arts to receive further information with regard to a supplementary application form.

**Further information**
Contact the Department of Arts on (03) 9210 1116

**VISUAL and PERFORMING ARTS**

**COSTUME**

**CUE40798 Certificate IV in Entertainment (Costume)**

**CUE50698 Diploma of Entertainment (Costume)**

VTAC code: 78031 (Certificate IV); 78041 (Diploma)

The purpose of this course is to provide training for individuals who wish to pursue or enhance their careers as theatre technicians in the area of costume making in related areas. This course combines theory and practical studies, industry simulation, and industrial placement, to enhance students’ overall knowledge, experience and networks.

This Diploma course incorporates the Certificate IV in Entertainment (Costume). On successful completion of the Certificate IV, students may choose to progress to the Diploma or exit with a Certificate IV in Entertainment (Costume).

**Campus**
Prahran

**Career opportunities**
Career potential available to graduates is broad based within the theatre, TV and film industry and extends to costume hire outlets, costume fashion promotions, festivals, visual displays and creative novelty wear.

**Professional recognition**
The course is delivered from the Entertainment Industry Package and is a nationally accredited qualification.

**Course duration**
- Certificate IV: One year full-time.
- Diploma: Two years full-time.

<table>
<thead>
<tr>
<th>Year 1 (Certificate IV)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students enrol in a number of units, including:</td>
</tr>
<tr>
<td>CUETEM1A Co-ordinate Technical Operations</td>
</tr>
<tr>
<td>CUETEM3A Establish and Manage Resources and Technical Requirements</td>
</tr>
<tr>
<td>CUEHS1A Implement Workplace Health, Safety and Security Procedures</td>
</tr>
<tr>
<td>CUETEM2A Manage Systems</td>
</tr>
<tr>
<td>CUEGос4А Make Costumes</td>
</tr>
<tr>
<td>CUEDES1A Develop the Design</td>
</tr>
<tr>
<td>CUEGOS2A Apply Art Finishing</td>
</tr>
<tr>
<td>CUEDES1A Present &amp; Negotiate Design</td>
</tr>
<tr>
<td>BSXM130A Participate in, Lead and Facilitate Work Teams</td>
</tr>
<tr>
<td>VCUFCOS005A Operate an Off-Site Wardrobe Department</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2 (Diploma)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students enrol in a number of units including:</td>
</tr>
<tr>
<td>CUEHS2A Establish and Maintain a Safe &amp; Secure Workplace</td>
</tr>
<tr>
<td>CUEGOS6A Make Novelty &amp; Period Costumes</td>
</tr>
<tr>
<td>CUEGOS5A Make Millinery</td>
</tr>
<tr>
<td>CUEGOS7A Construct Hard &amp; Soft Sculpted Accessories, Specialised</td>
</tr>
</tbody>
</table>
This course aims to provide participants with the television further information with regard to a Aims & Application procedure

CUE40898 Certificate IV in Entertainment (Make-Up) VTAC code: 78021

This course aims to provide participants with the skills, knowledge and attitudes necessary to work specifically as a make-up artist in the film, video, television, theatre, photographic and fashion industries. The course gives current relevant industry training by professional make-up artists working in the industry. It also offers on-the-job training to enhance participants skills in a professional environment, maximising opportunities to receive hands on experience in the film, television and theatre industries.

Aims & Objectives

This course aims to provide:

• Training in all aspects of make-up beginning with Morphology, the study of bones and muscles of the face.
• Basic knowledge of the history of make-up, including Greek, Roman and Renaissance looks.
• Study of theatre make-up, covering straight, ageing and character work.
• Period make-up, both in theory and practice, working through the decades from 1900's to 1990's.
• The use of special effects make-up for film and television eg. ageing, wazards etc.
• Prosthetic work including mask making, plaster impressions, clay modelling, the manufacture of latex pieces and bald caps.
• The manufacture of facial hair pieces, moustaches etc.
• Maintenance and care of wigs and hair pieces.
• Business management for the make-up artist and on set protocol.
• Basic study of lighting theory.
• Study of script analysis, continuity for film and television.
• An understanding of the principles of colour theory, painting and sculpture in art techniques.

Campus

Prahran

Career opportunities

Employment in the film, video, television, theatre, photographic and fashion industries.

Professional recognition

The course is delivered from the Entertainment Industry Package and is a nationally accredited qualification.

Course duration

One year full-time

Structure

The full-time course has an average workload of 24 hours per week while the part-time course has 8 hours per week. Full student contact hours include lectures, practical work, flexible learning delivery and research time, and will vary in each semester.

Course subjects

CUEMUP2A Design, Apply and Remove Period Make-Up
CUEHS1A Implement Workplace Health, Safety and Security Procedures
CUEDES1A Develop the Design
THHCO02A Work in a Socially Diverse Environment
CUEMUP3A Design, Apply and Remove Specialised Make-Up
CULWHR19A Maintain Wigs & Hair Pieces
THHGA09A Manage Projects
CUEMUP02A Design, Apply & Remove Special Effects Make-Up
CUEMUP01A Design & Remove Screen Make-Up
V02361 Evaluate a Business Opportunity

Entry requirements

Satisfactory completion of an appropriate Victorian Year 12 or its equivalent. Mature age and those already working in the industry are invited to apply. All applicants must attend an interview.

Application procedure

Applications must be made through the Victorian Tertiary Admissions Centre (VTAC).

Further information

Contact the Department of Arts on (03) 9214 6739

THEATRE

21052VIC Diploma of Arts (Small Companies and Community Theatre) VTAC code: 78871

This course is designed to give students the necessary skills to organise a performance, event or project and undertake the administrative tasks associated with such a performance. The focus of the course is to provide participants with opportunities to simulate industry practice by conceiving, developing, planning, activating, rehearsing and staging an event or performance.

The course is considered ideal for people wanting a broad based vocational course to enable them to seek work in the theatre and entertainment industry. The course also offers individuals a chance to establish their own companies and work on a diverse range of event projects.

The industry placement module acts as a vital link for students to work in the industry and provides valuable on-the-job experience.

Aims & Objectives

The course aims to provide participants with the skills and knowledge necessary for actor/theatre workers to create their own theatre work. Students are encouraged to be multi-skilled in creating self devised works, acting, scriptwriting, stage management, lighting, set design and event management for the theatre and entertainment industry.

Campus

Prahran
Career opportunities
Employment as theatre workers in a small company or as individuals with other artists on specific projects.

Course duration
Two years full-time.

Structure
Students will be expected to attend classes from 9:30 - 4:30pm Monday to Friday, commencing mid February through to November. During Performance Projects after-hours work will also be required.

The course offers four major Performance Projects where students can practically apply their skills. The event projects may include: theatre for young people, community theatre, scripted productions, puppetry, circus, comedy/cabaret, festivals, self-directed and directed productions.

There is also flexibility to enable students to undertake further study in specialised areas such as directing, stage management, lighting and sound operations.

Course subjects

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>CUESMT1A Assist in Stage Managing the Production (1)</td>
</tr>
<tr>
<td></td>
<td>CUESET5A Assist in Making Sets (1)</td>
</tr>
<tr>
<td></td>
<td>CUELGT6A Operate Lighting (1)</td>
</tr>
<tr>
<td></td>
<td>CUESOJU3A Operate Sound (1)</td>
</tr>
<tr>
<td></td>
<td>VBJ300 Acting 1</td>
</tr>
<tr>
<td></td>
<td>VBJ301 Voice 1</td>
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<tr>
<td></td>
<td>VBJ302 Movement 1</td>
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<tr>
<td></td>
<td>VBJ303 Improvisation 1</td>
</tr>
<tr>
<td></td>
<td>CUEMAR3A Undertake Marketing Activities</td>
</tr>
<tr>
<td></td>
<td>CUECOR2A Work with Others</td>
</tr>
<tr>
<td></td>
<td>VBJ304 Australian Theatre</td>
</tr>
<tr>
<td></td>
<td>VBJ306 Scriptwriting (1)</td>
</tr>
<tr>
<td></td>
<td>CUESMT2A Prepare for Rehearsal (1)</td>
</tr>
<tr>
<td></td>
<td>CUESMT3A Co-ordinate Rehearsal (1)</td>
</tr>
<tr>
<td></td>
<td>CUESMT4A Co-ordinate Final Production Process (1)</td>
</tr>
<tr>
<td></td>
<td>CUESMT5A Manage the Performance (1)</td>
</tr>
<tr>
<td></td>
<td>CUEVV1A Plan and Manage Events (1)</td>
</tr>
<tr>
<td></td>
<td>VBJ312 Mask</td>
</tr>
<tr>
<td></td>
<td>VBJ308 Drama in Society</td>
</tr>
<tr>
<td></td>
<td>BSXFM1506A Manage Workplace Information</td>
</tr>
<tr>
<td></td>
<td>THGHS03A Provide First Aid</td>
</tr>
<tr>
<td></td>
<td>CUETHCOC031 Follow Health &amp; Safety Procedures</td>
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<td></td>
<td>CUETHBC082A Work in a Socially Diverse Environment</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VJUSMT1A Assist in Stage Managing the Production (2)</td>
</tr>
<tr>
<td></td>
<td>CUESET5A Assist in Making Sets (2)</td>
</tr>
<tr>
<td></td>
<td>CUELGT5A Operate Lighting (2)</td>
</tr>
<tr>
<td></td>
<td>CUESOJU4A Operate Sound (1)</td>
</tr>
<tr>
<td></td>
<td>BSXFM1505A Establish and Manage Effective Workplace Relationships</td>
</tr>
<tr>
<td></td>
<td>CUEIND1A Apply Organisation and Industry Knowledge</td>
</tr>
<tr>
<td></td>
<td>VBJ305 Australian Community Theatre</td>
</tr>
<tr>
<td></td>
<td>VBJ306 Scriptwriting (2)</td>
</tr>
<tr>
<td></td>
<td>CUESMT2A Prepare for Rehearsal (2)</td>
</tr>
<tr>
<td></td>
<td>CUESMT3A Co-ordinate Rehearsal (2)</td>
</tr>
<tr>
<td></td>
<td>CUESMT4A Co-ordinate Final Production Process (2)</td>
</tr>
<tr>
<td></td>
<td>CUESMT5A Manage the Performance (2)</td>
</tr>
<tr>
<td></td>
<td>CUEVV1A Plan and Manage Events (2)</td>
</tr>
<tr>
<td></td>
<td>VBJ308 Circus Skills</td>
</tr>
<tr>
<td></td>
<td>VBJ310 Puppetry</td>
</tr>
<tr>
<td></td>
<td>VBJ311 Acting 2</td>
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<tr>
<td></td>
<td>VBJ312 Voice 2</td>
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<tr>
<td></td>
<td>VBJ313 Movement 2</td>
</tr>
<tr>
<td></td>
<td>VBJ314 Improvisation 2</td>
</tr>
</tbody>
</table>

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age. Applicants will be asked to participate in a day of workshop and written activities.

Application procedure
Applications must be made through the Victorian Tertiary Admissions Centre (VTAC).
After applying to VTAC applicants must contact the Department of Arts to receive further information with regard to a supplementary application form.

Further information
Contact the Department of Arts on (03) 9214 6739

21052VIC Diploma of Arts (Small Companies and Community Theatre) - Indigenous Performing Arts

This course is for Indigenous Australians wishing to pursue a professional career in the performing arts, and for those wishing to develop their confidence and self-expression.

Aims & Objectives
The course aims to train participants not only in a range of performance skills but also to acquire the broad range of skills necessary to mount and manage a project or an event. For the first twelve months the students work together through a number of modules of subjects which have been generally customised to cover many aspects of performing arts from an Indigenous point of view.

The course aims to facilitate the provision of Indigenous guest speakers with a wide range of industry experience. It also offers students the opportunity to attend a wide range of professional theatre. Support tutors are available should students require additional support with any module.

Our Course Advisory Board includes members from the Aboriginal Community and Indigenous Australian professionals from industry.

Campus
Prahran

Career opportunities
Small performance company work, acting, theatre work, community theatre, theatre technician.

Course duration
Two years full-time or equivalent part-time.

Structure
The focus of the first year is to complete two event or performance projects relating to exploration and expression of Aboriginality. These projects are conceived, developed, rehearsed and staged for the mediums of video and theatre.

In the second year students focus on simulating industry practices by creating, devising and evaluating two further event or performance projects and then to participate in a small companies simulation.

Course subjects

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>VBJ303 Improvisation 1</td>
</tr>
<tr>
<td></td>
<td>VBJ305 Acting 1</td>
</tr>
<tr>
<td></td>
<td>VBJ307 Voice 1</td>
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<tr>
<td></td>
<td>VBJ308 Movement 1</td>
</tr>
<tr>
<td></td>
<td>VBJ309 Scriptwriting (1)</td>
</tr>
<tr>
<td></td>
<td>CUELGT5A Operate Lighting (1)</td>
</tr>
<tr>
<td></td>
<td>CUEMAR3A Undertake Marketing Activities</td>
</tr>
</tbody>
</table>
This course is designed to:

- Train students in key areas of fine art to enable self-employment opportunities in the visual arts industry.
- Develop sound practices through multidisciplinary modes of study.
- Develop aesthetic, social, environmental and ethical concepts and processes necessary to a satisfying personal philosophy and sound professional attitude.
- Enable students to participate in the arts industry and to be aware of the role of artists in society.
- To create opportunities for further arts training.

Entry requirements

This course is only available to Aboriginal and Torres Strait Islander people. Applicants may be asked to participate in a day of special workshops, or an interview. Telephone interviews may be possible for country and interstate applicants.

Application procedure

Applicants should apply directly to the Department of Arts (03) 9214 6739 to receive further information with regard to an interview and application, or contact the Indigenous Education Unit on (03) 9214 6739.

Further information

Contact the Department of Arts on (03) 9214 6739 or 9214 6824.

**VISUAL ART**

**12857VIC  Diploma of Arts (Visual Art)**

VTAC codes: 78151 (Prahran), 71151 (Wantirna)

This is a progressive contemporary fine art program run by artists for artists. Painting, sculpture, drawing, photography and printmaking are studied. Video and digital imaging subjects are also available at the Prahran campus. Theory study areas feature conceptual and stylistic strategies of art practices since the 1960’s and includes gallery visits in Melbourne and Sydney.

Aims & Objectives

This course aims to:

- Train students in key areas of fine art to enable self-employment opportunities in the visual arts industry.
- Develop sound practices through multidisciplinary modes of study.
- Develop aesthetic, social, environmental and ethical concepts and processes necessary to a satisfying personal philosophy and sound professional attitude.
- Enable students to participate in the arts industry and to be aware of the role of artists in society.
- To create opportunities for further arts training.

Campus

Healesville; Prahran; Wantirna

Career opportunities

Graduates will find rewarding careers in the visual arts industries where traditional practices converge with new video and digital technologies.

Course duration

Two years full-time or equivalent part-time.

Healesville: part-time study only.

Structure

The course is delivered mainly as practical studio based subjects and in lecture and tutorial modes. This delivery is structured around a series of generic and compulsory subjects together with electives, major and minor studies distributed over two years of full-time study.

To obtain the qualification of Diploma of Arts (Visual Art) students must successfully complete:

- All seven identified generic subjects.
- All compulsory subjects.
- Two levels of a discipline e.g. painting Levels 1 & 2.
- Two modules in a discipline at Levels 1 & 2, other than their major stream for each elective level.
- Two levels of a major study in a discipline, i.e. painting, printmaking, sculpture of photography.
- Two levels of a minor study in a different discipline to the major study.

Course subjects

**Year 1**

- **Year 1**
  - VBS657 Painting Level 1
  - VBS559 Painting Level 2
  - VBS943 Photography Level 2
  - VBS875 Photography Level 2
  - VBS841 Drawing Level 1
  - VBS844 Drawing Level 2
  - VBS842 Life Drawing Level 1
  - VBS844 Life Drawing Level 2
  - VBS839 Contemporary Art Studies Level 1
  - VBS860 Contemporary Art Studies Level 2
  - VBS868 Context & Culture Level 1
  - VBS862 Context & Culture Level 2
  - NCS007 Presenting Information
  - VBS855 Studio & Materials Studies
  - VBS835 Occupational Health & Safety
  - VBS636 Business Practice
  - VBS633/634 Printmaking Levels 1 & 2
  - VBS959/970 Sculpture Levels 1 & 2

**Year 2**

- **Year 2**
  - VBS845 Context & Culture Level 3
  - VBS854 Context & Culture Level 4
  - VBS451 Contemporary Art Studies
  - VBS845 Drawing Level 3
  - VBS846 Drawing Level 4
  - VBS848 Arts Business Practice Level 1
  - VBS849 Arts Business Practice Level 2
  - VBS837 Focus on Industry
  - VBS837 Focus on Industry

**Electives (Multidisciplinary studies)**

- VBS659/660 Painting Minor 1 & 2
- VBS655/666 Printmaking Minor 1 & 2
- VBS674/672 Sculpture Minor 1 & 2
- VBS876/877 Photography Minor 1 & 2
- VBS867/862 Painting Major 1 & 2
- VBS873/874 Sculpture Major 1 & 2
- VBS878/879 Photography Major 1 & 2
Applicants should contact the Visual Arts Co-ordinator to enquire about the range of subjects offered at each campus.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

**Application procedure**
Applications must be made through the Victorian Tertiary Admissions Centre (VTAC).
After applying to VTAC applicants must contact the Department of Arts to receive further information with regard to a supplementary application form.

**Further information**
Contact the Department of Arts on (03) 9214 6737 or 9214 6739

**12857VIC Diploma of Arts (Visual Art) - New Media**
VTAC code: 70181

This is a progressive contemporary art program run by artists for artists. Video, 16mm film, sound and 3D digital imaging subjects are studied with life drawing, painting, photography, printmaking and sculpture. Theory study areas feature conceptual and stylistic strategies of art practices since the 1960's and includes gallery visits in Melbourne and Sydney.

**Aims & Objectives**
This course aims to:
- Train students in key areas of fine art to enable self employment opportunities in the arts industry.
- Develop sound practices through a multidisciplinary mode of study.
- Develop aesthetic, social, environmental and ethical concepts and processes necessary to a satisfying personal philosophy and sound professional attitude.

**Campus**
Prahran

**Career opportunities**
Graduates will find rewarding careers in the visual arts industries where traditional practices converge with new video and digital technologies.

**Course duration**
Two years full-time or part-time equivalent.

**Structure**
The course is delivered mainly as practical studio based subjects and in lecture and tutorial modes. The delivery is structured around a series of generic and compulsory subjects.

**Course subjects**

**Year 1**

<table>
<thead>
<tr>
<th>Core subjects</th>
<th>VBS635</th>
<th>Occupational Health and Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBS632</td>
<td>NCV5007</td>
<td>Presenting Information</td>
</tr>
<tr>
<td>VBS638</td>
<td>VBS63</td>
<td>Sculpture Level 1</td>
</tr>
<tr>
<td>VBS642</td>
<td>VBS70</td>
<td>Sculpture Level 2</td>
</tr>
<tr>
<td>VBS644</td>
<td>VBS69</td>
<td>Printmaking Level 1</td>
</tr>
<tr>
<td>VBS651</td>
<td>VBS70</td>
<td>Printmaking Level 2</td>
</tr>
</tbody>
</table>

**Electives**

| VBS646 | Drawing Level 4 (Web Page Design) |
| VBS645 | Drawing Level 3 (Web Page Design) |
| AVS648 | Art Business Practice Level 2 |
| VBS649 | Art Business Practice Level 3 |
| 0046AP039 | Video – Major Study Level 1 |
| 0046AP04 | Video – Major Study Level 2 |
| VBS637 | Focus On Industry |
| VBS676 | Photography (Minor Study) Level 1 |
| VBS677 | Photography (Minor Study) Level 2 |

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age. Applicants must attend an interview and present a VHS showreel no longer than five minutes duration. A folio of five works in either painting, photography, sculpture, drawing or computer works with relevant research material is also required. Computer works should be Macintosh compatible.

**Application procedure**
Applications must be made through the Victorian Tertiary Admissions Centre (VTAC).
After applying to VTAC applicants must contact the Department of Arts to receive further information with regard to a supplementary application form.

**Further information**
Contact the Department of Arts on (03) 214 6739.

**VISUAL MERCHANDISING**

**2411AQC Certificate IV in Arts (Visual Merchandising)**

This course will provide students with a broad knowledge of the visual merchandising industry and enable them to operate at a level equivalent to the Australian Standards Level 4 learning outcomes. These learning outcomes are as follows:
- Performance of a broad range of applications including requirements to evaluate and analyse current practices.
- Develop new criteria and procedures for performing current practices.
- Provision of some leadership and guidance to others in the application and planning of the skills.

**Aims & Objectives**
Upon completion of this course, students should have an understanding of the visual merchandising industry including: the principles and elements of display, the development and design of language for the purpose of product presentation, the design and construction of props, and working to an industry brief.

**Campus**
Wantirna

**Career opportunities**
Graduates may find employment in the following areas:
- Retail store visual merchandising or display departments.
• Visual merchandising consultancy and supply companies.
• Retail merchandising.
• Photostyling.
• Display production companies.

Students may also choose to continue their studies for a further year to obtain the Diploma of Arts (Visual Merchandising) at Royal Melbourne Institute of Technology (RMIT).

Professional recognition
The course is supported by the Wholesale, Retail and Technology team members and perform a large amount of display and store maintenance.

Students may also choose to continue their studies for a further year to obtain the Professional recognition Diploma of Arts (Visual Merchandising) at Royal Melbourne Institute for Vocational Education.

Course duration
Two years part-time (approx 12 -15 hours per week).

Structure
In order to be awarded the qualification, students must demonstrate competence in all specified learning outcomes as well as successfully completing a major project and designated practical placement. Participants will be required to be team members and perform a large amount of display and store maintenance.

Course subjects
VBAE679 Photography
VBA794 Visual Merchandising
VBA795 Visual Merchandising Design Strategies
VBA796 Retail Design Drafting
VBA797 Studio 1
VBA798 Occupational Health & Safety
VBA799 Lettering 1
VBA800 Visual Merchandising - History & Culture
VBA801 Product Presentation
VBA802 Introduction to Computers for Visual Merchandisers
VBA803 Communication and Visual Merchandising
VBA804 Colour and Visual Merchandising
VBA805 Visual Merchandising Product Knowledge
VBA806 Perspective for Visual Merchandising
VBA807 Studio 2
VBA808 Lettering 2
VBA809 Retail Illustration 2
VBA810 Merchandising and Category Presentation
VBA811 Corporate Graphics
VBA813 Visual Merchandising (Practical Placement 1)
VBA823 Retailing
VBA874 Retail Illustration 1

Subjects vary from year to year: please check with the Department.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age with some art or design experience as well as a demonstrated capacity and motivation for this field. Applicants may present a folio of their art, craft, design work or photographs of display and merchandising at interview.

Application procedure
Applicants should apply directly to the Department of Arts on (03) 9210 1116

Further information
Contact the Department of Arts on (03) 9210 1116

VOCATIONAL and PREPARATORY EDUCATION

COMMUNITY OPTIONS PROGRAM

2190MAB Community Options Program
This a general education program for people with a disability. It provides an opportunity to develop the skills required for employment and further education. Students negotiate an individual program plan containing learning objectives which are relevant to their aspirations.

Campus
Prahran

Career opportunities
On completion of the course the students are assisted in finding employment and/or where appropriate are encouraged to pursue further studies and training.

Course duration
Students may attend part-time or full-time, can enter at any time of the year and can complete the program at any time of the year.

Course subjects
GEN001 General Studies
0046D01 Drama
0046H01 Homegroup
0046T01 Information Technology
0046L01 Literacy
0046N01 Numeracy
0046PCS01 Personal and Community Skills
0046WSK01 Independent Living Skills
0046ART01 Art

Entry requirements
Applicants should be at least sixteen years of age.

Application procedure
Applicants should contact the Community Options Program on (03) 9214 6892 to obtain an application form. Intending applicants are required to attend an information session (which can be done over the phone) prior to an interview.

Students can also enter through the Department of Human Services (D.S.) Futures For Young Adults or Fee For Service.

Further information
Contact the Community Options Program on (03) 9214 6892

ENGLISH

14832NSW Certificate IV in English for Vocational Education and Further Study
These courses aim to prepare students of non-English speaking background with intermediate to high intermediate levels of English to progress to further study (mainstream) or employment. The course is available in three streams: Accountancy, Computing, and General.

Campus
Hawthorn (General stream only)
Prahran (All streams)
Wantirna (Computer stream only)

Career opportunities
Further study or employment.

Course duration
Hawthorn: 18 weeks full-time.
Applications should apply directly to the Access Department.

The courses aim to provide the student with language proficiency improvement. These courses focus on general language development, and oral and written skills related to a range of contexts. There is also a focus on settlement issues.

**Aims & Objectives**
The courses aim to provide the student with language proficiency improvement.

**Campus**
Croydon (Certificate III only); Hawthorn; Prahran; Wantirna.

**Course duration**
Certificate I: 20 weeks part-time (Hawthorn/Prahran), 36 weeks part-time (Wantirna).
Certificate II: 20 weeks part-time (Hawthorn/Prahran), one year part-time (Wantirna).
Certificate III: 18 weeks part-time (evening), 18 weeks full-time, one year part-time.

Further information
Contact the Access Department on:
(03) 9210 1212, or:
Room 113, Building B, Croydon. Telephone: (03) 9214 8634
Room 349, TO Building, Hawthorn. Telephone: (03) 9214 6985
Room 412, PK Building, Prahran. Telephone: (03) 9210 1212
Room 81, Building B, Wantirna
Website: www.tafe.swin.edu.au/access

**GENERAL EDUCATION**

12587NSW Certificate I in Spoken and Written English
12588NSW Certificate II in Spoken and Written English
12589NSW Certificate III in Spoken and Written English

These courses focus on general language development, and oral and written skills related to a range of contexts. There is also a focus on settlement issues.

**Entry requirements**
- ASLPR2, 2+
- English is not the first language.
- Permanent residency (student, tourist, working holiday visas not eligible).
- Eligible non-permanent residents will be charged a higher fee.

**Application procedure**
Applicants should apply directly to the Access Department at one of the campuses listed below.

**Further information**
Contact the Access Department on (03) 9214 8634, or:
Room 113, Building B, Croydon. Telephone: (03) 9214 8634
Room 349, TO Building, Hawthorn. Telephone: (03) 9214 6985
Room 412, PK Building, Prahran. Telephone: (03) 9210 1212
Room 81, Building B, Wantirna
Website: www.tafe.swin.edu.au/access

2112AFC Certificate I in General Education for Adults (Foundation)
2212ALC Certificate II in General Education for Adults (Further Study)

These courses are designed for people from English and non-English speaking backgrounds who left school before Year 11. The main focus is on improving a student's skill in reading, writing and maths, together with a strong emphasis on improving self confidence. Students are also encouraged to undertake some introductory vocational modules.

**Campus**
Certificate I: Croydon; Hawthorn; Healesville; Lilydale; Prahran; Wantirna.
Certificate II: Croydon; Lilydale; Wantirna.

**Career opportunities**
On completion of the course students are assisted in finding employment and/or where appropriate are encouraged to pursue further studies and training.

**Structure**
The course can be undertaken on a full-time (16 – 20 hours per week) or part-time basis. Intakes are flexible and occur at regular intervals throughout the year. The number of modules required to complete the Certificate is dependent on an individual's skills at entry. Students are required to complete core modules in English, Maths and Computer skills and select from a range of electives.

**Course subjects**
**Level I**
VBC860 Reading and Writing
Entry requirements
There are no formal entry requirements. However, applicants must:
- Attend an interview.
- Express personal goals for literacy.
- Demonstrate readiness reading, writing and maths skills (eg: recognise a small number of sight words and numbers, recognise the sounds and names of a group of letters).

Application procedure
Applicants should apply directly to the Access Department on (03) 9213 6632

Further information
Contact the Access Department on (03) 9213 6632
Website: www.tafe.swin.edu.au/access

2105ABB Certificate I in Initial Adult Literacy & Numeracy
This course aims to help students who may have a limited school experience, intellectual disability or have to overcome the challenges of a learning disability.

Campus
Croydon, Lilydale

Course duration
Modules are run over 2 semesters of 18 weeks. Classes are held during the day only.

Structure
The course will be negotiated in order to accommodate the needs of the students

LITERACY & NUMERACY

2105AAB Certificate I in Initial Adult Literacy & Numeracy (Foundation)
This course aims to help students who may have limited school experience, an intellectual disability or have to overcome the challenges of a learning disability, to develop reading, writing, speaking, listening and maths skills.

Campus
Croydon, Lilydale

Career opportunities
On completion of the course students will be able to enrol in the Certificate in General Education for Adults or the Certificate in Work Education.

Course duration
Two semesters (18 weeks each) part-time. Students who do not complete the course in this time may re-enrol in the following year.

Structure
The course covers the following modules: 4 levels of reading and writing, 3 levels of general communication and 20 levels in the maths area:
- Personal reading and writing, general communication and maths.
- Functional reading and writing, general communication and maths.
- Informative reading and writing, general communication and maths.
- Co-operative reading and writing, general communication and maths.

Entry requirements
Intending applicants must attend an interview.

Further information
Contact the Access Department on: (03) 9213 6632, or:
Room 113, Ground Floor, Building B, Croydon. Telephone: (03) 9214 8634
Room 349, Level 3, TD Building, Hawthorn. Telephone: (03) 9214 6985
Room 412, Level 4, PK Building, Prahran. Telephone: (03) 9210 1212
Building 8, Room 81, Wantirna.
Website: www.tafe.swin.edu.au/access

XXX Study Support
This course aims to support students so they can pursue their mainstream courses with confidence. Tuition is available to students who want to:
- Read and take notes more efficiently.
- Become more competent in mathematics.
- Know how to identify the key elements of work requirements.
- Plan and prepare their written and oral presentations effectively.
- Manage their study effectively.
- Set realistic study goals.
- Work well with their peers and in groups.
- Learn how to use a wide variety of resources.
The Victorian Certificate of Education (VCE) is a prerequisite for most degree courses and a number of TAFE courses. VCE subjects can be taken in a wide range of combinations, on either a full-time or part-time basis in the day or evening. Students should ensure that they choose the necessary subjects to ensure eligibility for the specific tertiary courses that they hope to enter after successful completion of VCE.

Campus
Lilydale; Prahran

Career opportunities
Successful completion of the VCE provides Pathways to a diverse range of TAFE and degree courses.

Course duration
Continuing students: two years full-time or equivalent part-time.
Adult VCE: one year full-time or equivalent part-time.

Structure
Continuing Students
In order to successfully complete the VCE students must have completed a total of 16 units of which at least 3 units must be English (Unit 3 & 4 must be two of these three units). Students must have completed at least 8 units at 3 & 4 level (including English 3&4). Continuing students should check their subject choices with the coordinator in order to ensure that they have completed subjects from the appropriate studies.

Adult VCE
Students who are over 18 and one year out of secondary school qualify for Adult VCE. Students must complete 8 units (4 subjects) at unit 3 & 4 level including English.

Course subjects
Subjects which may be offered include:
- 0046T018 Art 3&4
- 0046T007 Biology 3&4
- 0046T042 Business Management 3&4
- 0046T081 English (Units 3&4)
- 0046T017 English as a second language (ESL)
- 0046T059 Visual Communication & Design
- 0046T015 Health and Human Development
- 0046T052 Information Technology Information Processing and Management
- 0046T053 Information Technology Information Systems
- 0046T002 Legal Studies
- 0046T010 Literature
- 0046T009 Mathematics: Further Mathematics
- 0046T041 Mathematics: Mathematical Methods
- 0046T009 Media
- 0046T012 Psychology
- 0046T082 Studio Art (Photography)
- 0046T058 Theatre Studies
- 0046T066 Chemistry 1&2
- 0046T041 Maths Methods 1&2
- 0046T091 English 1&2
- 0046T018 Art 1&2
- 0046T068 Information Technology 1&2
- 0046T012 Psychology 1&2

Other subjects may be offered, please check with the department.

Entry requirements
Applicants must have completed Year 10 before commencing units 1 and 2 (Year 11 equivalent). Adult VCE students (see entry under “Structure”) over 18 years of age can enrol directly into Units 3 and 4.

Application procedure
Applicants should apply directly to the Community and Further Education Department on (03) 9214 6757 or 9214 6866.

Further information
Contact the Community and Further Education Department on (03) 9214 6757.
Website: www.tafe.swin.edu.au/cafe/

WORK EDUCATION

The course aims to provide basic literacy, numeracy and vocational training skills to students who:
- Have specific learning needs with a focus on intellectual and/or learning disability.
- Have the potential for open employment and/or further training.
- Are sixteen years of age or over.

Campus
Hawthorn; Wantirna
Career opportunities
On completion of the course the students are assisted in finding employment and/or
where appropriate are encouraged to pursue further studies and training.

Course duration
Two years full-time (1200 hours with a minimum of 600 hours per year).

Structure
Students are required to attend all classes and to participate in practical
placements. Practical placements are organised by our staff three times during
the year in fortnightly blocks.

A range of accredited modules (delivered at the Croydon campus) from the
following vocational areas are also offered within the Certificate I in Work
Education:
- Art
- Horticulture
- Hospitality
- Retailing

Course subjects
VAA845 Computer Fundamentals
VAE007 Computer Operations - Data Retrieval
VAC145 Numeracy
VAC350 Office Equipment - Routine Tasks
VAC593 First Aid
VAC940 Personal Effectiveness
VAE167 Orientation to Learning
VAE705 Orientation to Work
VAE216 Work Team Communication
VAE676 Induction
VAE760 Job Seeking Skills
VAE869 Work Education
VAE994 Workplace Communication
VAM427 Writing Skills for Work
VAE592 Overview Retail
AHT009 Garden Maintenance
AHT701 Introduction to the Horticulture Industry
AHT014 Production Support - Propagation
AHT707 Introduction to the Horticulture Tools and Machinery
AHT022 Occupational Health & Safety
AHT095 Introduction to Soils
THHCOR03A Follow Health & Safety Procedures
THHGHS01A Follow Workplace Hygiene Procedures
THHBCA02A Receive & Store Stock
THHBCA02A Present Food
THHBCA01A Organise & Prepare Food

Entry requirements
Applicants should:
- Have specific learning needs, with a focus on intellectual and/or learning
disability.
- Have the potential for open employment and/or further training.
- Be sixteen years of age or over.

Application procedure
Applicants should contact the Department of Health, Recreation and Human
Services to obtain an application form.

Further information
Contact the Department of Health, Recreation and Human Services on:
(03) 9214 6866 (Prahran), or
(03) 9210 1212 (Wantirna)
Website: www.tafe.swin.edu.au/socsci/
Subject Details

This section contains a brief description of subjects offered by the Swinburne TAFE Division. All subjects are allocated an alphanumeric code and are listed here in code order. Subject codes commencing with numbers appear first then alphanumeric codes.

Note: Details for all subjects were not available at the time of publication. Refer to Course Finder at http://www.swin.edu.au/coursefinder for the most up-to-date course and subject information, or contact the relevant school/department.

0046AAIM  Airline Industry Management
20 nominal Hours  Prerequisite: Nil

Aims & Objectives
- Provide an overview of the aviation and, in particular, the airline industry.
- Outline of the Regulatory framework, including the role of CASA, BASI and Airservices.
- Introduce students to the legislative requirements of employer and employee, and to the preventative nature of workplace health and safety.
- Introduce Airline Structures, the principles of Airline Scheduling and Operations Management, Airport Passenger and Freight Operations.

0046AAALD  Aviation Leadership
40 nominal Hours  Prerequisite: Nil

Aims & Objectives
- To provide basic leadership skills and aviation human resource management issues which relate to safe effective aviation operations.
- To introduce students to the principles of aviation psychology and human error.
- Understand the concept of automation management and stress and fatigue management.
- Understand the history of CRM, CRM in practice and extending CRM beyond the cockpit door.
- Appreciate the significance of cross cultural perspectives.

0046AAVI  Avionics
40 nominal Hours  Prerequisite: Nil

Aims & Objectives
This subject introduces students to aircraft avionic systems and equipment including aircraft navigational aids, central data systems, automatic pilots, automatic landing systems and flight instrumentation.

0046AMOF  Mechanics of Flight
40 nominal Hours  Prerequisite: NEA002, NEA003, NEA011

Aims & Objectives
To provide the theoretical justification for the flight, configuration and control of heavier-than-air vehicles.

0046AOHS  Occupational Health and Safety / Dangerous Goods
20 nominal Hours  Prerequisite: Nil

Aims & Objectives
The module will introduce the student to the legislative requirements of employer and employee, and to the preventative nature of workplace health and safety. In addition, the student is provided with a basic awareness of the risks associated with the carriage of dangerous goods by air, as required by the Civil Aviation Regulations.

0046AP001  Video 1
48 nominal Hours  Prahran  Prerequisite: Nil

Aims & Objectives
Provides skills and techniques in SVHS video production, lighting, camera operation, editing, sound recording, graphic design and screenwriting. This module also includes 16mm film production.

0046AP002  Video 2
48 nominal Hours  Prerequisite: 0046AP001

Aims & Objectives
Provides skills and techniques in SVHS video production, lighting, camera operation, editing, sound recording, graphic design and screenwriting. Includes 16mm film production, analogue and digital editing.

0046AP003  Video 3
144 nominal Hours  Prerequisite: 0046AP002

Aims & Objectives
Video and 16mm film are interfaced through analogue, Premier and Macs 100 editing systems. Concept development and screenwriting training are integral to this module.

0046AP004  Video 4
144 nominal Hours  Prerequisite: 0046AP003

Aims & Objectives
Video and 16mm film are interfaced through analogue, Premier and Macs 100 editing systems. Concept development and screenwriting training are integral to this module. An exhibition, CD ROM catalogue and websites are produced in this module.

0046ART01  Art
114 nominal Hours  Prerequisite: Nil

Aims & Objectives
This is part of a general education program for people with a disability. The program provides an opportunity to develop the skills required for employment and further education. Students negotiate an individual program plan containing learning objectives which are relevant to their aspirations.

Content
Basic art and craft techniques and activities, excursions to galleries and individual projects.

0046ASAR  Search and Rescue, and Survival
20 nominal Hours  Prerequisite: Nil

Aims & Objectives
To provide students with an understanding of Australia’s Search and Rescue (SAR) Organisation and to introduce students to the basic survival principles as applicable to forced landings.

0046BM01  Behaviour Management
80 nominal Hours  Prerequisite: Nil

Content
This subject provides an overview of behavioural analysis theory and behaviour change techniques. The application of these techniques is examined in relation to behaviour management and skills training. The ethical issues in intrusive techniques are examined, and new approaches to behaviour change in community settings are discussed.

0046CA518  English and Study Skills
162 nominal Hours  Prerequisite: Nil

Content
This subject focuses on the language skills required to articulate into further skills training or employment in the Australian business environment.
0046D01 Drama
114 nominal Hours • Prerequisite: Nil

Aims & Objectives
This is part of a general education program for people with a disability. The program provides an opportunity to develop the skills required for employment and further education. Students negotiate an individual program plan containing learning objectives relevant to their aspirations.

Content
Basic history of theatre and cinema, drama activities, and the development of a short film or play as a group project for the year.

0046DT01 Introduction to Diversional Therapy
80 nominal Hours • Prerequisite: Nil

Aims & Objectives
Students will be made aware of a range of issues which influence care giving within the context of diversional therapy, and will develop understanding of leisure and health issues related to older adults.

Content
An examination of critical issues and problems within the field of Diversional Therapy is provided, including the differences and issues involved in both institutional and community based care.

0046EF001 English and Study Skills
216 nominal Hours • Prerequisite: Nil

Content
This subject focusses on language skills required to articulate into further skills training or employment. Students will learn strategies to help them enhance their English/technological skills by methods other than those used in a traditional classroom.

0046EF003 Introduction to Communication
36 nominal Hours • Prerequisite: Nil

Content
Develops an understanding of key communication skills and practices required for employment in Australia, such as job applications, resumes, report writing, preparing a 40 hour training program.

0046EF004 Keyboarding
18 nominal Hours • Prerequisite: Nil

Content
Touch typing techniques and practice, ergonomic factors associated with the use of computer work stations. This unit is based on materials in TAFE mainstream courses in Information Technology.

0046EF006 Using Graphical Interface
13 nominal Hours • Prerequisite: Nil

Content
This module will enable students to use a graphical user interface operating system to run software on a PC and to manage software files stored on secondary storage.

0046EF007 Wordprocessing
36 nominal Hours • Prerequisite: Nil

Content
Provides the skills and knowledge to produce, format, electronically file and manage word processed documents.

0046EF008 Spreadsheets
18 nominal Hours • Prerequisite: Nil

Content
Provides an understanding of the use of spreadsheets in business and shows how to use a spreadsheet package to create, modify, and graph spreadsheet data.

0046EF011 Information Technology
38 nominal Hours • Prerequisite: Nil

Content
This module will provide students with the skills and knowledge to produce, format and electronically file and manage word processed documents.

0046EF012 Australian Studies
72 nominal Hours • Prerequisite: Nil

Content
Development of the study skills required for successful participation in the Australian tertiary system, such as problem solving, data collection and analysis, research skills, and communication in an educational setting.

0046EF013 English and Study Skills
234 nominal Hours • Prerequisite: Nil

Content
This subject focuses on the language skills required to articulate into further skills training/employment in the computing field.

0046GAB1 Marketing
37 nominal Hours • Prerequisite: Nil

Content
• Introduction to Marketing - provides participants with the training in the key marketing concepts and the role of the marketing function within an organisation.
• Implementing Marketing - provides participants with the knowledge and skills required to analyse the status of an organisation and manage a marketing program.

0046GAB2 Management Communications
38 nominal Hours • Prerequisite: Nil

Content
• Management for Marketing - provides the participants with knowledge and skills necessary to analyse the issues facing managers in organisations and the organisational context in which they operate. Particular emphasis will be focused on organisational strategies, structures and behaviour which firms confront in a global environment.
• Business Communications - provides participants with the knowledge and skills to write and present effective reports.
• Computer Based Business Applications - provides participants with the skills and knowledge required to use business applications which will be of benefit for other units in the chosen course of study and in the workplace.

0046GAB3 Global Trading Issues
36 nominal Hours • Prerequisite: Nil

Content
• International Marketing - to develop skills and knowledge in contemporary international marketing concepts with a focus on the market orientation.
• Services Marketing - to develop skills and knowledge in contemporary services and non-profit marketing concepts.
• International Law and Cultural Issues - to develop skills and knowledge in key legal and cross-cultural areas as they affect Global Trade.
• International Trade and Finance - to provide an appreciation of the principles of international trade and commerce and their application within the global financial environment, including the risks currently involved in world trade and the management of these risks.
0046GAB4 Tools for Quantitative Analysis
32 nominal Hours • Prerequisite: Nil

Content
- Economic Analysis for Management - to develop students' understanding of a range of economic concepts which will be useful to them as business decision makers, to encourage students to apply economic concepts and reasoning to real world issues concerning government, business and consumers, to enable students to understand, analyse and use graphical representation and models.
- Statistics for Managers - to develop statistical tools and techniques which can be used in the control and improvement of business processes.
- Accounting for Managers - to provide the participant with the knowledge and skills to interpret accounting information and reports, and to apply knowledge in the decision making process.

0046GAT1 Air Transport Pilot Licence 1 Theory
72 nominal Hours • Prerequisite: CASA CPL(A) Theory Examination Credit

Aims & Objectives
The aim of this subject is to provide the student with a knowledge of heavy jet flight planning and performance to a level required for operational situations encountered in the airline industry.

0046GAT2 Air Transport Pilot Licence 2 Theory
72 nominal Hours • Prerequisite: CASA CPL(A) Theory Examination Credit

Aims & Objectives
The aim of this subject is to provide the student with an extensive understanding of the purpose, operation and limitations of navigation systems and methods, and an ability to take into account the importance of the dynamic atmosphere to flight operations up to Airline Transport Pilot Licence standard. Additionally, the student will learn human performance and limitations relevant to Airline operations.

0046GAT3 Air Transport Pilot Licence 3 Theory
72 nominal Hours • Prerequisite: CASA CPL(A) Examination Credit

Aims & Objectives
The aim of this subject is to reinforce and increase the students basic understanding of aircraft systems and of aeronautical and aerodynamic factors influencing aircraft performance up to Airline Transport Pilot Licence standard. Additionally, the student will learn the flight rules and procedures applicable to IFR flights.

0046GCP1 Commercial Pilot Licence 1 Theory
72 nominal Hours • Prerequisite: NOO046GFP

Aims & Objectives
The aim of this subject is to consolidate the theory taught at GPFT and to further develop the additional knowledge necessary for the student to undertake practical cross country flying training.

0046GCP2 Commercial Pilot Licence 2 Theory
72 nominal Hours • Prerequisite: NOO046GCP1

Aims & Objectives
The aim of this subject is to consolidate the theory taught at CPL 1 and to further develop the knowledge necessary for the student to undertake practical training for the Commercial Pilot's Licence.

0046GGFP General Flying Progress Theory
72 nominal Hours • Prerequisite: Nil

Aims & Objectives
The aim of this subject is to provide the student with a basic understanding of flight planning, procedures, navigation theory, general meteorology, aircraft general knowledge and human performance and limitations sufficient to enable practical flying training to the General Flying Progress Test.

0046HG01 Homegroup
114 nominal Hours • Prerequisite: Nil

Aims & Objectives
This subject is part of a general education program for people with a disability. The program provides an opportunity to develop the skills required for employment and further education. Students negotiate an individual program plan containing learning objectives which are relevant to their aspirations.

Content
Students run a Student Union funded club and have their meetings during Homegroup class. This includes organising fundraising and other activities for the club.

0046IT01 Information Technology
114 nominal Hours • Prerequisite: Nil

Aims & Objectives
This is part of a general education program for people with a disability. The program provides an opportunity to develop the skills required for employment and further education. Students negotiate an individual program plan containing learning objectives relevant to their aspirations.

Content
Basic computer skills such as creating and maintaining files, importing objects and pictures, printing documents using Windows 97 and CD ROM.

0046LO1 Literacy
114 nominal Hours • Prerequisite: Nil

Aims & Objectives
This is part of a general education program for people with a disability. The program provides an opportunity to develop the skills required for employment and further education. Students negotiate an individual program plan containing learning objectives relevant to their aspirations.

Content
Functional literacy skills for day to day use at home and in the community, based on individual needs.

0046LH01 Introduction to Leisure and Health
60 nominal Hours • Prerequisite: Nil

Content
This subject is designed to extend the student's outlook on health and social issues. It analyses the impact of technologies on current time use patterns and incorporates health related issues of today's society. It also examines how leisure can influence health.

0046LP01 Introduction to Leisure Programs for People with Specific Needs
60 nominal Hours • Prerequisite: Nil

Aims & Objectives
This subject is designed to have students become actively involved in programming leisure opportunities for people with specific needs.

Content
This subject examines a variety of disabilities, how to meet the leisure and health requirements of older people with specific needs, and also explores attitudes towards people with disabilities. There is an emphasis on involving those with disabilities in community leisure and recreation activities. The concepts of programming for leisure are introduced for planning, implementation and evaluation at the initial level.
Aims & Objectives
This is part of a general education program for people with a disability. The program provides an opportunity to develop the skills required for employment and further education. Students negotiate an individual program plan containing learning objectives relevant to their aspirations.

Content
Functional numeracy skills for day to day use at home and in the community, based on individual needs.

0046PCS01 Personal and Community Skills
114 nominal Hours • Prerequisite: Nil

Aims & Objectives
This is part of a general education program for people with a disability. The program provides an opportunity to develop the skills required for employment and further education. Students negotiate an individual program plan containing learning objectives relevant to their aspirations.

Content
Discussion class covering different topics that affect people in the community, including adult roles, responsibilities and rights.

0046PS01 Psychology
60 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module introduces some of the major approaches to psychology, including its methods of research, and provides a broad overview of the field. Individual differences are explored, and human development is examined in the light of current research. The application of psychology to social welfare work is explored.

Content
This module introduces some of the major approaches to psychology, including its methods of research, and provides a broad overview of the field. Individual differences are explored, and human development is examined in the light of current research. The application of psychology to social welfare work is explored.

0046PSYE1 Psychological Inquiry
72 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the skills needed to conduct scientific research as applied to psychological research, and as applied to psychological inquiry. Also provides skills in identifying, comparing and applying approaches to psychological inquiry.

0046QM1 Management Responsibilities
50 nominal Hours • Prerequisite: NGMS102, NGMS103, NGMS104, NGMS105

Aims & Objectives
To enable participants to identify the various aspects required for the planning and management for quality within an industry or organisation, developing customer and supplier relationships, and assessing situational change and organisational risk, to optimise organisational outcomes.

Content
- Plan and manage for quality.
- Develop customer and supplier relationships.
- Demonstrate the various leadership styles.
- Describe the nature and consequences of risks.
- Analyse potential risk incidents.
- Risk management strategies.

0046QM2 Process Management
50 nominal Hours • Prerequisite: NGMS102, NGMS103, NGMS104, NGMS105, plus completed Graduate Certificate in Quality management modules in 0046QM1.

Aims & Objectives
To enable participants to manage processes, identify opportunities for improvement and recommend action plans within an industry or organisation:
- Apply a framework for innovation, improvement and long term success, to assess industry or organisation, designed to assess current performance levels against a proven benchmark, and develop a road map identifying areas for future improvement. This is achieved by employing the organisational self-assessment model of the Australian Quality Council's Business Excellence framework.
- Apply a framework to an industry or organisation, involving a business oriented process approach, that is customer satisfaction and continuous improvement focused with the compatibility for environmental management and other management system elements with wider applicability for organisations. This is achieved by applying the framework of the ISO 9000 for 2000 process model.
- Identify an industry or organisation's opportunities for improvement, from both the organisational self assessment employing the Australian Quality Council's Business Excellence framework and the ISO 9000 for 2000 Process Model, and prepare and present action plans to achieve the planned outcomes.

0046QM3 Management Analysis and Improvement
50 nominal Hours • Prerequisite: NGMS102, NGMS103, NGMS104, NGMS105. Plus completed Graduate Certificate in Quality management modules in 0046QM1, 0046QM2.

Aims & Objectives
To enable participants to identify the various aspects of management analysis and improvement required within an industry or organisation, incorporating measurable outcomes, leading and lagging performance indicators, various management systems, continuous improvement opportunities, actions plans to achieve planned outcomes, plus various benchmarking opportunities.

Content
- Evaluate and report on the measurable outcomes of the holistic approach to system performance, incorporating the measurement of customer satisfaction and internal audits.
- Evaluate and report on an industry or organisation's approach to leading and lagging indicators.
- Analyse and report on the variety of management systems employed in an industry or organisation.
- Evaluate and present a comprehensive report on the identified continuous improvement opportunities for an industry or organisation, and compile action plans to achieve the planned outcomes.
- Evaluate and report on an industry or organisation's benchmarking opportunities to achieve world's best practice.

0046QM4 Resource Management
50 nominal hours, plus approximately 60 hours project assignment • Prerequisite: Competencies in the national management modules NGMS102, NGMS103, NGMS104, NGMS105, plus completed modules: 0046QM1, 0046QM2, 0046QM3.

Aims & Objectives
To enable participants to manage resources and complete projects in accordance within specifications and performance parameters. The students are presented with various projects, such as:
- Assess an industry or organisation and present the findings of the current performance levels for the people category, plus one other category of the Australian Quality Council's Business Excellence Framework.
- Assess an industry or organisation and present the findings of the current performance levels for the resource management criteria of the ISO 9000 in 2000 Framework.
- Assess an industry or organisation and present the finding of the current performance levels for the people category of the Australian Quality Council's Business Excellence Framework.
- Assess an industry or organisation and present the findings of the current performance levels for the resource management criteria of the ISO 9000 in 2000 Framework.

0046RL01 Recreation Leadership
60 nominal Hours • Prerequisite: Nil
Aims & Objectives
This course is designed to equip students with the necessary conceptual foundations and practical skills to lead recreation participants and supervise staff.

Content
Students will learn to identify and articulate effective goals, and will review various approaches to leadership styles appropriate for the range of recreation settings. Methods and materials for recreation instruction will be explored. This theory will be used to explore and analyze the leadership skills of students and others.

0046SB001 Finance for Small Business
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the participant with the underpinning knowledge, skills and attitudes to manage the financial aspects of a small business, including: managing credit, controlling inventory, setting prices, analysing cash flow, sourcing funding, and planning for taxation.

Content
- Credit Management.
- Inventory Control.
- Pricing Policy.
- Cash-Flow Analysis.
- Funding.
- Taxation Planning.

0046SB002 Business Start-Up and Development
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the participant with the underpinning knowledge, skills and attitudes to start up and to develop a business, including: conducting a feasibility study, determining an appropriate business legal structure, managing issues in a family operated business, managing personal development needs, and dealing with growth obstacles and crises in a business.

Content
- Feasibility Study.
- Business Legal Structure.
- Family Owned Businesses.
- Personal Development.
- Obstacles to Growth.
- Business in Crisis.

0046SB003 Managing Your Business Efficiently
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
To enable participants to identify the various aspects required for efficiently managing a small business in a competitive environment, controlling that business performance while being mindful of business life-cycles, systems and developing business procedures, options and strategies, and sourcing business assistance. To identify the importance of successful staff management and the impact consultants, communication and motivation can have in the small business environment.

Content
- Management controls.
- Motivating people in the organisation.
- Using external personnel/consultants.
- Business expansion options and strategies.
- Dealing with business difficulties.
- Managing a financial crisis.

0046SB004 Information Technology
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the participants with the knowledge and skills to manage electronic commerce, business applications and accounting systems in a small business situation, with particular emphasis on applying the concepts and theories to a real life situation.

Content
- eCommerce.
- eMarketing.
- Website Design.
- Spreadsheets.
- Accounting Systems.

0046T001 English (Units 3&4)
136 nominal Hours • Prerequisite: Nil

Content
English 3 focuses on the development of critical responses to both literary and non-literary texts, including media texts, and the use of oral language to interact positively, critically and confidently with audiences in formal and informal settings. Students will discuss in detail the ideas, experiences and issues dealt with in a selected text and in current Australian media texts, and present complex ideas and information to an audience through a prepared oral presentation.

English 4 focuses on the development of critical responses to both literary and non-literary texts, and the achievement of competence and confidence in writing for different purposes and audiences. In a variety of forms. Students will develop and justify a detailed interpretation of selected texts, and communicate complex ideas and information effectively through finished writing for different purposes and audiences.

0046T002 Legal Studies
136 nominal Hours • Prerequisite: Nil

Content
Legal Studies 3 focuses on the institutions which determine laws, and the processes by which laws are made. It considers why laws are necessary and the main types of laws which exist within the community. It also explores the way in which an individual working alone or as a member of a group can influence the law. The law is not static and is under constant review; legal rules tend to reflect community values and are therefore modified as values change. This unit investigates the relationship between these values and the law.

Legal Studies 4 focuses on the courts, tribunals and alternative avenues of dispute resolution, and processes and procedures which operate within the legal system. It also includes a review of the operation of the legal system, giving consideration to its strengths and weaknesses, and possible areas for change and reform.

0046T005 Physics
136 nominal Hours • Prerequisite: Nil

Content
Physics 3 covers the areas of sound, electric power and electronic systems, and the principles of investigation. The unit promotes the development of students' ability to use physics to explain phenomena and events, and technological and social applications. Students gain an understanding of the ways in which knowledge in physics advances and is applied.

Physics 4 covers the areas of motion, gravity, structures and materials, ideas about light and matter and principles of investigation. The unit promotes the development of students' ability to use physics to explain phenomena and events, and technological and social applications. Students gain an understanding of the ways in which knowledge in physics advances and is applied.

0046T006 Chemistry 3&4
136 nominal Hours • Prerequisite: Nil

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The investigation of quality control introduces students to a range of analytical techniques and the work of analytical chemists. The design and performance of stoichiometry, equilibrium, organic chemistry and atomic structure, and the production of some chemicals. The work of chemists in these industries is examined. Chemistry 4 examines the relationship between the production and use of energy in non-living and living systems. Students revisit the concepts of the mole, chemical reactions, stoichiometry, equilibrium, organic chemistry and atomic structure, and the development of chemical ideas within the context of the periodic table. The design and performance of experiments, including the generation, collection and evaluation of experimental data, are emphasised.

0046T007 Biology 3&4

Content
Biology 3 examines the challenges to survival and the mechanisms which enhance the survival of unicellular and multicellular organisms in the face of changing conditions, environmental extremes and challenges from other organisms. The nature of infection and disease and a role in evolution is examined, with focus on the characteristics of pathogenic organisms. The use of modern technology to increase the survival chances of an organism is also covered.

Biology 4 explores the mechanisms of inheritance, genes, DNA, mitosis and meiosis, and the causes of variation, both genetic and environmental. An examination of the processes of evolution, including natural selection, for which variation is the raw material, leads to investigation of the origins and diversity of living organisms. Recent advances in technology, including biotechnology, are also considered.

0046T009 Media

Content
Media 3 examines the nature and function of production and story elements and the role and significance of narrative organisation in fictional media texts. In this context students also consider the ways in which production and story elements structure narratives to engage an audience. Students also develop practical skills by designing media productions, and undertaking exercises related to aspects of the design process. Students analyse the narrative organisation of fictional media texts, demonstrate skills in the use of equipment, processes and applications, and prepare a media production design plan.

Media 4 enables students to further develop practical skills in the production of media products, and to realise a production design. In this unit, students also develop an awareness of the role of social values in the construction of media texts and critically analyse issues raised about the role and influence of the media. Students produce a media product for an identified audience from a media production design plan, and demonstrate understanding of the relationship between social values and a media text, notions of media influence and related issues concerning its nature and extent.

0046T010 Literature

Content
Literature 3 focuses on the relationship between the ways in which various kinds of literature are constructed and the nature of interpretations and judgments about them. The ways in which texts represent and comment on human experience and ideas, the views and values expressed through texts, and the relationship between texts and the social, historical and cultural contexts in which they were produced and read are also considered. In Unit 3, students study a text in performance, another text in terms of the views and values represented in it, and a third as the basis for a review.

Literature 4 focuses on the relationship between the ways in which various kinds of literature are constructed and the nature of interpretations and judgments about them. The ways in which texts represent and comment on human experience and ideas, the views and values expressed through texts, and the relationship between texts and the social, historical and cultural contexts in which they were produced and in which they are read are also considered. In Unit 4, students create a text in the style of a text they have studied, analyse a review of another text, and write an interpretive essay on a third text, in preparation for the end of year exam.

0046T012 Psychology

Content
Psychology 3 develops student understanding of the biological bases of behaviour, visual perception and states of consciousness. It includes the role of the nervous system in understanding human behaviour and the ways in which information is acquired, processed, stored and used.

Psychology 4 is designed to enable students to develop knowledge and skills in research methods in psychology and to relate the areas of study of learning and memory to everyday experience.

0046T014 Political Studies

Content
Political Studies 3 focuses on an investigation of the contemporary structures and processes of the Australian political system. Students gain an understanding of the dynamic nature of politics and the relationship between citizens and government. The study of the system involves such issues as the role of groups and individuals within political life, the sources of conflict and consensus, the distribution and use of political resources and power within the political system. This unit is designed to develop students' understanding of our political system through an analysis of the framework of government and the mechanisms available for political participation. Particular attention is paid to contemporary policies.

Political Studies 4 focuses on the forces which impact on government decisions. Particular attention is paid to contemporary politics and a study of a political issue through the media is included. It examines the roles of political parties and pressure groups as the vehicle for participation in the political system. This unit also requires students to analyse the key elements of Australia's foreign policy and the factors which affect its formulation and implementation. Students investigate a current issue in Australian politics and evaluate the role of the media in publishing and attempting resolution of the issue.

0046T015 Health and Human Development

Content
Health and Human Development 3 encourages the extension of language skills through developing the capacity to speak and write effectively for a range of purposes and audiences. Students are required to maintain an organised collection of their coursework in a workbook which includes goals set by students for the improvement of their language use, undertake the study of texts, reflecting critically on each text as a whole, and express their opinions orally and in writing, study the features of effective writing, produce a range of writing and present a folio of finished pieces.

Health and Human Development 4 examines the development and health of people in industrialised and developing countries. The focus for the study is optimal development and health across the lifespan. The operation of local healthcare programs and the role of governments and International healthcare agencies in improving development and health will be evaluated.

0046T017 English as a second language (ESL)

Content
English (ESL) 3 encourages the extension of language skills by developing the capacity to speak and write effectively for a range of purposes and audiences. Students are required to:

- Maintain an organised collection of their coursework in a workbook which includes goals set by students for the improvement of their language use.
- Undertake the study of texts, reflecting critically on each text as a whole, and express their opinions orally and in writing.
- Discuss and respond to issues presented in the media, critically evaluating the language used in the presentation, and present a point of view on an issue studied, orally and in writing.

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Throughout the unit a sustained body of work is prepared and/or developed. This unit encourages the extension of language skills through developing the capacity to speak and write effectively for a range of purposes and audiences. Students are required to:

- Maintain an organised collection of their coursework in a workbook which includes goals set by students for the improvement of their language use.
- Undertake the study of texts, reflecting critically on each text as a whole, and express their opinions orally and in writing.
- Study the features of effective writing, produce a range of writing, and present a folio of finished pieces.

0046T018  Art 3&4
136 nominal Hours • Prerequisite: Nil

Content
Art 3 focuses on making personal art responses through a broad and innovative investigation, which includes exploration and experimentation in one or more media. Throughout the unit a sustained body of work is created and developed. This unit introduces the critical frameworks used to interpret art. The frameworks are used to respond critically to art and to reflect on the ideas and issues raised. Students undertake an investigation, trialling materials and techniques through interdisciplinary and/or cross media explorations, to communicate ideas, directions and individual concepts.

Art 4 focuses on the preparation of a final presentation that may be an exploratory folio and/or one or more visual solution(s). Thinking and working practices are documented as the visual forms explored in Unit 3 are developed. This unit also focuses on developing skills in critical analysis of both art works and commentaries on art. Students realise and resolve a sustained and articulate inter media and/or cross media body of work that communicates observations and/or ideas with technical skill and awareness of aesthetic qualities. They will identify ideas, issues and arguments expressed in commentaries on art works, and apply interpretive frameworks in the analysis of art works, in order to develop personal points of view about the meaning of art works.

0046T039  Mathematics: Further Mathematics
136 nominal Hours • Prerequisite: Nil

Content
Further Mathematics 3 & 4 consist of a compulsory core and a selection of three from five possible modules. Unit 3 involves the study of the core material in data analysis, and one of the modules. The modules are: number patterns and applications; geometry and trigonometry; graphs and relations; business related mathematics; and networks and decision mathematics. Students practice mathematical algorithms, routines and techniques and use them to solve standard problems, apply mathematical knowledge and skills in unfamiliar situations which require investigative, modelling or problem-solving approaches and use technology appropriately and effectively to learn mathematics and apply it in different contexts.

0046T041  Mathematics: Mathematical Methods
136 nominal Hours • Prerequisite: Nil

Content
Mathematical Methods 3 & 4 is a completely prescribed course and involves the study of material from the following areas of study: coordinate geometry, circular (trigonometric) functions, calculus, algebra and statistics and probability. Students practice mathematical algorithms, routines and techniques and use them to solve standard problems. Students will apply mathematical knowledge and skills in unfamiliar situations which require investigative, modelling or problem-solving approaches. Students will use technology appropriately and effectively to learn mathematics, and apply mathematics in different contexts.

0046T042  Business Management 3&4
136 nominal Hours • Prerequisite: Nil

Content
Business Management 3 focuses on corporate management and effective change management. It involves a general approach to corporate management, which includes an examination of the role and importance of large-scale organisations to the Australian economy, some key elements of large-scale organisations and management roles, different management styles and related skills and competencies required to manage large-scale organisations, and the way change is managed, including significant change issues.

Business Management 4 focuses on human resource management. It involves a study of two main functional areas: human resource management practices and processes, and operations management practices and processes within large-scale organisations.

0046T052  Information Technology / Information Processing and Management
136 nominal Hours • Prerequisite: Nil

Content
Information Systems 3 focuses on the study of some techniques and procedures to analyse and devise information systems to meet specific needs. Students will undertake learning activities enabling them to propose and justify a set of aims and objectives for an information system. By applying a range of systems analysis tools and methods, students will explain and justify the detailed design of a proposed information system, and produce a software module and verify its performance against design specifications.

Information Systems 4 focuses on the way hardware and software components of information technology are combined to form information systems. Students will undertake learning activities which will enable them to apply program development principles to produce purpose-designed software enabling defined information system objectives to be achieved. Students will propose and justify implementation and evaluation strategies for introducing a software tool to a networked information system.

0046T053  Information Technology / Information Systems
136 nominal Hours • Prerequisite: Nil

Content
Information Systems 3 focuses on the study of some techniques and procedures to analyse and devise information systems to meet specific needs. Students will undertake learning activities enabling them to propose and justify a set of aims and objectives for an information system. By applying a range of systems analysis tools and methods, students will explain and justify the detailed design of a proposed information system, and produce a software module and verify its performance against design specifications.

Information Systems 4 focuses on the way hardware and software components of information technology are combined to form information systems. Students will undertake learning activities which will enable them to apply program development principles to produce purpose-designed software enabling defined information system objectives to be achieved. Students will propose and justify implementation and evaluation strategies for introducing a software tool to a networked information system.

0046T058  Theatre Studies
136 nominal Hours • Prerequisite: Nil

Content
Theatre Studies 3 examines theatre history through practical performance activities and theoretical study. A selected period of theatrical history is explored in detail. Students are required to:

- Refine acting skills and techniques.
- Perform a work from the selected period of theatre history.
- Develop an area of specialisation in production and complete an analytical exercise on the historical context of the selected period based on the work selected for performance above.
- Complete an analytical exercise on the methods of production.
- Prepare an analysis of a performance and develop a folio of resources.
Theatre Studies 4 examines the current characteristics and directions in theatre in Australia. It includes the identification and exploration of local, national and international influences. Students are required to:

- Refine acting skills and techniques.
- Further develop performance and stagecraft skills through workshop activities.
- Prepare an analysis of a performance.
- Complete an analytical exercise on theatre as industry.
- Develop a folio of resources.

0046T059 Visual Communication & Design
136 nominal Hours • Prerequisite: Nil

Content
Visual Communication and Design 3 enables students to apply the visual communication production process to satisfy specific communication needs. Students also investigate the production of visual communications in a professional setting, and evaluate final presentations. They will also analyse and evaluate the effectiveness of a range of visual communications, and describe the roles of professional communicators and analysis processes and procedures used in professional practice to produce visual communications.

Visual Communication and Design 4 enables students to prepare one brief, and design and produce developmental work and two final presentations based on the brief. Students prepare a brief which describes a client’s communication need(s) and specifies solutions and final presentations suitable for a stated audience(s). They will also prepare developmental work that explores concepts relevant to the requirements of the brief, fulfill the brief, and produce final presentations that satisfy the requirements of the brief.

0046T062 Studio Art (Photography)
136 nominal Hours • Prerequisite: Nil

Content
Studio Arts 3 focuses on determining the parameters and framework for an area of exploration, and the development of artworks through the application of a design process and the use of a work brief. It also focuses on practices of artists together with the ways in which artists develop distinctive styles and approaches to subject matter. Students use a work brief to define an area of exploration and apply a design brief to explore and develop ideas and produce a range of potential solutions. Students also discuss traditional and contemporary work practices in relation to a particular art form(s) and the ways in which artists interpret artistic influences, cultural contexts and ideas in developing distinctive styles and approaches to subject matter.

Studio Arts 4 focuses on the production of a cohesive folio of artworks. It also focuses on different components of the arts industry, their influences on artists and their work and issues relating to the public display, promotion and critique of art works. Students produce a cohesive folio of finished art works developed from a design process, which resolves the aims and intentions set out in the work brief formulated in Unit 3. Students will also research, analyse and evaluate roles and methods involved in the presentation of artworks to an audience, and discuss contemporary art industry issues.

0046T901 English 1 & 2
136 nominal Hours • Prerequisite: Nil

Content
English 1 focuses on the reading of a range of texts, with comprehension, enjoyment and discrimination, development of competence in writing, and the use of oral response to oral language in different contexts. Students will identify and discuss ideas, themes and issues in texts, construct a personal response and communicate effectively in writing, taking into account context, purpose and audience, and explore ideas and issues orally, giving considered reasons for a point of view and actively listening to others.

English 2 focuses on a variety of forms of response to texts, experimentation with different written forms, and the use of oral language to interact positively, critically and confidently with audiences in formal and informal settings. Students will construct responses to set texts and Australian media texts, produce effective written texts for a range of purposes and audiences, and comment orally on the key ideas and information conveyed in non-print texts and identify and analyse verbal and non-verbal methods of presentation.

0046T902 History: Renaissance Italy
136 nominal Hours • Prerequisite: Nil

Content
History: Renaissance Italy 3 investigates the relationship between the city states of the Italian peninsula during the period of the Renaissance, and the often precarious balance of power that existed between them. It includes a detailed study of Renaissance Venice from 1297 to 1570, in particular its political institutions, attitudes to power, and the changing nature of the Venetian Empire. It examines the changing fortunes of Venice and the impact of the 'Myth of Venice' on political and intellectual aspects of urban life.

History: Renaissance Italy 4 considers the role of the revival of classical ideas in the fields of art, culture and learning in Renaissance Italy. The term 'Renaissance' is strongly linked with the revival of classical learning and students will investigate the impact of Renaissance ideas on the visual arts, learning, education and the development of humanism. A case study of the city of Florence from the fourteenth to the sixteenth centuries will be undertaken: Florence was a centre of Renaissance thinking, and students explore how changes in attitudes and values shaped the political, economic and social world.

0046T905 Physics 1 & 2
136 nominal Hours • Prerequisite: Nil

Content
Physics 1 covers the diverse areas of sight and light, heating and cooling, radioactivity and nuclear energy. The unit promotes the development of students' ability to use physics to explain phenomena and events, and technological and social applications. Students gain an understanding of the ways in which knowledge in physics advances and is applied, and develop the confidence and skills to communicate their knowledge of physics effectively. The development of practical skills in investigating physical phenomena is an essential part of the unit.

Physics 2 covers the areas of movement and electricity. The unit promotes the development of students' ability to use physics to explain phenomena and events, and technological and social applications. Students gain an understanding of the ways in which knowledge in physics advances and is applied. The development of practical skills in investigating physical phenomena is an essential part of the unit.

0046T906 Chemistry 1 & 2
136 nominal Hours • Prerequisite: Nil

Content
Chemistry 1 examines a range of chemical processes and activities through the study of common materials. The chemical nature of materials is explored through an investigation of their properties and their modification. Students examine the structures of substances in everyday use, and relate the properties of water to its importance. The structure of surfaces and the nature of interactions occurring at surfaces is also included. The design and performance of experiments, including the generation, collection and evaluation of experimental data, are emphasised.

Chemistry 2 examines a wide range of chemical reactions, with emphasis on the writing of chemical equations and the performance of calculations. Appropriate chemical concepts are introduced and students are encouraged to evaluate the environmental impact of human activity on the biosphere. The design and performance of experiments, including the generation, collection and evaluation of experimental data, are emphasised.

0046T908 Information Technology 1 & 2
136 nominal Hours • Prerequisite: Nil

Content
Information Technology 1 focuses on the study of how information may be organised and processed to expedite problem solving and decision making. Students will undertake learning activities which will enable them to apply a range of hardware and software tools and techniques to design and implement a solution to an information problem that meets users’ needs. Explain why Information Technology is used in a particular setting, and explain how Information Technology can produce information valued by its users.
Information Technology 2 focuses on the study of how information systems are used to produce and manage information. Students will undertake learning activities which will enable them to devise and implement a plan to coordinate the development and documentation of a solution that meets a provider’s specific information needs, outline the purpose and features of a developing information system component, and explain how the use of an information system can cause conflict between its providers and users.

0046T912  Psychology 1&2
126 nominal Hours • Prerequisite: Nil

Content
Psychology 1 is designed to enable students to understand psychology as a science closely linked to social science, to examine the influences of groups and attitudes on the individual, to develop knowledge and skills in psychology research methods, and to appreciate ethical considerations in psychological research.

Psychology 2 enables an understanding of perceptual and cognitive development, and introduces the role of the nervous system in behaviour. The unit also focuses on differences among people in ‘normality’, intelligence and personality.

0046T918A  Art 1 & 2
136 nominal Hours • Prerequisite: Nil

Content
This unit focuses on realising ideas through the exploration of techniques, intermedia and cross media investigation. Students are introduced to materials, skills and concepts, both practical and theoretical, through a process of investigation and discussion. It includes exploration, and research leading to visual solutions. The unit also explores the ways in which art of the past and present relates to the values of the societies for which it is created. Students present visual solutions to set tasks through experimentation with a range of materials and cross media techniques and processes in a particular medium and/or art form. They will identify and discuss the relationship between art and society with reference to selected art works.

0046T941  Maths Methods 1&2
136 nominal Hours • Prerequisite: Nil

Content
Mathematical Methods 1 involves the study of material from the following areas: functions and graphs, algebra, calculus, and probability. It is designed together with Mathematical Methods Unit 2 as a preparation for Mathematical Methods Units 3 and 4. Students practice mathematical algorithms, routines and techniques and use them to solve standard problems, apply mathematical knowledge and skills in unfamiliar situations which require investigative, modelling or problem solving approaches and use technology appropriately and effectively to learn mathematics and apply it in different contexts.

Mathematical Methods 2 involves the study of material from the following areas: functions and graphs, algebra, calculus, and probability. It is designed together with Mathematical Methods Unit 1 as a preparation for Mathematical Methods Units 3 and 4. Students practice mathematical algorithms, routines and techniques and use them to solve standard problems, apply mathematical knowledge and skills in unfamiliar situations which require investigative, modelling or problem solving approaches and use technology appropriately and effectively to learn mathematics and apply it in different contexts.

0046WSK01  Independent Living Skills
114 nominal Hours • Prerequisite: Nil

Aims & Objectives
This is part of a general education program for people with a disability. The program provides an opportunity to develop the skills required for employment and further education. Students negotiate an individual program plan containing learning objectives relevant to their aspirations.

Content
Basic skills required to become as independent as possible, covering various topics including cooking and nutrition, consumer awareness, and daily living skills.

02301  Evaluate a Business Opportunity
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
To give students ideas and avenues to explore and seek employment in the make-up industry. How to apply and present themselves and their work to employers and clients.

1.12A  Wildfire Behaviour 1
4 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide the participant with the knowledge and skills to:

• Explain how materials burn.
• Describe the factors that affect fire behaviour.

1.12B  Wildfire Suppression 1
40 nominal Hours • Prerequisite: 1.12A

Aims & Objectives
The purpose of this module is to provide the participant with the knowledge and skills to be able to work safely and efficiently, as a member of a team, to suppress fire.

13886NSW AQFI Speaking and Listening
100 nominal Hours • Prerequisite: Nil

Aims & Objectives
To understand spoken information, provide personally relevant information in spoken language, request information and goods, and be able to tell a short recount.

13998NSW AQF2 Speaking and Listening
100 nominal Hours • Prerequisite: Nil

Content
This subject focuses on the development of understanding spoken information, responding to spoken instructions, giving spoken instructions, obtaining goods and services using oral skills and conducting short, casual conversations.

13999NSW ASF3 Speaking and Listening
100 nominal Hours • Prerequisite: Nil

Content
This subject focuses on understanding an oral presentation, responding to complex spoken instructions, obtaining information through a telephone enquiry, negotiating a complex spoken exchange and participating in casual conversations.

14006NSW AQFI Orientation to Learning
100 nominal Hours • Prerequisite: Nil

Aims & Objectives
To develop an understanding of the roles and responsibilities of a learner in a formal learning environment, and an ability to use a range of learning strategies and resources.

14007NSW AQF2 Orientation to Learning
100 nominal Hours • Prerequisite: Nil

Content
This subject focuses on developing an understanding of the roles and responsibilities of a learner in a formal learning environment, and the use of a range of learning strategies and resources.

14009NSW ASF3 Orientation to Learning
100 nominal Hours • Prerequisite: Nil

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Content
This subject focuses on understanding the roles and responsibilities of a learner in a formal learning environment, and the use of a range of learning strategies and resources.

14016NSW ASF3 Reading and Writing
100 nominal Hours • Prerequisite: Nil

Content
Reading a procedural text, an information text, a narrative text, a persuasive text and a formal letter. Writing a report, a discussion, a formal letter, completing forms and preparing relevant documentation for employment.

14017NSW AOF2 Reading and Writing
100 nominal Hours • Prerequisite: Nil

Content
This subject focuses on reading an instructional text, an information text, an informal letter and a narrative text, completing a form, writing a short recount and a short opinion text.

14018NSW AOF1 Reading and Writing
100 nominal Hours • Prerequisite: Nil

Aims & Objectives
This subject focuses on reading social sight signs, simple written instructions and information text, writing a short description and recount, and completing a simple form.

2.28 Wildfire Behaviour 2
30 nominal Hours • Prerequisite: 1.12A

Aims & Objectives
The purpose of this module is to provide the participant with the knowledge and skills to:

- Describe the effect of fuel, weather and topography on fire behaviour.
- Explain likely fire behaviour.

2.29 Wildfire Suppression 2
40 nominal hours - 20 hours of instruction and 20 hours of supervised activity and/or self-study • Prerequisite: 1.08 or VB8343, 1.12B, 2.2B

Aims & Objectives
To provide the participant with the knowledge and skills to:

- Participate in the attack and mop up of a small wildfire.
- Identify likely hazards and protect self from injury.

8395B Financial Sales Skills
30 nominal Hours • Prerequisite: Nil

Content
- Explain selling process within a financial services context.
- Perform financial selling activities appropriately.
- Discuss the concept of lead product selling and its application.
- Develop effective business support strategies to facilitate selling activities in a financial business.

8395D Personal Financial Management
50 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to enable learners to develop the skills, knowledge and attitude to best manage personal finance - from commencement of employment to retirement and beyond - so as to gain maximum benefit from available income while minimising the associated risks.

8659C Advertising Agency Management
54 nominal hours • Prahran • Prerequisite: Nil • Corequisites: Nil
A subject in the Graduate Certificate in Advertising

Aims & Objectives
This module is designed to enable learners to develop knowledge, skills and attitudes required to manage an Advertising, Media or Creative Agency. On successful completion of this module students will be able to:

- Identify and critique structural requirements for varying turnovers and functional designs of agencies.
- Identify and apply key financial indicators used to measure agency performance.
- Develop and demonstrate staff recruitment, succession planning, training and remuneration policies.
- Develop business plans for (a) a Full Service, (b) Media Buying and (c) a Creative Boutique agency.
- Assess the effect of internal and external regulation within the advertising and promotions industry.

Content
- Structure, output, cashflow and performance of full service, boutique, media and creative agencies.
- Ethics and relationships to clients, new business Pitches, regulators, the promotions industry and suppliers.
- Options for agency remuneration, and the financial effect of these decisions on cashflow.
- Understanding client/agency contracts.
- Management costing and recording models.
- Staff management: recruitment, qualifications, remuneration, work-load planning, staff opinion surveys.
- Industry regulation, self regulation, statutory and industry bodies.
- Strategic planning as a management tool.

8659D Advertising Creative Processes
27 nominal hours • Prahran • Prerequisite: Nil • Corequisites: Nil
A subject in the Graduate Certificate in Advertising

Aims & Objectives
The purpose of this module is to enable learners to develop creative responses and presentations to advertising briefs and campaign requests. On successful completion of this module learners will be able to:
The purpose of this module is to develop knowledge, skills and attitudes required to develop and execute effective oral and written communication techniques to meet particular audiences; the notion of mindfulness.

On successful completion of this module learners will be able to:

- Identify key issues in the communication process as it relates to the advertising industry.
- Identify factors that cause communication barriers in the workplace and strategies to avoid these barriers.
- Write simple account service documents.
- Write effective internal creative briefs.
- Plan complex account service documents.
- Write complex account service documents.
- Deliver effective oral new business pitch/presentation.

8659F Planning and Placing Media

The purpose of this module is to develop knowledge, skills and attitudes required to develop and execute effective media buying techniques to meet internal and external needs of client management within an advertising agency or department.

On successful completion of this module learners will be able to:

- Compare and contrast the role of a media department of an advertising agency and a media buying agency.
- Establish and apply criteria to evaluate the individual media categories.
- Implement a rationale for media mapping for a selected target audience/product or service/message combination.
- Develop and document promotional media recommendations for a specific product/service.

8659G Legal Aspects of Advertising

The purpose of this module is to develop the knowledge, skills and attitudes required to apply legal principles to practices of advertising and selling of goods and services. On successful completion of this module learners will be able to:

- Analyse the legal environment in which advertising decisions are made in Australia.
- Describe how intellectual property laws affect advertising methods.
- Outline the various controls over the way a product is packaged and labelled.
- Recognise the importance to advertisers of the prohibition against misleading or deceptive conduct.
- Explain how the law regulates some specific promotional and selling techniques.

The legal environment in which advertising decisions are made in Australia.

- Australian Legal System
  - Australian Constitution
  - Sources and classification of law
  - Court system
  - Doctrine of precedent
  - Appeal process

Intellectual Property

- Linking issues
- Copyright and designs
- Trade marks
- Passing off
- Relationship to Trade Practice Act

Labelling and Packaging

- Reasons for legal controls
- Legal requirements

Product Liability

- Significance of consumer type transactions
- Implied conditions and warranties
- Defective product liability

Misleading or deceptive conduct

- Misleading or deceptive advertising
- Marketing pitfalls
Subject Details

- Prerequisite: Nil
- Corequisites: Nil

8887D  Applied Marketing Research
54 nominal hours • Prahran • Prerequisite: Nil • Corequisites: Nil
A subject in the Graduate Certificate in Advertising

Aims & Objectives
The purpose of this module is to provide learners with the specific knowledge and skills and attitudes required to conduct and apply market research to marketing opportunities and problems.
On successful completion of this module learners will be able to:
- Relate market research, its role and application to marketing decision making and management.
- Investigate and analyse the participants, structure, regulation and ethics in the market research industry and discuss the impact of regulation on industry practice.
- Define research problems and design comprehensive research proposals for specific market situations.
- Evaluate the different types of research and sources of marketing data, and select, develop and apply appropriate research designs/techniques to specific marketing situations.
- Develop and apply exploratory and conclusive data collection instruments, sampling plans, and analysis procedures (following the market research process) for specific marketing situations.

Content
- Definition of market research and its role in marketing.
- Practical application of research in marketing decision making/management.
- Marketing information systems.
- The participants, structure, regulation and ethics in the market research industry.
- Marketing research proposal including:
- The marketing research process including:
- Sources of marketing data.
- Types of market research.
- Research design.
- Qualitative research techniques.
- Quantitative research techniques.
- Questionnaire design.
- Sampling.
- Data analysis procedures for specific marketing situation.
- Data presentation/reporting formats.

8887F  Applied Services Marketing
54 nominal hours • Prahran • Prerequisite: Nil • Corequisites: Nil
A subject in the Graduate Certificate in Advertising

Aims & Objectives
The purpose of this module is to provide learners with the specific knowledge and skills and attitudes required to effectively market services.
On successful completion of this module learners will be able to:
- Identify and explain the distinguishing characteristics associated with the marketing of services and develop strategies to manage the impacts of these characteristics.
- Research and evaluate strategic issues that effect both the services marketing mix and the components of the service production model.
- Develop a framework for managing customer satisfaction and service quality.

Content
- Distinctive aspects of services
- Service Strategy Managing the Service Experience:
  - Service delivery
  - Pricing of Services
  - Service Communication Mix
  - Physical Evidence: The service setting
- People in services
- Assessing and improving service delivery
- Service quality
- Customer satisfaction and retention
- Service recovery strategies

8887G  Applied Direct Marketing
54 nominal hours • Prahran • Prerequisite: Nil • Corequisites: Nil
A subject in the Graduate Certificate in Advertising

Aims & Objectives
The purpose of this module is to provide the learner with the knowledge and skills and attitudes to plan and implement effective interactive marketing programs in the context of organisational strategic marketing plans.
On successful completion of this module learners will be able to:
- Evaluate direct marketing as a component of an organisations strategic marketing program.
- Prepare and assess effective direct marketing offers.
- Select appropriate media for communicating direct marketing offer.
- Evaluate the requirements for effective fulfillment in direct marketing.
- Measure the effectiveness and profitability of direct marketing programs.

Content
- Introduction to direct marketing
- Evolution of direct marketing
  - products and markets
  - forms and styles
  - technology development
  - legal and ethical issues
- Direct marketing and strategic marketing management
  - the need for integration
  - roles for direct marketing
  - strengths and weaknesses of direct marketing
- Direct marketing offers
- Direct marketing communication methods and media
- Fulfillment in direct marketing
- Measurement and control of direct marketing
  - budgeting for direct marketing
  - using relational databases
  - selection drivers
  - performance measurement

8887J  Internet Marketing Management
54 nominal hours • Prahran • Prerequisite: Nil • Corequisites: Nil
A subject in the Graduate Certificate in Advertising

Aims & Objectives
The purpose of this module is to develop the knowledge, skills and attitudes required to evaluate the suitability of the Internet and its practical application in support of strategic marketing.
On successful completion of this module learners will be able to:
- Demonstrate a knowledge of the development and structure of the Internet as a tool for marketers.
• Evaluate various corporate Web sites and other current Internet marketing applications and their effectiveness in contributing to organisational marketing strategies.
• Analyse a marketing organisation and design an Internet implementation marketing plan.

**Content**

**Aims & Objectives**

The purpose of this module is to provide learners with the knowledge, skills, and attitudes required to design, develop, and implement an effective marketing plan for the business to business or industrial market.

On successful completion of this module the learners should be able to:

- Analyse the business to business market and its environment to identify opportunities.
- Analyse organisational buyer behaviour and design appropriate marketing strategies.
- Evaluate and design marketing strategies for the business to business market.
- Apply the strategic planning process (using marketing information and research) to an organisation in the business market to design/develop an effective marketing plan.

**Content**

- Nature, structure and characteristics of the business or industrial market different from the consumer market.
- Strengths and weaknesses of the Internet - the challenges for business.
- Planning for efficient and effective use of the Internet.
- Role of the Internet in marketing strategy.
- Steps in setting up a Web site - avoiding common mistakes and pitfalls.
- Specific Internet strategic marketing implications - marketing objectives for Internet use.
- Web-site implementation strategies.

**8887L Applied Business to Marketing**

54 nominal hours • Prahran • Prerequisite: Nil • Corequisites: Nil

A subject in the Graduate Certificate in Advertising

**Aims & Objectives**

The purpose of this module is to provide learners with the knowledge, skills, and attitudes required to design, develop, and implement an effective marketing plan for the business to business or industrial market.

On successful completion of this module the learners should be able to:

- Analyse the business to business market and its environment to identify/assess opportunities.
- Analyse organisational buyer behaviour and design appropriate marketing strategies.
- Evaluate and design marketing strategies for the business to business market.
- Apply the strategic planning process (using marketing information and research) to an organisation in the business market to design/develop an effective marketing plan.

**Content**

- Nature, structure and characteristics of the business or industrial market different from the consumer market.
- Strengths and weaknesses of the Internet - the challenges for business.
- Planning for efficient and effective use of the Internet.
- Role of the Internet in marketing strategy.
- Steps in setting up a Web site - avoiding common mistakes and pitfalls.
- Specific Internet strategic marketing implications - marketing objectives for Internet use.
- Web site implementation strategies.

**8999B Tutorial Support (Optional)**

36 nominal hours • Prahran • Prerequisite: Nil • Corequisites: Nil

A subject in the Graduate Certificate in Business

**Aims & Objectives**

To develop the specific English Language, English/Communication, Maths, Science and Computing competencies and study skills that students need to complete the VET course (at above Certificate 4 level) in which they are enrolled. Students work towards the learning outcomes relevant to them.

To support students with disabilities in achieving the purpose of the VET course in which they are enrolled.

**Content**

Content is selected by the Tutorial Support Teacher from the English language, English/Communication, Maths, Science, Computing competencies and Study Skills required by the course in which the student is enrolled or based upon the learners/course needs for learners with disabilities.

According to the learning needs of the individual students. Content might include (examples only):

- Making links between the student's experience and the theoretical/course content.
- Understanding and using the technical language of the course, both spoken and written.
- Reading and writing the specific text types required in the course/industry.
- Understanding assessment and assignment questions.
- Answering assessment and assignment questions.
- Interpreting oral and written instructions.
- Participating in class discussions.
- Asking questions and seeking clarification.
- Skimming class material for general overview.
- Scanning for specific information.
- Use of efficient study techniques appropriate to the course.
- Noting taking in class and from texts.
- Interpreting diagrams and graphs.
- Estimation and problem solving.
- Understanding and using the specific mathematical/scientific/computing/ concepts of the student's course.
- Computing skills/knowledge assumed by the course.
- Assistance with note taking in class (students with disabilities).
- Assistance with oral and written presentation (students with disabilities).
- Training in the use of and assistance using adaptive technology (students with disabilities).
- Development of interpersonal and personal skills related to the course (students with disabilities).

**A1.1F Undertake Interactive Workplace Communication**

• Prerequisite: Nil

**Aims & Objectives**

The unit covers competencies needed for situations where employees must collectively undertake a task, e.g., three or four assemblers operating to assemble a product, a tradesperson who has to attend a service call or a group of process workers who undertake a similar task in close proximity to each other.

**A1.2F Apply Principles of OH&S in the Work Environment**

• Prerequisite: Nil

**Aims & Objectives**

This unit applies to safe working practices as applied to all metal and engineering workplaces. Competencies would be associated with performance of duties and use of specialist skills. Emergency procedures may include the isolation of electrical, mechanical, hydraulic, pneumatic and emergency steam and water equipment, as appropriate. This unit and these standards do not cover the skills of emergency teams, such as fire fighting, first aid officer, etc.

**A1.4F Plan to Undertake a Routine Task**

• Prerequisite: Nil
Aims & Objectives

Instructions, such as standard operation sheets, are provided. Clear specifications and requirements, including quality and time allowances are also provided. The task and associated planning activity are carried out under supervision. The plan may or may not be documented. The task involves one or more steps or functions carried out routinely on a regular basis.

A2.SC11 Measure with Graduated Devices

• Prerequisite: Nil

Aims & Objectives

Work is undertaken autonomously or as part of team environment. Work is undertaken in field, work stations, and workshops. This unit covers measurement skills requiring straightforward application of measuring devices and may utilise the full range of graduations of measuring devices.

A5.12A Perform Routine Manual Metal Arc and/or Gas Metal Arc Welding

• Prerequisite: Nil

Content

Welding would typically be performed on low carbon and mild steels. Weld preparation would be minimal and generally restricted to cleaning, using files and grinders.

A5.15A Weld Using Manual Metal Arc Welding Process

• Prerequisite: Nil

Content

This work would be carried out using a range of material for heavy or light fabrication. Preparation of materials may include preheating, setting up of jigs, fixtures, clamps, etc. Weld procedures may include amperage setting, earthing, electrode flux condition, etc. Remedial action using thermal processes may include oxyacetylene and air arc equipment. Grinding devices may also be used.

A5.17A Welding Using Gas Metal Arc Welding Process

• Prerequisite: Nil

Content

This work would be carried out using a range of material for heavy or light fabrication. Most common materials used are low carbon steel and stainless steel. Preparation of materials may include preheating, setting up of jigs, fixtures, clamps, etc. Preparation may include amperage setting, electrode selection, etc. Remedial action using thermal processes may include oxyacetylene and air arc equipment.

A5.19A Welding Using Gas Tungsten Arc Welding Process

• Prerequisite: Nil

Content

This work would be carried out using a range of material for heavy or light fabrication. Preparation of materials would include preheating, setting up of jigs, fixtures, clamps, etc. Preparation may include amperage setting, electrode selection, etc. Remedial action using thermal processes may include oxyacetylene and air arc equipment.

A5.21A Weld Using Oxyacetylene Welding

• Prerequisite: Nil

Aims & Objectives

Work would be undertaken using general fabricated components in either plate, pipe and section or sheet. Typical applications are transitions, pipeworks and structural fabrication, ductwork, general jobbing work, fired and unfired pressure vessels.

A5.4A Perform Routine Oxyacetylene Welding (Fuel Gas Welding)

• Prerequisite: Nil

Aims & Objectives

Routine welding in this unit is intended to apply in a manufacturing or maintenance environment where welding is not required to meet Australian Standard 3992 or equivalent codes and/or licensing requirements. The student will work autonomously or within a team environment using predetermined standards of quality, safety, work and welding procedures.

A5.5A Carry Out Mechanical Cutting

• Prerequisite: A1.8.1A

Content

This unit may cover the operation of a number of the following activities: sawing, shearing, cropping and/or holing. Materials may include ferrous and non-ferrous metals and non-metallic products. This unit includes the set up and operation of a range of mechanical cutting and holing equipment.

A5.6A Perform Brazing and/or Silver Soldering

• Prerequisite: Nil

Content

Predetermined standards of quality and safety are observed and work is carried out following standard operating procedures. Manual, straight line cutting standards are observed. Manual or automatic processes are used to cut and heat to specifications.

A5.7A Manual Heating, Thermal Cutting and Gouging

• Prerequisite: Nil

Content

Predetermined standards of quality and safety are observed and work is carried out following standard operating procedures. Manual, straight line cutting standards are observed. Manual or automatic processes are used to cut and heat to specifications.

A5.9A Automated Thermal Cutting

• Prerequisite: Nil

Content

Use of single or multi-head machines. Use in heavy engineering for plate and pipe cutting. Cutting media would include fuel gases, oxy acetylene, plasma arc, etc. Powder marking and magnetic, photoelectric tracing devices or numerically controlled machines may be used.

A9.1A Draw and Interpret Sketch

• Prerequisite: Nil

Content

Sketches may be applied to any of the full range of engineering disciplines. Sketches will consist of a single plane drawing with dimensions and specifications gained by hand measuring equipment.

A9.2A Interpret Technical Drawing

• Prerequisite: Nil

Content

Technical drawing interpretation is applied to any of the full range of engineering disciplines. Technical drawings may utilise perspective, exploded views or hidden view techniques. Technical drawings may include symbol glossaries.
A18.1A  Use Hand Tools

- Prerequisite: Nil

Content
Work is undertaken autonomously or in a team environment using predetermined standards of quality, safety and workshop procedures involving the use of various hand tools, including but not limited to hacksaws, hammers, punches, screwdrivers, sockets, wrenches, scrapers, chisels, gouges, wood planes and files of all cross-sectional shapes and types.

AAA604  Practical Project

50 nominal hours • Prerequisite: The project should be undertaken in the final semester of the course. Learners must have completed all advanced techniques and knowledge based modules necessary to support the chosen project or have the equivalent skills. Alternatively, advanced modules may be incorporated into an integrated project in excess of 50 hours nominal duration in the manner suggested in Section 1 (1.1) of the assessment package.

Aims & Objectives
The purpose of this module is to develop students' ability to apply their knowledge and skills in an unfamiliar situation through the design, execution, and documentation of a measurement based project.

AAA630  Computer Fundamentals (Natural Resource Management)

25 nominal hours • Prerequisite: Nil

Aims & Objectives
To provide learners with sufficient skills to produce a report on a personal computer. The report will include information retrieved from a computerised system (eg: library catalogue or database).

AAA631  Scientific Spreadsheet Applications

24 nominal hours • Prerequisite: NMTS1.20

Content
- Spreadsheet concepts.
- Commands and functions.
- Design using appropriate formulae.
- Editing and manipulating data.
- Formatting and printing.
- Using graphics.

AAA632  Scientific Database Applications

24 nominal hours • Prerequisite: NMTS1.20

Aims & Objectives
To provide students with the skills to effectively use a database package for common scientific applications.

AAA632  Scientific Database Applications

24 nominal hours • Prerequisite: Nil

Content
- Terminology.
- Accessing and manipulating data.
- Creating and maintaining a database.
- Producing reports.

AAA641  Laboratory Mathematics

50 nominal hours • Prerequisite: AAA640

Aims & Objectives
To provide participants with the mathematical skills necessary to process and analyse data.

AAA642  Statistics and Methods of Sampling (Natural Resource Management)

40 nominal hours • Prerequisite: AAA631, AAA641

Aims & Objectives
The module is designed to train people to actively participate in the collection, statistical analysis, interpretation and reporting of sample data in a laboratory, production or field work setting. Note: Science technicians are generally not expected to design sampling programs or determine the appropriate statistical model for analysis. Students should be expected to understand sampling and corresponding statistical analysis principles, correctly execute prescribed sampling programs and analysis procedures, interpret and communicate results. Learning activities and assessment items need to be adapted to specific fields of technical training using data sets and case studies relevant to the field. Examples relevant to a range of technical vocations have been included in Section 4 (Examples of Assessment Items).

AAA709  Anatomy and Physiology 1

45 nominal hours • Prerequisite: AAA751, AAA752, AAA702

An elective subject in the Diploma in Environmental Management.

Content
Examines the anatomy and physiology of the skeletal and muscle systems, the endocrine system and nervous system.

AAA710  Anatomy and Physiology 2

45 nominal hours • Prerequisite: AAA709

Content
Looks at the digestive, respiratory, urinary, reproductive, circulatory systems and immune system.

AAA720  Vertebrate Zoology

54 nominal hours • Prerequisite: AAA703, AAA710

Content
Topics include fish, amphibians, reptiles, birds and mammals.

AAA721  Invertebrate Zoology

54 nominal hours • Prerequisite: Nil

Content
Topics include Protocozoa, Porifera, Cnidaria, Mollusca, Annelida, Arthropoda and Echinodermata.

AAA722  Plant Identification

50 nominal hours • Prerequisite: Nil • Corequisites: AAA725

Aims & Objectives
To provide the knowledge and skills to identify and classify plants, and to prepare and maintain collections.

AAA724  Ecological Principles

50 nominal hours • Prerequisite: Nil • Corequisites: AAA725, VBB336

Aims & Objectives
To enable the learner to apply the principles of ecology in order to analyse selected ecosystems.

AAA725  Ecological Techniques

50 nominal hours • Prerequisite: Nil • Corequisites: AAA722, AAA724, VBB336
Aims & Objectives
To provide learners with the skills to collect, interpret and report reliable data on selected Australian ecosystems in a safe and efficient manner.

**AAA726 Environmental Microbiology**
54 nominal Hours • Prerequisite: AAA709, AAA710

**Content**
Examination of the role of microorganisms in the environment, especially those found in soil and aquatic systems or transmitted through air.

**AAA727 Soil Science**
60 nominal Hours • Prerequisite: Nil • Corequisites: VBB338

**Aims & Objectives**
To develop skills in identifying major soil groups, the forms and mechanisms of land systems, their capabilities and the methods of determining these.

Note: Although the module duration does not permit a detailed treatment of land management practices, it is essential that this module be presented in the context of land management.

**AAA728 Hydrology**
50 nominal Hours and 12 field Hours • Prerequisite: AAA727, VBB338

**Aims & Objectives**
To provide an introduction to hydrological principles and how human activities impact on the hydrological cycle.

**AAA751 Chemical Principles (Natural Resource Management)**
50 nominal hours • Prerequisite: AAA750 • Corequisites: AAA752

**Aims & Objectives**
To provide sufficient knowledge and skills to enable learners to interpret why particular chemicals or items of apparatus have been chosen for use in the workplace.

**AAA752 Chemical Laboratory Techniques (Natural Resource Management)**
50 nominal hours • Prerequisite: AAA750 • Corequisites: AAA751

**Aims & Objectives**
To provide introductory knowledge and skills to support chemical laboratory practice.

**AAA768 Chemical Processing**
45 nominal hours • Prerequisite: Nil

**Content**
- The Australian Chemical Industry.
- Biotechnology.
- Metallurgical processing.
- Agricultural industries.
- Food and beverage processing.
- Waste recycling.
- Cottage industries.
- Process ancillaries and utilities.

**ABC001 Construction 1**
54 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To provide students with a general knowledge of construction principles, standards and services commonly used in residential scale buildings.

**ABC002 Construction 2**
54 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To provide students with a general knowledge of construction principles, practices, and services commonly used in low rise residential scale buildings up to three storeys.

**ABC003 Construction 2A**
36 nominal Hours • Prerequisite: ABC001, ABC002

**Aims & Objectives**
To provide students with a knowledge of construction principles, standards and services commonly used in wide span buildings.

**ABC004 Construction 2B**
36 nominal Hours • Prerequisite: ABC001, ABC002, ABC003

**Aims & Objectives**
To provide students with a knowledge of construction principles, standards and services commonly used in commercial and residential buildings up to an effective height of 25m.

**ABC005 Materials 1**
36 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To provide students with a knowledge of the characteristics and quality standards of building materials commonly used in residential scale buildings, and enable students to make informed selections of these materials.

**ABC006 Materials 2**
36 nominal Hours • Prerequisite: ABC005

**Aims & Objectives**
To expand students knowledge of the characteristics and quality standards of building materials, giving particular emphasis to those commonly used in commercial and industrial buildings (past and present) and to enable students to make informed selections of these materials.

**ABC007 Services 1**
36 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To inform students of the services and requirements provided in all building types of construction and classifications. To provide a general knowledge of the principles involved to enable them to communicate technically with consultants and builders when reading, discussing or producing service drawings, details and specifications.

**ABC059 Building Quality Concepts 1**
36 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To provide the student with the theoretical knowledge necessary to implement a quality assurance system in a small or medium sized firm in the building and construction industry.

**ABC061 Builders’ Working Drawings 1**
36 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To provide the participants with basic skills required to read and interpret plans and specifications, and undertake basic architectural drafting.

**ABC062 Builders’ Working Drawings 2**
36 nominal Hours • Prerequisite: Nil
Aims & Objectives
Further develop the student's skills in plan and specification reading and interpretation, along with drafting and sketching skills for low-rise residential buildings.

ABC063  Builders' Working Drawings 2
36 nominal Hours • Prerequisite: ABC061, ABC062

Aims & Objectives
To provide the participant with skills and knowledge required to read and interpret plans and specifications, and undertake drafting and sketching for commercial buildings up to an effective height of 25m, including industrial buildings.

ABC064  Building Computing Applications 1
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide and develop student skills in a range of computing software applications which will complement experience gained in other modules.

ABC067  Building Contract Law 1
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with the knowledge to administer a medium size building contract with due care.

ABC069  Cost Control and Planning 1
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module provides the student with an introduction to planning, scheduling and cost control for residential construction.

ABC070  Cost Control and Planning 2
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module provides the student with an introduction to planning, scheduling and cost control for commercial buildings up to an effective height of 25m, including industrial buildings.

ABC073  Building Practical Experience 1
75 nominal Days • Prerequisite: Nil

Aims & Objectives
To provide students with exposure to as many relevant facets of the industry as possible in a given number of days, preferably spread over the duration of their course.

ABC074  Building Practical Experience 2
75 nominal Days • Prerequisite: ABC073

Aims & Objectives
To provide students with exposure to as many relevant facets of the industry as possible in a given number of days, preferably spread over the duration of their course.

ABC076  Builders Quantities and Estimating 1
54 nominal Hours • Prerequisite: Nil

Aims & Objectives
At the completion of this module, the student will demonstrate the procedures and skills necessary to take-off the material required to construct low-rise residential projects.

ABC077  Builders Quantities and Estimating 2
54 nominal Hours • Prerequisite: ABC076

Aims & Objectives
This module will provide the student with procedures and skills necessary to predict the cost of construction (estimating) and to prepare and submit a bid (tendering) for low-rise residential projects.

ABC078  Building Quantities and Estimating 2A
36 nominal Hours • Prerequisite: ABC076, ABC077

Aims & Objectives
This module will provide the student with procedures and skills to take-off the net quantities used in commercial buildings up to an effective height of 25m, including industrial buildings.

ABC079  Building Quantities and Estimating 2B
54 nominal Hours • Prerequisite: ABC076, ABC077, ABC078

Aims & Objectives
This module will provide the student with the theoretical knowledge and practical experience necessary to set out residential projects using basic measuring and levelling equipment.

ABC082  Building Site Supervision
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provide the student with a knowledge of supervision techniques as they apply to building sites.

ABC083  Building Site Surveying and Set Out 1
54 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the student with the knowledge, skills and practical experience necessary to set out residential projects using basic measuring and levelling equipment.

ABC084  Building Site Surveying and Set Out 2
36 nominal Hours • Prerequisite: ABC083

Aims & Objectives
To extend the student's knowledge of basic measuring and levelling techniques to include instruments, procedures and calculations necessary in the set out and control of large residential developments, commercial and industrial construction.

ABC085  Building Staff Management
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module will provide the participants with the theoretical knowledge and practical experience required at middle management level for the effective management of office and on site staff.

ABC086  Structures 1
36 nominal Hours • Prerequisite: Nil
Aims & Objectives
To enable students to:

- Recognise potential dangerous situations during the design and construction of domestic scale buildings.
- Communicate effectively with structural engineers and proceed with more advanced studies of structure.

ABC087 Structures 2
36 nominal Hours • Prerequisite: ABC086

Aims & Objectives
Provide the participant with knowledge of structural principles as they apply in the building process, in order to communicate effectively with Building Design professionals and develop sound and safe practices in relation to structural procedures on site.

ABC088 Building Technology 1
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module develops the student's ability to resolve construction problems in single storey and low rise residential buildings.

ABC089 Building Technology 2
36 nominal Hours • Prerequisite: ABC088

Aims & Objectives
This module develops the student's ability to resolve construction problems in commercial buildings up to an effective height of 25m, including industrial buildings.

ABC091 Business Management for Builders 1
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module will provide the student with the theoretical knowledge of staff and contractual management for small to medium sized residential projects.

ABC092 Business Management for Builders 2
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module shall provide the student with the theoretical knowledge and the practical experience necessary for the financial management of a building firm engaging in residential scale buildings.

ABC095 Construction Planning 1
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provide the participants with the knowledge of the tasks and responsibilities required to manage a medium rise building project.

ABC096 Construction Safety
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the student with the knowledge to apply safety principles on medium rise and wide span building sites.

ABC097 Formwork Design
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
To enable students to satisfactorily and safely design, document and inspect formwork for relatively simple concrete structures.

ABC102 Residential Site Safety
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provide the participants with the knowledge to apply safety principals on residential work sites.

ABC105 Timber Framing Code
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the participants with the knowledge and practical experience necessary for the selection, placement and fixing requirements of structural timber members used in single and two story timber framed domestic building.

ABC107 Building Computing Applications 2
36 nominal Hours • Prerequisite: ABC108

Aims & Objectives
To extend the student's skills in using a range of computing software applications which will compliment skills gained in other modules.

ABC115 Building Studio 1
72 nominal Hours • Prerequisite: Nil • Note: this subject is available to full time students only.

Aims & Objectives
To assist full time students in:
- Further problem solving aspects of their study through tutorial support.
- Integrating and developing the student's practical understanding of the theoretical content covered in the modules of this course.
- Obtain work experience related skills.
- Successful completion of this module counts as 5 days towards the practical experience module.

ABC116 Building Studio 2
72 nominal Hours • Prerequisite: ABC115 • Note: this subject is available to full time students only.

Aims & Objectives
As per Building Studio 1, plus also counts as 5 days towards the practical experience module.

ABC117 Building Studio 3
36 nominal Hours • Prerequisite: ABC115, ABC116 • Note: this subject is available to full time students only.

Aims & Objectives
To assist full time students in:
- Further problem solving aspects of their study through tutorial support.
- Integrating and developing the student's practical understanding of the theoretical content covered in the modules of this course.
- Obtain work experience related skills.
- Successful completion of this module counts as 5 days toward the practical experience module.

ABC120 Applied Mathematics (Building)
40 nominal Hours • Prerequisite: Nil
Aims & Objectives

To provide students with underpinning skills to solve basic mathematical problems relating to the design, documentation and construction of low-rise residential buildings.

Content

- Algebra.
- Solid geometry.
- Trigonometry.
- Proportions.
- Interpolation.
- Graphing.
- Vectors.
- Introduction to financial calculations.

ABC128 Building Studio 4

50 nominal Hours • Prerequisite: Nil

Aims & Objectives

To assist students in problem solving and the integration of the theoretical content to the workplace, as well as to obtain work experience related skills. Successful completion of this module credits 5 days towards the Practical Experience Module.

ABC129 Building Studio 5

50 nominal Hours • Prerequisite: Nil

Aims & Objectives

To assist students in problem solving and the integration of theoretical content to the workplace, as well as to obtain work experience related skills. Successful completion of this module credits 5 days towards the practical Experience Module.

ABD209 Research Skills

40 nominal Hours • Prerequisite: Nil

Aims & Objectives

The purpose of this module is to develop the participant's ability to:

- Use and interpret research terminology and procedures.
- Logically explain and justify courses of action which may be taken in the research process.
- Provide balanced, well considered argument for conclusions drawn from research findings.

On completion of this module, the participant will be able to:

- Define a research topic that is possible to research given time, budget, ethics and individual participant skills.
- Prepare written background on the research topic chosen.
- Select research method(s) for the topic and justify the choice of method(s).
- Expound sound practices for the design of data collection instruments and critically evaluates data collection instruments.
- Edit and analyse data thoroughly and interpret findings.
- Analyse and evaluate research 'reports' and comments on their appropriateness for different purposes.

Content

- Research in Context.
- Defining a Topic.
- Research Methodologies.
- Quality Issues in Research.
- Populations and Sampling.
- Analysis.
- Report Writing.

ABD500 Occupational Health and Safety

54 nominal Hours • Prerequisite: Nil

Content

- Workstation duties.
- OHS terminology.
- Personal protection.
- Workplace hazards.
- Hierarchy of control.
- Workplace arrangement for resolution of safety issues.

ABD501 Occupational Hygiene 1

36 nominal Hours • Prerequisite: Nil

Content

- Examination of common occupational hazards:
  - Personal protection.
  - Effects on human health of exposure to hazards.
  - Measurement of hazards.

ABD502 Rehabilitation and Workers Compensation 1

18 Hours • Hawthorn • Prerequisite: Nil

Content

- Development of employers liability from Common Law to specific Workers Compensation legislation.
- Employers liability for compensation under Workers Compensation legislation.
- Principles of rehabilitation as they apply to workers experiencing work related illness or injury.
- Role of rehabilitation in the Workers Compensation system.
- Process for resolving disputes in Workers Compensation.

ABD503 Hazardous Substances

27 Hours • Hawthorn • Prerequisite: ABD500 OHS Fundamentals and ABD501 Occupational Hygiene 1

Content

- Physical Properties and toxic effects of chemicals.
- Precautions necessary when dealing with hazardous substances.
- Correct labelling of hazardous substances.
- The hierarchy of control to limit exposure to hazardous substances generated during industrial processes.

ABD504 Occupational Health and Safety Law

18 Hours • Hawthorn • Prerequisite: Nil

Content

Sources of Law in Australia; the role of legislation and the courts in the workplace as applied to Occupational Health and Safety.

ABD505 Workplace Health-Human Body

36 Hours • Hawthorn • Prerequisite: Nil
Content
The study of the human body and how it responds to the workplace environment.

ABD506  Industrial Placement 1
40 Hours • Hawthorn • Prerequisite: Nil

Content
Observation and evaluation of noise in the workplace; managing manual handling.

ABD507  Occupational Health & Safety for the Natural Resource Industry
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
To give employees the knowledge and skills to operate safely and without risk to health in the Natural Resource Industry.

ABD530  Occupational Hygiene 2
36 Hours • Hawthorn • Prerequisite: ABD501

Content
- Nature and origin of chemical, physical and biological hazards that may be encountered in a variety of workplaces.
- Conditions in the workplace that may increase potential for exposure to a given hazard.
- The health effects of a range of hazards encountered in the workplace.
- Research and report on the hazard profile of a specific workplace.

ABD531  Engineering Controls
36 Hours • Hawthorn • Prerequisite: ABD501 and ABD520

Content
- The key elements in machine guarding.
- The procedures for guarding against hazards of electrical equipment.
- The design and operation of ventilation systems.
- The control options available to reduce noise and vibration.

ABD532  Resolution of OHS Issues
18 Hours • Hawthorn • Prerequisite: Nil

Content
Industrial relations implications; the role of Government agencies and other tools to resolve OHS issues.

ABD533  OHS Statistics
18 Hours • Hawthorn • Prerequisite: Nil

Content
Working to National Data Set requirements, data handling terms and methods used to validate, analyse, interpret, report and present reliable OHS data in variety of areas.

ABD534  Fire Safety Management
36 Hours • Hawthorn • Prerequisite: Nil

Content
- Fire hazards and the use of portable fire extinguishers.
- Fire safety manager’s role.
- Fire safety compliance requirements.
- Building classifications.
- Fire loads and fire resistance.
- Human element in fire causation and behavior during fire emergencies.
- Building security to ensure safety against fire emergencies.

ABD535  Ergonomics 1
36 nominal Hours • Prerequisite: Nil

Content
- Training needs.

ABD536  Ergonomics 2
36 Hours • Hawthorn • Prerequisite: ABD535

Content
- Collecting and applying data to define human requirements to workstation design and redesign scenarios.
- Common forms of Occupational Overuse Syndrome and key elements for preventative ergonomic strategies.
- Identify, assess and control manual handling hazards in the workplace.
• Heat balance equation and its application to examine thermal stresses.
• Optimising the integration of controls and displays within the human machine system.
• Job design structure and the extent to which ergonomics impacts on this structure.

**ABD701 Fire Industry Awareness**
18 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Provides students with an overview of the fire industry regarding activities, occupational groups, and the relationships between authorities and industry bodies.

**ABD702 Fire Characteristics**
18 nominal Hours • Prerequisite: Nil • Corequisites: ABD707

**Aims & Objectives**
Provides the participant with basic knowledge and skills in relation to the behaviour of fire including the necessary conditions for fire to occur, the combustion process and how to select and use a fire extinguisher.

**ABD703 Principles of Buildings: Structure and Materials**
27 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Provides the participant with the principles of structure, structural elements and systems and common construction materials.

**ABD704 Building Plans**
9 nominal hours • Prerequisite: ABD702

**Aims & Objectives**
Provides the participant with the knowledge and skills necessary to interpret building plans, particularly in relation to fire safety features and building services.

**ABD705 Fire Protection Systems**
36 nominal Hours • Prerequisite: ABD702, ABD704

**Aims & Objectives**
Provides the participant with knowledge of fire protection services and systems.

**ABD706 Fire Hazards in Buildings**
54 nominal Hours • Prerequisite: ABD702, ABD704

**Aims & Objectives**
Provides the participant with the skills and knowledge to recognise fire hazards in buildings of various occupancy type.

**ABD707 Hazardous Materials**
18 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Provides the participant with an understanding of hazards, the health effects of chemical substances, and procedures for safe work practices.

**ABD708 Occupational Health and Safety**
27 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Provides the participant with an overview of occupational health and safety requirements, including hazards in the workplace.

**ABD709 Mathematics A**
27 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Provides participants with the knowledge and skills necessary to solve mathematical problems in the workplace.

**Content**
This module is a compilation of the following modules developed by ACTRAC National Vocational Mathematics Curriculum Project:
- AAB103 Fractions and Decimals.
- AAB101 Ratio, Proportion and Percent.
- AAB102 Measurement and Mensuration.
- AAB111 Introduction to Algebra.
- AAB112 Transposing and Evaluating Formulae.

**ABD710 Workplace Project**
96 nominal Hours • Prerequisite: (Or Corequisites): ABD701, ABD702, ABD708, NCS004

**Aims & Objectives**
Provides participants with knowledge of the scope and structure of sectors of the fire industry and experience in the work situation, in particular the demands of the work environment.

**ABD711 Human Behaviour in Fire Incidents**
36 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Provides participants with an understanding of human behaviour during fire and emergency situations, including contributory factors.

**ABD712 Building Legislation**
54 nominal hours • Prerequisite: ABD704

**Aims & Objectives**
Provides participants with the knowledge and skills required to use and interpret the Building Code of Australia, the Building Acts and relevant state building legislation.

**ABD713 Mathematics B**
27 nominal Hours • Prerequisite: ABD709

**Aims & Objectives**
Provides participants with the knowledge and skills necessary to solve mathematical problems in the workplace.

**Content**
This module is a compilation of the following modules developed by ACTRAC National Vocational Mathematics Curriculum Project:
- AAB113 Polynomials.
- AAB114 Straight Line Geometry.
- AAB115 Indices.
- AAB116 Functions and Their Graphs.
- AAB118 Exponents and Logarithms.
- AAB126 Introduction to Trigonometry.
- AAB128 Trigonometry of Oblique Triangles.
- AAB206 Introduction to Vectors.

**ABD714 Chemical Principles**
54 nominal hours • Prerequisite: Nil

**Content**
- Kinetic particle model of matter.
• Atomic structure.
• Elements.
• Compounds and reactivity.
• Chemical names and formulae.
• Bonding, empirical and molecular formulae.
• Gas laws.
• Chemical reactions.
• The mole concept.
• Acids and bases.
• Experimental investigation.

ABD714 Chemistry
54 Hours • Prerequisite: ABD713

Aims & Objectives
Provides participants with the knowledge and skills of the language, techniques and principles of chemistry.

ABD715 Kinematics and Dynamics
54 nominal Hours • Prerequisite: ABD713

Aims & Objectives
Provides participants with an overview of mechanics including kinetics, dynamics, rotation and statics, in both a theoretical and practical way.

ABD716 Thermodynamics, Fluids and Electrical Applications
54 nominal Hours • Prerequisite: ABD715

Aims & Objectives
Provides participants with the knowledge of physical laws which describe the behaviour of fluids, the thermal properties and heat transfer capability of materials, along with the principles of electromagnetism which underpin the operation of electric equipment used in fire protection systems.

ABD717 Probability and Statistics
36 nominal Hours • Prerequisite: ABD713

Aims & Objectives
Provides participants with the knowledge and skills necessary to solve mathematical problems in the workplace. This module is a compilation of the following modules developed by ACTRAQ National Vocational.

Content
Mathematics Curriculum Project:
• AAB175 Descriptive Statistics.
• AAB183 Elementary Probability.
• AAB194 Probability Distributions.
• AAB195 Relationships Between Variables.
• AAB196 Sampling and Sampling Distributions.

ABD718 Reaction Chemistry
36 nominal Hours • Prerequisite: AII
A subject in the Diploma of Environmental Management.

Content
• Redox reactions - electrochemical series.
• Corrosion and its prevention.
• Organic chemistry - nomenclature.
• Hydrocarbons.
• Structural formulae.
• Functional groups and reactions.
• Catalytic cracking.
• Polymers.

ABD719 Principles of Combustion
36 nominal Hours • Prerequisite: ABD702, ABD714

Aims & Objectives
Provides participants with a knowledge of the principles of combustion, including the necessary conditions for combustion, factors affecting combustion and processes which occur during combustion.

ABD720 Fire Behaviour
27 nominal Hours • Prerequisite: ABD719

Aims & Objectives
Provides participants with an overview of the behaviour of fire in enclosures, including severity, generation and movement of smoke, and products of incomplete combustion.

ABD721 Structures at Elevated Temperatures
36 nominal Hours • Prerequisite: ABD705, ABD719

Aims & Objectives
Provides participants with the skills and knowledge to analyse and predict the behaviour of structural elements in fire conditions.

ABD722 Material Performance
36 nominal Hours • Prerequisite: ABD718, ABD719

Aims & Objectives
Provides participants with a knowledge of materials in fire, their contribution to fire growth or resistance to combustion and fire spread.

ABD723 Smoke Control
36 nominal Hours • Prerequisite: ABD706, ABD712, ABD720

Aims & Objectives
Provides participants with skills and knowledge to outline the design requirements for smoke control systems.

ABD724 Fire Protection Systems - Applications and Performance
36 nominal Hours • Prerequisite: AAA632, ABD711, ABD715, ABD717, ABD721, ABD722, ABD723

Aims & Objectives
Provides participants with the skills and knowledge to apply performance analysis to fire protection systems with regard to defined fire protection goals.

ABD725 Fire Risk Management
36 nominal Hours • Prerequisite: AAA632, NMFTS4.20, ABD711, ABD715, ABD717, ABD721, ABD722, ABD723

Aims & Objectives
Provides participants with the skills and knowledge to apply performance analysis to fire protection systems with regard to defined fire protection goals.

ABD731 Suppression Systems Design
72 nominal Hours • Prerequisite: ABD724

Aims & Objectives
Provides participants with a detailed knowledge of various suppression systems, and the skills to select, cost and design a suppression system which is appropriate to a given task.
ABD732 Detection and Early Warning System Design
54 nominal Hours • Prerequisite: ABD724
Aims & Objectives
Provides participants with a detailed knowledge of various detection and early warning systems and the ability to select, cost and design a suppression system which is appropriate to a given task.

ABD733 Passive Fire Protection Systems
54 nominal Hours • Prerequisite: ABD724
Aims & Objectives
Provides participants with:
• The knowledge of available generic passive fire protection systems and common proprietary systems.
• The skills necessary to interpret test, reports, assessments/opinions and submissions based on design codes which will satisfy provisions in the Building Code of Australia.

ABD735 Fire Hazard Identification and Assessment
• Prerequisite: ABD725
Aims & Objectives
Provides participants with the skills and knowledge to identify and assess fire hazards in a work environment, including the use of computer models.

ABD736 Fire Emergency Planning
• Prerequisite: ABD735
Aims & Objectives
Provides participants with the skills and knowledge to prepare fire emergency plans and conduct emergency procedures.

ABD737 Occupational Health and Safety Management
• Prerequisite: ABD708
Aims & Objectives
Provides participants with the skills and knowledge to develop and manage an effective workplace health and safety program.

ABD738 Environmental Management
• Prerequisite: Nil
Aims & Objectives
Provides participants with the skills and knowledge to develop and effectively manage the environmental health program of an enterprise.

ABD739 Principles of Fire and Explosion Investigation
• Prerequisite: AAB632, ABD711, ABD716, ABD717, ABD721, ABD722, ABD723
Aims & Objectives
Provides participants with the skills and knowledge to recognise the signs of fire ignition and its development and spread in a fire and explosion investigation.

ABD740 Fire and Explosion Investigation 1
• Prerequisite: ABD739
Aims & Objectives
Provides participants with the practical skills to undertake fire and explosion investigation.

ABD741 Fire and Explosion Investigation 2
• Prerequisite: ABD740
Aims & Objectives
Provides participants with the practical skills to undertake fire and explosion investigation.

ABH500 Real Estate Industry Overview
20 nominal Hours • Prerequisite: Nil
Aims & Objectives
The purpose of this module is to enable the participant to describe basic real estate concepts and the structure of the real estate industry, job functions within the industry and the ethics of the industry.

Content
• Definition of terms.
• Types of property and property transactions.
• Roles and relationships of personnel involved in transactions.
• Responsibilities of agents.
• Licensing.
• Industry Associations (employer and employee).
• Types of real estate businesses.
• Remuneration and award conditions.
• Ethics.
• Rules of professional conduct.
• Major legislation in real estate.

ABH501 Introduction to Sales
20 nominal Hours. Prerequisite: ABH500
Aims & Objectives
The purpose of this module is to enable the participant to explain the basic concepts and legal requirements related to the sale of real estate and to complete relevant sales documentation appropriately.

Content
• Methods of sale.
• Provision of finance.
• Sales Documentation.
• Handling of trust monies.
• Contracts of sale.
• Concepts and terminology in real estate sales.
• Functions and responsibilities of sales people and estate agents in selling properties.

ABH502 Introduction to Property Management
15 nominal Hours. Prerequisite: ABH500
Aims & Objectives
The purpose of this module is to enable the participant to describe the basic concepts and legal requirements related to property management, and to complete relevant property management documentation appropriately.

Content
• Functions and responsibilities of personnel involved in letting and managing residential property.
• Concepts of property management.
• Documentation for management and rentals.
• Rights and duties of landlords and tenants of residential properties.
• Dispute resolution.
• Residential Tenancies legislation.
Aims & Objectives
The purpose of this module is to enable participants to use real estate software packages for real estate sales, listing and property management.

Content
- Use of sales and listing packages.
- Use of property management and body corporate packages.
- Use of integrated packages.
- Customising packages for real estate.

ABH504  Real Estate Accounting
45 nominal Hours • Prerequisite: ABH502, ABH501

Aims & Objectives
The purpose of this module is to enable participants to use basic accounting skills and knowledge to complete the books of trust accounting records for journals and ledgers in a real estate office.

Content
- Accounting concepts.
- Trust accounting and auditing processes.
- Trust account journals.
- Trust account ledgers.
- Bank reconciliations.
- Accounting for payroll.

ABH505  Real Estate Computer Accounting
15 nominal Hours • Prerequisite: ABH504

Aims & Objectives
The purpose of this module is to enable participants to explain and demonstrate the application of real estate accounting packages.

Content
- Computer accounting for real estate sales.
- Computer accounting for property management.

ABH507  Property Research and Analysis
12 nominal Hours • Prerequisite: ABH500, ABH501, ABH502

Aims & Objectives
The purpose of this module is to enable participants to gain the skills and knowledge to research and evaluate property sales and market conditions, and implement procedures for developing and maintaining a sales business network.

Content
- Property market research.
- Sources of information.
- Collection of information.
- Evaluation of market conditions.
- Use of computer software.
- Use of research in property appraisal.

ABH508  Real Estate Consumer Protection
15 - 20 nominal Hours • Prerequisite: ABH500

Aims & Objectives
The purpose of this module is to enable participants to develop an understanding of the requirements of consumer protection legislation as it affects the operation of a real estate agent and real estate transactions.

Content
- Trade Practises Legislation.
- State/Territory consumer protection legislation.
- Secret commissions.

ABH510  Contract Law for Real Estate
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to enable participants to develop a knowledge of the law of contract so that the learner is able to recognise valid contracts and indicate the options available when a contract is not valid.

Content
- Formation of a contract.
- Terms of a contract.
- Vitiating elements of a contract.
- Termination of a contract.
- Remedies for breach of contract.

ABH511  Property Law
25-30 nominal Hours • Prerequisite: ABH510

Aims & Objectives
The purpose of this module is to enable participants to explain the general legal principles that impact on property law relating to real estate practices.

Content
- Interests in land.
- Registration system.
- Mortgages.
- Subdivisions.

ABH512  Residential Tenancies
20 nominal Hours • Prerequisite: ABH500, ABH502

Aims & Objectives
The purpose of this module is to enable participants to explain the legal requirements placed on an estate agent/landlord and tenant when entering into a residential tenancy agreement, and the processes to be used for the resolution of residential tenancy disputes.

Content
- Types of residential tenancy agreements.
- Requirements placed on landlord/estate agent when entering into a residential tenancy agreement.
- Security deposits on bond money.
- Rejection of tenancy application.
- Rights and duties of landlord.
- Residential tenancy disputes.

ABH513  Recognising Common Building Styles and Faults
15 nominal Hours • Prerequisite: ABH500

Aims & Objectives
The purpose of this module is to enable the participant to identify the main features of different building styles, building construction methods and major building faults.
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Content
• Features of common building styles.
• Types of materials and common construction methods for building types.
• Common major and minor defects.
• Property inspections.
• Sources of advice and assistance.
• Permits and building authorities.

ABH514 Property Management Listings
12 nominal Hours • Prerequisite: ABH500, ABH502

Aims & Objectives
The purpose of this module is to enable participants to gain the knowledge and skills to market a property management department to landlords and potential landlords, and obtain property management listings.

Content
• Targeting prospective landlords.
• Negotiation with landlords.

ABH515 Renting Residential Properties
10 nominal Hours • Prerequisite: ABH500, ABH502, ABH512

Aims & Objectives
The purpose of this module is to enable participants to develop the knowledge and skills to manage properties, and to advise owners and tenants on matters relating to the leasing and management of properties.

Content
• Marketing residential rental properties.
• Selecting tenants.

ABH516 Servicing Managed Properties
20 nominal Hours • Prerequisite: ABH500, ABH502, ABH513, ABH512

Aims & Objectives
The purpose of this module is to provide the learner with the knowledge and practical experience required to maintain the condition of managed properties, and minimise the risks to owners.

Content
• Risk management.
• Insurance.
• Property inspections.
• Repairs and maintenance systems.
• Tenancy renewals.

ABH517 Introduction to Specialised Property Management
20 nominal Hours • Prerequisite: ABH500, ABH502, ABH507, ABH511, ABH513, ABH514, ABH516

Aims & Objectives
The purpose of this module is to enable participants to gain the knowledge and practical experience required to complete documentation related to specialised property management, and to advise owners and tenants on matters relating to the leasing and management of specialised properties.

Content
• Commercial leases.
• Retail leasing.
• Industrial leasing.
• Holiday letting.
• Dispute resolution.
• Outgoings.

ABH522 Contracts for the Sale of Land
15-20 nominal Hours • Prerequisite: ABH510, ABH511

Aims & Objectives
The purpose of this module is to enable learners to recognise a valid contract for the sale of land and complete the appropriate documentation to form a valid contract between vendor and purchaser.

Content
• Requirements for a valid contract for the sale of land.
• Form of contract for the sale of land.
• Implied terms.
• Special conditions.
• Special contracts.
• Holding of deposits.

ABH523 Methods of Sale
20 nominal Hours • Prerequisite: ABH500, ABH501, ABH522 • Corequisites: ABH525

Aims & Objectives
The purpose of this module is to provide the participant with the skills and practical experience required to undertake the appraisal of residential real property and to be able to explain the reasons for their determinations to vendors and purchasers.

Content
• Methods of sale - auction, tender, private treaty, multiple listing.
• Advantages and disadvantages to vendor, purchaser, salesperson and agency.
• Factors to be taken into account when selecting appropriate methods of sale.
• Role and functions of multiple listing agencies.
• Documentation for various methods of sale.
• Marketing for different methods of sale.

ABH524 Property Appraisal
20 nominal Hours • Prerequisite: ABH500, ABH501, ABH502, ABH507, ABH511, ABH513

Aims & Objectives
The purpose of this module is to enable participants to gain the knowledge and practical experience required to undertake the appraisal of residential real property and to estimate the likely price range of the property.

Content
• Methods of appraisal.
• Types of appraisals.
• Property features - internal and external.
• Determining market price range.
• Role of real estate agent and valuer.

ABH525 Listings
30 nominal Hours • Prerequisite: ABH500, ABH501, ABH507, ABH511, ABH512, ABH524 • Corequisites: ABH523

Aims & Objectives
The purpose of this module is to enable the learner with the knowledge and practical experience required to prospect for listings, deliver listing presentations, close listing presentations and complete appropriate paperwork for a range of property types and market conditions.

Content
• Prospecting for listings.
• Farming.
• Listing presentations.
• Vendor-paid advertising.
• Paperwork for listings.
• Closing.
• Listing.

ABH527 Selling by Auction
30 nominal Hours • Prerequisite: ABH500, ABH501, ABH510, ABH523, ABH506, ABH511, ABH522, ABH526

Aims & Objectives
The purpose of this module is to provide participants with the skills and practical experience to prepare for and conduct an auction, and carry out post auction procedures.

Content
• Communicating auction procedures to vendors.
• Auction documentation.
• Marketing and promotion of auction properties.
• Pre-auction conference.
• Reserve price.
• Conduct of auction.
• Referral to vendor.
• Auction sales documentation.
• Follow-up with bidders.
• Post auction procedures.

ABH528 Introduction to Specialised Property Sales
20 nominal Hours • Prerequisite: ABH500, ABH501, ABH507, ABH511, ABH513, ABH523, ABH525, ABH526

Aims & Objectives
The purpose of this module is to provide participants with the knowledge and practical experience required to complete documentation related to specialised properties, and advise vendors and purchasers on matters relating to the sale and purchase of specialised properties.

Content
• Commercial property.
• Industrial property.
• Retail property.
• Rural property.
• Broadacre sales.
• Project marketing.

AE176 Programmable Controllers 1
40 nominal Hours • Prerequisite: NE130, NE32

Aims & Objectives
This module aims to extend students' skills in the area of discrete control and to introduce the requirements to be employed when installing Programmable Logic Controllers.

AE177 Programmable Controllers 2
40 nominal Hours • Prerequisite: AE176

Aims & Objectives
This module aims to extend the student’s skills by introducing them to advanced programmable control concepts, programming techniques, basic hardware and software fault-finding and software solutions to basic industrial control problems.

AHT001 Introduction to the Horticulture Industry
10 nominal Hours • Prerequisite: The subject is for students who have specific learning needs with a focus on intellectual and/or learning disability, have the potential for open employment and/or further training, and are sixteen years of age or over.

Content
Basic introduction to the amenity horticulture industry, including its scope and structure, as well as the rights and responsibilities of employers and employees. It provides a context for further study and future job and career decisions.

AHT002 Occupational Health & Safety
10 nominal Hours • Prerequisite: The subject is for students who have specific learning needs with a focus on intellectual and/or learning disability, have the potential for open employment and/or further training, and are sixteen years of age or over.

Content
Covers basic skills and knowledge required to ensure maximum safety at all times for the student, colleagues and the public in a horticulture environment. The module emphasises both the principles and practice of safety and the integration of safe work practices across the range of tasks undertaken by workers in the horticulture industry.

AHT006 Introduction to Soils
10 nominal Hours • Prerequisite: The subject is for students who have specific learning needs with a focus on intellectual and/or learning disability, have the potential for open employment and/or further training, and are sixteen years of age or over.

Content
Introduces participants to basic concepts in soil types and their characteristics, and also to fertilisers and soil conditioners.

AHT007 Introduction to the Horticulture Tools and Machinery
10 nominal Hours • Prerequisite: The subject is for students who have specific learning needs with a focus on intellectual and/or learning disability, have the potential for open employment and/or further training, and are sixteen years of age or over.

Content
Introduction to hand and power tools commonly used in most sectors of the horticulture industry, focusing on the correct use, maintenance and storage of hand and power tools. Basic features of motorised equipment, including types of engines, fuel and service requirements will also be covered.

AHT009 Garden Maintenance
30 nominal Hours • Prerequisite: The subject is for students who have specific learning needs with a focus on intellectual and/or learning disability, have the potential for open employment and/or further training, and are sixteen years of age or over.

Content
Provides basic skills and knowledge required for the maintenance of planted areas normally carried out under supervision. Maintenance activities should include all the major plant categories (e.g. trees, shrubs, perennials, annuals, ground cover, turf).

AHT014 Production Support - Propagation
20 nominal Hours • Prerequisite: The subject is for students who have specific learning needs with a focus on intellectual and/or learning disability, have the potential for open employment and/or further training, and are sixteen years of age or over.

Content
Provides the skills and knowledge to assist in the propagation of plant materials in a controlled environment, normally under supervision.

AM006 Computer Aided Drafting (CAD) A
40 nominal Hours • Prerequisite: Nil

Content
Introduction to AutoCAD and work station components and basic 2D drawing, including the use of commonly used commands. Students will also produce engineering drawings.

AM14 Robotics 1
40 nominal Hours • Prerequisite: Nil
Aims & Objectives
This module aims to provide the student with knowledge and skills in the use of industrial robots and robot programming.

AMM16 Advanced Automatic Transmissions - Principles of Operation
60 nominal Hours • Prerequisite: Nil

Aims & Objectives
This subject will provide the students with theoretical knowledge and practical skills necessary for testing and diagnosing faults in automatic transmissions.

AMM17 Advanced Automatic Transmissions - Practical Unit - Conventional A
32 nominal Hours • Prerequisite: Principles of Operation

Aims & Objectives
The aim of the course is to enable students to apply the knowledge and skills developed in core module AMM16 to accurately diagnose, dismantle, overhaul, reassemble and test an automatic transmission featuring a common sun gearset with conventional rear wheel drive (similar to THM460L - Holdon).

AMM18 Advanced Automatic Transmissions - Practical Unit - Conventional B
32 nominal Hours • Prerequisite: Principles of Operation

Aims & Objectives
The aim of the course is to enable students to apply the knowledge and skills developed in core module AMM16 to accurately diagnose, dismantle, overhaul, reassemble and test an automatic transmission featuring a compound "Ravigneaux" gearset with conventional rear wheel drive (similar to BTR 515E - Ford Falcon).

AMM19 Advanced Automatic Transmissions - Practical Unit - Transaxle A
32 nominal Hours • Prerequisite: Principles of Operation

Aims & Objectives
The aim of the course is to enable students to apply the knowledge and skills developed in core module AMM18 to accurately diagnose, dismantle, overhaul, reassemble and test an automatic transmission featuring a compound sun gearset with conventional rear wheel drive (similar to Toyota Camry A140 or A140E).

AMM20 Advanced Automatic Transmissions - Practical Unit - Transaxle B
32 nominal Hours • Prerequisite: Principles of Operation

Aims & Objectives
The aim of the course is to enable students to apply the skills developed in core module AMM19 to accurately diagnose, dismantle, overhaul, reassemble and test an automatic transmission featuring a compound sun gearset with conventional rear wheel drive (similar to Mitsubishi Magna KM175).

AUR00108A Carry Out Maintenance and/or Component Servicing Operations
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies the competence required to carry out component routine servicing, ensuring correct lubricants/fluids are used during servicing requirements.

AUR01170A Service Engines and Associated Engine Components
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies the competence required to carry out service of an engine, and/or engine components for light/heavy vehicles, plant, motor cycles and marine on 2 and 4 stroke spark ignition and 2 and 4 stroke compression ignition engines. For service and repair of outdoor power equipment engines and associated components, see AUR01271A.

AUR03170A Service Petrol Fuel Systems
15 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies the competence required to service clutch assemblies and clutch operating systems for light/heavy vehicles, plant, motor cycles, outdoor power equipment and marine systems.

AUR06170A Service Clutch Assemblies and/or Associated Operating System Components
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies the competence required to service clutch assemblies and clutch operating systems for light/heavy vehicles, plant, motor cycles, outdoor power equipment and marine systems.

AUR17668A Select Tyres and Rims for Specific Applications (Light)
15 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies the competence required to select tyres and rims to suit specific applications relating to light vehicles.

AUR18676A Test, Service and Replace Battery
15 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies the competence required to service, remove, replace, test and charge automotive batteries. Competency is applicable to batteries fitted to vehicles, plant and equipment and marine applications. It may also be applied to the service, replacement and charging of batteries in electric vehicles such as golf buggies and electric forklifts.

AUR18708A Carry Out Minor Repairs to Electrical Circuits/Systems
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies the competence required to perform minor repairs to electrical circuits/systems and carry out minor repairs. Minor repairs include replacement of fuses, bulbs and terminals, and wiring repairs, e.g. open circuits/short circuits/earthing.

AUR25678A Use and Maintain Measuring Equipment
15 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies the competence required to use measuring equipment, components or sections using non-specialist equipment and maintain the measuring equipment.

AUR31708A Carry Out Vehicle Detailing
80 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies the competence required to carry out vehicle cleaning/detailing.
AUR37927A Identify Automotive Parts/ Components/Accessories

40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies the competence required to identify and name vehicles, their component parts and accessories.

AUR51356A Read in the Workplace

10 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies the competence required to read business texts/manuals so that decisions can be made on similar terms/conditions, or interpret manuals to provide assistance to others.

AUR51677A Use Numbers in the Workplace

10 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies the competence required to calculate, estimate and prepare various numerical reports to ensure efficiency of work flow and cash flow in the organisation.

AUR70125A Follow Workplace OH&S Procedures

20 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies the competence required to:
• Avoid workplace hazards.
• Maintain cleanliness of equipment and work areas.
• Identify types of fire fighting equipment and their application.
• Carry out emergency procedures.
• Follow basic security procedures.
• Carry out basic first aid and CPR procedures.

AUR70278A Use and Maintain Workplace Tools and Equipment

20 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies the competence required to select, safely use and maintain workplace tools and equipment.

AUR70314A Contribute to Workplace Communication

20 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies the competence required to convey information in the workplace and maintain customer/enterprise/government records.

AUR70421A Establish Relations with Customers

20 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies the competence required to develop and maintain communication with customers.

B0046TD001 Supply Chain

55 nominal Hours • Prerequisite: Nil

Aims & Objectives
To enable participants to analyse, assess, document and present their findings on:
• The Supply Chain.
• Modelling the Supply Chain.
• Pipeline Mapping.
• Distribution Requirements Planning.
• Electronic Data Interchange.
• Transportation.
• International Considerations.
• Organizations of the Supply Chain Function.
• Reducing Supply Chain Costs.

B0046TD002 Logistics

55 nominal Hours • Hawthorn • Prerequisite: Nil

Aims & Objectives
• To enable participants to understand and be constantly aware of the rapidly developing technology in information systems, warehousing and distribution techniques.
• Analyze and develop a system of integrated logistics management suitable for their organisation.
• Analyze and report on the holistic approach to customer service within an organisation.
• Apply a holistic approach to the evaluation of logistics operations of an organisation.
• Apply a holistic approach to the evaluation of logistics planning and control aspects of an organisation.
• Analyze and report on the various aspects that affect an organisation when developing a logistics system.

B0046TD003 Quality and the Supply Chain

55 nominal Hours • Hawthorn • Prerequisite: Nil

Aims & Objectives
To enable participants to manage processes, identify opportunities for improvement and recommend action plans within an industry or organisation by:
• Applying a framework for innovation, improvement and long term success, designed to assess current performance levels against a proven benchmark, and develop a road map identifying areas for future improvement.
• Apply a framework to an industry or organisation, involving a business orientated process approach, that is customer satisfaction and continuous improvement focused, with the compatibility for environmental management and other management systems elements with wider applicability for organisations.
• Identify an industry or organisation’s opportunities for improvement, then prepare and present action plans to achieve the planned outcomes.

BA774 Retail Illustration 1

1 Semester • 48 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide the students with extended knowledge and skills in retail illustration, using a variety of complex techniques, which will enable students to communicate effectively with clients through the use of visual presentations.

BA794 Visual Merchandising

1 Semester • 22 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this subject is to provide students with an introduction and overview of the key elements including product knowledge of the visual merchandising industry Australia wide.
### BA795 Visual Merchandising Design Strategies
1 Semester • 32 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to provide students with knowledge of design elements and principles in relation to the design and practical requirements of the Visual Merchandising Industry, so that they can devise solutions to a defined range of visual merchandising design problems.

### BA796 Retail Design Drafting
1 Semester • 48 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To provide students with the skills and knowledge to produce autographic and axonometric projections, used in design solutions for a wide range of retail and exhibition planning problems.

### BA797 Studio 1
1 Semester • 48 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of Studio 1 is to provide students with the knowledge and skills to enable them to manufacture support elements for visual presentations.

### BA798 Occupational Health & Safety
1 Semester • 16 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to provide visual merchandising workers with the knowledge and skills required to identify, assess and control chemical, physical, psychological and biological hazards in the visual merchandising working environment.

### BA799 Lettering 1
1 Semester • 48 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to provide students with lettering and layout skills to enable them to design a variety of signage for shops, restaurants, exhibitions, etc.

### BA800 Visual Merchandising - History & Culture
1 Semester • 48 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
This module allows students to develop an image bank of historical and cultural style, which they can use as a resource for creative design solutions for visual merchandising, displays and exhibitions.

### BA801 Product Presentation
1 Semester • 45 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
This module provides students with broad based knowledge and skills in the fundamentals of the visual presentation of products applicable to the retail exhibition and photo styling industries.

### BA802 Introduction to Computers for Visual Merchandisers
1 Semester • 32 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to provide students with the skills, attitude and knowledge necessary to perform basic tasks in computer operations and develop basic multimedia product samples for visual merchandising purposes.

### BA803 Communication and Visual Merchandising
1 Semester • 32 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to provide students with the opportunity to develop effective communication skills needed to ensure good working relationships with clients in the visual merchandising and exhibition industries.

### BA804 Colour and Visual Merchandising
1 Semester • 30 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to provide students with the knowledge and skills necessary to make colour choices to suit a variety of visual merchandising, retail display, exhibition, special event and corporate identity programs.

### BA805 Visual Merchandising Product Knowledge
1 Semester • 30 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to provide students with the opportunity to produce autographic and axonometric projections, used in design solutions for a wide range of retail and exhibition planning problems.

### BA806 Perspective for Visual Merchandising
1 Semester • 30 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to provide students with the breadth of knowledge and skills required by the visual merchandising industry in regard to product style, availability, image, relationship, categories, storage and security.

### BA807 Studio 2
1 Semester • 45 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
This module provides students with the skills to produce multi purpose props suitable for retail windows, in-store and exhibition spaces, as well as perform mannequin maintenance for client presentation.

### BA808 Lettering 2
1 Semester • 30 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
This module enhances students freehand drawing and writing skills, using traditional lettering pens and brushes to produce tickets, showcards, banners, etc. suitable for retail shops, displays, promotions, exhibitions and special events which incorporate decorative innovation.

### BA809 Retail Illustration 2
1 Semester • 30 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to provide the students with extended knowledge and skills in retail illustration, using a variety of complex techniques, which will enable students to communicate effectively with clients through the use of visual presentations.

### BA810 Merchandising and Category Presentation
1 Semester • 30 nominal Hours • Prerequisite: Nil

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### Aims & Objectives
The purpose of this Merchandising and Category Presentation module is to enable the student to gain the knowledge and skills of merchandising and of visual presentation for a visual presentation for a wide variety of product categories, in a range of presentation sites.

#### BA811 Corporate Graphics
1 Semester • 30 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
This module provides students with knowledge and skills in electronic graphic image design and reproduction through the creation of coordinated visual concepts specifically related to retail design.

#### BA813 Visual Merchandising (Practical Placement)
1 Semester • 40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
This module provides students with direct learning experience 'on the job'. The student will participate in a structured placement that will provide them with practical experience in the daily operations of the visual merchandising or exhibition industries.

#### BA823 Retailing
1 Semester • 28 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to provide training in the basic principles and practices associated with the marketing of retail goods and services, strategic market planning and how this impacts on the Australian retailing industry.

#### BAE679 Photography
1 Semester • Prerequisite: Nil

**Aims & Objectives**
This module is designed to equip students to operate photographic cameras and use associated equipment and materials, specifically related to visual merchandising and, in particular, the display and design disciplines. Topics covered will support the design, communication and creative process.

#### BCG1000A Carry Out Interactive Workplace Communications
20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
This unit applies to carrying out all communication requirements associated with working with other persons at a site location and carrying out tasks under supervision.

#### BCG1001A Carry Out OH&S Requirements
40 nominal Hours • Prerequisite: Nil

**Content**
Plan and prepare for safe work practices: work from ladder and work platforms, use 240V power supply safely, adherence to emergency procedures, carry out general housekeeping.

#### BCG1002A Plan and Organise Work
20 nominal Hours • Prerequisite: Nil

**Content**
Preparation of work area, selection of tools and equipment, handling of materials, tools and equipment, housekeeping, requirements.

#### BCG1003A Read and Interpret Plans
36 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Competency is to be demonstrated by the performance of effectively reading and interpreting drawings to locate or identify nominated drawings, features or functions.

#### BCG1004A Carry Out Measurements and Calculations
20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Competency is demonstrated by the effective calculations of measurements and calculations of materials.

#### BCG1005A Use Hand and Power Tools
80 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Competency is demonstrated by the safe and effective operation of power and hand tools.

#### BCG1007A Erect and Dismantle Restricted Height Scaffolding
40 nominal Hours • Prerequisite: BCG1001A, BCG1005A

**Aims & Objectives**
Competency is to be demonstrated by the safe and effective erection and dismantling of different types of restricted height scaffolding.

#### BCG1008A Use Simple Levelling Devices
8 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Competency is to be demonstrated by carrying out the effective application of different types of levelling devices.

#### BCG1009A Carry Out Excavation and Install Support (Trench Shoring)
20 nominal Hours • Prerequisite: BCG1001A, BCG1005A, BCG1006A

**Aims & Objectives**
Competency is demonstrated by the performance of safe and effective excavation and/or support of at least two different types of excavations.

#### BCG1010A Carry Out Concreting to Simple Forms
40 nominal Hours • Prerequisite: BCG1001A, BCG1005A, BCG1006A

**Aims & Objectives**
Competency is demonstrated by the safe installation of formwork, reinforcement and concrete.

#### BCG1011A Handle Construction Materials and Safe Disposal of Waste
16 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Competency is to be demonstrated by the performance of effectively handling and storing/stacking appropriate construction materials.

#### BCG1012A Prepare for Construction Process (Wall and Floor Tiling)
8 nominal Hours • Prerequisite: BCG1001A, BCG1005A, BCG1006A

**Aims & Objectives**
Competency is demonstrated by the safe installation of formwork, reinforcement and concrete.
Aims & Objectives
Competency is demonstrated by the safe and effective preparation for tiling applications.

BCG1013A Prepare for Construction Process (Solid Plastering)
40 nominal Hours • Prerequisite: BCG1001A, BCG1005A, BCG1006A, BCG1007A

Aims & Objectives
Competency is demonstrated by the safe and effective preparation for solid plastering applications.

BCG1014A Prepare for Construction Process (Dry Wall Plastering)
40 nominal Hours • Prerequisite: BCG1001A, BCG1005A, BCG1006A

Aims & Objectives
Competency is to be demonstrated by the performance of carrying out the safe and effective preparation for the laying of bricks/blocks.

BCG1015A Prepare for Construction Process (Brick/Block Laying)
40 nominal Hours • Prerequisite: BCG1001A, BCG1005A, BCG1006A, BCG1007A

Aims & Objectives
Competency is to be demonstrated by the performance of carrying out the safe and effective preparation for the installation of partition framing.

BCG1016A Prepare for Construction Process (Carpentry)
40 nominal Hours • Prerequisite: BCG1001A, BCG1005A, BCG1006A

Aims & Objectives
Competency is to be demonstrated by the performance of carrying out the safe and effective placement of reinforcing to at least two separate types of materials to construct a nominated fabricated structural steel unit.

BCG1017A Prepare for Construction Process (Demolition)
40 nominal Hours • Prerequisite: BCG1001A, BCG1005A, BCG1006A

Aims & Objectives
Competency is demonstrated by carrying out the safe and efficient preparation and construction processes in preparing for the demolition of a building.

BCG1018A Prepare for Construction Process (Sheetwork)
• Prerequisite: BCG1001A, BCG1005A, BCG1006A

Aims & Objectives
Competency is demonstrated by carrying out the safe and effective preparation of materials to construct a nominated fabricated structural steel unit.

BCG2000A Assemble Simple Partition Frames
• Prerequisite: BCG1005A, BCG1006A, BCG1016A

Aims & Objectives
Competency is to be demonstrated by the safe and effective preparation and assembly of partition frames.

BCG2001A Prepare Surfaces
32 nominal Hours • Prerequisite: BCG1005A, BCG1006A, BCG1007A

Aims & Objectives
Competency is demonstrated by the safe and effective preparation of at least three separate types of material surfaces.

BCG2002A Oxy/LPG Acetylene Cutting
• Prerequisite: BCG1001A, BCG1005A, BCG1006A

Aims & Objectives
Competency is demonstrated by safe and effective cutting of material.

BCG2003A Carry Out General Demolition
32 nominal Hours • Prerequisite: BCG1001A, BCG1005A, BCT1006A, BCG1007A, BCG1017A

Aims & Objectives
Competency is to be demonstrated by working with a team and carrying out the demolition of at least one type of building.

BCG2004A Carry Out Levelling
16 nominal Hours • Prerequisite: BCG1004A, BCG1006A, BCG1008A

Aims & Objectives
Competency is to be demonstrated by the performance of carrying out safe and effective nominated levelling and boning exercises using two types of levels.

BCG2005A Erect and Strip Formwork for Concrete Work
24 nominal Hours • Prerequisite: BCG1001A, BCG1005A, BCG1006, BCG1010A

Aims & Objectives
Competency is to be demonstrated by the safe and effective erection and dismantling of concrete.

BCG2006A Carry Out Steelfixing
• Prerequisite: BCG1001A, BCG1005A, BCG1006A, BCG2025A

Aims & Objectives
Competency is to be demonstrated by the safe and effective placement of reinforcing to at least three separate types of structures/members/footings.

BCG2007A Operate Elevated Work Platforms (EWP)
20 nominal Hours • Prerequisite: BCG1001A, BCG1005A, BCG1006A

Aims & Objectives
Competency is to be demonstrated by the safe and effective operation of the EWPs.

BCG2008A Use Explosive Power Tools (EPT)
16 nominal Hours • Prerequisite: BCG1001A, BCG1005A, BCG1006A

Aims & Objectives
Competency is to be demonstrated by the performance of carrying out the safe and effective operational use of an EPT as applied to various types of bases.

BCG2009A Carry Out Concrete Work
• Prerequisite: BCG2005A, BCG2006A

Aims & Objectives
Competency is to be demonstrated by the safe and effective placement and finish of concrete.

BCG2010A Remove/Replace Door and Window Furniture
4 nominal Hours • Prerequisite: BCG1005A
Aims & Objectives
Competency is demonstrated by removing furniture from a nominated door and a nominated window for the purpose of painting and replacing and refitting doors/shutters where applicable.

BCG2012A Make Out Sets
- Prerequisite: Nil

Aims & Objectives
Competency is demonstrated by making a set out complete and accurate in detail, from which parts/components of a unit can be produced and marked.

BCG3009A Construct and Install Non-Load Bearing Internal Partition Wall
16 nominal Hours • Prerequisite: BCG1016A, BCG2000A

Aims & Objectives
Competency is to be demonstrated by the performance of setting out, constructing and installing a partition wall to a design.

BCG3010A Install Windows to Wall Framing
12 nominal Hours • Prerequisite: BCG1005A, BCG1008A, BCG2004A • Assessment: Competency is demonstrated by the performance of installing both a timber window frame and an aluminium window frame to a framed wall. In one situation the wall frame is to be of timber and the other of metal.

BCG3011A Carry Out Basic Setting Out
12 nominal Hours • Prerequisite: BCG1033A, BCG1015A, BCG2004

Aims & Objectives
Competency is to be demonstrated by the performance of setting out and establishing huddles/profiles and building lines for a nominated "L" shaped building on a building block.

BCG3012A Construct and Erect Timber Wall Framing

Aims & Objectives
Competency is to be demonstrated by the performance of setting out, constructing and erecting walls for a nominated building involving door and window openings and at least one internal wall.

BCG3013A Erect Ceiling Framing (Pitched Roof)
- Prerequisite: BCG1016A, BCG3012A

Aims & Objectives
Competency is to be demonstrated by the performance of setting out and installing ceiling framing for a nominated project to involve a hip and valley roof.

BCG3014A Erect Timber Pitched Roof Framing
40 nominal Hours • Prerequisite: BCG1016A, BCG3013A, BCG2013A

Aims & Objectives
Competency is to be demonstrated by the performance of setting out, cutting and erecting a pitched roof for a nominated roof structure incorporating hips, valleys and a gable end.

BCG3015A Install Sub-Floor Framing
24 nominal Hours • Prerequisite: GSI003A, BCG1005A, BCG1008A, BCG1011A

Aims & Objectives
Competency is to be demonstrated by the performance of installing bearers and joists or ladder frames for sub-floor framing to a nominated building project.

BCG3016A Install Timber and Sheet Flooring
8 nominal Hours • Prerequisite: BCG1003A, BCG1004A, BCG1005A, BCG1008A, BCG1016A, BCG3016A

Aims & Objectives
Competency is demonstrated by the performance of installing two separate floors to nominated areas; one of tongued and grooved flooring boards and the other of sheet flooring.

BCG3017A Erect Steel Roof Trusses
24 nominal Hours • Prerequisite: BCG1008A, BCG2006A, BCG3018A

Aims & Objectives
Competency is to be demonstrated by the performance of erecting and installing a steel truss structure to a nominated roof plan.

BCG3018A Erect Steel Wall Framing
40 nominal Hours • Prerequisite: BCG1008A, BCG2006A

Aims & Objectives
Competency is to be demonstrated by the performance of erecting a steel wall framing for a nominated building involving door and window openings.

BCG3019A Construct and Erect Steel Wall Framing

Aims & Objectives
Competency is to be demonstrated by the performance of constructing and finishing at least two separate eaves designs.

BCG3020A Construct Timber Roof Structures - Irregular Roofs
40 nominal Hours • Prerequisite: BCG3012A, BCG3015A

Aims & Objectives
Competency is to be demonstrated by the performance of erecting an irregular roof structure to a nominated roof plan.

BCG3021A Install Door Frames
8 nominal Hours • Prerequisite: BCG1003A, BCG1005A, BCG1008A, BCG1016A, BCG2006A

Aims & Objectives
Competency is demonstrated by the performance of installing a door frame to a nominated project of a structure.

BCG3022A Finish Eaves
12 nominal Hours • Prerequisite: BCG1005A, BCG1016A, BCG2004A

Aims & Objectives
Competency is to be demonstrated by the performance of constructing and finishing at least two separate eaves designs.

BCG3023A Install Exterior Cladding
38 nominal Hours • Prerequisite: BCG1007A, BCG1016A, BCG3021A, BCG3010A

Aims & Objectives
Competency is demonstrated by the performance of installing at least two types of material finishes to nominated external wall surfaces. One is to be of horizontal boards and the other of sheeted material.

BCG3024A Construct Timber External Stairs
36 nominal Hours • Prerequisite: BCG1003A, BCG1016A, BCG3016A

Aims & Objectives
Competency is to be demonstrated by the safe and effective assembly and erection of timber external stairs covering one flight and a landing, including handrail or balustrade.

BCG3025A Install External or Internal Doors
40 nominal Hours • Prerequisite: BCG1005A, BCG1008A, BCG2004A

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Aims & Objectives
Competency is demonstrated by the performance of installing one of each type of door units.

BCG3026A Install Fitments
16 nominal Hours • Prerequisite: BCG1005A, BCG1016A, BCG2004A, BCG2008A

Aims & Objectives
Competency is to be demonstrated by the performance of installing at least two fitments.

BCG3027A Construct Wet Area Construction / Installation

Aims & Objectives
Competency is to be demonstrated by installing supporting framework, fixtures and flashings associated with wet area construction for a bath, a shower base and a sink unit.

BCG3029A Fix Timber Mouldings
16 nominal Hours • Prerequisite: BCG1002A, BCG1005A, BCG1016A

Aims & Objectives
Competency is to be demonstrated by the performance of fixing at least one separate moulding.

BCG3032A Fix Timber Raking Moulds
20 nominal Hours • Prerequisite: BCG3025A, BCG3010A, BCG3026, BCG3028, BCG3029

Aims & Objectives
Competency is to be demonstrated by the safe and effective erecting/dismantling of jump form formwork to industry standards on a range of construction tasks.

BCG3047A Conduct Forklift Operations
32 nominal Hours • Prerequisite: Nil

Aims & Objectives
Competency is to be demonstrated by the safe and efficient operation of a forklift to workplace specifications and industry productivity levels on a range of tasks.

BCT3031A Erect Door Jamb / Frame (Built-in Unit)
6 nominal Hours • Prerequisite: BCG1005A, BCG1016A, BCG2004A, BCG2008A

Aims & Objectives
Competency is to be demonstrated by the performance of setting out, fixing and bracing of a door jamb/frame, in preparation for being built-in within the constructing of a masonry or a concrete wall.

BSACOM201A Communications
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
Participants will learn how to receive and pass on oral messages to facilitate effective routine communication.

Content
- Receive and relay oral messages.
- Respond to incoming telephone calls.
- Make telephone calls.

BSACOM202A Information Processing
15 nominal Hours • Prerequisite: Nil

Aims & Objectives
Participants will learn how to receive and pass on written information to facilitate communication flow.

Content
- Receive and relay written messages.
- Draft simple correspondence.

BSACOM301A Communications
30 nominal Hours • Prerequisite: BSACOM201A, BSACOM202A, or relevant industry experience.

Aims & Objectives
Participants will learn how to collect and provide information to facilitate communication flow.

Content
- Respond to telephone, oral and written requests for information.
- Draft routine correspondence in response to a need or a request.

BSACOM401A Reports, Research and Writing
40 nominal Hours • Prerequisite: BSACOM201A, BSACOM202A, BSACOM301A, or relevant industry experience.

Aims & Objectives
Participants will learn how to organise and provide information in response to requests.

Content
- Receive and process a request for information.
- Identify information sources.
- Extract information.
- Provide information.
- Compose report/correspondence.
BSACOM501A  Research Skills
40 nominal Hours • Prerequisite: BSACOM201A, BSACOM202A, BSACOM301A, BSACOM401A, or relevant industry experience.

Aims & Objectives
Participants will learn how to initiate, research and prepare specific data/information to facilitate communication flow.

Content
- Identify specific data/information requirements.
- Identify research requirements.
- Obtain data.
- Prepare drafts.
- Produce final report.

BSAENT201A  Reception
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
Participants will learn how to apply knowledge of an enterprise to promote its products and services.

Content
- Apply knowledge of the enterprise to complete routine administrative tasks.
- Provide information from own function area.
- Redirect enquiries.
- Take follow-up action when required.
- Promote a positive image of the enterprise.

BSAENT202A  Occupational Health and Safety
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
Participants will learn how to follow OHS policies and procedures in the workplace in order to ensure their own safety and that of others in the workplace.

Content
- Follow workplace procedures for hazard identification and risk control.
- Contribute to participative arrangements for the management of OHS.

BSAENT301A  Customer Service
20 nominal Hours • Prerequisite: BSAENT201A, or equivalent industry experience.

Aims & Objectives
Participants will learn how to provide information and advice regarding the products/services of the enterprise to meet client needs.

Content
- Clarify specific needs of clients.
- Provide information and advice.
- Follow up client needs.

BSAENT302A  Information Processing
25 nominal Hours • Prerequisite: BSAENT301A, BSAENT201A, or relevant industry experience.

Aims & Objectives
Participants will learn how to process client complaints to ensure the goals of the enterprise are met.

Content
- Clarify the nature of a complaint.
- Identify options for complaint resolution.
- Act to resolve a complaint.

BSAENT401A  People Management Skills
20 nominal Hours • Prerequisite: BSAENT201A, BSAENT301A, BSAENT302A, or relevant industry experience.

Aims & Objectives
Participants will learn how to provide advice in order to meet current and anticipated client requirements.

Content
- Identify current client requirements.
- Provide information on current service provision and resource allocation within area of responsibility.
- Identify trends in client requirements.

BSAENT501A  Change Management and Planning
50 nominal Hours • Prerequisite: Nil

Aims & Objectives
Participants will learn how to respond to the changing environment and implement strategies to achieve enterprise goals.

Content
- Analyse changes to the internal/external environment that impact on the role of the administration department.
- Implement agreed change strategies and monitor their effectiveness.
- Assist with the development of options for future strategies.
- Assist with planning to match future requirements with resource allocation.

BSAFIN201A  Record Keeping
25 nominal Hours • Prerequisite: Nil

Aims & Objectives
Participants will learn how to prepare and process financial documentation for cash flow and accounting records.

Content
- Record and balance petty cash transactions.
- Reconcile invoices for payment to creditors.
- Prepare invoices for debtors.
- Prepare and process banking documents.

BSAFIN305A  Maintain financial records for reporting purposes
• Prerequisite: Nil

Aims & Objectives
This Unit covers making entries into the general journal, posting journals into the general ledger and preparing a trial balance from the general ledger.

Content
- Maintain data for general journal purposes.
- Maintain general ledger.

BSAINF201A  Mail
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
Participants will learn how to handle mail to facilitate information flow.

Content
- Receive and distribute incoming mail.
- Receive and despatch outgoing mail.
- Collate and despatch documents for bulk mailing.

**BSAINF202A  Records Management**

*25 nominal Hours*  
*Prerequisite: Nil*

**Aims & Objectives**
Participants will learn how to process and analyse information to provide access to and security of records.

**Content**
- Process and analyse information requests.
- File documents.
- Identify and retrieve documents.
- Update and modify existing enterprise records.
- Remove inactive and dead files.

**BSAINF301A  Records Maintenance**

*5 nominal Hours*  
*Prerequisite: BSAINF202A, or relevant industry experience.*

**Aims & Objectives**
Participants will learn how to maintain information records systems to ensure integrity.

**Content**
- Assemble new files.
- Identify and process inactive and dead files.
- Record documentation movements.

**BSAINF401A  Records System Management**

*35 nominal Hours*  
*Prerequisite: BSAINF202A, BSAINF301A, or relevant industry experience.*

**Aims & Objectives**
Participants will learn how to supervise an established records system to ensure its integrity.

**Content**
- Maintain existing filing arrangements.
- Ensure distribution of files and records.
- Maintain security of the filing system.
- Train staff in records management.

**BSAMED201A  Basic Medical Terminology**

*Prerequisite: Nil*

**Aims & Objectives**
This unit covers understanding and responding to instructions, carrying out routine tasks and communicating with a range of internal/external clients in a Medical Office, using appropriate basic medical terminology.

**Content**
- Respond appropriately to instructions which contain basic medical terminology.
- Carry out routine tasks.
- Use appropriate basic medical terminology in oral and written communication with patients, fellow workers and health professionals.

**BSAORG201A  Personal Effectiveness**

*20 nominal Hours*  
*Prerequisite: Nil*

**Aims & Objectives**
Participants will learn how to organise their own schedule to achieve designated group/section goals.

**Content**
- Organise own work schedule.

**BSAORG301A  Time Management**

*15 nominal Hours*  
*Prerequisite: BSAORG201A, or relevant industry experience.*

**Aims & Objectives**
Participants will learn how to coordinate own work schedule with that of others to achieve agreed team/section goals.

**Content**
- Develop own work schedule to achieve team goals.
- Coordinate own work schedule with others.

**BSAORG402A  Meetings**

*20 nominal Hours*  
*Prerequisite: Nil*

**Aims & Objectives**
Participants will learn how to plan meetings to enable the stated objectives of the meeting to be met.

**Content**
- How to:
  - Make meeting arrangements.
  - Prepare documentation for meetings.
  - Record and produce minutes of meetings.

**BSAORG501A  Organise and Conduct Meetings**

*30 nominal Hours*  
*Prerequisite: BSAORG402A, or relevant industry experience.*

**Aims & Objectives**
Participants will learn how to manage meetings to achieve identified team/section goals.

**Content**
- Organise meetings.
- Conduct meetings on behalf of management.

**BSATEC102A  Access and Retrieve Computer Data**

*15 nominal Hours*  
*Prerequisite: Nil*

**Aims & Objectives**
This unit covers using a keyboard to use software to open, edit, save and close a file.

**BSATEC201A  Office Equipment**

*25 nominal Hours*  
*Prerequisite: Nil*

**Aims & Objectives**
Participants will learn how to select, operate and maintain a range of office equipment to complete a range of tasks.

**Content**
- Select equipment to be used for the task/s.
- Operate equipment.
- Identify and/or rectify minor faults.

**BSATEC202A  Computer Operations**

*40 nominal Hours*  
*Prerequisite: Nil*

**Aims & Objectives**
Participants will learn how to operate a computer to gain access to and retrieve data.

**Content**
- Operate computer equipment.
- Open files.
Subject Details

- Retrieve and print data.
- Close files.

**BSATEC203A Electronic Document Production**
55 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Participants will learn how to operate a computer to produce simple documents.

**Content**
- Create files.
- Produce documents from written text using standard format.
- Edit information.
- Use manuals and online help to solve software problems.
- Print documents.
- Save files and exit system.

**BSATEC204A Office Documents**
15 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Participants will learn how to organise the copying and collating of documents.

**Content**
- Select appropriate media.
- Copy and collate documents.
- Distribute documents.

**BSATEC301A Office Resources**
10 nominal Hours • Prerequisite: BSATEC201A, or relevant industry experience.

**Aims & Objectives**
Participants will learn how to use the advanced options of a range of office equipment to complete daily tasks.

**Content**
- Operate equipment.
- Complete tasks.
- Ensure equipment is maintained.

**BSATEC302A Document Production**
50 nominal Hours • Prerequisite: BSATEC202A, BSATEC203A, or relevant industry experience.

**Aims & Objectives**
Participants will learn how to design and develop documents, reports and worksheets.

**Content**
- Identify document requirements.
- Design and enhance document formats.

**BSATEC303A Electronic Filing**
15 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Participants will learn how to maintain computer files.

**Content**
- Carry out file maintenance.

**BSATEC304A Electronic Resources**
10 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Participants will learn how to operate and maintain a computer printer.

**Content**
- Set printer for document requirements.
- Maintain printer.

**BSATEC401A Electronic Report Production**
60 nominal Hours • Prerequisite: BSATEC201A, BSATEC203A, BSATEC302A, or relevant industry experience.

**Aims & Objectives**
Participants will learn how to produce complex documents.

**Content**
- Establish document design and structure.
- Develop template or macro for document design.
- Produce documents.
- Save files and exit system.

**BSATEC403A Technology for eCommerce**
40 nominal Hours • Prerequisite: Nil

**Content**
- Maintain current knowledge of developments in information technology.
- Identify new technology to assist the enterprise to meet its goals.
- Use new technology to solve problems.

**BSATEC501A Manage Document Design and Production**
50 nominal Hours • Prerequisite: BSATEC202A, BSATEC203A, BSATEC302A, BSATEC401A, or relevant industry experience.

**Aims & Objectives**
Participants will learn how to manage document design and production within the enterprise.

**Content**
- Identify enterprise requirements for document design/production.
- Manage allocation of document design/production tasks.

**BSATEM201A Team Effectiveness**
25 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Participants will learn how to participate in the allocation and completion of team tasks.

**Content**
- Participate in identifying tasks for the team.
- Complete own tasks.
- Assist others to complete team tasks.

**BSATEM301A Team Participation**
20 nominal Hours • Prerequisite: BSATEM201A, or relevant industry experience.

**Aims & Objectives**
Participants will learn how to negotiate with team members to allocate and complete tasks to achieve group goals.

**Content**
- Clarify tasks to achieve team goals.
- Negotiate allocation of tasks.
- Monitor completion of allocated tasks.
BSATEM401A  Team Supervision
45 nominal Hours • Prerequisite: BSATEM201A, BSATEM301A, or relevant industry experience.

Aims & Objectives
Participants will learn how to supervise a team to ensure team goals are achieved.

Content
- Plan work for the team.
- Allocate tasks to members of the team.
- Monitor team performance.
- Recognise training needs.

BSATEM501A  Team Management
140 nominal Hours • Prerequisite: BSATEM201A, BSATEM301A, BSATEM401A, or relevant industry experience.

Aims & Objectives
Participants will learn how to manage the team to ensure team achievements reflect identified enterprise goals.

Content
- Clarify the link between goals of the team and goals of the enterprise.
- Plan and allocate work for the team.
- Monitor team performance.
- Evaluate achievements of the team.

BSXFMI1503A  Establish and Manage Effective Workplace Relationships
Semester 1 & 2 • 60 nominal Hours • Prerequisite: Nil

Aims & Objectives
Gather, convey and receive information and ideas.
- Develop trust and confidence.
- Build and maintain networks and relationships.

BSXFMI1506A  Manage Workplace Information
Semester 1 and 2 • 60 nominal Hours • Prerequisite: Nil

Aims & Objectives
To identify and source information needs. Collect, analyse and report information. Prepare business plans/budgets and resource proposals.

BSXFMI404A  Participate in, Lead and Facilitate Work Teams
50 nominal Hours • Prerequisite: Nil

Aims & Objectives
Frontline management has a key role in leading, participating in, facilitating and empowering work teams/groups within the context of the organisation. They play a prominent part in motivating, mentoring, coaching and developing team members, and in achieving team cohesion.

Content
- Participate in team planning.
- Develop team commitment and co-operation.
- Manage and develop team performance.
- Participate in, and facilitate the work team.

BSXFMI501A  Manage Personal Work Priorities and Professional Development
• Prerequisite: Nil

Aims & Objectives
Frontline management is responsible for managing their own performance and taking responsibility for their professional development within the context of the organisation.

Content
- Manage self.
- Set and meet own work priorities.
- Develop and maintain professional competence.

BSZ401A  Plan Assessment
35 nominal Hours • Prerequisite: Nil • Corequisites: BSZ402A Conduct Assessment, BSZ403A Review Assessment

Aims & Objectives
This unit covers the requirements for planning, delivering and reviewing training for the purposes of developing competency on a one-to-one or small group basis.

C0046CW1  Computer Workshop 1
80 nominal Hours • Prerequisite: Nil

Aims & Objectives
Basic introduction to Windows, word processing and spreadsheet work using MS Word and Excel from the MOS Office package. The Internet will also be introduced in this module.

C0046CW2  Computer Workshop 2
80 nominal Hours • Prerequisite: Nil

Aims & Objectives
Computer Workshop 2 builds on earlier work with Word, Excel and the Internet and also provides an introduction to Access database software.

C2490C  Computer Operations
8 nominal Hours • Prerequisite: Nil

Aims & Objectives
- Learn Operating System basics.
- Create, retrieve and edit files in database files.
- Create, retrieve and edit spreadsheet files.
- Create, retrieve and edit graphics files.
- Create, retrieve and edit word processor files.
- Apply recycling techniques to minimise paper wastage.

C5369A  Printing Industry
18 nominal Hours • Prerequisite: Nil

Aims & Objectives
The aim of this module is to acquire an overview of the structure and operations of the printing industry and to be able to prepare Desktop Publishing copy and artwork to the required standard. At the conclusion of this module, students should be able to:
- Identify the structure and mode of operation of the Printing Industry.
- Describe the various printing methods currently used in commercial printing.
- Describe the trends and future directions of the Printing Industry.
C5369B  Typography and Layout
38 nominal Hours • Prerequisite: Nil

Aims & Objectives
The aim of this module is to acquire knowledge and skills required to produce layouts and specify typography and other components to industry standard, for printed images to be prepared using desktop publishing software applications. On successful completion of this module, students should be able to:

- Employ design elements and principles in the preparation of client accepted layouts for a range of printed work.
- Control the quality and quantity of typography throughout all the phases of production and reproduction.
- Adopt an approach for the production of an electronically generated publication to a given time scale.
- Employ illustration to best effect.
- Employ colour to best effect.
- Specify, or make allowances for, the method of printing and the substrate on which the printing will be produced.

C5369F  Colour Evaluation
18 nominal Hours • Prerequisite: Nil

Aims & Objectives
The aim of this module is to:
- Explain the theories of colour and their significance to the Graphic Arts industry.
- Identify and utilise a range of industry accepted printing colour schemes.
- Evaluate the available hardware and software capabilities for preparing copy for different printing processes and analyse their output quality.

C5369C  DTP Applications
108 nominal Hours • Prerequisite: C5369A, C5369B, C2490

Aims & Objectives
The aim of this module is to:
- Discuss and adopt relevant occupational health and safety practices for computerised equipment.
- Apply the fundamental and advanced features of an electronic publishing application.
- Compare the specific requirements of electronic publishing applications by the graphic arts media.
- Utilise allied software packages to produce computer graphic files to import into electronically generated publications.
- Use design/typographic skills to prepare appropriately designed and efficiently generated multi-page documents.
- Utilise peripheral equipment to input and output both mono and colour data and images.
- Apply the concepts of time organisation, logic, concept formation and decision making to a range of graded exercises.

C5369G  Business Graphics
18 nominal Hours • Prerequisite: C5369A, C5369B, C5369C

Aims & Objectives
The aim of this module is to provide the students with the knowledge, skills and attitude to create a range of business graphics computer files. At the completion of this module, students should be able to:
- Utilise software application packages for the creation of aesthetic and legible business graphics relevant to the Graphics Arts area.
- Evaluate the sequences used for the transmission of computer graphics data.
- Utilise and describe the methods used for the production of a computer-based presentation.

C5369D  Lettering Applications
18 nominal Hours • Prerequisite: C5369B

Aims & Objectives
The aim of this module is to provide the student with knowledge, skills and attitude required to use lettering in the Desktop Publishing environment. At the conclusion of this module, students should be able to:
- Select and adapt a variety of lettering techniques based on marketplace acceptance using an industry based graphics software package.
- Solve and avoid common lettering problems.
- Construct and arrange lettering in multi-line situations to marketplace standards of acceptance.

C5369EA  Illustration and Graphics Applications
27 nominal Hours • Prerequisite: C5369A, C5369B, C5369C

Aims & Objectives
The aim of this module is to utilise software application packages to:
- Create aesthetic and legible graphics relevant to the Graphic Arts area.
- Access and modify graphic files.
- Modify or manipulate pre-scanned graphics.

C5369L  Input/Output Peripherals
27 nominal Hours • Prerequisite: C2490C

Aims & Objectives
The aim of this module is to:
- Identify and describe the components of computer hardware and software of a DTP data transfer system using appropriate terminology.
- Select and use the necessary hardware and software for connecting input/output devices to a DTP system.
- State the need for standards and describe the common standards applicable to connection of computer workstations.

CES006  PC Systems Hardware Installation and Support
40 nominal Hours • Prerequisite: CES001, CES002

Aims & Objectives
To equip the learner with the necessary skills to install common hardware and provide PC system level support. Emphasis is also placed on issues of supporting the computer in terms of maintenance and performance enhancement/upgrading. The applications of diagnostic utilities for supporting PC systems and peripherals are also included.

CES012  Local Area Network Analysis
40 nominal Hours • Prerequisite: EA120

Aims & Objectives
This module will provide the knowledge and skills required to analyse protocols, obtain network performance and troubleshoot networks.

CES013  Local Area Networks
80 nominal Hours • Prerequisite: EA120, EA180

Aims & Objectives
To provide the learner with the opportunity to develop the skills required for the installation of Local Area Networks.

CHCAC2A  Assist with Aged People's Personal Needs
60 nominal Hours • Prerequisite: Nil • Assessment: Competency Based
Aged people’s needs are identified and assistance is provided. Practical personal care tasks are undertaken.

**CHCAC3A Orientation to Aged Care Work**
80 nominal Hours • Prerequisite: Nil • Assessment: Competency Based

Content
The subject shows how to demonstrate commitment to quality care for aged people, support their rights and interests and respond to situations of risk. It includes encouraging aged persons to exercise their rights, and ensure legal responsibilities and duty of care are complied with. Policy and Legislation are covered.

**CHCADMIN3A Undertake Administrative Work**
50 nominal Hours • Prerequisite: Nil • Assessment: Competency Based

Content
Undertaking a range of administrative functions in the workplace.

**CHCAD1A Advocate for Clients**
30 nominal Hours • Prerequisite: Nil • Assessment: Competency Based

Content
This subject shows how to assist clients to identify their rights and represent their own needs. Advocacy on behalf of clients, and conflict resolution, are also covered.

**CHCC12 Provide Services to Meet Aged People’s Personal Needs**
100 nominal Hours • Prerequisite: Nil • Assessment: Competency Based

Content
Identification of people’s personal needs, service provision and review, monitored and maintained according to organisational guidelines within the limits of work role and responsibilities in a work placement.

**CHCC3A Support Community Participation**
50 nominal Hours • Prerequisite: Nil

Content
Provides a range of opportunities for community groups and individuals to participate in and design cooperative arrangements for addressing common concerns.

**CHCD1A Support of Clients**
50 nominal Hours • Prerequisite: Nil

Content
Maintain a clean and hygienic environment.

**CHCCN1A Maintain a Healthy and Safe Environment**
30 nominal Hours • Prerequisite: Nil • Corequisites: CHCCN2A, CHCCN7A

Content
- Maintain a clean and hygienic environment.
- Provide a safe environment.
- Supervise the safety of children.

**CHCCN2A Provide Physical Care**
30 nominal Hours • Prerequisite: Nil • Corequisites: CHCCN1A, CHCCN7A

Content
Medication and pain management for clients with complex needs such as Dementia, Sensory Diabetes, Stroke, Osteoporosis, Arthritis etc. Clients needs are identified and mechanisms are implemented to collect, record, analyse and report client service feedback.
Content
- Provide opportunities for rest.
- Promote children's personal hygiene practices.
- Provide assistance with hygiene.
- Support children being adequately clothed.
- Provide food and drink.
- Prepare food in a hygienic manner.

CHCCN3A Prepare Food
20 nominal Hours • Prerequisite: Nil

Content
- Plan food and drink provision.
- Prepare food suitable for children.

CHCCN4A Respond to Illness, Accidents and Emergencies
30 nominal Hours • Prerequisite: Nil

Content
- Implement procedures for infection control and prevention.
- Recognise and respond to signs of potential illness.
- Respond to emergencies and accidents.
- Administer medication within guidelines.
- Respond to threats and situations of danger.

CHCCN5A Support Emotional Wellbeing of Babies/Infants
20 nominal Hours • Prerequisite: Nil

Content
- Provide a nurturing relationship with babies/infants.
- Respond to babies/infants needs.
- Settle new arrivals.
- Provide an environment that promotes security for children.

CHCCN6A Travel with Children Safely
10 nominal Hours • Prerequisite: Nil • Corequisites: CHCCN4A

Content
- Collect and deliver children.
- Monitor safety of children.

CHCCN7A Foster Children’s Self Help Skills
20 nominal Hours • Prerequisite: Nil • Corequisites: CHCCN1A, CHCCN2A

Content
- Develop the child's capacity to care for their own physical needs.
- Establish an environment that encourages the child to complete tasks themselves.
- Create opportunities for children to develop their understanding of physical needs.

CHCCN8A Plan Care Routines
70 nominal Hours • Prerequisite: Nil

Content
- Plan daily routine.
- Adapt and change routines.

CHCCN10A Support the Emotional Needs of Children
20 nominal Hours • Prerequisite: Nil

Content
- Provide a supportive relationship.
- Respond to children's emotional needs.
- Respond to emotional distress and children's problems.
- Develop children's sense of belonging in the service.
- Prepare children for change.

CHCCN11A Guide the Establishment and Maintenance of a Safe Environment
40 nominal Hours • Prerequisite: Nil

Content
- Assess and improve the safety of environments.
- Coordinate the response to accidents and emergencies.
- Plan and monitor supervision.
- Promote hygiene and safety practices.
- Promote appropriate practices to respond to illnesses.
- Monitor travel and excursions.
- Provide guidance to workers when abuse is identified or investigated.
- Monitor care provided by others.

CHCCNAA Support Babies Needs
20 nominal hours • Prerequisite: Nil

Content
- Respond to babies/infants cues.
- Assist in the response to babies/infants needs.

CHCCOM1A Communicate with People Accessing the Services of the Organisation
15 nominal Hours • Prerequisite: Nil

Content
- Communicate with clients of the organisation appropriately.
- Present a positive image of the service to the public.

CHCCOM2A Communicate Appropriately with Clients and Colleagues
20 nominal Hours • Prerequisite: Nil • Assessment: Competency Based

Content
All forms of communication with clients and colleagues are covered, in order to reflect an understanding and respect for individual differences and needs. Some behaviour management communication is also included.

CHCCOM3A Utilise Specialist Communication Skills
50 nominal Hours • Prerequisite: Nil

Content
Teaches effective communication skills in the workplace, and how to apply specialist communication techniques where they are required.

CHCCOM4A Develop, Implement and Promote Effective Communication Techniques
75 nominal Hours • Prerequisite: Nil

Content
Applying higher level communication skills required for effective operation in the workplace.
CHCCS2A  Deliver and Develop Client Service  
50 nominal Hours  Prerequisite: CHCDIS4A  
Content  
Meeting the specific needs of a broad range of existing and new clients within a defined framework.

CHCCS3A  Coordinate the Provision of Services and Programs  
75 nominal Hours  Prerequisite: Nil  
Content  
Identifying a range of service options which meet existing client needs.

CHCCS6A  Assess and Deliver Services to Clients with Complex Needs  
50 nominal Hours  Prerequisite: Nil  
Content  
Undertaking assessments of more complex client needs, and matching these to the services available.

CHCCSOA  Deliver Service to Clients  
15 nominal Hours  Prerequisite: Nil  Assessment: Competency Based  
Content  
Appropriate service is identified to meet clients needs and a Care Plan developed to deliver the service to clients. Records are maintained to respond to changes in client needs and are implemented with a Client Service Plan.

CHCDIS1A  Orientation to Disability Work  
50 nominal Hours  Prerequisite: Nil  
Content  
Shows how work is performed ethically, and supports the rights of people with disabilities. It follows appropriate reporting mechanisms to meet duty of care requirements.

CHCDIS2A  Plan and Implement Community Integration  
90 nominal Hours  Prerequisite: Nil  
Content  
Covers the competencies used by staff to maximise the integration of people with disabilities in various community settings through planning, assessing locations, making necessary adaptations, liaising with families, and enhancing access to other services.

CHCFC1A  Support Development of Children in the Service  
30 nominal Hours  Prerequisite: Nil  
Content  
- Support the physical development of children within the relevant age group.  
- Support the social development of children within the relevant age group.  
- Support the emotional and psychological development of children within the relevant age group.  
- Support the language development of children within the relevant age group.  
- Support the creative development of children within the relevant age group.

CHCFC2A  Foster the Physical Development of Children  
40 nominal Hours  Prerequisite: Nil  
Content  
- Create opportunities for children to develop a wider range of physical skills.  
- Provide experiences to support physical development of children.  
- Interact with the child to foster skill development.

CHCFC3A  Foster the Social Development of Children  
40 nominal Hours  Prerequisite: Nil  
Content  
- Provide opportunities for social interaction.  
- Develop and promote positive interaction between children.  
- Encourage children to accept diversity.

CHCFC4A  Foster the Emotional and Psychological Development of Children  
40 nominal Hours  Prerequisite: Nil  
Content  
- Foster the child's independence/autonomy.  
- Foster each child's self-esteem and developing self-concept.  
- Encourage the child to express their feelings, ideas and needs.  
- Encourage children to support each other.

CHCFC5A  Foster Children's Cognitive Development  
40 nominal Hours  Prerequisite: Nil  
Content  
- Help children develop thinking skills.  
- Help children develop problem solving skills.  
- Assist children to explore the world.  
- Assist children to develop their understanding.
CHCFC6A Foster Children’s Language Development
40 nominal Hours • Prerequisite: Nil

Content
- Provide opportunities to stimulate the child’s developing language.
- Interact with the child to foster language development.
- Encourage the child to express themselves in language.
- Stimulate the child’s understanding of language.
- Support the child’s skills in their own (non-English) language, as relevant.
- Assist children with specific communication needs, as required.

CHCFC7A Foster Children’s Aesthetic and Creative Development
40 nominal Hours • Prerequisite: Nil

Content
- Stimulate children’s awareness.
- Encourage children to express their imagination and creativity.
- Provide an environment suitable for creative activities.
- Promote curiosity and enjoyment.

CHCFC10A Enhance Emotional and Psychological Development of Children
40 nominal Hours • Prerequisite: Nil

Content
- Promote the child’s exploration and development of identity.
- Promote the child’s developing sense of competence.

CHCGROUP2A Support Group Activities
20 nominal Hours • Prerequisite: Nil

Content
- Identify the purpose of the group.
- Establish relationship within the group.
- Organise resources for group activities.

CHCGROUP3A Plan and Conduct Group Activities
50 nominal Hours • Prerequisite: Nil

Content
Participating in, establishing and leading a range of informal and formal groups in a variety of settings.

CHCHC6A Provide Services to Aged People
65 nominal Hours • Prerequisite: Nil

Content
This unit explores ways to assist the aged person to achieve maximum wellbeing. It examines sexuality, recreation and leisure, social, personal and spiritual needs.

CHCIC1A Interact Positively with Children
30 nominal Hours • Prerequisite: Nil

Content
- Interact flexibly with children.

CHCIC2A Guide Children’s Behaviour
30 nominal Hours • Prerequisite: Nil

Content
- Promote positive behaviour.
- Respond to feelings behind behaviours.
- Apply limits and guidelines for behaviour.
- Respond to serious incidents of behaviour which breach guidelines.

CHCIC4A Work Collaboratively with Children
20 nominal Hours • Prerequisite: Nil

Content
- Collaborate with children about their interests.
- Support children in learning about the decision making process.

CHCIC10A Establish Plans for Developing Responsible Behaviour
40 nominal Hours • Prerequisite: Nil

Content
- Identify and review behaviour causing concern.
- Establish and apply limits and guidelines for behaviour.
- Develop a plan to effectively guide a particular child’s behaviour.
- Implement plan.
- Monitor the effectiveness of the plan.
- Use procedures for responding to very challenging behaviours.

CHCIC11A Implement and Promote Inclusive Policies and Practices
40 nominal Hours • Prerequisite: Nil

Content
- Support the development of inclusive policies.
- Demonstrate inclusive practices.
- Support the development of inclusive practices in the service.
- Promote respect for diversity among children.

CHCIC12A Plan the inclusion of Children with Additional Needs
40 nominal Hours • Prerequisite: Nil

Content
- Identify children with additional needs.
- Develop a plan for inclusion.
- Implement strategies to meet the child’s additional needs.
- Consult with others about ongoing issues that arise.
- Monitor and review strategies.

CHCIC14A Facilitate Children’s Communication Skills
40 nominal Hours • Prerequisite: Nil

Content
- Assist children to communicate with others.
- Assist children to communicate about experiences and emotional issues.
- Assist children to resolve difficulties and conflicts.
<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Title</th>
<th>Duration</th>
<th>Prerequisites</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCICAA</td>
<td>Communicate with Children</td>
<td>30 hours</td>
<td>Nil</td>
<td></td>
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<tr>
<td></td>
<td>Content</td>
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<tr>
<td></td>
<td>• Communicate positively with children.</td>
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<tr>
<td></td>
<td>• Apply limits and guidelines for behaviour within service policies.</td>
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<tr>
<td>CHCINF1A</td>
<td>Process and Provide Information</td>
<td>20 hours</td>
<td>Nil</td>
<td>Competency Based</td>
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<tr>
<td></td>
<td>Content</td>
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<tr>
<td></td>
<td>This subject includes an introduction to computers and other office equipment. It covers the preparation and processing of information in accordance with company procedures. Confidentiality and security issues with information storage and maintenance are also dealt with.</td>
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<tr>
<td>CHCINF2A</td>
<td>Maintain Organisations Information System</td>
<td>50 hours</td>
<td>Nil</td>
<td></td>
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<tr>
<td></td>
<td>Content</td>
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<tr>
<td></td>
<td>Collecting, storing and providing accurate and current information to clients.</td>
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<tr>
<td>CHCINF5A</td>
<td>Meet Statutory and Organisational Information Requirements</td>
<td>90 hours</td>
<td>Nil</td>
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<td>Content</td>
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<tr>
<td></td>
<td>Ensuring the information system of the organisation is effective and efficient.</td>
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<tr>
<td>CHCNET2A</td>
<td>Maintain Effective Networks</td>
<td>50 hours</td>
<td>Nil</td>
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<tr>
<td></td>
<td>Content</td>
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<tr>
<td></td>
<td>Establishing and maintaining formal and informal groups which directly impact on the effective operation of the organisation.</td>
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<tr>
<td>CHCNET3A</td>
<td>Develop New Networks</td>
<td>75 hours</td>
<td>Nil</td>
<td></td>
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<tr>
<td></td>
<td>Content</td>
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<tr>
<td></td>
<td>Setting up formal networks which will benefit the organisation and its clients.</td>
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<tr>
<td>CHCORG2A</td>
<td>Work with Others</td>
<td>15 hours</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>Content</td>
<td></td>
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<tr>
<td></td>
<td>• Plan own workload with supervisor.</td>
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<tr>
<td></td>
<td>• Communicate with others about work matters.</td>
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<td></td>
<td>• Work cooperatively with others.</td>
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</tr>
<tr>
<td>CHCORG3A</td>
<td>Participate in the Work Environment</td>
<td>20 hours</td>
<td>Nil</td>
<td>Competency Based</td>
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<tr>
<td></td>
<td>Content</td>
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<tr>
<td></td>
<td>Contributes to the effective operation of the work group, and work co-operatively with others in a work placement.</td>
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<tr>
<td>CHCORG4A</td>
<td>Follow the Organisations Occupational Health and Safety Policies</td>
<td>30 hours</td>
<td>Nil</td>
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<tr>
<td></td>
<td>Content</td>
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<tr>
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<td>Applies relevant occupational health and safety legislation and codes of practice, including duties and responsibilities for all parties under the general duty of care and capacity to render first aid as required. This competency includes First Aid Certificate, Level 2.</td>
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<tr>
<td>CHCPR1A</td>
<td>Facilitate Play &amp; Leisure</td>
<td>30 hours</td>
<td>Nil</td>
<td>Nil</td>
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<tr>
<td></td>
<td>Content</td>
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<tr>
<td></td>
<td>• Create an environment to foster play and leisure.</td>
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<td>• Actively guide and facilitate children's play and leisure.</td>
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<td>• Actively encourage children to enjoy play and leisure.</td>
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<tr>
<td>CHCP&amp;R3A</td>
<td>Undertake Research Activities</td>
<td>50 hours</td>
<td>Nil</td>
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<td>Content</td>
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<td>Implements and monitoring relevant occupational health and safety legislation and codes of practice, including duties and responsibilities for all parties under the general duty of care and capacity to render first aid as required.</td>
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Content
Implementing research relevant to operations of the organisation.

CHCPR3A Observe Children
20 nominal Hours • Prerequisite: Nil

Content
- Gather information about the child.
- Observe children's play.
- Contribute to observation recording.
- Contribute to program planning.

CHCPR4A Provide Opportunities & Experience to Enhance Children's Development
50 nominal Hours • Prerequisite: Nil

Content
- Establish an environment that can foster children's development.
- Provide creative and challenging opportunities which stimulate learning and development of the child.
- Plan and implement a program for the day.
- Review and improve the plan.

CHCPR5A Enhance Children's Play & Leisure
70 nominal Hours • Prerequisite: Nil

Content
- Ensure the environment fosters play and leisure.
- Assist children to develop their play and leisure.
- Assist children to participate in a wider range of play and leisure experiences.
- Adopt a variety of roles to enhance play and leisure, as appropriate.

CHCPR9A Use Observations and Records
70 nominal Hours • Prerequisite: Nil

Content
- Gather detailed information about the child.
- Record information in appropriate ways.
- Use information to develop understanding of the child.
- Use information from observations with children and family members.
- Use information to plan the program.

CHCPR10A Facilitate the Design of Programs of the Service
70 nominal Hours • Prerequisite: Nil

Content
- Design programs with all those involved.
- Design programs to enhance the development of children.
- Design programs which reflect the philosophy and goals of the service.
- Design programs which are relevant to the cultural and social contexts of the children and their community.
- Design programs which reflect a multicultural perspective.

CHCPR11A Coordinate the Implementation of Programs
30 nominal Hours • Prerequisite: Nil

Content
- Establish an environment that can foster children's development.
- Provide creative and challenging opportunities which stimulate learning and development of the child.

CHCPR12A Monitor and Evaluate Programs
70 nominal Hours • Prerequisite: Nil

Content
- Assess the progress of each child.
- Evaluate the current programs.

CHCPR13A Facilitate the Development of Programs for Children with Additional Needs
40 nominal Hours • Prerequisite: Nil

Content
- Plan required resources.
- Develop the program to meet the needs of the child.
- Maintain communication with those involved.

CHCPR14A Observe Children and Interpret Observations
40 nominal Hours • Prerequisite: Nil

Content
- Monitor children's developmental progress.
- Monitor social interaction of the children.
- Gather information about the child's views and perspectives.
- Demonstrate quality observation practices to other workers.
- Use information from observations to guide others.
- Design observation processes with others.

CHCPROT4A Prepare for Court Processes
100 nominal Hours • Prerequisite: Nil

Content
Contributing to court processes in the context of juvenile justice and child protection work.

CHCPROT5A Provide Protective Service
50 nominal Hours • Prerequisite: Nil

Content
Providing protective services to young people and children who are at substantial risk of abuse/neglect.

CHCPROT6A Facilitate Court Orders
50 nominal Hours • Prerequisite: Nil

Content
Interpreting legal processes to consider options, make recommendations and plan a course of action for a juvenile offender.

CHCRF1A Communicate with Family Members About Their Child
20 nominal Hours • Prerequisite: Nil

Content
- Establish a relationship with family members.
- Exchange information with family members about the child.
- Respond to a family member's concern about a child.
The aim of this subject is to provide students with the word processing, spreadsheet and database package to their full capacity, employing advanced features as required.

Aims & Objectives
This subject will enable you to build a computer from standard components, install Windows, anti-viral software and common applications.

CITP0004N Visual Basic Programming
72 nominal Hours • Prerequisite: Nil

Aims & Objectives
Students will learn how to design, code and test programs using the Visual Basic programming language.

CITP0004S Visual Basic Programming
72 nominal Hours • Prerequisite: Nil

Aims & Objectives
Students will learn how to design, code and test programs using the Visual Basic programming language.

CITP0005N Installing and Configuring Linux
54 nominal Hours • Prerequisite: Nil

Aims & Objectives
Students will learn basic operating system concepts, features and commands. They will install, configure and test an operating system.

CITP0005S Installing and Configuring Linux
54 nominal Hours • Prerequisite: Nil

Aims & Objectives
Students will develop skills to interact with clients on a business level, and provide support, instruction and documentation encompassing new technology.

CITP0007N Software Customisation
108 nominal Hours • Prerequisite: Computer Applications

Aims & Objectives
Students will learn how to plan a customisation of existing software by considering the limitations of the system and the needs of the client.

CITP0009S Client Needs Analysis
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
• Determine client business expectations and needs.
• Confirm client’s business needs.
• Develop and present a feasibility report.
• Provide advice to clients.

CITP0010S Java Programming, including Object Oriented Design and Components
108 nominal Hours • Prerequisite: Visual Basic Programming

Aims & Objectives
Students will:
• Learn how to design, code and test programs using the Java programming language.
• Learn techniques for the design of object-oriented applications.

CITP0011S Java Programming, including Object Oriented Design and Components
108 nominal Hours • Prerequisite: Visual Basic Programming

Aims & Objectives
Students will:
• Learn how to design, code and test programs using the Java programming language.
• Learn techniques for the design of object-oriented applications.
Aims & Objectives

Students will:
- Learn how to design, code and test programs using the Java programming language.
- Learn techniques for the design of object-oriented applications.

**CITP0021 Network Administration**

120 nominal Hours • Prerequisite: Basic information about Windows

**Aims & Objectives**

Learners will develop the ability to carry out installation, administration, management and troubleshoot of network. Focus will be on cabling, network cards, hubs, bridges, routers and other peripheral devices, such as printers, print servers, backup systems, etc.

**CITP0022N PC Support**

90 nominal Hours • Prerequisite: Computer Applications, Computer Systems

**Aims & Objectives**

This subject will enable students to become confident in the use of support tools commonly used by support technicians.

**CITP0023N Project Management Concepts**

36 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

Students will acquire skills which will enable them to interact with clients on a business level, in order to manage time and the activities associated with the development and analysis of projects.

**CITP0051A Computer Applications**

108 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

The aim of this subject is to provide students with the skills and knowledge to use a word processing, spreadsheet and database package to their full capacity, employing advanced features as required.

**CITP0052A New Technology Applications**

54 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

The aim of this module is to provide students with the skills and knowledge to study new technologies by looking at the forces influencing technological change.

**CITP0053A Customising Applications**

54 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

Students will learn how to plan a customisation of existing software by considering the limitations of the system and the needs of the client.

**CITP0054C Systems Management 1**

54 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

Students will:
- Install, customise, optimise and scan for viruses an operating system such as Windows 95/Windows 2000 on a PC.
- Create users and allocate system access control to a multi-user operating system such as FreeBSD or Linux.
- Run backups and restores.
- Document installed system, users, software licenses, backups, restores and detected viruses.

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**CITP0055A Systems Management 2**

54 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

Advise clients on software and hardware client requirements.

**CNCS004 Workplace Communications**

20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

The aim of this module is to provide competency-based training to develop effective work team communication skills in the workplace. On completion of this module, the student will be able to:
- Participate in small group discussion to reach agreement on workplace related issues.
- Co-operate with team members to plan and prepare a simple presentation.
- Make a job related presentation.

**CORCOM3 Analyse and convey workplace information**

40 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF 20498 or equivalent.

**Aims & Objectives**

This is a core unit for all sectors of the industry. It covers analysis and interpretation of information, as well as preparing and presenting information to others. The presentation component of this unit supports the communication requirements for delivering workplace training.

**CORFS3 Monitor the implementation of the food safety plan**

40 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF 20498 or equivalent

**Aims & Objectives**

This is a core unit for all sectors of the industry. It covers monitoring the implementation of the food safety procedures across an entire process, system or work area and providing support to others.

**COROHS3 Monitor the implementation of OH&S**

40 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF 20498 or equivalent

**Aims & Objectives**

This is a core unit for all sectors of the industry. It covers occupational health and safety quality-related skills and knowledge required to oversee the implementation of safe work practices in the workplace.

**CORA3 Monitor the implementation of the quality system**

40 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF 20498 or equivalent

**Aims & Objectives**

This is a core unit for all sectors of the industry. This unit covers quality-related skills and knowledge required to oversee the implementation of the quality system.

**COS004A Repair, Maintain and Alter Costumes**

Semester 1 and 2 • 80 nominal Hours • Pratman • Prerequisite: Nil

**Aims & Objectives**

- Launder, press or otherwise service costumes.
- Check and repair costumes.
- Make alterations to costumes.
Aims & Objectives
Cleaner production, global and local perspective, cleaner production and industry.

CP002 Resource Technology
40 nominal Hours • Prerequisite: Nil
Aims & Objectives
Review of resource technology and resource management.

CP003 Environmental Regulation
40 nominal Hours • Prerequisite: Nil
Aims & Objectives
Introduction to environmental regulation and environmental legislation requirements.

CP004 Environmental Management
40 nominal Hours • Prerequisite: Nil
Aims & Objectives
Environmental policy development, environmental management practices.

CP005 Biological Waste Management
40 nominal Hours • Prerequisite: Nil
Aims & Objectives
Microbial systems in remediation processes.
Food and organic waste processing for cleaner production.
Strategies for the minimisation of industrial and toxic wastes.

CP006 Environmental Auditing
40 nominal Hours • Prerequisite: Nil
Aims & Objectives
Introduction to environmental auditing.
Practices in environmental auditing.

CP007 Design and Manufacture for Cleaner Production
40 nominal Hours • Prerequisite: Nil
Aims & Objectives
Functional analysis in design and manufacture.
Innovation in design and manufacture.
Properties of materials.

CUECOS4A Make Costumes
Semester 1 & 2 • 180 nominal Hours • Prerequisite: Nil
Aims & Objectives
- Interpret brief for costume design and prepare garment for construction.
- Make and grade patterns.
- Lay up and cut work, sew and fit costume and finish garments.

CUECOS5A Make Millinery
Semester 1 & 2 • 140 nominal Hours • Prerequisites: Nil
Aims & Objectives
Design is interpreted into practical plans for millinery construction in accordance with production requirements. Millinery is constructed and sewn. Millinery items are labelled and coded for identification and to enable checks to be made during transport and storage.

CUECOS6A Make Novelty & Period Costumes
Semester 1 & 2 • 100 nominal Hours • Prerequisite: Nil
Aims & Objectives
Research is conducted to identify the historical, cultural and other factors that may influence costume styles, construction techniques and costume development. Design is interpreted into practical plans for making costumes in accordance with production requirements. Materials and method of garment construction are selected according to production requirements. Pattern is produced to required specifications including material, gender, figure proportions and performance requirements, including ease allowances.
Material of fabric is established to minimise wastage and in accordance with design specifications. Fabric press and linings are pinned or sewn together as required, and hung appropriately in readiness for assembly. Alterations are undertaken where relevant.

CUECOS7A Construct Hard & Soft Sculptured Accessories, Specialised Costumes and Costume Jewellery
Semester 1 & 2 • 120 nominal Hours • Prerequisite: Nil
Aims & Objectives
- Conduct research and prepare to construct accessories and costumes.
- Construct hard and/or soft sculptured accessories.
- Construct special purpose costumes and product costume jewellery.
- Complete accessories and costumes.

CUECOS8A Design Costumes
Semester 1 • 200 nominal Hours • Prerequisite: Nil
Aims & Objectives
Establish a costume design brief and develop design ideas. Liaise with others to implement costume construction.

CUEDES1A Develop the Design
50 nominal Hours • Prerequisite: Nil
Aims & Objectives
Developing a design applies to all the modules in the Certificate IV course. The aim is to train students to draw on their imagination and creativity to design the required looks for Television, Stage Period, Photographic, Prosthetics and Special Effects make-up. This module also includes Art Techniques.
Aims & Objectives

Aims & Objectives
Present design concepts and finalise design brief. Negotiate terms and conditions.

CUEFIN2A Develop a Budget
15 nominal Hours • Prerequisite: Nil

Aims & Objectives
Prepare for events and prepare an implementation strategy. Overseas event implementation and evaluate the event.

CUEFIN1A Develop a Budget
15 nominal Hours • Prerequisite: Nil

Aims & Objectives
Training students in the business skills required to work in the make-up industry in relation to fees, invoices and negotiating with employers/clients.

CUEFIN2A Manage a Budget
1 Semester • 30 nominal Hours • Prerequisite: Nil

Aims & Objectives
Allocate funds and monitor and control expenditure. Complete financial reports.

CUEFIN3A Obtain Sponsorship
1 Semester • 80 nominal Hours • Prerequisite: Nil

Aims & Objectives
Determine financial requirements of activity. Obtain sponsorship and service sponsors.

CUEIND1A Apply organisation and Industry Knowledge
1 Semester • 10 nominal hours • Prerequisite: Nil

Aims & Objectives
Acquire and apply knowledge of the organisation including the basic rights and responsibilities of the employer, employee and industry.

CUEOHS2A Establish and maintain a Safe and Secure Workplace
1 Semester • 50 nominal Hours • Prerequisite: Nil

Aims & Objectives
• Establish and maintain the framework for the occupational health and safety system in the area of responsibility.
• Establish and maintain participative arrangements for the management of occupational health and safety, and procedures for identifying hazards.
• Establish and maintain procedures for assessing risks and controlling risks.
• Establish and maintain organisational procedures for dealing with hazardous events.
• Establish and maintain occupational health and safety training programs, and safety records.

CUEDES2A Present and Negotiate the Design
1 Semester • 80 nominal Hours • Prerequisite: Nil

Aims & Objectives
Present design concepts and finalise design brief. Negotiate terms and conditions.

CUEVT1A Plan and Manage Events
100 nominal Hours • 50 Hours Year 1 and 50 Hours Year 2 • Prerequisite: Nil

Aims & Objectives
Prepare for events and prepare an implementation strategy. Overseas event implementation and evaluate the event.

CUEDES2A Present and Negotiate the Design
1 Semester • 80 nominal Hours • Prerequisite: Nil

Aims & Objectives
Present design concepts and finalise design brief. Negotiate terms and conditions.

CUEMUP002A Design, Apply & Remove Special Effects Make-Up
100 nominal Hours • Prerequisite: Nil

Aims & Objectives
Students will learn aspects of Special Effects (SPFX) make-up product knowledge, designing SPFX make-up, application and removal.

Content
Includes burns, scars, wounds, blood, sweat, tears, bullet holes and limb amputations.

CUEMUP2A Design, Apply & Remove Period Make-Up
180 nominal Hours • Prerequisite: Nil

Aims & Objectives
The aim of this subject is to provide practical training in make-up through the decades from 1900’s to 1990’s. The theory behind how and why these ‘looks’ evolved is also covered.

Content
• Period Make-Up Design, Technology and Applications.
• Script and Character Analyses.
• Theory work influences on fashion hair and make-up.

CUEMUP3A Design, Apply & Remove Specialised Make-Up
180 nominal Hours • Prerequisite: Nil

Aims & Objectives
To train students in the design, application and removal of prosthetics pieces and special effects make-up.

Content
• Covers manufacture of latex pieces for face and body, going through process of plaster casting, clay moulding, latex moulds, application of prosthetic pieces to face/body.
• Bald cap manufacture and application using differing techniques of glatzan and latex.
• Make-Up design and application using differing techniques of make-up and security.

CUEOHS1A Implement Workplace Health & Safety and Security Procedures
10 nominal Hours • Prerequisite: Nil

Aims & Objectives
To equip students with Occupational Health & Safety procedures when working in the make-up industry. Recording personal client and equipment hygiene and safety. Hazardous substances will also be covered.

CUEDES2A Design, Apply & Remove Screen Make-Up
100 nominal Hours • Prerequisite: Nil • Corequisites: Hair Styling

Aims & Objectives
This subject trains students in make-up design, application and removal of make-up for the differing mediums of TV, video, film and photography. This module also includes lighting theory.
CUESET5A  Assist in Making Sets
65 nominal hours • 35 hours Year 1 & 30 hours Year 2 • Prerequisite: Nil

Aims & Objectives
Prepare to assist in making sets and construction of set elements. Work with others to package sets for transportation.

CUESMT1A  Assist in Stage Managing the Production
65 nominal hours • 35 hours Year 1 - 30 hours Year 2 • Prerequisite: Nil

Aims & Objectives
- Assist in organising the rehearsal area to meet rehearsal requirements.
- Contribute to rehearsals and to the transfer of physical elements from rehearsal facility to venue.
- Assist in running technical and dress rehearsals and the preparation of production areas.
- Monitoring and maintenance operations during performance and post production procedures.

CUESMT2A  Prepare for Rehearsal
140 nominal hours • 70 hours Year 1 and 70 hours Year 2 • Prerequisite: Nil

Aims & Objectives
- Interpret the creative parameters of the production.
- Identify and confirm production and technical parameters and prepare and run auditions.
- Locate, secure and prepare rehearsal facilities.
- Prepare, distribute and maintain required company documentation and production information.

CUESMT3A  Co-ordinate Rehearsal
140 nominal hours • 70 hours Year 1 and 70 hours Year 2 • Prerequisite: Nil

Aims & Objectives
- Coordinate performers and physical elements, director's performers and technical requirements.
- Develop and maintain the prompt copy and prompt performers.
- Monitor and maintain rehearsal process.

CUESMT4A  Co-ordinate Final Production Process
140 nominal hours • 70 hours Year 1 and 70 hours Year 2 • Prerequisite: Nil

Aims & Objectives
- Co-ordinate move from rehearsal facility to venue. Prepare performance area in venue, oversee and facilitate technical preparation. Run technical and dress rehearsals.

CUESMT5A  Manage the Performance
140 nominal hours • 70 hours Year 1 and 70 hours Year 2 • Prerequisite: Nil

Aims & Objectives
- Carry out pre-show procedures. Run the show and prompt the performers. Undertake post-performance procedures and prepare and co-ordinate non-regular performers.

CUESOU3A  Operate Sound Equipment
80 nominal hours • 40 hours Year 1 and 40 hours Year 2 • Prerequisite: Nil

Aims & Objectives
- Carry out technical/dress rehearsal requirements and pre-show procedures for operating sound. Operate sound equipment and carry out post-performance procedures.

CUETEM1A  Co-ordinate Technical Operations
1 Semester • 30 nominal hours • Prerequisite: Nil

Aims & Objectives
- Carry out pre-event checks and coordinate technical operations. Evaluate and modify technical operations and store physical elements and resources.

CUETEM2A  Manage Systems
1 Semester • 30 nominal hours • Prerequisite: Nil

Aims & Objectives
- Ensure inventories are updated in accordance with organisational procedures. Equipment and materials that require maintenance or may require repair during the show are identified. Recording systems are maintained according to organisational procedures.

CUETEM3A  Establish & Manage Resources and Technical Requirements
1 Semester • 30 nominal hours • Prerequisite: Nil

Aims & Objectives
- Establish technical/production requirements.
- Plan and acquire resource requirements.
- Manage construction or installation.

CUETGE1A  Undertake simple Lighting/Sound/Audio Visual Activities
1 Semester • 60 nominal hours • Prerequisite: Nil

Aims & Objectives
- Prepare to undertake simple lighting, sound and audiovisual activities. Carry out pre-performance procedures. Participate in technical rehearsals/performances. Maintain and store equipment.

CUETHTCOR031  Follow Health, Safety and Security Procedures
1 Semester • 5 nominal hours • Prerequisite: Nil

Aims & Objectives
- Follow workplace procedures on health, safety and security.
- Deal with emergency situations and maintain safe personal presentation standards.
- Provide feedback on health, safety and security.

CUEWHR19A  Maintain Wigs & Hair Pieces
60 nominal hours • Prerequisite: Nil

Aims & Objectives
- Students will learn the skills necessary to correctly maintain machine made and hand made wigs, as well as care and maintenance of synthetic and human hair. The manufacture and application of hand made facial hair pieces, with the knotting technique used in human hair hand made wig making, will also be covered.

CUFMAN002A  Manage a Project with Limited Scope
Semester 1 & 2 • 100 nominal hours • Prerequisite: Nil

Aims & Objectives
- Provide skills and knowledge required to manage a project involving a section of a major project or a project for a department in a larger organisation. The project management occurs within a framework for a larger project of which this forms a part, or within the requirements of the department or project brief for a more limited project.

EA000  Basic Statistics
40 nominal hours • Prerequisite: Nil
Content

Topics include:

- Averages, variability, relationships, statics, sample, parameter.
- Precise description, prediction, statistical inference, confidence limit.
- Nominal scale, ordinal scales, interval scales ratio scales.
- Discrete and continuous variable, frequency distribution, cumulative distributions.
- Skewed distribution, bivariate distribution.
- Measures of central tendency: mean and median.
- Measures of variability.
- The standard deviation and other measures.
- Elementary probability permutations, combinations.

**EA001 Calculus**

60 nominal Hours • Prerequisite: Nil

Content

- Differential calculus-limits, rules of differentiation, second derivative, applications.
- Integral calculus – integration methods, applications.

**EA002 Engineering Mathematics A**

60 nominal Hours • Prerequisite: Nil

Content

Includes arithmetic and algebraic manipulation of equations and formulas, 2D geometry and linear graph functions.

**EA003 Engineering Mathematics B**

60 nominal Hours • Prerequisite: EA002

Content

- Covers matrix algebra.
- Quadratic fractions.
- Trigonometric functions.
- Exponential and logarithmic functions.

**EA010 Materials Science**

40 nominal Hours • Prerequisite: Nil

Content

- Classification of materials.
- Properties and recognition of materials.
- Testing.
- Processing.
- Finishing of material applications.

**EA027 Presenting Reports**

20 nominal Hours • Prerequisite: Nil

Content

Covers:

- Researching material.
- Analysing information and developing/identifying solutions.
- Producing a document.
- Delivering an oral report.

**EA032 Writing Technical Documents**

20 nominal Hours • Prerequisite: Nil

Aims & Objectives

To provide competency based training in communication skills to write complex workplace documents. The module is suitable for participants who write routine and non-routine workplace documents. The emphasis of this module is on developing independence in selecting the appropriate information, style and format for writing these documents. To achieve the learning outcomes, participants may need many opportunities to:

- Practise their planning and writing skills.
- Obtain regular feedback on their writing.

**EA033 Writing Workplace Reports**

20 nominal Hours • Prerequisite: Nil

Content

Includes planning skills, writing skills, communication principles and conventions in written work.

**EA040 Occupational Health & Safety**

20 nominal Hours • Prerequisite: Nil

Content

Topics include:

- Legal requirements of OH&S.
- The major roles and functions of safety representatives and OH&S committees.
- Potential workplace hazards.
- Prevention and control.
- Industrial housekeeping.
- Pollution in engineering.
- Personal safety.
- Emergency and first aid.

**EA041 Quality Control Systems**

40 nominal Hours • Prerequisite: Nil

Aims & Objectives

This module will teach students to develop and use management tools in quality control systems, including manuals, assessment timing plans, quality audits, writing procedures and non-conformance feedback reporting system.

Content

Topics include:

- Quality manuals, manual page authorisation, cross referencing to Australian standards, quality systems assessment timing plans, departmental reviews and interview procedures.
- Period review of manual content to ISO9002, quality procedure writing format.
- Reporting systems – non conformance.

**EA043 Quality Improvement Teams**

20 nominal Hours • Prerequisite: Nil

Content

This module will provide students with the skills to work in teams using quality circles. Other topics include:

- Sectional principles target setting for quality improvement.
- Non-conformance report sheets.
- Quality improvement, quality meetings, quality audits, skilling charts.

**EA045 Quality Concepts**

20 nominal Hours • Prerequisite: Nil

Content

This module will introduce students to the basics concepts of quality management and quality improvement in manufacturing and their links with productivity.
Topics include:

- Quality perspectives, quality improvement, quality assurance and quality management systems.
- Total quality management linking quality control assurance and improvement.

EA047  Quality improvement in the Workplace

* Prerequisite: Nil

**Content**
This module will develop knowledge and skills for participating in individual and team based quality improvement activities in the workplace. Topics include:

- Quality improvement principles.
- Quality tools.
- Quality project.

EA048  Internal Quality Auditing

20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
This module will develop knowledge of the audit function within a quality system, as well as skills for planning, organising, conducting and reviewing an internal quality audit.

**Content**
Topics include:
- Overview of the audit function, role of an internal auditor, the audit process.
- Auditing project.

EA050  Engineering Computing

40 nominal Hours • Prerequisite: Nil

**Content**
- Types of computer work stations and network systems.
- Operation and management of a simple computer system within a networked environment.
- Use of operating system commands and user menus, safe and legal practices.
- Preparation of text files for computer-management applications.
- Common applications of computer in industry, hardware, software, skills required.
- Computer programs for industry related applications.
- Use of spreadsheets and databases.

EA061  Engineering Graphics

40 nominal Hours • Prerequisite: Nil

**Content**
- Equipment and media used to produce drawings.
- Manual and computer aided drafting.
- The use of maintenance of manual drafting equipment.
- Orthographic projection.
- Line drawing and printing skills.
- Layout of an engineering drawing.
- Sections and isometric drawing of simple engineering drawing.
- Sections and isometric drawings of simple engineering components.

EA065  Computer Aided Drafting (CAD) B

40 nominal Hours • Prerequisite: NM006

**Content**
Covers creation of library files of elements to industry specific standards.

EA066  Computer Aided Drafting (CAD) C

40 nominal Hours • Prerequisite: EA065

**Content**

- Principles of menu structure.
- Customisation techniques.
- Configuring software.
- Information on CAD consumables.

EA067  Computer Aided Drafting (CAD) D

40 nominal Hours • Prerequisite: EA065

**Content**
Designing applications using other commercial programs, additional to the CAD program, for editing, design drafting and file manipulation and control purposes, manipulation of shapes, introduction to basic three-dimensional news.

EA068  Computer Aided Drafting (CAD) 3D

40 nominal Hours • Prerequisite: NM006, EA065

**Aims & Objectives**
Use a CAD program to produce and plot basic three-dimensional view drawings.

**Content**
Topics include:
- Multiple Three Dimensional Views.
- Movement through Space.
- Creation of Views.
- Editing.
- Display of three Dimensional View.
- Saving.

EA074  CAD Modelling Concepts

40 nominal Hours • Prerequisite: EA068

**Content**
- Theory of the terminology associated with modelling.
- Region modelling techniques.
- Solid modelling techniques.
- Producing composite models.
- Producing sectioned models.
- Using predrawn library files and primitives to produce a 3D models.
- Using third level software to produce 3D models.
- Applying rendering techniques to a 3D model.
- Producing hard copies of 3D models.
- Drawings or other application software.

EA090  Fault Finding

20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To enable students to perform systematic fault isolation through the application of diagnostic techniques.

EA100  Analogue Electronics 1

40 nominal Hours • Prerequisite: NE182

**Aims & Objectives**
To enable students to describe the specifications of operational amplifiers, with a view to design, analyse and select modern operational amplifier and analog integrated circuits.

EA101  Analogue Electronics 2

40 nominal Hours • Prerequisite: NE183
Aims & Objectives
To enable students to describe the basic concepts of a microprocessor (or microcontroller) system and provide the skills needed to write, run and debug simple assembly language programs using an editor, an assembler and a target system.

EA183  MicroProcessor Fundamentals 1
40 nominal Hours • Prerequisite: NE180

Aims & Objectives
To enable students to design and analyse the operation of a basic microprocessor or microcontroller system and to further the skills needed to write and debug software which uses a parallel I/O port.

EA184  MicroProcessor Fundamentals 2
40 nominal Hours • Prerequisite: EA183

Aims & Objectives
To enable students to gain an overview of basic fundamentals of communication systems which include baseband signals, modulation, multiplexing, receivers, transmitters, digital coding and noise.

EA181  Communications Fundamentals
40 nominal Hours • Prerequisite: NE183

Aims & Objectives
To enable students to gain an introductory program design, C programming and program testing skills used to control devices interfaced to a PC.

EA194  PC Systems Support
80 nominal Hours • Prerequisite: Entry level Digital, Microprocessors and Computer Fundamentals subjects, co-subject: single user operating system.

Aims & Objectives
To equip the student with the necessary skills to install common hardware and software and the strategic issues of supporting the computer in terms of maintenance and performance enhancement/upgrading. The applications of diagnostic utilities for systems and peripherals are also included.

EA196  Single-User Operating Systems
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
To introduce Associate Diploma students to the principles and concepts of operating systems. To examine the structure and commands of a single-user operating system such as MSDOS in detail, and provide a foundation upon which further studies in operating systems will be based.

EA501  Production Planning and Control (Main Functions)
20 nominal Hours • Prerequisite: Nil

Content
Introduces the objectives of manufacturing production planning and control: terminology, three letter acronyms, three key elements: QCD, Quality, Cost, Delivery, control feedback loop, organisational structure and functions, size and structure; decision making process, lean manufacturing and structural change.

EA701  Engineering Drawing (Detail)
40 nominal Hours • Prerequisite: EA061

Content
Includes standard drawing, freehand sketches, isometric projection, detail drawings, dimension limits and fits, surface texture, assembly drawings from component details.

EA706  Fluid Mechanics 1
40 nominal Hours • Prerequisite: Nil

Content
- Basic properties of fluids.
- Chemical properties.
- Forming of liquid pipes.
• Channels, tubes and ducts (rigid and flexible).
• Valves.
• Filters.
• Gauges and instruments.
• Tanks and vessels – storage tanks.
• Pressure vessels.
• Header and surge tanks.
• Weirs/dams/reservoirs.

EA711 Mechanical Drive Components
40 nominal Hours • Prerequisite: Nil

Content
• Shafting/Couplings.
• Gearing.
• Chain Drives.
• Belt Drives.
• Mechanical Variable Speed Drives.
• Brake and Clutch Designs.
• Bearings.
• Winch equipment.
• Reciprocating Drive/Linear to Rotational Drive.

EA714 Thermodynamics 1
40 nominal Hours • Prerequisite: Nil

Content
Covers basic concepts, energy, energy transfer in open and closed systems, heat engines.

EA715 Mechatronics 1
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module is used to provide feedback on a student's mechanical design skills by allowing the opportunity to test the constructability and operability of their designs. It also provides the opportunity for construction of a system to meet a given quality standard which may be used for any of the mechatronics modules.

EA716 Mechatronics 2 (PLC Automation)
40 nominal Hours • Prerequisite: EA715

Aims & Objectives
This module takes the process model completed in EA715 and interfaces it with a standard industrial programmable controller, including all wiring and programming to achieve automation. It also encompasses the commissioning and troubleshooting requirements for understanding of a complete operating system.

EA717 Human Factor
40 nominal Hours • Prerequisite: Nil

Content
Topics include:
• Hydraulic Components.
• Electro-Hydraulic Controls.
• Hydraulic circuitry, servicing.

EA727 Drafting - Mechanical Drive Systems
80 nominal Hours • Prerequisite: EA701

Content
• Belt drives.
• Chain drives.
• Gear drives.
• Gear terminology.
• Drive shafts.
• Reduction box assembly.
• Machine drive system bases.

EA740 Workshop Practices (Fabrication)
40 nominal Hours • Prerequisite: Nil

Content
Topics include rolling, pressing, cropping, punching, manual metal arc, oxygen/acetylene, gas metal arc, gas tungsten arc, submerged arc welding, safety hazards.

EA741 Workshop Processes (Machining)
40 nominal Hours • Prerequisite: Nil

Content
Includes machine tools, machine operations, cutting tools, work holding methods, machine setup, centre lathe, milling machine, grinding machine.

EA772 Introductory Dynamics
40 nominal Hours • Prerequisite: EA003

Content
This subject covers an introduction to force, work, power, energy, torque, moment of inertia, radius of gyration, conservation of momentum.

EA790 Manufacturing Process
40 nominal Hours • Prerequisite: Nil

Content
Includes forming processes, powder metallurgy, automatic lathes, grinding machines and applications of CNC in metal cutting.

EA804 Introduction to Strength of Materials
40 nominal Hours • Prerequisite: EA859

Content
Topics include:
• Stress and strain.
• Bolted connection.
• Welded connections.
• Thin walled pressure vessels.
• Properties of plane figures.
• Beams.
• Torsional stress.
• Thermal stress.

EA859 Statics
60 nominal Hours • Prerequisite: Nil

Content
Force, equilibrium of concurrent co-planer forces, movement and torque, couples, equilibrium co-planer forces, friction, forces in frames.

EA927 Electronic Switching
40 nominal Hours • Prerequisite: Nil
## Subject Details

### Aims & Objectives
The aim of this module is to provide students with instruction and application of typical interface circuits as found in industrial modules similar to those manufactured by APCS, OMRON and TURCKS.

### EADC Mobile Communications
40 nominal Hours • Prerequisite: Communications 1 or equivalent

#### Aims & Objectives
To enable the student to specify commonly used mobile communication equipment or systems, their functions, controls and/or applications, and draw a functional block diagram of the equipment/system.

### EB030 Advanced Quality Concepts
40 nominal Hours • Prerequisite: Nil

#### Content
Topics include:
- Quality and reliability
- Effect on productivity
- Competitiveness and standard of living
- Customer satisfaction
- Principles and application of TQM

### EB031 Quality Management
40 nominal Hours • Prerequisite: Nil

#### Content
Review of quality concepts, quality standards, quality control, metrology, statistics and probability techniques in the workplace.

### EB032 Auditing Supplier Quality
40 nominal Hours • Prerequisite: EA048

#### Content
Topics include:
- Principles and Scope of Applications
- Audit Procedures and Protocols
- Training, Qualification and Deployment of Auditors
- Audit Practice

### EB033 Financial Evaluation of Quality
20 nominal Hours • Prerequisite: EB030 • Corequisites: EB034, EB036 or equivalent skills/knowledge is desirable.

#### Content
Topics include:
- Concepts and definitions
- Establishing quality costs
- Optimising quality costs
- Project on quality cost in process, product or service

### EB034 Monitoring Variation
40 nominal Hours • Prerequisite: EA041, EA002

#### Content
Topics include:
- Concepts: variation in process, product or service
- Data
- Distributions
- Introduction to sampling
- Statistical Process Control

### EB035 Planning and Management of Quality
40 nominal Hours • Prerequisite: Nil

#### Aims & Objectives
This module aims to develop the knowledge and skills required for planning and managing the deployment of quality requirements forms, from design and development through to service or product delivery.

#### Content
Topics include:
- Establishing quality requirements
- Deploying quality requirements over production of delivery process
- Determining process capability for quality process
- Planning and controlling quality
- Planning and managing for improvements

### EB036 Quality Management Systems
40 nominal Hours • Prerequisite: Nil

#### Aims & Objectives
This module aims to provide the knowledge and skills for participation in the development and implementation of quality management systems based on the Australian and International Standards.

#### Content
Topics include:
- Internet and principles of quality management systems
- Quality systems planning and implementation
- Functions and processes

### EB040 Quality Control and Computing
20 nominal Hours • Prerequisite: Nil

#### Content
Topics include:
- Computerised manual development, quality manuals, procedure manuals
- Style, layout numbering, retrieval, updating
- Computer system
- Process control data
- Statistical inputting
- Control data analysis
- Supplier history and material control
- Computer Control
- Final inspection and inputting audit results

### EB041 Quality Manual Development Writing
40 nominal Hours • Prerequisite: Nil

#### Aims & Objectives
This module will teach students to write a complete company quality manual in line with the International Standards Requirements ISO9002.

#### Content
Topics include:
- Quality manual planning
- Quality manual development
- Writing manual documents

### EB050 Engineering Project
80 nominal Hours • Prerequisite: Entry to this module will be largely at the discretion of the training provider, who will assess the learner's capacity and readiness to handle the
module. In general, the student will have a substantial background of learning at the associate diploma level and will have taken some initiative in identifying an area of inquiry.

**Content**
Topics include tender documents and contracting, engineering project specifications, client interaction (interpersonal skills), general arrangement drawing, component design, detailed drawings of parts and assemblies, final reports, oral presentation to peers.

**EB061 Managing CAD Utilities**

40 nominal Hours • Prerequisite: EA066

**Content**
Includes:
- Text editing software.
- Creation and manipulation for software management in a CAD environment.
- Creating and implementing screen and tablet menus for specific CAD applications.
- Developing macro and icon files.
- Using a database management system with CAD to produce a material schedule.

**EB100 Analogue Electronics 3**

40 nominal Hours • Prerequisite: EA100

**Aims & Objectives**
To develop concepts and skills to design or select some common operational amplifier circuits and integrated circuits used in analog signal processing.

**EB101 Analogue Electronics 4**

40 nominal Hours • Prerequisite: EA101

**Aims & Objectives**
To enable students to evaluate the performance of large signal power amplifiers.

**EB120 Advanced Computer Test Equipment**

40 nominal Hours • Prerequisite: Entry level Digital and Computer Fundamentals subjects.

**Aims & Objectives**
To equip the student with the necessary hands on skills to fully install and administer a PC based network operating system. Practical experience is provided in the installation of the software and setting up, managing and maintaining the system, user accounts and system resources.

**EB160 PLC Systems Applications**

60 nominal Hours • Prerequisite: EA160

**Aims & Objectives**
The aim of this module is to provide students with an overview of advanced PLC systems applications and to describe the features and functions of PID based loop control, specialist instruction set, alternate programming styles and communications.

**EB161 Advanced Power Supplies**

40 nominal Hours • Prerequisite: EB100

**Aims & Objectives**
To enable students to select appropriate power supply circuit techniques for given applications, with consideration of the environment in which the equipment will be used. This module is focused on practical applications.

**EB162 Circuit Analysis 1**

60 nominal Hours • Prerequisite: Electrical Principles 2

**Aims & Objectives**
To enable students to apply network theorems and PC based simulation programs to the analysis and solution of AC and DC linear circuits.

**EB169 Antenna Systems**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To enable students to gain knowledge and skills in selected areas which relate to the area of antennas.

**EB176 Electronic Systems**

40 nominal Hours • Prerequisite: EA164, EB174

**Aims & Objectives**
To enable students to use GPIB/IEEE 488 bus equipment and Programmable Logic Controllers (PLC) for control of electronic systems.

**EB177 Microprocessor Applications 1**

40 nominal Hours • Prerequisite: EA164

**Aims & Objectives**
To enable students to gain knowledge and skills in the areas of software design, serial port interrupts, interface devices and to develop practical software and hardware skills through the construction of a minimum system.

**EB178 MicroProcessor Applications 2**

40 nominal Hours • Prerequisite: EA167, EB177

**Aims & Objectives**
To enable students to gain knowledge and skills in selected areas which relate to microprocessor interfacing and control, and develop hardware and software skills by incorporating user interface devices in a practical project.

**EB179 MicroProcessor Applications 3**

40 nominal Hours • Prerequisite: EB178

**Aims & Objectives**
To enable students to gain knowledge and skills in the area of sensors, signal conditioning and output control and practical skills in hardware and software development relative to a microprocessor/microcontroller system.
EB181  Digital Design
40 nominal Hours  •  Prerequisite: EB180

Aims & Objectives
To enable students to apply project management concepts to larger digital systems.

EB301  Middleware Operations
40 nominal Hours  •  Prerequisite: EB303

Aims & Objectives
To enable the student to describe and apply knowledge and skills related to the installation, configuration, testing and maintenance of ‘Middleware’.

EB303  Middleware Fundamentals
20 nominal Hours  •  Prerequisite: EA300

Aims & Objectives
To enable the student to describe the fundamental concepts and terminology of ‘Middleware’ for computer network communications.

EB507  Production Planning and Control (Charting Techniques)
20 nominal Hours  •  Prerequisite: EA500

Content
- Production control.
- Charting.
- Machine loading.
- Gantt charts.
- Formulation of production programs.
- Network analysis.
- CPM/critical path method.
- PERT project evaluation review technique.
- Production manufacturing.
- Product-process matrix.
- Cost benefits.

EB512  Injection Mould Tool Construction and Design Practice
40 nominal Hours  •  Prerequisite: EB511

Content
Topics include: moulde s (components and function), mould terminology, mould construction, toll design process.

EB520  Statistical Quality Control 1
40 nominal Hours  •  Prerequisite: Nil

Aims & Objectives
This module will teach students how to implement and maintain statistical quality control through variables and attributes control charts, and to analyse process capability.

Content
Topics include:
- Manufacturing process and its controls.
- Data collection and presentation.
- Process modelling and capability.
- General principle of control charts.
- Setting up control charts.
- Practical applications and the use of computer software packages.

EB521  Statistical Quality Control 2
40 nominal Hours  •  Prerequisite: Nil

Aims & Objectives
This module will teach students the use of advanced statistical quality control techniques and sampling procedures for inspection by attributes.

Content
Topics include:
- Introduction to sampling plans.
- Probability distribution.
- The use of AS 1199 & 1399.
- Attribute sampling plans.

EB523  Design for Economic Manufacture
40 nominal Hours  •  Prerequisite: EA790, EA790, EA010

Content
Covers manufacturing methods, manufacturing materials, manufacturing assembly, safety issues, value analysis, break even analysis, visibility of introducing CAD/CAM.

EB650  Materials for Engineering
40 nominal Hours  •  Prerequisite: EA010

Content

EB701  Advanced Machine Design
40 nominal Hours  •  Prerequisite: EA201, EA790, EB703, EB770

Content
Topic includes:
- Types of stress.
- Shock.
- Keyway.
- Fatigue and stress raiser design factors.
- Keys.
- Splines.
- Pins.
- Rigid couplings.
- Belt drive.
- Chain drive.
- Drive shaft selection and sizing.
- Theory of brakes and clutches.
- Theory of spur.
- Helical and bevel gear drive.
- Fatigue failure analysis.

**EB702  Dynamics of Industrial Machines**

40 nominal Hours  Prerequisite: EA001, EB770

**Content**

Topics include:
- Simple harmonic motion.
- Free vibration.
- Forced vibration.
- Damped vibration.
- Balancing and static balance measurement.
- Vibration measurement.
- Static balance apparatus.
- Vector analysis of velocity and acceleration of mechanisms.
- Simple and compound gears.
- Epicyclic gears.

**EB703  Machine Design**

40 nominal Hours  Prerequisite: EA772

**Content**

Topics include:
- Drive shaft materials.
- Tensile, shear and bending strength.
- Fatigue.
- Stress raisers and endurance.
- Rigid couplings.
- Keys, set screws.
- Pins.
- Use of manufacturers catalogues for vee belts.
- Chain, universal and direct flexible couplings.
- Spur, helical, and bevel gear drives.
- Electric motors.
- Reduces and prime movers.

**EB704  Mechanical Design**

40 nominal Hours  Prerequisite: EB771, EA772, EB703

**Content**

Topics include:
- Friction.
- Band brakes, clutches.
- Belt drives and power screws.
- Centrifugal forces.
- Static and dynamic balance of unbalanced masses on shafts and flywheels.
- Simple and transmissibility.
- Direct central impact.
- Accelerating bodies.
- Work energy method.

- Helical springs (round wire).
- Translation screws.

**EB709  Mechatronics 4 (Analog Automation)**

40 nominal Hours  Prerequisite: EA715

**Aims & Objectives**

This module takes the process model completed in EA715, connects and conditions the sensors and actuators and then automates it. The module adds at least 2 analog inputs and 1 analog output using a PC interface or PLC, and carry out an arithmetic calculation which conditions the output dependent upon the input/s.

**EB711  Thermodynamics 2**

- Prerequisite: EA714

**Content**

Topics include:
- Heat transfer, combustion and fuels, steam, refrigeration/heat pump.

**EB720  Fluid Mechanics 2**

40 nominal Hours  Prerequisite: EA706

**Content**

Topics include:
- Reynolds number and flow regime.
- Characteristics of laminar.
- Turbulent and mixed (transition) flow.
- Head loss in pipes and fittings.
- Pipe networks.
- Fluid machinery and pumping systems.

**EB722  Computer Based Modelling - Design and Drafting**

60 nominal Hours  Prerequisite: EA705

**Content**

An overview of the different types of 3 dimensional computer aided modelling techniques. This subject also covers applications software for use in engineering design, manufacturing, marketing, product design and simulation.

**EB770  Robotics 2**

40 nominal Hours  Prerequisite: Nil

**Content**

Includes industrial robot selection, robot installation, interfacing, robot sensors, trouble shooting and diagnostics, maintenance, advanced programming.

**EB771  Advanced Dynamics**

40 nominal Hours  Prerequisite: EA772

**Content**

Topics include:
- Friction.
- Band brakes, clutches.
- Belt drives and power screws.
- Centrifugal forces.
- Static and dynamic balance of unbalanced masses on shafts and flywheels.
- Simple and transmissibility.
- Direct central impact.
- Accelerating bodies.
- Work energy method.

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EB840 Advanced Strength of Materials
40 nominal Hours • Prerequisite: EA804

Content
Topics include:
- Axial stresses and strain energy and resilience.
- Rivets and bolts.
- SF and BM diagrams.
- Combined axial and bending stresses.
- Resultant stress caused by shear and normal stresses simultaneously.
- Johnson and Euler equations.
- Buckling loads for ductile materials.
- Deflection at any point on a beam.

EPC173 Functional Maths
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to develop the knowledge and skills to perform workplace mathematical calculations.

EPC193 Electrical Engineering Drawing
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module is intended to develop students' mathematical skills so that they can confidently and accurately perform the calculations required in their workplace and in their everyday life. It also provides a foundation for later study in trade and technical qualifications if the student wishes to pursue further studies in engineering.

FAP001 Principles underpinning farm chemical use
15 nominal Hours • Prerequisite: Nil • Corequisites: FAP002

Aims & Objectives
To allow participants to approach the use of farm chemicals in a way which satisfies agreed elements of the National Competency Standards relating to Farm Chemical Use.

FAP002 Farm chemical application
20 nominal Hours • Prerequisite: FAP001

Aims & Objectives
This module gives producers the skills and knowledge to allow them to consider a number of processes when undertaking the control of an economic pest by applying farm chemicals, within the requirements of Occupational Health and Safety and State legislation, including animal welfare.

FNACRM01B Process Credit Applications
10 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit deals with the initial processing of applications for credit in accordance with organisational and legislative requirements.

Content
- Check and verify application details.
- Maintain application files.
- Complete necessary documentation.

FNACRM02B Administer Accounts
10 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit deals with the correct administration of allocating payments, reconciling accounts and maintenance of customer details in line with best practice.

Content
- Allocate customer payments.
- Reconcile accounts.
- Maintain customer details.

FNACRM03B Evaluate Credit Applications
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit deals with the verification and communication of information and the resultant establishing of credit terms and limits.

Content
- Assess and monitor credit information.
- Establish credit terms and limits.

FNACRM04B Monitor and Control Accounts
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit examines appropriate methods of monitoring and controlling accounts (including key performance indicators). It also outlines best practice customer complaint resolution as a tool for determining appropriate collection action.

Content
- Collect and record monies due.
- Review compliance of trading terms and conditions.
- Determine nature and cause of claim.
- Expedite resolution of customer queries.

FNACRM05B Manage Bad/Doubtful Debts
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit enables the identification of bad and doubtful debts. It reviews possible recovery actions and the appropriate documentation required.

Content
- Identify bad/doubtful debts.
- Plan recovery action.
- Prepare documentation.
- Manage debt recoveries.
- Facilitate recovery/write-off decision.

FNACRM06B Facilitate Compliance with Statutory Legislation and Legal Requirements
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit examines appropriate education of staff and the support systems required.

Content
- Educate staff in statutory, legislative and legal requirements.
- Maintain appropriate records.
Aims & Objectives
This unit details the requirement for security, the types of security and appropriate documentation to protect against loss.

Content
- Explain reasons and options for security.
- Negotiate suitable security and conditions.
- Establish agreed security and conditions.

FNACRM08B Manage Accounts
15 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit outlines the management of errant debtors in line with relevant Credit Policy, having consideration for economic or commercial considerations.

Content
- Negotiate debt repayment.
- Provide advice to debtors.

FNACRM09B Manage Compliance With Statutory, Legislative and Legal Requirements
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit focuses on developing procedures to comply, monitor and review in line with Statutory, Legislative and Legal requirements.

Content
- Identify business and industry needs.
- Examine legal and statutory obligations.
- Formulate credit policy/procedures.
- Administer and monitor credit policy/procedures.

FNACRM10B Develop and Maintain Credit Policy and Procedures
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit examines the development and formulation of credit policy and procedures in line with best practice.

Content
- Project a professional image.
- Maintain customer confidentiality.
- Respond to customer requests for information.
- Deliver customer service.

FNBACC04A Produce Financial Reports
75 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies skills and outcomes associated with the development of financial reports.

Content
- Compile data.
- Develop recommendations.
- Prepare reports.

FNBACC06A Produce Financial Reports
75 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies skills and outcomes associated with the development of financial reports.

Content
- Compile data.
- Develop recommendations.
- Prepare reports.

FNBACC07A Produce Financial Reports
75 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies skills and outcomes associated with the development of financial reports.

Content
- Compile data.
- Develop recommendations.
- Prepare reports.

FNBACC08A Produce Financial Reports
75 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies skills and outcomes associated with the development of financial reports.

Content
- Compile data.
- Develop recommendations.
- Prepare reports.

FNBACC09A Produce Financial Reports
75 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies skills and outcomes associated with the development of financial reports.

Content
- Compile data.
- Develop recommendations.
- Prepare reports.

FNBACC10A Produce Financial Reports
75 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit identifies skills and outcomes associated with the development of financial reports.

Content
- Compile data.
- Develop recommendations.
- Prepare reports.

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Aims & Objectives
This unit describes the functions involved in dispute resolution.

Content
- Assess disputes.
- Resolve disputes.

FNBCRM11A Introduction to Personal and Corporate Insolvency
10 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit examines the various types of insolvency.

Content
- Assess type of insolvency.
- Analyse potential risk.
- Recommend appropriate action.
- Recommend appropriate remedial action.

FNBCRM12A Assess Recovery Outcomes From Formal and Informal Personal Insolvency Administrations
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit examines the various types of personal insolvency and the effect on the debtor and creditors.

Content
- Assess type of personal insolvency.
- Analyse effect of bankruptcy.
- Determine best administration to maximise return.

FNBFIN67A Produce Management Reports to Enable Effective Decision Making
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the functions involved in producing management reports that enable better management decisions.

Content
- Determine management requirements.
- Determine source and availability of data.
- Access resources.
- Produce reports.
- Oversee distribution of reports.

FNBFIN68A Prepare Reports for Management
60 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the functions involved in preparing a range of reports for management.

Content
- Develop report to specifications.
- Access report data.
- Analyse data.
- Prepare reports.

- Distribute reports.

FNBFIN70A Prepare Financial Forecasts and Projections
70 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the functions involved in preparing financial forecasts and projections.

Content
- Plan preparation timetable.
- Identify assumptions and parameters.
- Issue instructions and relevant aids for preparation of forecasts and projections.
- Collect, consolidate, model and analyse data.
- Document results and obtain approval.

FNFS01A Work Within a Financial Services Framework
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit covers the application of industry and company procedures, guidelines, policies and standards in a daily work context within the Financial Services Industry.

Content
- Work within Financial Services industry guidelines, procedures and legislation.
- Work within company policy, guidelines and procedures.
- Work to industry and company standards.

FNFS02A Communication In The Workplace
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit covers the basics of written and oral communication as they apply in the work environment.

Content
- Follow routine instructions.
- Receive and relay messages.
- Read and interpret documents.
- Prepare routine written correspondence, notes and records.

FNFS03A Work As Part Of A Team
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit covers workgroup participation, maximising personal performance and appropriate use of resources.

Content
- Participate in and cooperate with others in the workgroup.
- Manage self.
- Work with and adapt to change in a workplace environment.

FNFS04A Use Of Technology In The Workplace
50 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit covers the effective and efficient use of technology and equipment in the workplace.
Aims & Objectives

This unit covers Health and Safety aspects of work within a Financial Services Environment.

Content

- Follow workplace procedures for hazard identification and risk control.
- Contribute to participative arrangements for the management of health and safety.
- Employ safe working practices.

Content

- Identify customer complaint/dispute.
- Record complaint/dispute.
- Refer complaint/dispute.
- Implement corrective action policy regarding customer complaints.
- Process complaint/dispute.
- Follow up.

Aims & Objectives

This unit describes those functions associated with the corrective action required in the resolution of customer complaints by self/others.

Content

- Basic research skills, with a focus on internet research and individual project work.

Content

To enable participants to identify organisational issues with ethical and social responsibility dimensions in mind, and to manage professional, industrial, organisational and personal codes of conduct.

On completion of this module participants will be able to:

- Provide students with a framework for understanding ethical problems in business.
- Demonstrate that business firms can take tangible steps to improve their ethical performance.
- Understand the meaning of values and ethics.
- Know how and why ethical problems arise in business.
- Understand the connection between managers' values and managers' decisions.
- Understand how business encourages ethical decision making.
- Understand the need for business to balance ethics and economics.

Aims & Objectives

To enable participants to develop their ability to apply their research knowledge and skills through the design, execution, and documentation of a research project.

Aims & Objectives

To enable participants to develop their ability to apply their research knowledge and skills through the design, execution, and documentation of a research project.

Aims & Objectives

The major objective of Human Resource Management is to provide a comprehensive understanding of reward management - the next stage of the HR "lifecycle", after GR500 Human Resource Development. Specifically, the objectives of the unit are to:

- Critically analyse human resource policy, procedure and practice.
- Be aware of trends within HRM.
- Gain skills in reward management from job analysis, classification, pay structures, performance pay and benefits.
- Build on fundamental academic skills such as: research in library and elsewhere; analysis and synthesis; written and verbal communication skills; report writing skills; presentation skills; self-reliance and intellectual independence; time management - goal setting and planning.

Aims & Objectives

The major aim of Employee Relations is to provide a legal and political framework for employee relations in Australia. Specifically the objectives of the unit are to enable students to:

- Gain an understanding of the legislation related to Human Resource Management.
- To develop the knowledge and skills necessary to deal with industrial relations issues in the workplace.
- Build on fundamental academic skills, such as: research in library and elsewhere; analysis and synthesis; written and verbal communication skills; report writing skills; presentation skills; self-reliance and intellectual independence; time management - goal setting and planning.
HRM502  Staffing Policies and Practices
40 nominal Hours  •  Prerequisite: Nil

Aims & Objectives
To enable participants to develop and oversee recruitment and selection policies and practices.

Content
- The connection between HR planning, Corporate Strategic Planning and Staffing Policies.
- Equal opportunity issues in recruitment and selection.
- Job analysis: purpose, methods, proforms, validation.
- Job descriptions and person specifications.
- Recruitment: purpose, methods, media, justification.
- Selection: purpose, methods, justification.
- Induction: purpose, methods, justification.
- Evaluation of recruitment, selection and induction policies and practices.

HRM503  Human Resource Management Information Systems
40 nominal Hours  •  Prerequisite: NOS143, NOS215, NOS216, NOS222

Aims & Objectives
To enable participants to specify and select an HRMIS.

Content
- Development of HRMIS.
- Nature of HRMIS.
- Types of HRMIS data.
- Use of HRMIS.
- Issues of HRMIS.
- Privacy and Freedom of Information.
- Decision Making.
- Demographics.
- Statistics.

HRM504  Performance Management
40 nominal Hours  •  Prerequisite: Nil

Aims & Objectives
To enable participants to develop and evaluate performance management strategies.

Content
- The link between performance management and corporate strategic objectives.
- Approaches to performance management - evaluative and developmental approaches.
- Links between performance management and other HR activities - job analysis, selection, remuneration and benefits, training and development, career planning, succession planning, termination and dismissal.
- Legal and industrial implications.
- Organisational culture.
- Types of performance management systems.
- Determining key result indicators and performance criteria.
- Performance improvement plans.
- Implementation issues: marketing, training, communication, forms and record keeping, evaluation and modification of the system.

HRM602  Organisation Development
40 nominal Hours  •  Prerequisite: Nil

Aims & Objectives
To enable participate to act as a change agent and process consultant in implementing organisational change and development programs.

Content
- Systems and contingency models of organisations.
- Organisational and environmental analysis.
- OD underlying principles and value systems.
- The nature and characteristics of culture.
- Organisational cultures and cultural change.
- Socialisation and psychological contracts.
- Experimental learning and action research models.
- Processes and models of change.
- Characteristics, roles and responsibilities, relationships of consultants.
- The consulting process and process consulting skills.
- Diagnostic models and methods.
- Diagnostic pitfalls and traps.
- Data collection methods.
- Data analysis methods.
- Intervention strategies and methodologies.
- High performance "excellence" organisations.
- Historical evolution and future trends in OD.

HRT101  Provide crop care
10 nominal Hours  •  Prerequisite: Nil

Aims & Objectives
This unit describes the provision of basic maintenance to a growing crop. All work is likely to be under direct supervision with regular checking. Competency involves the application of knowledge and skills to a limited range of tasks and roles. Recording and reporting is undertaken within established routines using methods and procedures that are predictable. There is a specified range of contexts where the choice of actions required is made quite clear by the supervisor.

HRT102  Plant a crop by hand
10 nominal Hours  •  Prerequisite: Nil

Aims & Objectives
In the Production and Floriculture industries workers plant fruit, vegetable and flower crops. In the case of fruit crops plants, bare rooted or containerised plants are generally planted. Vegetables are usually planted as seedlings, but in some cases seeds are raised first or planted directly. In the flower growing industry crops may be raised from seed, cuttings or bulbs and then planted directly into fields or controlled environment structures. In some instances machinery such as tractors and trailers may accompany those involved in the planting process. Crop planting is likely to be under direct supervision with regular checking. Competency involves the application of knowledge and skills to a limited range of tasks and roles. Crop planting is undertaken within established routines using predictable methods and procedures.
HRT103 Provide work site support
10 nominal Hours • Prerequisite: Nil

Aims & Objectives
Most work in these sectors requires work at a site removed from the depots. Workers are involved in loading and unloading vehicles with materials, tools and equipment, preparing safety barriers and cleaning up after the days work is completed. The work is likely to be under direct supervision with regular checking. Competency involves the application of knowledge and skills to a limited range of tasks. There is a specified range of contexts where the choice of actions required is quite clear.

HRT104 Provide turf care
10 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit applies to the basic maintenance of grassed areas in places such as private residences, roadside verges, commercial properties, public parks and recreational areas and at sporting facilities. The work is likely to be under direct supervision with regular checking. Competency involves the application of knowledge and skills to a limited range of lawn maintenance tasks. There is a specified range of duties and contexts where the choice of actions required is made quite clear by supervisors.

HRT105 Pick a crop
10 nominal Hours • Prerequisite: Nil

Aims & Objectives
Fruit, vegetable and flower picking by hand is a task regularly undertaken by horticultural workers who may be seasonal and unskilled. This unit describes the basic manual crop picking, sorting and/or grading in the field prior to delivery to packing shed. The work also includes the transport of the crop to a packing shed and some basic grading or sorting. In some enterprises and for some crops machinery such as power ladders, tractors, trailers and forklifts may accompany those involved in the picking process. Crop picking is likely to be under direct supervision with regular checking. Competency involves the application of knowledge and skills to a limited range of crop picking tasks and roles. Crop picking is undertaken within established routines using predictable methods and procedures. Responsibility for elements may fall to individuals or teams of pickers.

HRT106 Provide planted area care
10 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the work associated with providing a range of maintenance activities to planted areas such as garden beds, landscape works and tree plantings. The work is likely to be under direct supervision with regular checking. Competency involves the application of knowledge and skills to a limited range of tree maintenance tasks. There is a specified range of duties where the choice of actions required for tree maintenance is quite clearly described by the supervisor.

HRT107 Provide nursery plant care
10 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes basic plant maintenance duties in either a retail or production nursery. It refers generally to the maintenance of containerized plants but may include other nursery plant stock. The work is likely to be under direct supervision with regular checking. Competency involves the application of knowledge and skills to a limited range of plant maintenance tasks. There is a specified range of duties and contexts where the choice of actions required is made quite clear by the supervisor.

HRT108 Provide nursery support
10 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the supporting role workers provide in a production or retail nursery by receiving and storing goods and materials and maintaining relevant associated records. The work is likely to be under direct supervision with regular checking. Competency involves the application of knowledge and skills to a limited range of handling tasks. There is a specified range of contexts and duties where the choice of actions required is made quite clear by the supervisor.

HRT109 Maintain the work environment
10 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit covers the daily routine expected of workers to keep a workplace, including workshops, depots, tool sheds, and planted areas, tidy and safely maintained. The work is likely to be under direct supervision with regular checking. Competency involves the application of knowledge and skills to a limited range of maintenance tasks and roles. Reporting and recording is undertaken within established routines using predictable methods and procedures. There is a specified range of duties and contexts where the choice of actions required is made quite clear by the supervisor.

HRT110 Display products
10 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the basic duties of workers in nurseries, particularly retail outlets, to display nursery products and stock on shelves or floor displays. The work is likely to be under direct supervision with regular checking. Competency involves the application of knowledge and skills to a limited range of display tasks. There is a specified range of contexts and duties where the choice of actions required is made quite clear by the supervisor.

HRT111 Provide postharvest care
10 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes basic post-harvest processing duties. The work is likely to be under direct supervision with regular checking. Competency involves the application of knowledge and skills to a limited range of postharvest processing tasks. There is a specified range of contexts and duties where the choice of actions required is made quite clear by the supervisor.

HRT112 Provide propagation support
10 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the assistance that is provided by workers to plant propagators in the production nursery sector. The work is likely to be under direct supervision with regular checking. Competency involves the application of knowledge and skills to a limited range of tasks. There is a specified range of contexts where the choice of actions required is made quite clear by the supervisor or plant propagator.

HRT113 Operate ride-on vehicles
10 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit covers the basic skills and knowledge required to operate a range of ride-on mowers and small ride-on vehicles (usually 16 hp or less). Work is likely to be under direct supervision with regular checking. Competency involves the application of knowledge and skills to a limited range of ride-on vehicles. Reporting is undertaken within established routines using methods and procedures that are predictable. This is equivalent to rural generic unit AS21011 Operate ride-on farm vehicles.

HRT114 Carry out basic drying operations
10 nominal hours • Prerequisite: Nil

Aims & Objectives
This unit covers the work associated with drying of fruit, vegetables, flowers and foliage products. Work is likely to be under direct supervision with regular checking. Competency involves the application of knowledge and skills to a limited range of drying tasks and roles. Reporting is undertaken within established routines using predictable methods and procedures.
HRT115 Carry out basic canopy maintenance
10 nominal hours  Prerequisite: Nil

Aims & Objectives
This unit covers the removal of unwanted vegetative growth and erection and removal of protected covers during the growing period of crops. All work is likely to be under direct supervision with regular checking. Competency involves the application of knowledge and skills to a limited range of pruning tasks and roles. Reporting and recording is undertaken within established routines using predictable methods and procedures.

HRT116 Sow plant materials
10 nominal hours  Prerequisite: Nil

Aims & Objectives
This unit describes the process of supporting the sowing of plant materials such as seeds, plugs, de-flasking, crowns, canes, eyes, bulbs or other similar plant material for flowers, fruit or vegetable production. All work is likely to be under direct supervision with regular checking. Competency involves the application of knowledge and skills to a limited range of tasks and roles. Recording and reporting is undertaken within established routines using predictable methods and procedures. This unit involves a specified range of contents where the choice of actions required is made quite clear by the supervisor.

HRT117 Carry out basic postharvest operations
10 nominal hours  Prerequisite: Nil

Aims & Objectives
This unit describes basic postharvest operations carried out in a horticultural enterprise. It covers the field transport, grading and packing of harvested crops. Postharvest operations are likely to be under direct supervision with regular checking. Competency involves the application of knowledge and skills to a limited range of tasks and roles. Transporting, grading and packing are undertaken within established routines using methods and procedures that are predictable. There is a specified range of contexts where the choice of actions required is made quite clear by the supervisor.

HRT201 Treat weeds
22 nominal Hours  Prerequisite: Nil

Aims & Objectives
This unit describes the control of weeds using cultural methods such as manual removal and/or low toxicity chemical control methods including the application of glyphosate by back pack spray, weed wand or similar. Weed treatment is likely to be under routine supervision with intermittent checking. Competency involves the application of knowledge and skills to a range of weed treatment tasks and roles usually within established enterprise routines.

HRT202 Treat pests and diseases
22 nominal Hours  Prerequisite: Nil

Aims & Objectives
This unit describes the control of pests and diseases using cultural methods such as manual removal and/or low toxicity chemical control methods such as the application of insecticides by back pack sprayer or similar. Pest and disease treatment is likely to be under routine supervision with intermittent checking. Competency involves the application of knowledge and skills to a range of pest and disease treatment tasks and roles usually within established enterprise routines.

HRT203 Plant trees and shrubs
22 nominal Hours  Prerequisite: Nil

Aims & Objectives
This unit describes the tasks associated with tree and shrub planting. It applies to ornamental planting activities in parks and gardens, domestic and commercial landscapes, sporting facilities, and planting of windbreaks and shelter belts. Planting is likely to be done under routine supervision and with intermittent checking. Competency involves the application of knowledge and skills to a range of planting tasks and roles usually within established enterprise routines.
to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Competency involves the application of knowledge and skills to a range of chainsaw operation tasks. Application of chemicals is usually within established routines, methods and procedures. This unit is equivalent to the following rural generic units/elements of competency:

- RUA AG2005CH A Prepare chemicals and biological agents - element 3
- RUA AG2005CH A Maintain equipment - all elements
- RUA AG2005CH A Apply chemicals and biological agents - elements 2 & 3
- RUA AG2011CH A Clean-up following application of chemicals and biological agents - all elements

HRT213  Fell small trees
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes small tree felling work undertaken by arborists and gardeners in a low hazard environment. Tree felling is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Tree felling at this level involves the application of knowledge and skills to a range of felling tasks. Tree felling is usually within established workplace routines, methods and procedures.

HRT214  Transplant small trees
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes basic tree transplanting where the use of lifting machinery and equipment is not involved. Transplanting is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Tree transplanting at this level involves the application of knowledge and skills to a range of transplanting tasks. Transplanting is usually within established routines, methods and procedures.

HRT215  Protect trees
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the work undertaken by those who maintain supplies of chemicals and biological agents. Maintenance is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Competency involves the application of knowledge and skills to a range of maintenance tasks. Maintenance of chemicals is usually within established routines, methods and procedures.

HRT216  Maintain supplies of chemicals and biological agents
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit is concerned with the duties undertaken by those who maintain supplies of chemicals and biological agents. Maintenance is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Competency involves the application of knowledge and skills to a range of chemical maintenance tasks. Maintenance of chemicals is usually within established routines, methods and procedures. This unit is equivalent to the rural generic unit of competency AG2005CH Maintain supplies of chemicals and biological agents - all elements.

HRT217  Maintain properties and structures
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes crop picking and related tasks such as routine assessment of crop readiness for harvest, harvesting, and some basic post-harvest operations such as grading and sorting. Work is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Competency at this level involves the application of knowledge and skills to a range of tasks and roles. Competencies are usually within established routines, methods and procedures.

HRT218  Establish crops
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes basic maintenance work of workplace structures where the specialist skills of another trade are either not warranted or unavailable. Maintenance work is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Competency at this level involves the application of knowledge and skills to a range of maintenance tasks. Property and structure maintenance is usually within established routines, methods and procedures.

HRT219  Maintain a crop
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the operation of crop planting. Work is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Competency at this level involves the application of knowledge and skills to a range of tasks and roles. Competencies are usually within established routines, methods and procedures.

HRT220  Support crop harvesting
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the program of maintenance activities from post planting up until harvest for field crops such as flowers, fruit and vegetables. Crop maintenance is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Competency at this level involves the application of knowledge and skills to a range of crop maintenance tasks and roles. Crop maintenance is usually within established routines, methods and procedures.

HRT221  Carry out postharvest processes
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes routine postharvest operations carried out in a horticultural enterprise. It covers the application of treatments and the storage of harvested crops. Postharvest processing is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Competency at this level involves the application of knowledge and skills to a range of postharvest processing tasks and roles. Competencies are usually within established routines, methods and procedures.

HRT222  Operate and maintain chainsaws
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the operation and maintenance of a chainsaw to cross cut timber on the ground. Chainsaw operation is likely to be under routine supervision with intermittent checking. Competency at this level involves the application of knowledge and skills to a range of chainsaw operation and maintenance tasks and roles.

HRT223  Climb small trees
22 nominal hours • Prerequisite: Nil
Aims & Objectives
This unit describes the methods and techniques used to climb in trees. Climbing is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Competency involves the application of knowledge and skills to a range of climbing tasks. Climbing is usually within established routines, methods and procedures.

HRT224 Undertake propagation activities
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the operation of vegetative propagation undertaken principally in commercial production nurseries and in some large gardening operations where nursery facilities are available. Propagation is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Competency at this level involves the application of knowledge and skills to a range of propagation tasks. Plant propagation is usually within established routines, methods and procedures.

HRT225 Maintain drainage systems
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the work undertaken to maintain various water drainage systems. Work is likely to be under routine supervision with intermittent checking. Competency at this level involves the application of knowledge and skills to a range of maintenance tasks. The maintenance of drains is usually within established routines, methods and procedures.

HRT226 Undertake irrigation systems maintenance activities
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit is concerned with the basic repair and replacement of irrigation system components. Work is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Competency at this level involves the application of knowledge and skills to a range of tasks and roles. Competencies are usually within established routines, methods and procedures.

HRT227 Recognise plants, products and treatments
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the recognition of plants, products and treatments within a specified enterprise or industry sector. Assistance to customers and clients is likely to be under routine supervision with intermittent checking by supervisors. Competency at this level involves the application of a limited range of horticultural knowledge and skills.

HRT228 Pot-on plants
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the production of containerised nursery plants after propagation in production nurseries. The work is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Potting-on at this level involves the application of knowledge and skills to a range of tasks and roles. Potting-on usually occurs within established routines, methods and procedures.

HRT229 Tend nursery plants
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the daily maintenance routines that are required for the production of containerised nursery plants. Plant maintenance is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Competency at this level involves the application of knowledge and skills to a range of plant maintenance tasks. Nursery plant maintenance is usually within established routines, methods and procedures.

HRT230 Assist sales of products and services
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the sales role of workers principally in nursery retail outlets but also in some cases in production nursery enterprises. Sales work is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Competency at this level involves the application of knowledge and skills to a range of sales tasks and roles. Selling products and services is usually within established routines, methods and procedures.

HRT231 Operate point of sale systems
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the work undertaken by workers in retail nursery outlets who handle and reconcile money from sales. Transactions are likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Competency at this level involves the application of knowledge and skills to a range of transaction tasks and roles. Point of sale and cash handling procedures are usually within established routines, methods and procedures.

HRT232 Carry out canopy management
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the work undertaken where thinning and pruning of flower, fruit or vegetable crops is required to control yield quality. The work is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Canopy management involves the application of knowledge and skills to a range of thinning and pruning tasks. Canopy management is usually within established routines, methods and procedures.

HRT233 Renovate grassed areas
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the basic renovation practices that are used to restore turf health and condition on a range of grassed areas. Renovation work is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Competency involves the application of knowledge and skills to a range of turf renovation tasks. Turf renovation is usually within established routines, methods and procedures.

HRT234 Prepare turf surfaces for play
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the work undertaken by greenkeepers and sports turf curators in preparing turf surfaces for match play. Turf surface preparation is likely to be under routine supervision with intermittent checking. Competency involves the application of knowledge and skills to a range of surface preparation tasks. Turf surface preparation is usually within established routines, methods and procedures.

HRT235 Support turf construction
Aims & Objectives
This unit describes the teamwork involved in the construction of new turf surfaces. Construction work is likely to be under routine supervision with intermittent checking. Competency involves the application of knowledge and skills to a range of construction tasks. The work is usually within established routines, methods and procedures.

HRT237 Support revegetation works
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit is concerned with assisting workers in revegetation. Revegetation is likely to be under routine supervision with intermittent checking. Competency involves the application of knowledge and skills to a range of revegetation tasks. The work is usually within established routines, methods and procedures.

HRT238 Install paving
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit is concerned with the installation of modular paving. The work is likely to be under routine supervision with intermittent checking. Competency involves the application of knowledge and skills to a range of setting out and installation tasks and roles usually within established enterprise routines.

HRT239 Install retaining walls
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit applies to the construction of retaining walls in a landscape settings. This work is likely to be under routine supervision with intermittent checking. Competency involves the application of knowledge and skills to a range of setting out and installation tasks, and roles usually within established enterprise routines.

HRT240 Establish turf
22 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the operation of basic turf establishment by seed or sod that is undertaken by gardeners, landscapers and greenkeepers. Turf establishment is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Competency involves the application of knowledge and skills to a range of turf establishment tasks. The work is usually within established routines, methods and procedures.

HRT301 Prepare plant displays
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the process of preparing plant displays either in indoor settings or at seasonal displays of annual and perennial plants in garden beds. Preparation is likely to be under limited supervision from others and with checking only related to overall progress. The preparation of plant displays involves the application of broad horticultural knowledge with in-depth work in some areas. The work is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT302 Cultivate turf
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the process of establishing turf in commercial and domestic recreational situations. Turf establishment is likely to be under limited supervision from others and with checking only related to overall progress. Turf establishment involves the application of broad horticultural knowledge with in-depth work in some areas. The work is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of machinery and equipment, work organisation, services, actions and achieving outcomes within time and budget constraints.

HRT303 Maintain nursery plants
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the maintenance and growing on of plants under production in a wholesale or production nursery. Maintenance and growing on of plants is likely to be under limited supervision from others, with checking only related to overall progress. The work involves the application of horticultural knowledge with depth in some areas and a broad range of horticultural skills. Plant maintenance is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT304 Prepare specialised plants
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the specialist techniques, such as formative and decorative pruning, staking, tying and training, and work with other aids, such as baskets, frames, specialist tools and materials, used in the preparation of some plants for sale. Preparation of these plants is likely to be under limited supervision from others, with checking only related to overall progress. The work involves the application of horticultural knowledge with depth in some areas and a broad range of horticultural skills. Specialist plant preparation is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT305 Implement a landscape maintenance program
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the work undertaken by landscapers and others in the implementation of landscape maintenance programs. Maintenance is likely to be under limited supervision from others with checking only related to overall progress. The work involves the application of broad horticultural knowledge with in-depth work in some areas. Landscape maintenance is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT306 Establish planted areas
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the work undertaken to implement a large scale planting program. Planting is likely to be under limited supervision from others with checking only related to overall progress. The work involves the application of broad horticultural knowledge with depth in some areas and a broad range of horticultural skills. Planting is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT312 Install drainage systems
65 nominal Hours • Prerequisite: Nil
**Aims & Objectives**

This unit describes the installation of drainage systems at a horticultural site. Drainage installation is likely to be under limited supervision from others with checking only related to overall progress. The work involves the application of horticultural knowledge with depth in some areas and a broad range of horticultural skills. Installation is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

**HRT313 Install irrigation systems**

65 nominal Hours  
Prerequisite: Nil

**Aims & Objectives**

This Unit of Competency is concerned with the installation of irrigation systems. Irrigation installation is likely to be under limited supervision from others with checking only related to overall progress. The work involves the application of horticultural knowledge with depth in some areas and a broad range of horticultural skills. Irrigation installation is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints. Work may include the coordination of other tradespersons such as plumbers and electricians.

**HRT314 Set out landscape works**

65 nominal Hours  
Prerequisite: Nil

**Aims & Objectives**

This Unit of Competency is concerned with the setting out of landscape works from plans and specifications in advance or in conjunction with implementation of planned works. The work is likely to be under routine supervision with intermittent checking. Competency involves the application of knowledge and skills to a range of setting out and installation tasks and roles usually within established enterprise routines.

**HRT315 Operate irrigation systems**

65 nominal Hours  
Prerequisite: Nil

**Aims & Objectives**

This Unit of Competency is concerned with the operation of irrigation systems. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competency involves the application of knowledge with depth in some areas and a broad range of skills. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

**HRT316 Control weeds**

65 nominal Hours  
Prerequisite: Nil

**Aims & Objectives**

This Unit of Competency is concerned with the control of weeds and pest plants in horticultural situations. Weed control is likely to be carried out under limited supervision from others with checking only related to overall progress. The work involves the application of horticultural knowledge with depth in some areas and a broad range of horticultural skills. Weed control is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

**HRT317 Control pests and diseases**

65 nominal Hours  
Prerequisite: Nil

**Aims & Objectives**

This Unit of Competency is concerned with the control of plant pests and diseases in a horticultural situation. Pest and disease control is likely to be under limited supervision from others with checking only related to overall progress. The work involves the broad application of horticultural knowledge with in-depth work in some areas. Pest and disease control is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

**HRT318 Undertake operational maintenance of machinery**

65 nominal Hours  
Prerequisite: Nil

**Aims & Objectives**

This Unit of Competency is concerned with the basic operational maintenance and servicing work undertaken by machinery operators. Operational maintenance is likely to be under limited supervision from others with checking only related to overall progress. Basic operational maintenance is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

**HRT319 Prepare field soils for planting**

65 nominal Hours  
Prerequisite: Nil

**Aims & Objectives**

This Unit of Competency is concerned with the preparation of field soils for planting of crops. Preparation of field soils is likely to be under limited supervision from others with checking only related to overall progress. Preparation of growing media is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

**HRT320 Implement a crop planting program**

65 nominal Hours  
Prerequisite: Nil

**Aims & Objectives**

This Unit of Competency is concerned with the implementation of a crop planting program. The implementation of a crop planting program is likely to be under limited supervision from others with checking only related to overall progress. The implementation of a crop planting program is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

**HRT321 Implement a crop maintenance program**

65 nominal Hours  
Prerequisite: Nil

**Aims & Objectives**

This Unit of Competency is concerned with the implementation of a crop maintenance program. The implementation of a crop maintenance program is likely to be under limited supervision from others with checking only related to overall progress. The implementation of a crop maintenance program is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

**HRT322 Harvest crops**

65 nominal Hours  
Prerequisite: Nil

**Aims & Objectives**

This Unit of Competency is concerned with the harvesting of horticultural crops. Crop harvesting is likely to be under limited supervision from others with checking only related to overall progress. Crop harvesting is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.
HRT323 Implement postharvest processes
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with implementing postharvest processes of horticultural crops. Implementing postharvest processes is likely to be under limited supervision from others with checking only related to overall progress. Implementing postharvest processes is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT324 Propagate plants
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with propagation of plants by sexual and asexual methods. The propagation of plants is likely to be under limited supervision from others with checking only related to overall progress. The propagation of plants is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT325 Supervise work site activities
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the small-scale supervision of projects and work site activities and not general management of people and processes. Responsibility may be for basic coordination and direction of small groups working on a site remote from the enterprise headquarters, small projects or parts of projects, or small areas within the enterprise. The supervision of work site activities is likely to be under limited supervision from above, with checking only related to overall progress. Work site supervision involves the application of horticultural knowledge with depth in some areas and a broad range of horticultural skills. Work is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT326 Provide information on plants, products and treatments
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with providing information to clients and others about plants, horticultural products and treatments. This is likely to be under limited supervision from others with checking only related to overall progress. The provision of information is normally done within routines, methods and procedures where some discretion and judgement is required.

HRT327 Undertake a site assessment
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with undertaking a site assessment as part of preliminary tasks leading to the development of a landscape design. Undertaking a site assessment is likely to occur under limited supervision from others with checking only related to overall progress. Undertaking a site assessment involves the application of horticultural knowledge with depth in some areas and a broad range of horticultural skills. The provision of information is normally done within routines, methods and procedures where some discretion and judgement is required.

HRT328 Operate specialised machinery
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the operation of specialised machinery and equipment in a horticultural workplace. Machinery operation is likely to be under limited supervision from others with checking only related to overall progress. Specialised machinery operation is normally done within routines, methods and procedures where some discretion and judgement is required.

HRT329 Operate machinery in adverse conditions
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the operation of machinery and equipment in adverse conditions. Machinery operation is likely to be under limited supervision from others with checking only related to overall progress. Machinery operation is normally done within routines, methods and procedures where some discretion and judgement is required.

HRT330 Erect horticultural structures
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the erection of pre-fabricated horticultural structures such as shade houses, poly-tunnels and their fixtures. The erection of horticultural structures is likely to be under limited supervision from others with checking only related to overall progress. The work is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT331 Maintain an office
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the maintenance of an office for a horticultural enterprise. The maintenance of an office is likely to be under limited supervision from others with checking only related to overall progress. The maintenance of an office is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT335 Conduct operational inspection of park facilities
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the operational inspection of park facilities to identify hazards, existing and/or potential risks and non-conformities with Australian Standards and Occupational Health & Safety issues. Work is likely to be under limited supervision from others, with checking only related to overall progress. The work is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT337 Install hydroponic systems
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit covers the site selection, installation and commissioning of a hydroponic unit, with assistance from consultants in various disciplines. The owner/operator must be able to evaluate the consultant's advice and make decisions to achieve maximum performance while considering cost effectiveness. The installation of a hydroponic system is likely to be under limited supervision from others with checking only related to overall progress. Installation involves the broad application of horticultural knowledge with in-depth work in some areas. Hydroponic system installation is normally done within routines, methods and procedures where some discretion and judgement is required.

HRT338 Maintain hydroponic systems
65 nominal Hours • Prerequisite: Nil
Aims & Objectives
This unit describes the maintenance of structures and systems in a hydroponic unit. Maintenance is an essential part of an efficient hydroponic system. Maintenance of a hydroponic system is likely to be under limited supervision from others with checking only related to overall progress. Maintenance involves the broad application of horticultural knowledge with in-depth work in some areas. Hydroponic system maintenance is normally done within routines, methods and procedures where some discretion and judgement is required.

HRT339 Monitor hydroponic systems
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the monitoring of hydroponic systems to produce prescribed plant growth. Maintenance of a hydroponic system is likely to be under limited supervision from others with checking only related to overall progress. Maintenance involves the broad application of horticultural knowledge with in-depth work in some areas. Hydroponic system maintenance is normally done within routines, methods and procedures where some discretion and judgement is required.

HRT340 Install and maintain interior plant displays
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the monitoring of hydroponic systems to produce prescribed plant growth. Maintenance of a hydroponic system is likely to be under limited supervision from others with checking only related to overall progress. Maintenance involves the broad application of horticultural knowledge with in-depth work in some areas. Hydroponic system maintenance is normally done within routines, methods and procedures where some discretion and judgement is required.

HRT341 Conduct visual inspection of park facilities
22 nominal hours • Prerequisite: Nil

Aims & Objectives
This unit describes the routine visual inspection of park facilities to identify visible hazards and existing and/or potential risks. Work is likely to be under routine supervision with intermittent checking. Responsibility for some tasks and coordination within a team may be required. Inspection at this level involves the application of knowledge and skills to a range of tasks. Inspection work is usually within established routines, methods and procedures.

HRT342 Install concrete structures and features
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the installation of concrete structures and features as a component of landscape project works. The installation of concrete structures and features is likely to be under limited supervision from others with checking only related to overall progress. The work involves the application of horticultural knowledge with depth in some areas and a broad range of horticultural skills. The installation of concrete structures and features is normally done within routines, methods and procedures where some discretion and judgement is required.

HRT343 Install brick structures and features
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the installation of brick structures and features as a component of landscape project works. The installation of brick structures and features is likely to be under limited supervision from others with checking only related to overall progress. The work involves the application of horticultural knowledge with depth in some areas and a broad range of horticultural skills. The installation of brick structures and features is normally done within routines, methods and procedures where some discretion and judgement is required.

HRT344 Install masonry structures and features
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the installation of masonry structures and features as a component of landscape project works. The installation of masonry structures and features is likely to be under limited supervision from others with checking only related to overall progress. The work involves the application of horticultural knowledge with depth in some areas and a broad range of horticultural skills. The installation of masonry structures and features is normally done within routines, methods and procedures where some discretion and judgement is required.

HRT345 Install metal structures and features
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the installation of metal structures and features as a component of landscape project works. The installation of metal structures and features is likely to be under limited supervision from others with checking only related to overall progress. The work involves the application of horticultural knowledge with depth in some areas and a broad range of horticultural skills. The installation of metal structures and features is normally done within routines, methods and procedures where some discretion and judgement is required.

HRT346 Install water features
65 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the installation of water features such as waterfalls, ponds, waterways and fountains. The installation of water features is likely to be under limited supervision from others with checking only related to overall progress. The work involves the application of horticultural knowledge with depth in some areas. The installation of water features is normally done within routines, methods and procedures where some discretion and judgement is required.

HRT347 Receive and dispatch plants
65 nominal Hours • Prerequisite: Nil
Aims & Objectives
This Unit of Competency is concerned with receiving and dispatching plants and other products. This type of work is likely to be under limited supervision from others with checking only related to overall progress. Receiving and dispatching involves the application of horticultural knowledge with depth in some areas and a broad range of horticultural skills. This is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT350 Provide product and service marketing support
65 nominal Hours  Prerequisite: Nil

Aims & Objectives
This unit is about the transport and delivery of plants to other nurseries and the associated tasks of maintaining promotional displays. This type of work is likely to be under limited supervision from others with checking only related to overall progress. The provision of product and marketing support involves the application of broad horticultural knowledge with in-depth work in some areas. The work is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT351 Sell products and services
65 nominal Hours  Prerequisite: Nil

Aims & Objectives
This unit is concerned with the job of selling plants, products and services, in either a retail or production nursery, to the public or traders. Selling is likely to be under limited supervision from others, with checking only related to overall progress. Selling involves the application of horticultural knowledge with depth in some areas and a broad range of horticultural skills. Selling is normally done within routines, methods and procedures where some discretion and judgement is required in the choice of services and actions.

HRT352 Implement an integrated pest management program
65 nominal Hours  Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with implementing an integrated pest management program. Implementation is likely to be under limited supervision from others with checking only related to overall progress. Responsibility for and limited organisation of the work of others may be involved. Implementation involves the application of horticultural knowledge with depth in areas involving weed, pest and disease recognition and control, lifecycles of predators and hosts and broad range of horticultural knowledge.

HRT353 Select chemicals and biological agents
65 nominal Hours  Prerequisite: Nil

Aims & Objectives
This unit covers the responsibilities for selection and preparation of chemicals and biological agents. The selection of chemicals and biological agents is likely to be under limited supervision from others with checking only related to overall progress. The work involves the broad application of horticultural knowledge with in-depth work in some areas. Selection is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints. This unit is equivalent to the following units:
- RUA AG2001CH A Determine chemicals and biological agents: Element 1 and 2
- RUA AG2007CH A Prepare chemicals and biological agents: Element 1 and 2
- RUA AG2008CH A Apply chemicals and biological agents: Element 1

HRT354 Coordinate crop harvesting
65 nominal Hours  Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with coordinating activities associated with crop harvesting. Coordinating crop harvesting is likely to occur under limited supervision from others with checking only related to overall progress. Coordinating crop harvesting involves the application of broad horticultural knowledge with in-depth work in some areas. This is normally done within routines, methods and procedures where some discretion and judgement is required.

HRT356 Maintain an aquatic environment
65 nominal Hours  Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the maintenance of aquatic environments. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for and limited organisation of the work of others may be involved and team coordination may be required. Competencies are normally applied within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT357 Implement occupational health & safety policies and guidelines
65 nominal Hours  Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the implementation of Occupational Health and Safety policies and guidelines in a horticultural workplace and/or work site. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints. This unit is equivalent to the following units:
- AG3021 OH Implement and Monitor the Farm OH&S program

HRT358 Survey soil characteristics
65 nominal Hours  Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with surveying soil characteristics and interpreting the results as a foundation for further horticultural operations such as nutrition programs and irrigation scheduling. Preparation is likely to be under limited supervision from others and with checking only related to overall progress. Surveying soil characteristics at this level involves the application of broad horticultural knowledge with in-depth work in some areas. The work is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT359 Implement a plant nutrition program
65 nominal Hours  Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with implementing a plant nutrition program in the horticultural industry. This is likely to be under limited supervision from others and with checking only related to overall progress. The implementation of a plant nutrition program at this level involves the application of horticultural knowledge with depth in some areas and a broad range of horticultural skills. The work is normally done within a program, routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT401 Plan revegetation works
90 nominal Hours  Prerequisite: Nil
Aims & Objectives
This Unit of Competency is concerned with planning the revegetation of disturbed, degraded or remnant natural areas involving analysis of the site, plant selection and the preparation of maintenance plans. This unit is applicable to a site that incorporates indigenous and non-indigenous species. Planning of revegetation works is likely to be undertaken without supervision with only general guidance on progress sought by higher officers. This unit involves the application of broad knowledge with depth in some areas such as plant recognition and selection, weed control principles and revegetation techniques.

**HRT402 Design plant displays**
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the design and preparation of plant displays for special occasions. This work involves the selection of plants and garden features, design of the display and implementation of works. The work is likely to be undertaken without supervision with only general guidance on progress sought by higher officers. Responsibility for and limited organisation of the work of others involved in the display works may be involved. Garden displays require a broad range of Level 3 skills and involves the application of underpinning knowledge with depth in some areas, such as plant recognition and selection, and garden design principles.

**HRT403 Source information**
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the sourcing, evaluation and collating of relevant information. Information sourcing is likely to be undertaken without supervision with only general guidance on progress sought by higher officers. Sourcing information requires a broad range of Level 3 skills.

**HRT404 Plan a tree planting program**
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the planning and development of a tree planting program. Planning is likely to be undertaken without supervision with only general guidance on progress sought by higher officers. Responsibility for and limited organisation of the work of others involved in the tree planting works may be involved. Planning tree planting programs require a broad range of Level 3 skills and involves the application of underpinning knowledge with depth in some areas, such as plant selection and tree planting techniques.

**HRT405 Develop a tree pruning program**
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the planning and development of a tree pruning program and the monitoring of program implementation. The development is likely to be undertaken without supervision with only general guidance on progress sought by higher officers. Responsibility for and limited organisation of the work of others involved in the pruning program may be involved. Planning tree pruning programs requires a broad range of Level 3 skills and involves the application of underpinning knowledge with depth in some areas, such as plant identification and tree pruning techniques.

**HRT409 Supervise sales**
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the supervision of sales and handling of customer complaints in the retail and production sectors of the Nursery Industry. The work is likely to be undertaken without supervision, with only general guidance on progress sought by higher management. Responsibility for and limited organisation of the work of others involved in sales may be required. Supervising sales requires a broad range of Level 3 skills and involves the application of underpinning knowledge with depth in some areas, such as dealing with customers, training, and supervision skills.

**HRT410 Implement a soil preparation program**
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the preparation of field soils for selected crops. Implementation of a soil preparation program is likely to be undertaken without supervision with only general guidance on progress sought by higher officers. Responsibility for and limited organisation of the work of others involved in soil preparation may be required. Implementing soil preparation programs requires a broad range of Level 3 skills and involves the application of underpinning knowledge with depth in some areas such as crop nutrition requirements, soils and other growing media properties.

**HRT411 Supervise crop harvesting**
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the supervision of crop harvesting activities. Harvest supervision is likely to be undertaken with general guidance on progress provided by managers. Responsibility for and limited organisation of the work of others involved in the harvesting may be required. Harvest supervision requires a broad range of Level 3 skills and involves the application of broad knowledge with depth in some areas such as enterprise quality programs, crop maturity and product quality, training seasonal workers, market requirements, postharvest procedures.

**HRT412 Develop an integrated pest management program**
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the development of an integrated pest management program. The development of an integrated pest management program is likely to be undertaken without supervision, with only general guidance on progress. Responsibility for and limited organisation of the work of others involved in an integrated pest management program may be involved. Developing an integrated pest management program requires a broad range of Level 3 skills and involves the application of underpinning knowledge with depth in some areas such as crop nutrition requirements, weeds and disease recognition and control, life cycles of predator and host, crop health requirements.

**HRT413 Supervise nursery plant production**
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the supervision of nursery plant production in production nurseries or in horticultural enterprises involved in the growing of horticultural crops. The production of plants is likely to be undertaken without supervision with only general guidance on progress sought by others. Responsibility for and limited organisation of the work of others involved in the production of plants may be required. The work requires a broad range of Level 3 skills and involves the application of knowledge with depth in some areas, such as seed, pest and disease recognition and control, life cycles of predators and pests in crops, health requirements.

**HRT414 Implement a promotional program**
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the development and implementation of a promotional program for a horticultural enterprise. Promotion of plants, products and services is likely to be undertaken without supervision with only general guidance on progress sought by others. Responsibility for and limited organisation of the work of others involved in promotion may also be required. The work requires a broad range of Level 3 skills and involves the application of general knowledge with depth in some areas, such as pricing, merchandising and the preparation of promotional displays.

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HRT416  Recommend plants, products and treatments
30 nominal Hours  Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the recommendation to clients and others of specific plants, products and treatments. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competency involves the application of knowledge with depth in plant selection and knowledge, horticultural products availability and use and specific horticultural treatments. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the provision of information, services, actions and achieving outcomes within time constraints.

HRT417  Deliver on-the-job training
30 nominal Hours  Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the provision of training on-the-job. This training focuses on assisting the learning of others in the workplace while they are engaged in productive work. Work is likely to be under limited supervision with checking related to overall progress. Discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT418  Supervise staff
30 nominal Hours  Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the supervision of staff in the workplace. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competency involves the application of knowledge with in-depth work in some areas. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT419  Supervise machinery maintenance
30 nominal Hours  Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the supervision of machinery maintenance including assessing maintenance requirements, scheduling, and monitoring of maintenance activities. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competency involves the application of knowledge and skills, with depth in some areas. Competencies are normally applied within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT420  Implement a media preparation program
30 nominal Hours  Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the preparation of soil-less growing media for selected crops. Implementation of a media preparation program is likely to be undertaken without supervision with only general guidance on progress sought by higher officers. Responsibility for, and limited organisation of, the work of others involved in media preparation may be involved. Implementing media preparation programs requires a broad range of Level 3 skills and involves the application of general knowledge with depth in some areas, such as crop nutrition requirements, soil and other growing media properties.

HRT421  Supervise supplies and services
30 nominal Hours  Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the coordination of supplies and services for a horticultural enterprise. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competencies are normally applied within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT422  Operate within a budget framework
30 nominal Hours  Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with operating in a horticultural enterprise within a defined budget framework. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competency involves the application of broad knowledge, with depth in some areas. Competencies are normally applied within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT423  Supervise landscape planting works
30 nominal Hours  Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the supervision of landscape planting works. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competencies are normally applied within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT424  Manage irrigation, drainage and treatment systems
30 nominal Hours  Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the management of irrigation, drainage and treatment systems for horticultural enterprises. The management of these systems is likely to be undertaken without supervision with only general guidance on progress sought by others. Responsibility for, and limited organisation of, the work of others involved in an irrigation management program may be involved. Management of irrigation, drainage and treatment systems requires a broad range of Level 3 skills and involves the application of underpinning knowledge with depth in some areas such as soils and plant nutrition and water requirements.

HRT425  Maintain systems of communication
30 nominal Hours  Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the maintenance of systems of communication within a horticultural enterprise. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT426  Develop teamwork
30 nominal Hours  Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the maintenance of systems of communication within a horticultural enterprise. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.
Aims & Objectives
This Unit of Competency is concerned with the development of teamwork in a horticultural workplace. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT427 Prepare a landscape design
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the preparation of a landscape design. The implementation of a landscape design is likely to be undertaken without supervision. The preparation of a landscape design requires a broad range of Level 3 skills and involves the application of underpinning knowledge with depth in some areas such as plant selection, soils, landscape design principles, drafting techniques, and communication skills.

HRT429 Plan turf establishment
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the planning the establishment of recreational and sports turf areas. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competency involves the application of knowledge with depth in some areas and a broad range of skills. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT430 Plan garden restoration works
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with planning the restoration of gardens of historical or cultural significance involving horticultural analysis of the garden site, garden design and the preparation of maintenance plans. This unit is applicable to a site that incorporates non-Indigenous species. Planning of garden restoration works is likely to be undertaken without supervision with only general guidance on progress sought by higher officers. This unit involves the application of underpinning knowledge with depth in some areas, such as plant recognition and selection, plant cultural practices and garden design principles.

HRT431 Promote plant health
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the promotion and maintenance of plant and crop health. This is likely to be undertaken without supervision, with only general guidance on progress. Responsibility for and limited organisation of the work of others may be involved. Maintaining plant health at this level requires a broad range of Level 3 skills and involves the application of underpinning knowledge with depth in some areas such as weed, pest and disease recognition and control, irrigation systems and scheduling, soil management practices and plant nutrition requirements.

HRT432 Manage and notify a chemical spillage and/or leakage
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the management and notification of accidental chemical spillages or leakages. Chemical spillages or leakage management is likely to be undertaken without supervision with only general guidance on progress sought by others. Responsibility for and limited organisation of the work of others involved in the chemical spillage or leakage clean up may be involved. Management of this type of event requires a broad range of Level 3 skills and involves the application of general knowledge with depth in some areas, such as an understanding of a broad range of horticultural chemicals and their management under these circumstances. This is equivalent to the rural generic unit AG201/CH Manage chemical spill/leakage and AG201/2CH Notify authorities.

HRT433 Implement a propagation plan
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the implementation of a propagation plan. The implementation of a propagation plan is likely to be undertaken without supervision with only general guidance on progress sought by others. Responsibility for and limited organisation of the work of others involved in an integrated pest management program may be required. Implementing a propagation plan requires a broad range of Level 3 skills and involves the application of broad knowledge with depth in some areas such as propagation techniques, plant varieties and cultivars, weed, pest and disease recognition and control, and plant health requirements.

HRT434 Supervise landscape construction works
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This Unit of Competency is concerned with the supervision of hardscape construction and maintenance projects. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved, and team coordination may be required. Competency involves the application of knowledge with depth in some areas and a broad range of skills. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT435 Cost a project
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the process of estimating labour and materials to cost a project. Costing is likely to be under limited supervision from others with checking only related to overall progress. Costing involves the application of horticultural knowledge with depth in some areas and a broad range of horticultural skills. Costing is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

HRT436 Conduct comprehensive inspection of park facilities
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the comprehensive inspection and safety auditing of park facilities to identify non-conformities with Australian Standards, Occupational Health & Safety Standards and manufacturer standards. Work is likely to be undertaken without supervision with only general guidance on progress sought by higher officers. Responsibility for and limited organisation of the work of others may be involved. Conducting comprehensive inspections of park facilities requires a broad range of Level 3 skills and involves the application of underpinning knowledge with depth in some areas such as asset auditing and management, Playground Safety Management Systems and structural principles and practices.

HRT437 Establish and maintain the enterprise occupational health and safety program
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit describes the health and safety aspects of the workplace. Work is likely to be undertaken without supervision with only general guidance on progress sought by others. Responsibility for and limited organisation of the work of others may be involved. Establishing and maintaining an occupational health and safety program requires a broad range of Level 3 skills and involves the application of general knowledge with depth in some areas, such as understanding of a broad range of horticultural chemicals and their management under these circumstances. This is equivalent to the rural generic unit AG201/CH Manage chemical spill/leakage and AG201/2CH Notify authorities.
Aims & Objectives
This Unit of Competency is concerned with the establishment of occupational health and safety policies and guidelines in a horticultural workplace and/or work site. Establishment of these policies is likely to be undertaken without supervision with only general guidance on progress sought by checking only related to overall progress. This process involves the application of horticultural knowledge with depth in some areas. The work is normally done alone within existing routines, methods and procedures. This unit is equivalent to the rural generic unit AG4021:BM Establish and Maintain the Enterprise OHS program.

HRT438 Develop a plant nutrition program
30 nominal Hours • Prerequisite: Nil
Aims & Objectives
This Unit of Competency is concerned with the development of a plant nutrition program in the horticultural industry. Development of a plant nutrition program is likely to be undertaken without supervision with only general guidance on progress sought by higher officers. Responsibility for and limited organisation of the work of others in the plant nutrition program may be involved. Developing plant nutrition programs at this level requires a broad range of Level 3 skills and involves the application of underpinning knowledge with depth in areas including plant biology, crop nutrition requirements, soil and other growing media properties.

HRT439 Develop canopy management and crop regulation programs
30 nominal Hours • Prerequisite: Nil
Aims & Objectives
This Unit of Competency is concerned with developing canopy management and crop regulation programs for horticultural crops. The development of programs is likely to be undertaken without supervision, with only general guidance on progress sought by higher officers. Responsibility for and the limited organisation of the work of others may be involved. Development of canopy management and crop regulation programs at this level requires a broad range of Level 3 skills and involves the application of underpinning knowledge with depth in some areas such as pruning, training, crop thickening, irrigation systems, scheduling and plant nutrition requirements.

HRT501 Manage parks and reserves
120 nominal Hours • Prerequisite: Nil
Aims & Objectives
This Unit of Competency is concerned with the management of parks, gardens and open spaces. Park management work is likely to be undertaken alone or under broad guidance. Responsibility for the planning and management of the work of others may be involved. Park management involves the self directed application of knowledge with substantial depth in some areas such as recreational land use and resource management, and a range of technical and other skills such as communication, negotiation, organisation and coordination.

HRT502 Manage landscape projects
120 nominal Hours • Prerequisite: Nil
Aims & Objectives
This Unit of Competency is concerned with the management of landscape projects. Project management work is likely to be undertaken alone or under broad guidance. Responsibility for the planning and management of the work of others may be involved. Landscape project management involves the self directed application of knowledge with substantial depth in some areas such as the regulation of landscape projects, techniques for preparing project outlines, and a range of technical and other skills such as the contractual requirements of landscape contracts.

HRT503 Prepare estimates, quotes and tenders
120 nominal Hours • Prerequisite: Nil
Aims & Objectives
This unit describes the work involved in the preparation of estimates, quotes and tenders in a horticultural enterprise. The work is likely to be undertaken alone or under broad guidance. Responsibility for the planning and management of the work of others may be involved. Estimating, quoting and tendering involves the self directed application of knowledge with substantial depth in some areas such as a range of technical and other skills associated with the enterprise.

HRT506 Negotiate with clients and others
120 nominal Hours • Prerequisite: Nil
Aims & Objectives
This Unit of Competency is concerned with the negotiations between clients and others for contracted works and/or financial transactions. Negotiation is likely to be undertaken alone or under broad guidance only. Responsibility for the planning and management of the work of others may be involved. Negotiation involves the self directed application of knowledge with substantial depth in areas including tendering and contracts.

HRT509 Develop a plant sales program
120 nominal Hours • Prerequisite: Nil
Aims & Objectives
This Unit of Competency is concerned with the planning process required for plant sales in a retail or wholesale nursery. Planning is likely to be undertaken alone or under broad guidance. Responsibility for the planning and management of the work of others may be involved. Planning plant sales involves the self directed application of knowledge with substantial depth in some areas.

HRT510 Plan growing media preparation
120 nominal Hours • Prerequisite: Nil
Aims & Objectives
This Unit of Competency is concerned with the planning process for the preparation of growing media. Planning will be undertaken alone or under broad guidance. Responsibility for the planning and management of the work of others may be involved. Planning the preparation of a growing medium involves the self directed application of knowledge with substantial depth in some areas.

HRT511 Develop a planting program
120 nominal Hours • Prerequisite: Nil
Aims & Objectives
This Unit of Competency is concerned with the development of a planting program for crop or nursery production. The development of a planting program is likely to be undertaken alone or under broad guidance. Responsibility for the planning and management of the work of others may be involved. The development of a planting program involves the self directed application of knowledge with substantial depth in some areas.

HRT512 Prepare and monitor budgets and financial reports
120 nominal Hours • Prerequisite: Nil
Aims & Objectives
This Unit of Competency is concerned with the preparation of budgets and financial reports and the implementation and monitoring of budgets in a horticultural enterprise. Work is likely to be undertaken alone or under limited guidance in line with a broad plan, budget or strategy. Responsibility and defined accountability for the work of others may be involved. Competency involves the self directed development of knowledge with substantial depth across a number of areas with a range of skills. Competencies are usually used independently and are substantially non-routine. Significant judgement is required in planning design, technical or supervisory functions related to products, services, operations or processes.

HRT513 Manage business operations
120 nominal Hours • Prerequisite: Nil
Aims & Objectives
This Unit of Competency is concerned with managing the business operations of a horticultural enterprise. Work is likely to be undertaken alone or under limited guidance in line with a broad plan, budget or strategy. Responsibility and defined accountability
This Unit of Competency is concerned with the administration of a horticultural enterprise. Work is likely to be undertaken alone or under limited guidance in line with a broad plan, budget or strategy. Responsibility and defined accountability for the work of others may be involved. Competency involves the self-directed development of knowledge with substantial depth across a number of areas. Competencies are usually used independently and are substantially non-routine. Significant judgement is required in planning design, technical or supervisory functions related to products, services, operations or processes.

**HRT514 Administer the business**

**Aims & Objectives**
This Unit of Competency is concerned with the administration of a horticultural enterprise. Work is likely to be undertaken alone or under limited guidance in line with a broad plan, budget or strategy. Responsibility and defined accountability for the work of others may be involved. Competency involves the self-directed development of knowledge with substantial depth across a number of areas. Competencies are usually used independently and are substantially non-routine. Significant judgement is required in planning design, technical or supervisory functions related to products, services, operations or processes.

**HRT515 Design irrigation, drainage and water treatment systems**

**Aims & Objectives**
This Unit of Competency is concerned with the design of drainage and Irrigation systems for horticultural enterprises and facilities. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competency involves the application of knowledge with depth in some areas and a broad range of skills. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

**HRT516 Design sports turf playing surfaces**

**Aims & Objectives**
This Unit of Competency is concerned with the design of sports turf playing surfaces. The design of sports turf playing surfaces is likely to be undertaken without supervision. Responsibility for the work of others may be involved and team coordination may be required. The design of sports turf playing surfaces requires a broad range of Level 4 skills and involves the application of underpinning knowledge with depth in some areas such as turf selection, soil, turf design principles, playing surface standards, drafting techniques and communication skills.

**HRT517 Manage plant health**

**Aims & Objectives**
This Unit of Competency is concerned with the management of plant and crop health. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

**HRT518 Conserve natural resource areas**

**Aims & Objectives**
This Unit of Competency is concerned with the conservation of natural resource areas. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competency involves the application of knowledge with depth in some areas and a broad range of skills. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

**HRT519 Manage controlled growing environments**

**Aims & Objectives**
This Unit of Competency is concerned with the management of controlled growing environments. This is likely to be undertaken without supervision. Responsibility for the work of others may be involved. Management of controlled growing environments requires a broad range of Level 4 skills and involves the application of underpinning knowledge with depth in some areas such as plant nutrition, plant physiology and growing needs, pest management and forward planning.

**HRT520 Implement sustainable horticultural practices**

**Aims & Objectives**
This Unit of Competency is concerned with the implementation of sustainable horticultural practices in the workplace. Work is likely to be undertaken with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competency involves the application of knowledge with depth in some areas and a broad range of skills. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

**HRT521 Develop a production plan**

**Aims & Objectives**
This Unit of Competency is concerned with the development of a production plan for a horticultural enterprise. Work is likely to be undertaken with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competency involves the application of knowledge with depth in some areas and a broad range of skills. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

**HRT522 Collect and manage data**

**Aims & Objectives**
This Unit of Competency is concerned with the collection and management of data for a horticultural enterprise or operation. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

**HRT523 Trial plants, products and treatments**

**Aims & Objectives**
This Unit of Competency is concerned with the trialing of plant products and treatments. Work is likely to be undertaken with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

**HRT524 Provide specialist advice on plants, products & treatments**

**Aims & Objectives**
This Unit of Competency is concerned with the trialing of plant products and treatments. Work is likely to be undertaken with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.
### Aims & Objectives

This Unit of Competency is concerned with the provision of specialist advice to clients and others in respect to specific plants, products and treatments. This is likely to be undertaken alone or under broad guidance involving the self-directed application of knowledge with substantial depth in areas involving plant selection, horticultural products, and application of specific horticultural treatments. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the provision of information, services, actions and achieving outcomes within time constraints.

**HRT525 Conserve heritage areas**

120 nominal Hours • Prerequisite: Nil

### Aims & Objectives

This Unit of Competency is concerned with the conservation and management of heritage areas. Conservation work is likely to be undertaken alone or under broad guidelines. Responsibility for the planning and management of the work of others may be involved. Heritage area conservation involves the self-directed application of knowledge with substantial depth in some areas such as plant selection, and a range of technical and other skills such as garden restoration techniques, referencing and researching techniques and designing management specifications.

**HRT526 Prepare landscape documentation**

120 nominal Hours • Prerequisite: Nil

### Aims & Objectives

This Unit of Competency is concerned with the preparation of landscape documentation to accompany a landscape design. The preparation of landscape documentation is likely to be undertaken without supervision. Responsibility for the work of others may be involved. The preparation of landscape documentation requires a broad range of Level 4 skills and involves the application of underpinning knowledge with knowledge with depth in some areas, such as plant selection, soils, landscape design principles, drafting techniques, and communication skills.

**HRT527 Design landscape structures and features**

120 nominal Hours • Prerequisite: Nil

### Aims & Objectives

This Unit of Competency is concerned with the design of landscape structures and features. This is likely to be undertaken without supervision. Responsibility for the work of others may be involved. The design of landscape structures and features requires a broad range of Level 4 skills and involves the application of underpinning knowledge with depth in some areas such as plant selection, soils, landscape design principles, drafting techniques, and communication skills.

**HRT528 Prepare reports**

120 nominal Hours • Prerequisite: Nil

### Aims & Objectives

This Unit of Competency is concerned with the preparation of reports. This is likely to be undertaken without supervision. Responsibility for the work of others may be involved. The preparation of reports requires a broad range of Level 4 skills and involves the application of underpinning knowledge with depth in areas including horticultural techniques, written communication and word processor computer applications.

**HRT529 Manage weed, pest and disease infestations**

120 nominal Hours • Prerequisite: Nil

### Aims & Objectives

This Unit of Competency is concerned with the management of weed, pest and disease infestations. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

**HRT530 Manage Wetlands**

120 nominal Hours • Prerequisite: Nil

### Aims & Objectives

This Unit of Competency is concerned with the management of wetlands. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competency involves the application of knowledge with depth in some areas and a broad range of skills. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

**HRT531 Conduct vegetation surveys**

120 nominal Hours • Prerequisite: Nil

### Aims & Objectives

This Unit of Competency is concerned with the survey and assessment of natural vegetation. Vegetation assessment is likely to be undertaken alone or under broad guidance. Responsibility for the planning and management of the work of others may be involved. Surveying vegetation involves the self-directed application of knowledge with substantial depth in some areas such as plant identification, ecology and reporting procedures.

**HRT532 Maintain, monitor and evaluate irrigation systems**

120 nominal Hours • Prerequisite: Nil

### Aims & Objectives

This Unit of Competency is concerned with the assessment of irrigation systems for horticultural enterprises and facilities. Work is likely to be under limited supervision with checking related to overall progress. Responsibility for the work of others may be involved and team coordination may be required. Competency involves the application of knowledge with depth in some areas and a broad range of skills. Competencies are normally used within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

**HRT601 Develop staff training plans**

150 nominal Hours • Prerequisite: Nil

### Aims & Objectives

This unit describes the development of training and development plans for staff in the workplace. The development of staff training and development plans is likely to be undertaken alone or under limited guidance in line with a broad plan, budget or strategy. Competency involves the self-directed development of knowledge with substantial depth across a number of areas with a range of skills. Human resource management competencies are usually used independently and are substantially non-routine. Significant judgement is required.

**HRT602 Develop a business plan**

150 nominal Hours • Prerequisite: Nil

### Aims & Objectives

This Unit of Competency is concerned with the development of a business plan for a horticultural enterprise. The development of a business plan is likely to be undertaken alone or under limited guidance in line with a broad plan, budget or strategy. Competency involves the self-directed development of knowledge with substantial depth across a number of areas with a range of skills. Business planning competencies are usually used independently and are substantially non-routine. Significant judgement is required.

**HRT603 Promote the business**

150 nominal Hours • Prerequisite: Nil

### Aims & Objectives

This unit describes the work of promoting a horticultural business. Business promotion is likely to be undertaken alone or under limited guidance in line with a broad plan,
This unit describes the management of human resources in a horticultural enterprise. Human resource management is likely to be undertaken alone or under limited guidance in line with a broad plan, budget or strategy. Competency involves the self-directed development of knowledge with substantial depth across a number of areas with a range of skills. Human resource management competencies are usually used independently and are substantially non-routine. Significant judgement is required.

**HRT604 Manage human resources**
150 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
This unit describes the management of human resources in a horticultural enterprise. Human resource management is likely to be undertaken alone or under limited guidance in line with a broad plan, budget or strategy. Competency involves the self-directed development of knowledge with substantial depth across a number of areas with a range of skills. Human resource management competencies are usually used independently and are substantially non-routine. Significant judgement is required.

This unit describes the competency required to manage multimedia projects. Competency involves the self-directed development of knowledge with substantial depth across a number of areas with a range of skills. Multimedia projects management competencies are usually used independently and are substantially non-routine. Significant judgement is required.

**ICPM82eA Manage Multimedia Projects**
20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
This unit describes the competency required to manage multimedia projects.

**Content**
- Identify the tools and parameters of web page design.
- Produce web pages.
- Validate and prepare for distribution.

This unit describes the competency required to manage web pages with multimedia. Competency involves the self-directed development of knowledge with substantial depth across a number of areas with a range of skills. Web pages with multimedia competencies are usually used independently and are substantially non-routine. Significant judgement is required.

**ICPMM65dA Create Web pages with Multimedia**
• Prerequisite: Nil

**Aims & Objectives**
This unit describes the competency required to create web pages with multimedia.

This unit describes the competency required to create web pages with multimedia. Competency involves the self-directed development of knowledge with substantial depth across a number of areas with a range of skills. Web pages with multimedia competencies are usually used independently and are substantially non-routine. Significant judgement is required.
Aims & Objectives
To be able to explain the Internet to users, set up home pages and create links to customised pages.

ITC403 Multimedia Systems
20 nominal Hours • Prerequisite: Competent Windows User

Aims & Objectives
In this module you will learn the specification, selection and installation of peripheral devices associated with multimedia PC systems. You will learn how to use the different functions of a multimedia system and how to specify and select the peripheral components for various systems that are commercially available. You will also be able to configure and test a multimedia system that you have installed.

Practical highlights include the use of a voice synthesiser, voice recognition software, sampling and editing sound files, capturing and editing picture files, embedding sound and video in PowerPoint, and creating animations.

ITC407 Microcomputer Hardware Fault Finding
20 nominal Hours • Prerequisite: Experience in the installation and configuration of hardware components as would be gained through Module ITC302 Microcomputer Hardware.

Aims & Objectives
This module will provide the student with the skills necessary to identify and rectify faults in microcomputer hardware.

ITE404 Trends and Opportunities
20 nominal Hours • Prerequisite: There are no formal prerequisites, however students should be computer literate, or have a background in the computer industry.

Aims & Objectives
This module is intended to provide students with the skills to identify and define commercially viable trends and opportunities arising in the Information Technology marketplace.

Content
- The history of computers.
- Entrepreneurs in the IT industry.
- Current trends in IT and the opportunities which now exist.
- IT media.
- Forces which affect change in the IT marketplace.
- Trends and opportunities expected in the future decade.

ITE506 Introduction to Electronic Commerce
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module enables students to identify current trends and developments in electronic commerce in relation to small to medium enterprises, recognise the importance of suitable, marketing strategies, and gain a practical understanding of electronic commerce technology and its implementation.

ITEF205 Database Fundamentals
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provide skills and knowledge in the use of a database to set up and maintain single table databases.

Content
- Terms associated with single table databases.
- Creating, saving and retrieving a single table database.
- Modifying data in an existing database.
- Querying a single table database with at most two arguments.
- Indexing a database.
- Producing reports.
- Accessing and using on-line help.
- Accessing and using manuals and third party references.

ITF304 Word Processing Operations
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provide skills and knowledge to produce, format and electronically file multiple-page documents.

Content
- Common paragraph formatting using centreing, left and right alignment, justification, indent, hanging indent and double line spacing.
- Using left, right, centre and decimal align tabs and dot leaders.
- Creating tables which have various dimensions, border styles, shading, column width and text alignment settings.
- Creating boxes, which have various shading and text alignment settings.
- Creating lines which have various lengths and line styles.
- Using find/search and replace, spell checker, grammar checker and Thesaurus.
- Page formatting using 'hard' page breaks, page numbers, headers, footers, page size and page orientation.
- Using a word processing package to list, move, copy, delete and rename files.

ITF304 MS Word
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
In this module you will learn the fundamentals of word processing using the Word 97 program. Even if you have no previous experience, you will quickly learn how to create, edit and print documents. More advanced students will also discover detailed information on formatting, disk and file management, moving and copying text, and creating tables and graphics.

Contents:
- Introducing word processing.
- Creating documents.
- Editing documents.
- Proofing documents.
- Moving and copying text.
- Finding and replacing text.
- Character formatting.
- Paragraph formatting.
- Page formatting.
- Borders, graphics and tables.
- Disk and file management.

ITF305 MS Excel (Computing)
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
In this module you will learn to use the Microsoft Excel 97 spreadsheet package, which allows you to enter information on a spreadsheet, designed by you, to suit your specific requirements. You will learn how to create a spreadsheet, enter information, and then move, edit or delete data. You will also be shown how to use formulas to perform calculations on the spreadsheet automatically, and how to print graphs, pie charts and scatter plots.

Contents:
- The Excel workbook.
- Creating a worksheet.
- Enhancing a worksheet.
- Formulas.
Aims & Objectives
An imaginative and well designed presentation sends a clear message to your audience.

Contents:
- Mathematical, statistical, financial, date and logical functions.
- Creating, saving and printing graphs.
- Relative and absolute cell references.
- Design a spreadsheet from a user’s specification of requirements.

**ITF305 Spreadsheet Operations**
20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
An imaginative and well designed presentation sends a clear message to your audience. In this module, you will discuss the principles and techniques involved in planning and preparing a presentation using PowerPoint 97 and also Word and Excel. Particular emphasis is placed on the production of high quality slides, which can contain text, diagrams, pictures or graphs.

Contents:
- Doing presentations.
- Audience and environment.
- Presentation media.
- Design and layout principles.
- PowerPoint: Diagrams and graphs.
- Special effects.
- Creating slides using Word.

**ITF306 Business and Presentation Graphics - PowerPoint 97**
20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
This module aims to provide students with basic skills and knowledge in using appropriate hardware and software to produce media elements for multimedia programs for use in an eCommerce environment. Media elements include text, graphics, video, audio and animation. The modules will cover the five elements of multimedia - text, graphics, video, audio, and animation - and will use Microsoft PowerPoint 97 as the multimedia program flowchart and storyboard.

Content
- Selecting software and hardware.
- Layout designs for different types of documentation.
- Common document layout conventions.

**ITF413 Commercial Database Packages 1**
20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
This module introduces learners to software, hardware, and methods for: designing multimedia programs and media elements.

**Content**
- Creating multimedia programs and media elements.

**ITF415 Page and Document Design Principles**
20 nominal Hours • Prerequisite: ITF304, ITF306, or equivalent industry experience.

**Aims & Objectives**
Use the features of a desktop publisher to produce professional quality business documents.

**Content**
- Selecting software and hardware.
- Layout designs for different types of documentation.
- Common document layout conventions.

**ITG202 Internet Fundamentals**
20 nominal Hours • Prerequisite: CP609

**Aims & Objectives**
Use Netscape and Email to access the Internet.

**Content**
- Concepts and Components of the Internet.
- Accessing News Groups.
- Using Electronic Mail.

**ITH202 Using a Graphical User Interface**
20 nominal Hours • Prerequisite: Nil
Aims & Objectives
This module provides students with the ability to use a graphical user interface operating system to run software on a microcomputer, using keyboard and mouse. They learn how to manage files and directories using a graphic disk management program to create, copy, delete, move and modify them, how to run multiple applications, and how to access help.

ITH303 Installing and Managing a Graphical User Interface
20 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module is more advanced than Module ITH202, and it is intended for students who have previous exposure to GUI environments. It gives them the ability to use a graphical user interface operating system to manage a microcomputer, and to install and run applications. It covers GUI customization, and using the print manager to install, configure and connect to printers, and to manage documents sent to them.

Contents:
- Windows basics.
- The structure of Windows 95.
- The Windows 95 shell and appendets.
- Explorer as a file manager.
- Word processing and graphics.
- Windows accessories.
- Printing in Windows 95.
- Control Panel.

ITH402 Configuring and Optimising a Graphical User Interface
20 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module builds on work covered in Module ITH303. It allows students with some GUI skill to configure an environment to suit particular requirements and optimise a system for best performance. It covers loading and configuring driver software for sound and video hardware, configuring memory and secondary storage, implementing security functions, locating, installing and configuring utility software, setting priorities for multi-tasking applications, and using data exchange facilities.

ITH404 PC Support
20 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module enables students to carry out tasks involving the regular maintenance of PC systems, to support the productivity of system users. It assumes that they already have a working knowledge of command line and graphical user interfaces, and introduces a systematic method to identify and rectify problems. It also covers hard disk organisation and systematic backup procedures.

ITL303 Workplace Health and Safety
5 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module will enable students to use proper and appropriate health and safety procedures in their work.

LAH101 Learning to Learn
90 nominal Hours  Prerequisite: Nil

Aims & Objectives
The aim of this module is to provide students with the knowledge and skills required to gather information, comprehend and produce complex written texts, and to participate effectively in a variety of learning environments.

LAH102 Inquiry and Presentation
54 nominal Hours  Prerequisite: Nil  Assessment: Continuous

Aims & Objectives
This module aims to provide students with advanced research, writing and presentation skills.

LAH103 Word Processing (Introductory)
20 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module aims to provide participants with the knowledge and skills to use a word processing software package to produce simple documents in the most efficient manner. The emphasis is on process rather than production skills.

LAH104 Keyboading Techniques and Operations
20 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module aims to provide participants with the skills and techniques needed to successfully operate a keyboard.

LAH105 Public Life Past & Present
90 nominal Hours  Prerequisite: Nil

Aims & Objectives
Equips students with the knowledge and skills to participate effectively in debates about public issues, and to examine the nature and role of democracy in contemporary society.

LAH107 Nature and Its Human Transformations
90 nominal Hours  Prerequisite: Nil  Assessment: Continuous

Aims & Objectives
To provide students with the knowledge and skills to examine the way nature is viewed and represented within different cultures. There will be an emphasis on contemporary Australian environmental issues.

LAH109 Text & Culture I
72 nominal Hours  Prerequisite: Nil  Assessment: Continuous

Content
This subject develops the skills of oral and written analysis and criticism. Reading texts enables discussion which examines the perspectives and values of film makers and the society of which they are a part. Films and written texts are treated as cultural documents which embody the values and views of the dominant culture or reflect the views or experiences of minority groups. It is the identification of these values and perspectives, the ways in which they are conveyed, their influence on audiences and their constructing and reflecting cultural experiences which is the focus of the subject.

LAH201 Tradition and Modernity
90 nominal Hours  Prerequisite: Nil  Assessment: Continuous

Content
Examines the issues in contemporary debates about the significance of traditions and modernity. It evaluates the importance of revolutionary breaks with tradition in both contemporary Western and non-Western cultures.

LAH203 History and Sociology of Human Relationships
90 nominal Hours  Prerequisite: Nil  Assessment: Continuous
Aims & Objectives
To provide students with the knowledge and skills to understand sociological concepts and apply these to explain the change in family structures and personal relationships over time. It seeks to examine different forms of human relationships in a variety of different cultures and describe how they are represented and interpreted within a culture.

LAH204 Urban Studies
90 nominal Hours • Prerequisite: Nil • Assessment: Continuous
Aims & Objectives
To provide students with an overview of the nature and culture of cities and their impact on human life past and present. Students will also be introduced to sociological research methods.

LAH205 Theories of Human Personality
72 nominal Hours • Prerequisite: LAH108 • Assessment: Continuous
Content
Provides students with an overview of the ideas and theories of human personality and analyses their relationship to the cultures in which they were produced. The application of these theories will also be evaluated.

LAH206 Text and Culture II
72 nominal Hours • Prerequisite: LAH108 • Assessment: Continuous
Content
This subject develops and extends Text and Culture I. It provides students with the skills and knowledge to demonstrate how formal structures (narrative and genre), and the perspectives of different audiences, contribute to the meanings of a text. It also enables students to understand the roles that different interpretations of these texts play in the culture.

MAGM Financial Decision Making
20 nominal Hours • Prerequisite: NAP719
Aims & Objectives
The purpose of this module is to provide the participant with the knowledge and skills to use short term and long term decision-making techniques to make sound financial decisions in the management of a traditional and an eCommerce small business.

Content
The implications of eCommerce on traditional businesses and the changing business world:
- External eCommerce factors affecting decision-making.
- eCommerce operating cycles.
- Payment and security online.
Application of short-term decision-making techniques for both traditional and eCommerce based businesses:
- Principles of cost/benefit analysis.
- Cost/profit/volume relationship.
- Incremental costs.
- Limiting factors.
- Pricing decisions.
- Special orders.
- Changing product mix.
- Make or buy.
Application of long-term decision-making techniques for both traditional and eCommerce based businesses:
- Payback period.
- Accounting rate of return.
- Net Present Value.
- Internal rate of term.

MEM5.16A Perform Advanced Welding Using Manual Metal Arc Welding
• Prerequisite: A5.15A
Content
Work is carried out using a range of plate and pipe for general fabrication and may include low carbon steel, stainless steel and cast iron, low alloy steel, etc. Welds would be fillet and butt in the horizontal, vertical and overhead position. Preparation of materials may include preheating, setting up of jigs, fixtures, clamps, etc.

MEM5.18A Perform Advanced Welding Using Gas Metal Arc Welding
• Prerequisite: A5.17A
Content
Work carried out using a range of materials for general fabrication purposes. Welds would be fillet and butt in the horizontal, vertical and overhead position. Preparation of materials may include preheating, setting up of jigs, fixtures, clamps, etc. Materials used may include low carbon steel and aluminium materials, etc. Plate pipe and rolled steel sections.

MEM5.20A Perform Advanced Welding Using Gas Tungsten Arc Welding
• Prerequisite: A5.19A
Aims & Objectives
Work carried out using a range of materials for general fabrication. Welds would be fillet and butt in the horizontal, vertical and overhead position. Preparation of materials may include preheating, setting up of jigs, fixtures, clamps, etc. Materials may include low carbon and low alloy steel plate and pipe, aluminium, aluminium alloy sheet and tube, etc.

MEM5.23A Weld Using Submerged Arc Welding
• Prerequisite: Nil
Content
This work would be carried out using a range of material for heavy or light fabrication. The person would work autonomously or within a team environment using predetermined standards of quality, safety, work and welding procedures and the skills applied to a range of fabrication activities. Preparation of materials would include preheating, setting up of jigs, fixtures, clamps, etc. Remedial action using thermal processes may include oxyethylene and arc equipment.

MEM5.26A Apply Welding Principles
• Prerequisite: Nil • Corequisites: To be assessed in conjunction with one of the competency units which recognises certificates covered by Australian Standard 1796.
Content
Welding, planning and setting up principles for a range of materials and processes are applied to satisfy Australian Standard 1796.

MNGT110 Introduction to Management Competencies
36 nominal Hours • Prerequisite: Nil
Aims & Objectives
On completion of this module students will be able to explain the relationships between contemporary management theories and management practices, and outline the competencies required of a modern manager in today’s dynamic managerial environment.
Content
- Management theories, styles and practices.
- Managerial competencies.
- Studying and learning skills and strategies.
- Oral and written communication.
MNGT111 Current Issues in Management

Aims & Objectives
To be able to critically evaluate current issues facing management in Australia, and relate the issues explored to their own context.

Content
• Approaches to management development - past and present.
• Recent developments in management.
• Futuristic thinking.

MPM021 Purchasing and Inventory Fundamentals

Aims & Objectives
To enable the learner to develop and apply knowledge and skills necessary for fundamental purchasing tasks and activities.

Content
• Purchasing function.
• Placing purchase orders.
• Organisational policy and procedures regarding purchasing.
• Purchasing agreements.
• Performance measurements.
• Relationship between Purchasing and Accounting functions.
• Inventory tracking and holding strategies.

MPM022 Purchasing Policy

Aims & Objectives
To enable the learner to develop the necessary knowledge and skills to undertake the more complex purchasing activities of an organisation, including meeting strategic and structural requirements.

Content
• Achieving organisational objectives.
• Policy development.
• Purchasing function.
• Performance measures.
• Purchasing agreements.
• Overseas purchase requisites and statutory requirements.
• Mission statements for purchasing department.

NAB001P Communications and Industrial Relations

Aims & Objectives
The purpose of this module is to provide instruction and practical experience to enable the learner to develop the necessary knowledge and skills to undertake the more complex purchasing activities of an organisation, including meeting strategic and structural requirements.

Content
• Purchasing function.
• Placing purchase orders.
• Organisational policy and procedures regarding purchasing.
• Purchasing agreements.
• Performance measurements.
• Relationship between Purchasing and Accounting functions.
• Inventory tracking and holding strategies.

NAB002P Occupational Health and Safety

Aims & Objectives
This module provides students with an overview of legal requirements, and skills relating to occupational health and safety in a transport environment.

NAB003P Automotive Workplace Safety

Aims & Objectives
The purpose of this module is to provide instruction and practical experience to enable the learner to develop the necessary knowledge and skills to undertake the more complex purchasing activities of an organisation, including meeting strategic and structural requirements.

Content
• Purchasing function.
• Placing purchase orders.
• Organisational policy and procedures regarding purchasing.
• Purchasing agreements.
• Performance measurements.
• Relationship between Purchasing and Accounting functions.
• Inventory tracking and holding strategies.

NAB004P Automotive Maintenance and Service

Aims & Objectives
The purpose of this module is to provide instruction and practical experience to enable the learner to develop the necessary knowledge and skills to undertake the more complex purchasing activities of an organisation, including meeting strategic and structural requirements.

Content
• Purchasing function.
• Placing purchase orders.
• Organisational policy and procedures regarding purchasing.
• Purchasing agreements.
• Performance measurements.
• Relationship between Purchasing and Accounting functions.
• Inventory tracking and holding strategies.

NAB005P Automotive Mechanical, Hydraulic and Pneumatic Principles

Aims & Objectives
The purpose of this module is to provide instruction and practical experience to enable the learner to develop the necessary knowledge and skills to undertake the more complex purchasing activities of an organisation, including meeting strategic and structural requirements.

Content
• Purchasing function.
• Placing purchase orders.
• Organisational policy and procedures regarding purchasing.
• Purchasing agreements.
• Performance measurements.
• Relationship between Purchasing and Accounting functions.
• Inventory tracking and holding strategies.

NAB006P Automotive Engine Operation

Aims & Objectives
The purpose of this module is to provide instruction and practical experience to enable the learner to develop the necessary knowledge and skills to undertake the more complex purchasing activities of an organisation, including meeting strategic and structural requirements.

Content
• Purchasing function.
• Placing purchase orders.
• Organisational policy and procedures regarding purchasing.
• Purchasing agreements.
• Performance measurements.
• Relationship between Purchasing and Accounting functions.
• Inventory tracking and holding strategies.

NAB007P Automotive Electrical

Aims & Objectives
The purpose of this module is to provide instruction and practical experience to enable the learner to develop the necessary knowledge and skills to undertake the more complex purchasing activities of an organisation, including meeting strategic and structural requirements.

Content
• Purchasing function.
• Placing purchase orders.
• Organisational policy and procedures regarding purchasing.
• Purchasing agreements.
• Performance measurements.
• Relationship between Purchasing and Accounting functions.
• Inventory tracking and holding strategies.

NAB008P Automotive Heating and Welding

Aims & Objectives
The purpose of this module is to provide instruction and practical experience to enable the learner to develop the necessary knowledge and skills to undertake the more complex purchasing activities of an organisation, including meeting strategic and structural requirements.

Content
• Purchasing function.
• Placing purchase orders.
• Organisational policy and procedures regarding purchasing.
• Purchasing agreements.
• Performance measurements.
• Relationship between Purchasing and Accounting functions.
• Inventory tracking and holding strategies.

NAB009P Quality Assurance

Aims & Objectives
The purpose of this module is to provide instruction and practical experience to enable the learner to develop the necessary knowledge and skills to undertake the more complex purchasing activities of an organisation, including meeting strategic and structural requirements.

Content
• Purchasing function.
• Placing purchase orders.
• Organisational policy and procedures regarding purchasing.
• Purchasing agreements.
• Performance measurements.
• Relationship between Purchasing and Accounting functions.
• Inventory tracking and holding strategies.

NAB010P Vehicle Systems

Aims & Objectives
The purpose of this module is to provide instruction and practical experience to enable the learner to develop the necessary knowledge and skills to undertake the more complex purchasing activities of an organisation, including meeting strategic and structural requirements.

Content
• Purchasing function.
• Placing purchase orders.
• Organisational policy and procedures regarding purchasing.
• Purchasing agreements.
• Performance measurements.
• Relationship between Purchasing and Accounting functions.
• Inventory tracking and holding strategies.
NAB011P Customer Relations
20 nominal Hours • Prerequisite: NAB001P, NAB002P
Aims & Objectives
To provide students with the knowledge and skills of good customer service and techniques for selling.

NAB012P First Aid
10 nominal Hours • Prerequisite: Nil
Aims & Objectives
The purpose of this module is to provide the learner with basic knowledge of First Aid practices.

NAM010P Automotive Electrical Systems
30 nominal Hours • Prerequisite: NAB007
Aims & Objectives
The purpose of this module is to provide the student with instruction and practical experience to enable them to describe the purpose and operation of automotive electrical systems.

NAM210AP Brake Systems (Diagnosis)
20 nominal Hours • Prerequisite: NAM210P
Aims & Objectives
The purpose of this module is to provide the learner with instruction and practical experiences to enable them to perform the procedures involved with the diagnosis of braking systems.

NAM210P Light Vehicle Braking System
40 nominal Hours • Prerequisite: NAB005P, NAB007P
Aims & Objectives
The purpose of this module is to provide the student with instruction and practical experiences to enable them to perform the procedures involved with the service and repair of braking systems.

NAM211AP Suspension and Steering
20 nominal Hours • Prerequisite: Nil
Aims & Objectives
The purpose of this module is to provide the student with instruction and practical experience to enable them to diagnose suspension and steering systems and their components.

NAM211P Suspension and Steering
40 nominal Hours • Prerequisite: NAB006P
Aims & Objectives
The purpose of this module is to provide the student with instruction and practical experiences to enable them to service, repair and overhaul suspension and steering systems and components.

NAM212P Heating and Air Conditioning Systems
20 nominal Hours • Prerequisite: NAB005P, NAB007P
Aims & Objectives
The purpose of this module is to provide the student with instruction and practical experiences to enable them to service automotive heating and air conditioning systems.

NAM213P Petrol Fuel Systems
40 nominal Hours • Prerequisite: NAB006P, NAB007P
Aims & Objectives
The purpose of this module is to provide the student with instruction and practical experiences to enable them to perform the procedures involved in the diagnosis, service, repair and overhaul of carburettor and petrol injection fuel systems and fuel system components.

NAM214P Ignition Systems
40 nominal Hours • Prerequisite: NAB006P, NAM101P
Aims & Objectives
The purpose of this module is to provide the student with instruction and practical experiences to enable them to perform the procedures involved in the service, repair and diagnosis of automotive ignition systems.

NAM215P Diesel Fuel Systems
20 nominal Hours • Prerequisite: NAB006P, NAB007P
Aims & Objectives
The purpose of this module is to provide the student with instruction and practical experiences to enable them to diagnose, service and repair diesel fuel systems and fuel system components.

NAM216P Cooling Systems
20 nominal Hours • Prerequisite: NAB006P
Aims & Objectives
The purpose of this module is to provide the student with instruction and practical experiences to enable them to perform the procedures involved in the diagnosis of cooling systems.

NAM217P Emission Control Systems
20 nominal Hours • Prerequisite: NAB006P
Aims & Objectives
The purpose of this module is to provide the student with instruction and practical experience to enable them to perform the procedures involved in the service, repair and diagnosis of emission control systems.

NAM318P Final Drives and Drive Shaft
30 nominal Hours • Prerequisite: NAB005P
Aims & Objectives
The purpose of this module is to provide the student with instruction and practical experiences to enable them to diagnose, service, repair and overhaul drive line components and final drive assemblies.

NAM319P Electrical Systems
40 nominal Hours • Prerequisite: NAB003P, NAM101P
Aims & Objectives
The purpose of this module is to provide the student with instruction and practical experiences to enable them to perform the procedures involved in the service, repair and diagnosis of automotive electrical systems.

NAM320P Clutches and Manual Transmission
40 nominal Hours • Prerequisite: NAB003P
Aims & Objectives
The purpose of this module is to provide the student with instruction and practical experiences to enable them to diagnose, service, repair and overhaul clutches, manual transmissions and transaxles.

NAM321P Automatic Transmissions
40 nominal Hours • Prerequisite: NAB003P, NAB007P
Aims & Objectives
The purpose of this module is to provide the student with instruction and practical experiences to enable them to diagnose, service, repair and overhaul automatic transmissions.

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Aims & Objectives
The purpose of this module is to provide the student with instruction and practical experience to enable them to identify and repair automatic transmissions and transaxles.

NAM322P Engine Testing and Cylinder Heads
40 nominal Hours • Prerequisite: NAM006P
Aims & Objectives
The purpose of this module is to provide the student with instruction and practical experience to enable them to perform the procedures involved in the testing and diagnosis of engines and the service and repair of engine cylinder heads.

NAM323P Light Vehicle Engine Cylinder Blocks
40 nominal Hours • Prerequisite: NAM006P
Aims & Objectives
The purpose of this module is to provide the student with instruction and practical experience to enable them to identify common turbocharger faults.

NAM324AP Light Vehicle Turbo Charger System
20 nominal Hours • Prerequisite: NAM006P
Aims & Objectives
The purpose of this module is to provide the student with instruction and practical experience to enable them to diagnose and repair common turbocharger system faults.

NAM324P Light Vehicle Exhaust Systems
40 nominal Hours • Prerequisite: NAM006P
Aims & Objectives
The purpose of this module is to provide the student with instruction and practical experience to enable them to diagnose, service and repair automatic transmissions and transaxles.

NAP702 Fixed Assets - Computerised
10 - 15 nominal Hours • Prerequisite: NOS118, NOS219
Aims & Objectives
Provide the participant with the knowledge and skills to operate computer fixed asset software to produce accounting data and reports.

Content
Role and uses of a fixed asset accounting package.

NAP703 Integrated Computer Accounting
10 - 15 nominal Hours • Prerequisite: NAP702, NOS225, NOS226, NOS227, NOS234
Aims & Objectives
Provide the participant with the knowledge and skills to operate integrated computer accounting to produce accounting data and reports.

Content
- Roles and uses of integrated accounting packages.
- Operations of an integrated accounting package.
- Evaluation and selection of accounting packages.

NAP704 Accounting Spreadsheet and Other Applications
50 - 60 nominal Hours • Prerequisite: NAP702, NAP735, NAP731
Aims & Objectives
Provide the participant with the knowledge and skills to plan, implement and use well-designed spreadsheets and specialised computer packages that are applicable to an accounting environment.

Content
- Features of a well-designed spreadsheet.
- Advanced spreadsheets.
- Data manipulation in spreadsheets.
- Graphs.
- Importing data from other applications and systems.
- Importing spreadsheet output and graphs into other software products.
- Use of specialised computer packages.

NAP710 Financial Accounting Applications 1
20 nominal Hours • Prerequisite: NOS219
Content
Provide the participant with a knowledge of accounting standards, procedures and concepts as they apply to:
- Basic management reports and analysis.
- Incomplete/single entry systems.
- One-write system concepts.
- Not-for-profit organisations.

NAP711 Financial Accounting Applications 2
40 - 50 nominal Hours • Prerequisite: NAP710
Content
Provide the participant with a knowledge of accounting standards, procedures and concepts as they apply to:
- Accounting and control over inventories.
- Accounting for partnerships.
- Accounting for primary producers.
- Accounting for leases.
- Consignment accounting.
- Recording of investments.

**NAP712 Company Accounting and Financial Statements**

50 - 60 nominal Hours • Prerequisite: NAP711

**Aims & Objectives**
Provide the participant with a knowledge of accounting standards, procedures and concepts as they apply, principally, to limited liability companies.

**Content**
- Types of companies, formation, documentation and statutory records.
- Share and Debenture issues.
- Conversions to a company.
- Reserves, provisions, tax effect accounting.
- Statement of Cash Flows.
- Company financial statements.
- Consolidated accounts.

**NAP713 Company Accounting Advanced**

40 - 45 nominal Hours • Prerequisite: NAP712

**Aims & Objectives**
Provide the participant with the knowledge and skills to apply accounting techniques to a range of advanced company applications.

**Content**
- Share capital alterations.
- Goodwill valuation.
- Amalgamations, takeovers, absorptions.
- Liquidations and receivership.
- Consolidated accounts - minorities including indirect minorities.

**NAP714 Accounting Applications Advanced**

15 - 20 nominal Hours • Prerequisite: NAP712

**Aims & Objectives**
Provide the participant with the knowledge and skills to apply accounting techniques to a range of advanced commercial applications.

**Content**
- Foreign currency transactions.
- Joint ventures.
- Extractive industries.
- Construction accounting.

**NAP715 Public Sector Accounting and Finance**

50 - 60 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Provide participants with the knowledge of the structure and functions of accounting systems for government departments, statutory authorities and government business enterprises at the federal, state and local government level.

The learner will describe government budgetary processes and analyse the framework dealing with appropriations and control of government expenditures. The learner will also examine current issues in the public sector specifically dealing with full financial accounting and the accountability of government.

**Content**
- The structure and functions of public sector finance in Australia.
- Constitutional financial arrangements.
- Parliamentary financial procedures.
- Facets of control and accountability.
- Sources of control of government revenue.
- Appropriations, forward commitments and expenditure control.
- Financial reporting (cash and accrual), including application of Australian Public Sector Accounting Standards.
- Full financial accounting in government.
- Commonwealth-state relationships.
- Local government financial administration and accounting.
- Territorial government finances.

**NAP716 Issues in Accounting**

50 - 60 nominal Hours • Prerequisite: NAP712

**Aims & Objectives**
Provide the participant with the knowledge and skills to analyse topical accounting issues.

**Content**
- What is "Profit"?
- What does "True" and "Fair" mean?
- Discuss the Conceptual Framework and Statements of Accounting Concepts.
- Valuation of Assets and Liabilities.
- International Accounting Standards.
- How Accounting Standards are established or revised.
- Accounting for Human Resources.
- Social Accounting.
- Role of External Auditors: Statutory v Public Perception; Limited Liability of External Auditors; Relationship with Internal Auditors.
- Corporatisation/privatisation of the Public Sector (awareness).
- Recent topical Accounting issues.

**NAP717 Internal Control Principles**

50 - 60 nominal Hours • Prerequisite: NAP711

**Aims & Objectives**
Provide the participant with the knowledge and skills to devise and evaluate accounting systems and related internal controls, and to understand the role of the external auditor.

**Content**
- Internal Control, concepts and systems.
- Accounting Systems and Internal Controls.
- EDP internal control issues.
- The Internal Auditor and the process of Internal Auditing.
- External Auditors.
- External Audit - not-for-profit organisations.
- Operational auditing.
- Ethics.

**NAP718 External Audit Procedures**

50 - 60 nominal Hours • Prerequisite: NAP717, NAP754, NAP712

**Aims & Objectives**
Provide the participant with knowledge and skills to plan external audits, draw up audit programs and undertake external audit procedures.

**Content**
- Statutory rules and liability of external auditors.
- Statement of Auditing Standards AUS 1.
- Acceptance and planning of the external audit.
- Systems-based auditing and compliance testing.
- Substantive testing.
NAP719  Accounting for Non-Accountants
50 - 60 nominal Hours  •  Prerequisite: Nil

Aims & Objectives
Provide the participant with the knowledge and skills to interpret accounting information and reports, and to apply the knowledge to businesses with both a traditional and an eCommerce focus.

Content
• Basic accounting concepts, the accounting equation.
• Fundamentals of the GST.
• Double entry book-keeping.
• Financial accounting reports.
• Limitations of published reports.
• Impact of eCommerce on business.
• Accounting standards and the standard setting process.
• Analysis of accounting reports.
• Job and process costing.
• Budgets and the budget process.

NAP720  Business Mathematics
25 - 30 nominal Hours  •  Prerequisite: Nil

Aims & Objectives
Provide the participant with the knowledge and skills to apply mathematical techniques to a variety of business applications and decisions.

Content
• Application of percentages.
• Simple interest.
• Compound interest.
• Present and future value annuities.
• Depreciation.
• Straight-line graphs.

NAP721  Business Statistics
36 nominal Hours  •  Prerequisite: NAP720  •  Assessment: Assignments, Class exercises

Aims & Objectives
This module provides the knowledge and skills to interpret and use statistical techniques in a variety of business activities.

Content
• Role of statistics.
• Visual presentation of data.
• Measures of central tendency.
• Measures of dispersion.
• Correlation and regression analysis.
• Sampling.
• Time series.
• Trend analysis.

NAP722  Economics for Business
50 - 60 nominal Hours  •  Prerequisite: Nil

Aims & Objectives
To provide the participant with a knowledge of the economic environment in which a business operates and to take account of globalisation and an increasing international business focus.

Content
• The basic economic problem.
• Economic systems.
• Demand, supply, and equilibrium.
• Market structures.
• Financial institutions and the nature of money.
• International trade including balance of payments and exchange rates.
• Macro-economic model, objectives, and policies.
• Unemployment and inflation.
• Monetary and fiscal policy.
• Economic growth.
• Globalisation and the eCommerce economy.

NAP723  Marketing and Planning for Small Business
50 - 60 nominal Hours  •  Prerequisite: Nil

Aims & Objectives
Provide the learner with the knowledge to develop a written business plan which will enable the business to reach its maximum potential in a competitive environment. The learner will then be able to assist and advise a small business in the preparation of a written business plan. Within the business plan, marketing is the foundation for other planning activities: it is necessary for accountants to understand these concepts and relate them to the operational and financial aspects of the business.

Content
• Importance of planning to small business success.
• Principles of small business marketing.
• Preparation of marketing plans for small business.
• Principles of small business planning.
• Preparation of business plans for small business.

NAP724  Credit Management Principles
50 - 60 nominal Hours  •  Prerequisite: NAP753, NAP735

Aims & Objectives
Provide participants with basic knowledge and skills relevant to the administration of pledged-oriented credit policies, stimulate cash flow, and protect the assets of an organisation. The emphasis is on introductory management principles for business and consumer credit of a ongoing nature.

Content
• The development of credit.
• Organisations and trading structures.
• The credit policy.
• Principles of credit control.
• Basic credit risk assessment.
• Management accounting for debtors.
• Redemption of credit.
• Defaults and legal recovery.

NAP730  Budgeting
20 - 25 nominal Hours  •  Prerequisite: NAP719 or NOS219
Aims & Objectives
Provide the participant with a knowledge of financial management principles as they apply to budgeting, and skills in preparing budget schedules.

Content
- Role of budgeting.
- Preparation of budget schedules.
- Budgeted financial statements.
- Performance reports.

NAP731 Management Accounting Principles
50 - 60 nominal Hours • Prerequisite: NOS219

Aims & Objectives
Provide the participant with the knowledge and skills to undertake costing procedures in a range of enterprises.

Content
- Revenue and Cost Concepts.
- Cost Cycle and Factory Ledger.
- Material and Labour.
- Overhead.
- Manufacturing Statements.
- Responsibility Accounting.
- Direct Costing.
- CPV Analysis.

NAP732 Management Accounting Applications
50 - 60 nominal Hours • Prerequisite: NAP731

Aims & Objectives
Provide the participant with the knowledge and skills to undertake actual and standard costing for various costing applications, using traditional and activity based cost allocation techniques, for direct and absorption costing.

Content
- Job Costing.
- Activity Based Costing.
- Process Costing.
- Operations Costing.
- Joint and By-product Costing.
- Standard Costing.
- Factory Management Techniques.

NAP733 Business Planning and Control
50 - 60 nominal Hours • Prerequisite: NAP730, NAP731

Aims & Objectives
Provide the participant with the knowledge and skills to advise senior management on business planning and control decisions.

Content
- Management Concepts as they apply to Planning and Control.
- Differential Cost Analysis.
- Conventional Gross Profit Analysis.
- Linear Programming.
- Behavioural Aspects of Budgeting.
- Costing and Marketing Relationships.
- Cost and Market-based Pricing.
- Transfer Pricing.
- Divisional Performance.

NAP735 Financial Management Principles
50 - 60 nominal Hours • Prerequisite: NAP711

Aims & Objectives
Provide the participant with a knowledge of financial management principles as they apply to the environment of financial management, sources of finance, capital budgeting and the analysis and interpretation of financial statements.

Content
- Goal, function and environment of financial management.
- Sources of financing.
- Working capital management (including cash, liquid asset and credit management).
- Analysis and interpretation of financial statements.
- Capital budgeting decisions - techniques and applications.

NAP736 Financial Management Applications
25 - 30 nominal Hours • Prerequisite: NAP735, NAP720, NAP721

Aims & Objectives
Provide the participant with knowledge and skills to utilise and assess alternative financial management models in relation to investment and dividend decisions and to advise senior management on financial management decisions.

Content
- Methods of raising equity funds.
- Capital structure decisions.
- Financing the acquisition of assets.
- Dividend policy.
- Portfolio theory.

NAP737 Investment Analysis
25 - 30 nominal Hours • Prerequisite: NAP735

Aims & Objectives
Provide participants with the knowledge and skills to value shares, analyse investments and devise investment strategies. The emphasis is on providing this knowledge to those who will seek to work in the investment advising industry.

Content
- Australian Securities Industry.
- Financial intermediaries in the Australian Capital Market.
- The Stock Exchange and share investments.
- Investment strategies and market influences.
- Direct and indirect investments.
- Valuing shares and goodwill.
- Australian Futures Market.
- Developing an investment portfolio.

NAP750 Commercial Law Principles
25 - 30 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provide the participant with a knowledge of basic commercial law principles applicable within an eCommerce environment.

Content
- Origins of law, legal institutions.
- Civil liability.
- Business entities.
- Negotiable instruments.
- Financial Transactions Reports Act.
NAP751 Partnership and Bankruptcy Law
25 - 30 nominal Hours • Prerequisite: NAP750

Aims & Objectives
Provide the participant with a knowledge of partnership and bankruptcy law, applicable within an office environment.

Content
- Principal and agent.
- Partnership and joint ventures.
- Bankruptcy law.

NAP752 Contract Law
25 - 30 nominal Hours • Prerequisite: NAP750

Aims & Objectives
Provide the participant with a knowledge of basic contract law and a selection of specialty contracts applicable within an eCommerce environment.

Content
- Contract law.
- Law of property and mortgages.
- Restrictive trade practices.
- Insurance.

NAP753 Consumer Law
25 - 30 nominal Hours • Prerequisite: NAP750

Aims & Objectives
Provide the participant with a knowledge of basic consumer law principles applicable in an eCommerce environment.

Content
- Sale of goods.
- Consumer protection legislation.
- Restrictive trade practices.
- Debt collection.
- Intellectual property.

NAP754 Company and Incorporated Associations Law
50 - 60 nominal Hours • Prerequisite: NAP751

Aims & Objectives
Provide the participant with a knowledge of the Australian Securities Commission’s Act, the Corporations Law and their attendant regulations, and the law relating to Associations. The emphasis is on providing this knowledge to those who may be used by them or by other members of the public, who may be affected by actions and decisions made by judicial and non-judicial tribunals, rather than by the corporation law specialist level, whether the company’s proposed or current activities fall within the bounds permitted by the relevant legislation.

Content
- Role of the Australian Securities Commission.
- Constitution, legal capacity, powers and status of companies.
- Membership and share capital.
- Capital raising - share issue, corporate borrowing and charges.
- Accounts, Audit, Registers and Returns.
- Internal Administration - officers, meetings and procedures, oppressive conduct.
- External Administration - arrangements, reconstructions, receivers and administrators, liquidation.
- Acquisition of shares - takeovers.
- Securities Industry.
- Incorporated and unincorporated associations.

NAP755 Australian Administrative Law
50 - 60 nominal Hours • Prerequisite: NAP752

Aims & Objectives
Provide the participant with knowledge and understanding of the administrative law principles which may be used by them or by other members of the public who may be affected by actions and decisions made by local government, state/territory and commonwealth public service administrators.

Content
- History and principles of Australian administrative law generally and in particular noting the difference between judicial and non-judicial review.
- The role of the public service administrator and the use of primary and delegated legislation to affect the rights of individuals and members of the general public.
- Review of administrative or judicial actions and decisions of administrators by other administrators, the ombudsmen, tribunals, state and federal courts.
- Administrative Review of actions and decisions made by members of the public.
- Access to Information.

NAP756 Office Tax Procedures
25 - 30 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the participant with an introduction to the practical components of taxation, with an emphasis on the compliance requirements of day-to-day clerical procedures. Australian and State Taxation Office publications will be used as source material.

Content
- PAYE tax.
- Fringe Benefits Tax.
- Tax File Numbers.
- Higher Education Scheme.
- Sales Tax Procedures.
- Payroll Tax Procedures.
- Stamp Duties.
- Land Taxes.
- Child Support Agency.
- Superannuation Guarantee Levy.

NAP757 Income Law For Accountants
50 - 60 nominal Hours • Prerequisite: NAP711

Aims & Objectives
Provide the participant with knowledge and skills of income tax law and operations to individuals and commercial enterprises.

Content
- Introduction to income tax law.
- Assessable income (including capital gains).
- Exempt income.
- Allowable deductions.
- Depreciation.
Subject Details

Trading stock.
Rebates.
Calculation of tax payable.
Provisional tax.
Clubs and societies.

NAP758 Income Tax Law For Tax Agents
50-60 nominal Hours • Prerequisite: NAP75, NAP712

Aims & Objectives
Provide the participant with the knowledge and skills to apply Income Tax Legislation to a variety of situations expected of a tax agent.

Content
- Tax agents registration.
- Partnerships.
- Primary producers.
- Companies.
- Tax losses.
- Trusts.
- Superannuation funds.
- Income of minors.
- Artists, composers, inventors, performers, production associates, sportspersons and writers.
- Foreign source income.
- Tax planning and tax avoidance.
- Returns and recovery of tax.
- Payment and recovery of tax.
- Objections, appeals and reviews.
- Penalty tax and prosecutions.
- Tax collections - companies and superannuation funds.

NAP759 Electronic Lodgement of Tax Returns
15-20 nominal Hours • Prerequisite: NAP758

Aims & Objectives
Provide the participant with the knowledge and skills to be able to lodge income tax returns under the Electronic Lodgement system. This module may be on or off-the-job.

Content
- Electronic lodgement methods and ATO guidelines.
- Establishment (update) of firm's and tax agent's information.
- Establishment of client data base.
- Preparation of "I" return electronically.
- Preparation of "P" return electronically.
- Preparation of "C" return electronically.

NBB05 Quality Concepts
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module is to enable the students to operate effectively within a structured quality system.

NBB06 Machining
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to allow students to develop fundamental machining skills.

NBB07 Hand and Power Tools
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module aims to develop fundamental skills in the use of hand and power tools.

NBB08 Welding and Thermal Cutting
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module aims to provide an overview of a range of welding processes, develop fuel gas cutting skills and apply basic welding techniques.

NBB09 Fabrication Techniques 1
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module aims to provide the student with the knowledge and skills to develop fundamental fabrication techniques.

NBB10 Engineering Drawing Interpretation 1
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module provides an overview of engineering drawings and develops the skills and knowledge associated with the reading and interpretation of technical drawings, the application of geometric construction and the detailing of components by freehand sketching.

NCS001 Workplace Communications
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide training for effective communication in the workplace at a basic, routine and predictable level. Students are dealing with routine, predictable tasks. The tasks are regular, dealing with people on a one-to-one basis or working in a group with other students.

NCS003 Job Seeking Skills
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide competency based training in effective communication skills to research and apply for suitable employment, and evaluate individual performance in the job application process. Participants are dealing with routine, predictable tasks. There is sufficient time to complete the tasks, which involve dealing with people on a one-to-one basis, or working within a group with known participants.
The purpose of this module is to provide competency-based training to develop effective work team communication skills in the workplace.

Content
- Gathering and evaluating information on employment opportunities.
- Preparing and applying for a job.
- Undertaking a job interview as an interviewee.
- Evaluating personal performance in the job application process.

NCS004 Work Team Communication
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide competency-based training to develop effective work team communication skills in the workplace.

NCS005 Dealing with Conflict
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide competency-based training to develop skills to deal effectively with conflict in the workplace. It is suitable for participants who have an established work orientation, can perform proceduralized tasks under general supervision and more complex tasks, involving theoretical knowledge and motor skills, under close supervision.

Content
- Discussion to reach an agreement on a workplace issue, preparing a simple presentation of a job related to a group. This subject focuses on interpersonal skills, reading and writing skills, group processes and attitudes.
- On successful completion of this module the participant will be able to:
  - Identify the signs, stages and possible causes of conflict in the workplace.
  - Propose strategies to deal with a specified workplace conflict.
  - Use communication skills to facilitate constructive responses to conflict in the workplace.

NCS006 Writing Workplace Documents (Engineering)
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide competency-based training in communication skills to write complex work-related documents. This module is suitable for participants who independently write routine and non-routine workplace documents. The participants may be responsible for others. On successful completion of this module the participant will be able to:
- Plan complex workplace documents.
- Write complex workplace documents.

NCS005 Dealing with Conflict (Natural Resource Management)
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide training to develop skills to deal effectively with conflict in the workplace. It is suitable for participants who have an established work orientation, can perform proceduralized tasks under general supervision and more complex tasks, involving theoretical knowledge and motor skills, under close supervision.

Content
- The identification of signs, stages and possible causes of conflict in the workplace; proposed strategies to deal with conflict; use of communication skills to facilitate constructive responses to conflict in the workplace.

NCS007 Communications 1 - Presenting Information (Nursing)
20 nominal Hours • Prerequisite: Nil • Assessment: Assignments, Class presentations

Aims & Objectives
To prepare and present a document and deliver an oral presentation based on the document.

NCS006 Writing Workplace Documents
18 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide competency-based training in communication skills, in order to write complex work-related documents.

Content
- Presenting written information relevant to a specified task. Delivering an oral presentation relevant to the specified task.

NCS007 Presenting Information
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide competency-based training using effective communication skills to present information in the workplace. This module is suitable for participants who independently perform routine and non-routine tasks which require a combination of motor skills and theoretical knowledge. The participants may be responsible for others.

NCS005 Dealing with Conflict
18 nominal Hours • Prerequisite: Nil

Aims & Objectives
Identification of causes of and strategies to deal with conflict; emphasis on interpersonal skills, group skills and attitudes.

Content
- The identification of signs, stages and possible causes of conflict in the workplace; proposed strategies to deal with conflict; use of communication skills to facilitate constructive responses to conflict in the workplace.

NCS006 Writing Workplace Documents
16 nominal Hours • Prerequisite: VBS639
Aims & Objectives
Visual Art & New Media investigates the skills, formats and methods that artists use to represent themselves in the arts industry. Emphasis is on digital process. Graphic Art emphasises presenting information in the most appropriate way. The main focus is on presenting workplace information using both written and oral communication skills.

NCS007 Presenting Information (Engineering)
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
To prepare and present a document and deliver an oral presentation based on the document.

NCS007 Presenting Information (Industrial Sciences)
18 nominal Hours • Prerequisite: Nil

Content
- Written and oral presentations.
- Use of visual aids and graphics.
- Summarising written documents for oral presentation.

NCS007 Presenting Information (Social Sciences)
20 nominal Hours • Prerequisite: Nil • Assessment: Assignments, Class presentations

Aims & Objectives
To prepare and present a document and deliver an oral presentation based on the document.

NCS009 Negotiation Skills
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide training for effective communication in negotiating. This module is suitable for participants who work independently on tasks which require a combination of technical and theoretical knowledge and motor skills. The participants may range from those who have significant responsibility related to these functions.

NCS009 Negotiation Skills (Social Sciences)
18 Hours • Hawthorn • Prerequisite: Nil

Content
- Negotiating to achieve an agreed outcome.
- Preparation for negotiating.
- Criteria for successful outcomes.
- Environment.
- Appropriate language.
- Active listening skills.
- Questioning techniques.
- Issue identification.
- Possible solutions.
- Record of agreement.
- Follow up action.

NCS009 Negotiation Skills (Natural Resource Management)
20 nominal Hours • Prerequisite: NCS005

Aims & Objectives
The purpose of this module is to provide training for effective communication in negotiating. This module is suitable for participants who work independently on tasks which require a combination of technical and theoretical knowledge and motor skills. The participants may range from those who have significant responsibility related to these functions.

NCS009 Negotiation Skills (Social Sciences)
20 nominal Hours • Prerequisite: Nil

Content
The purpose of this module is to provide training for effective communication in negotiating.

NCS010 Team Building (Engineering)
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide competency based training in effective communication skills to manage a work team to carry out specified tasks.

NCS010 Team Building (Natural Resource Management)
20 nominal Hours • Prerequisite: NCS005

Aims & Objectives
The purpose of this module is to provide competency based training in effective communication skills to manage a work team to carry out specified tasks.

NCS010 Team Building (Social Sciences)
20 nominal Hours • Prerequisite: Nil

Content
The purpose of this module is to provide competency based training in effective communication skills to manage a work team to carry out specified tasks.

NCS010 Team Building Communication
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide competency based training in communication skills to facilitate a work team to achieve specified goals.

NCS011 Client Interaction
20 nominal Hours • Prerequisite: Nil

Content
This subject provides opportunities for students to develop written and verbal communication skills within the context of an Enrolled Nurse, and provides skills at the para professional level for establishing and maintaining client interaction.

NCS011 Client Interaction (Business)
20 nominal Hours • Prerequisite: Nil
Aims & Objectives

The purpose of this module is to provide training for effective communication in interacting with clients.

This module is suitable for participants who work independently on tasks which require a combination of technical and theoretical knowledge and motor skills. The participants may range from those who have limited creative, planning, design or supervisory functions to those who have significant responsibility related to these functions.

On successful completion of this module the participant will be able to:

- Demonstrate competency in establishing a working relationship with a client.
- Plan for the maintenance of a working relationship with clients.

NCS011 Client Interaction (Engineering)

20 nominal Hours • Prerequisite: Nil

Aims & Objectives

Enables the participant to work independently on tasks which require a combination of technical and theoretical knowledge and motor skills. The participants may range from those who have limited creative, planning, design or supervisory functions to those who have significant responsibility related to these functions.

NCS011 Client Interaction (Industrial Sciences)

18 nominal hours • Prerequisite: Nil

Content

Establishing a working relationship with a client and planning for the maintenance of a working relationship with clients.

- Industrial relations and economics.
- Principles of client service.

NCS011 Client Interaction (Social Sciences)

20 nominal Hours • Prerequisite: Nil

Content

This module focuses on the interpersonal skills needed to establish and maintain a relationship with a client. It enables participants to plan and produce guidelines for effective client relationships.

NCS011 Communications 2 - Client Interaction (Nursing)

20 nominal Hours • Prerequisite: NCS007 • Assessment: Assignments, Class presentations

Aims & Objectives

This subject is taught in conjunction with other modules in the course which provide opportunities for students to develop written and verbal communication skills within the context of an Enrolled Nurse. This module provides skills at the para-professional level for establishing and maintaining client interaction.

NCS012 Meetings

18 nominal Hours • Prerequisite: NCS004

Aims & Objectives

The purpose of this module is to provide competency based training in effective communication skills in organising and conducting structured meetings, and in recording the outcomes of those meetings in the workplace.

NCS012 Meetings

20 nominal Hours • Prerequisite: Nil

Aims & Objectives

The purpose of this module is to provide competency based training in effective communication skills in organising and conducting structured meetings, and in recording the outcomes of those meetings in the workplace.

NCS012 Meetings

20 nominal Hours • Prerequisite: Nil

Aims & Objectives

This module is suitable for participants who work independently on tasks which require a combination of technical and theoretical knowledge and motor skills. The participants may range from those who have limited creative, planning, design or supervisory functions to those who have significant responsibility related to these functions.

On successful completion of this module the participant will be able to:

- Organising and conducting a structured meeting.
- Taking minutes of a structured meeting.

NCS012 Meetings (Engineering)

20 nominal Hours • Prerequisite: Nil

Aims & Objectives

The purpose of this module is to provide competency based training in effective communication skills in organising and conducting structured meetings, and in recording the outcomes of those meetings in the workplace.

NCS012 Meetings (Natural Resource Management)

20 nominal Hours • Prerequisite: NCS005

Aims & Objectives

The purpose of this module is to provide competency based training in effective communication skills in organising and conducting structured meetings, and in recording the outcomes of those meetings in the workplace. This module is suitable for participants who work independently on tasks which require a combination of technical and theoretical knowledge and motor skills. The participant may be required to carry out limited creative, planning, design or supervisory functions.

NCS013 Interviewing Skills

20 nominal Hours • Prerequisite: Nil

Aims & Objectives

This subject is taught in conjunction with other modules in the course which provide opportunities for students to develop written and verbal communication skills within the context of an Enrolled Nurse. This module provides skills at the para-professional level for establishing and maintaining client interaction.

NCS013 Interviewing Skills

20 nominal Hours • Prerequisite: NCS007 • Assessment: Competency Based

Aims & Objectives

To provide competency based training to speak effectively in a public forum.

NCS014 Speaking in Public

20 nominal Hours • Prerequisite: NCS007

Aims & Objectives

To provide competency based training to speak effectively in a public forum.

NCS014 Speaking in Public (Natural Resource Management)

20 nominal Hours • Prerequisite: NCS007

Aims & Objectives

The purpose of this module is to provide competency based training in communication skills to speak on work related issues in a public forum. This module is suitable for participants who work independently using technical or applied theoretical knowledge and motor skills. They may also have a limited creative, planning, design or supervisory function.

NCS015 Presenting Reports

18 nominal Hours • Prerequisite: NCS004, NCS006

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Aims & Objectives
The purpose of this module is to provide competency based training in effective communication at the paraprofessional level, in writing and presenting a document which investigates a specified issue.

Content
- Research materials relevant to the issue.
- Analyse the information and reach solutions about the issue.
- Produce an investigation document.
- Deliver an oral presentation based on the written document.

NCS015 Presenting Reports (Business)
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
The aim of this module is to introduce learners to both the theoretical and practical aspects of presenting reports, in written and oral form, in both a traditional business and e-Commerce environment. The focus of the module will be on writing and presenting a document that investigates a specific issue.

Content
- Planning a report.
- Researching material.
- Assembling and organising information.
- Analysing information and developing/identifying solutions.
- Composing and editing a draft.
- Producing a document that entails the investigation of a problem/issue such as a submission, proposal briefing notes, or analytical report.
- Delivering an oral presentation.

NCS015 Presenting Reports (Engineering)
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
An introduction to essential verbal and written skills necessary for effective communication at the paraprofessional level in writing and presenting reports. Includes the research and analysis necessary to produce a report and deliver an oral presentation.

NCS015 Presenting Reports (Natural Resource Management)
20 nominal Hours • Prerequisite: Nil • Corequisites: V88003

Aims & Objectives
The purpose of this module is to provide competency based training in effective communication at the paraprofessional level, in writing and presenting a document which investigates a specified issue. Participants will be working independently using a high degree of technical or applied theoretical knowledge and motor skills. They may also have a creative, planning, design or supervisory function which varies from limited to significant.

NCS015 Presenting Reports (Social Sciences)
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
An introduction to essential verbal and written skills necessary for effective communication at the paraprofessional level in writing and presenting reports. Includes the research and analysis necessary to produce a report and deliver an oral presentation.

NCS017 Writing Technical Documents
18 nominal Hours • Prerequisite: Nil

Aims & Objectives
Outlining, drafting, revising, editing and evaluating/testing with commitment to accuracy and reader centred writing.

Content
- Recognition of standards.
- Codes and regulations.

NCS017 Writing Technical Documents (Engineering)
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
- Outlining, drafting, revising, editing and evaluating/testing with commitment to accuracy and reader centred writing.
- Recognition of standards.
- Codes and regulations.

NCS018 Dealing with Customers and Clients (Natural Resource Management)
20 nominal Hours • Prerequisite: All

Aims & Objectives
To provide competency based training in communication skills to deal effectively with customers and/or clients. The emphasis is on developing communication skills to meet a range of customer and client needs by providing appropriate responses. These responses could range from handling routine enquiries to dealing with difficult situations.

Content
- Use communication skills to effectively interact with customers and clients.
- Use communication skills to effectively deal with difficult situations involving customers and/or clients.

NCS019 Interview Skills (Business)
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide competency based training to develop effective communication skills for formal interviews.

Content
- Plan and conduct an interview to achieve a specified purpose.
- Participate in an interview as an interviewee to achieve a specified purpose.

NE05 Power Control Devices
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module aims to provide the student with knowledge of power control circuits using thyristors.
NE07 Amplifier Principles
40 nominal Hours • Prerequisite: NE004
Aims & Objectives
This module aims to provide the student with knowledge and skills of power control circuits that use thyristors.

NE031 Electrical Drawing Interpretation and Connection
40 nominal Hours • Prerequisite: Nil
Aims & Objectives
This module aims to provide the student with the knowledge and skills of power control circuits associated with the electrical industry.

NE032 Circuit Development 1
40 nominal Hours • Prerequisite: Nil
Aims & Objectives
This module aims to provide the student with knowledge and skills of power control circuits associated with the electrical industry.

NE052 Transformers
20 nominal Hours • Prerequisite: Nil
Aims & Objectives
Construction, operation, characteristics and cooling of transformers, testing and connection of transformers.

NE072 Operational Amplifier Applications
40 nominal Hours • Prerequisite: NE160 or NE814
Aims & Objectives
This module aims to provide the student with an understanding of the operational amplifier and its applications.

NE075 Thyristor Applications
40 nominal Hours • Prerequisite: NE185
Aims & Objectives
This module aims to provide the student with the knowledge and skills of power control circuits that use thyristors.

NE103 Microcomputer Applications
40 nominal Hours • Prerequisite: NE073
Aims & Objectives
This module aims to provide the student with knowledge and skills in the operation of a computer, its peripherals and how these are interfaced.

NE105 Advanced Test Equipment
40 nominal Hours • Prerequisite: NE181
Aims & Objectives
This module aims to provide the student with the knowledge and skills to correctly use advanced CROs for servicing, maintaining and fault-finding electronics equipment, and to explain the application of various advanced test equipment.

NE110 Data Communications Fundamentals
40 nominal Hours • Prerequisite: Nil
Aims & Objectives
This module aims to provide the student with understanding of data communications concepts, terminology, and interfacing standards. The module will also provide the necessary skills to select and configure a modem.

NE115 Introduction to Local Area Networks
40 nominal Hours • Prerequisite: NE110, NE111
Aims & Objectives
To provide students with an understanding of data communications concepts, terminology, and interfacing standards. The module will also provide the necessary skills to select and configure a modem.

NE165 Three Phase Induction Motors
60 nominal Hours • Prerequisite: Nil
Aims & Objectives
This module aims to allow the student to gain knowledge and understanding in the application, connection, starting and fault finding of three phase motors.

NE166 Single Phase Motors
20 nominal Hours • Prerequisite: Nil
Aims & Objectives
This module aims to allow the student to gain knowledge and understanding in the principles, construction, application and starting of single phase motors.

NE167 DC Machines
40 nominal Hours • Prerequisite: Nil
Aims & Objectives
This module introduces the types of DC machines, the theory of operation, identification, characteristics and starting requirements.

NE168 Circuit Protection
20 nominal Hours • Prerequisite: Nil
Aims & Objectives
Provides knowledge and skills in working with earthing systems and circuit protection devices. Includes RCD protection and isolation.

NE169 Electrical Installation Requirements 1
40 nominal Hours • Prerequisite: Nil
Aims & Objectives
Students will learn how to use AS3000 to determine maximum demand, calculate voltage drop and assess installation conditions for mains, submains and final sub circuits up to 100 Amp per phase.

NE170 Electrical Installation Requirements 2
60 nominal Hours • Prerequisite: Nil
Aims & Objectives
Students will learn how to select cables for single and multiple installations up to 400 Amp per phase. Includes switchboard layout and metering.

NE171 Electrical Installation Safety Testing
20 nominal Hours • Prerequisite: Nil
Aims & Objectives
Provides knowledge and skills to undertake the necessary safety testing of installations in accordance with regulations.
NE172 Electrical Wiring and Equipment 1
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provides instruction in working safely with electrical equipment, terminations, cables and accessories. Includes interpretation of relevant standards.

NE173 Electrical Wiring and Equipment 2
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provides instruction in the skills associated with the installation of wiring systems using TPS and TPI cables, including termination at switchboards.

NE174 Electrical Wiring and Equipment 3
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provides further knowledge in installation methods of TPS, TPI, MIMS, armoured and trailing cables. Develops skills in applying regulatory requirements.

NE175 Workshop Practices
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provides students with the opportunity to develop basic workshop skills for working in the electrical and electronic industry.

NE176 DC Power Supplies
40 nominal Hours • Prerequisite: NE180

Aims & Objectives
To enable students to identify the various types of DC power supplies, describe their operating principles and list their applications.

NE177 Digital Electronics 1
40 nominal Hours • Prerequisite: NE180 or NBB15

Aims & Objectives
To enable students to distinguish between analog and digital systems, describe number systems and predict the outputs of simple combinational circuits constructed using discrete logic gates.

NE178 Digital Electronics 2
40 nominal Hours • Prerequisite: NE179

Aims & Objectives
To enable students to analyse and design simple digital systems (not exceeding three MSI devices).

NE179 Feedback, Filters and Oscillators
40 nominal Hours • Prerequisite: NE182

Aims & Objectives
To enable students to describe the operation of basic feedback, filter and oscillator circuits.

NE180 Amplifiers 1
40 nominal Hours • Prerequisite: NE178

Aims & Objectives
To enable students to select appropriate small signal and operational amplifiers for a given application.

NE181 Amplifiers 2
40 nominal Hours • Prerequisite: NE182

Aims & Objectives
To enable the student to determine approximate terminal characteristics of single stage BJT and FET amplifiers.

NE182 Electronic Hand-Soldering Technology
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
To enable students to develop the knowledge and skills required to perform fundamental soldering techniques on a range of components and connections.

NE183 Power Control Systems
20 nominal Hours • Prerequisite: NE178

Aims & Objectives
To enable students to understand the specifications, principles of operation and applications of power control circuits, in particular those based on SCRs and TRIACs.

NEC05 Project Work
60 nominal Hours • Prerequisite: NEC02

Aims & Objectives
Enables students to correctly interpret the SAA wiring rules, identify electrical accessories and describe circuit protection devices and earthing systems.

NEC06 Wiring Regulations, Accessories and Circuit Protection
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
Enables students to correctly interpret the SAA wiring rules, identify electrical accessories and describe circuit protection devices and earthing systems.

NF01 Manual Metal Arc Welding 1
40 nominal Hours • Prerequisite: NBB09

Aims & Objectives
This module aims to provide the student with the knowledge and skills to weld fillet and butt joint welds with general purpose electrodes.

NF02 Gas Metal Arc Welding 1
40 nominal Hours • Prerequisite: NBB09

Aims & Objectives
Principles of operation of equipment. Pad, fillet and butt welds in the flat, horizontal and vertical positions on various thickness material.

NF03 Gas Tungsten Arc Welding 1
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module aims to provide the student with the knowledge and skills to join engineering materials using the GTA welding process.

NF04 Manual Metal Arc Welding 2
40 nominal Hours • Prerequisite: NF007

Aims & Objectives
This module covers electrodes, butt welding (low carbon steel and stainless steel sheet, fillet welding, cast iron).
NFO6 Oxyacetylene Welding
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
- Describe non-fusion and fusion welding when welding low carbon steel and cast iron.
- Weld defects.
- Fusion and braze weld sheet steel, cast iron and pipe.
- Plastic weld in the flat position.

NGMS101 Managing Information
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide competency based training to develop skills in managing internal and external information management skills in the workplace. This module is suitable for participants who have an established work orientation, and who can perform procedural and analytical tasks with minimum control. Some participants will come from workplaces where they already perform tasks without close management and may have responsibility for work group performance. On successful completion of this module the participant should be able to obtain, record, evaluate and store information for action.

NGMS102 Managing Operations - Customer Service
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to develop skills in managing internal and external customer relationships, particularly in an eCommerce environment.

Content
- Internal and external customer analysis.
- Product and services.
- Customer networks.
- Internet, intranets and extranets.
- eCommerce technologies.
- Customer needs and characteristics.
- The marketing mix.
- Data warehousing and data mining.
- One to one marketing.
- Client feedback and communication.
- Business to business (B2B) networking.
- Call centres.

NGMS103 Managing Operations - Productivity
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide competency based training in the efficient and effective management of operations in manufacturing and service organisations.

The aim of the module is to enable participants to acquire and successfully develop knowledge, skills and attributes associated with operational efficiency and productivity improvement. These competencies should enable and encourage participants to maintain effective and efficient delivery systems for quality products and services that meet clients needs.

On successful completion of this module the participant will be able to apply techniques to monitor and maintain effective and efficient delivery of production output and client services.

NGMS104 Managing Operations - Innovation
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide competency based training in the efficient and effective management of operations in manufacturing and service organisations.

The aim of the module is to enable participants to acquire and successfully develop knowledge, skills and attributes associated with maintaining ongoing innovation in operations. These competencies should enable and encourage participants to seek and to continually implement innovative approaches to improving services, products and systems in the workplace. On successful completion of this module the participants will be able to identify and evaluate opportunities for improvement to services, products and systems.

NGMS105 Managing Operations Change
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide competency based training in the efficient and effective management operations in manufacturing and services organisations.

The aim of the module is to enable participants to acquire and successfully develop knowledge, skills and attributes associated with the effective implementation of change. The competencies should enable and encourage participants to recommend or implement effective change programs and processes in the workplace.

On successful completion of this module the participant will be able to:
- Identify impact of change and obstacles to change
- Evaluate and recommend appropriate processes for change

NGMS106 Managing Effective Working Relationships
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide competency based training to develop skills and attributes needed to work effectively with one's subordinates, peers, colleagues and immediate managers. On successful completion of this module the participants will be able to:
- Develop strategies and act to establish and maintain trust and support of subordinates.
- Develop strategies and act to establish and maintain trust and support of their immediate manager(s).
- Develop strategies and act to establish and maintain effective work relationships with peers and colleagues.

NGMS107 Managing and Developing Teams
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide competency-based training to develop skills in managing and developing teams, with an emphasis on work teams. It is suitable for participants who have established work orientation, can perform tasks under nominal supervision, and more complex tasks, involving theoretical knowledge, cognitive and motor skills with direction. It is also suitable for participants who have responsibility for others in a work team situation, graduates or professional staff who desire or need, but are lacking in, management training. On successful completion of this module the participants will be able to:
- Plan and present strategies, and engage in activities to improve teams and their performance.
- Analyse needs, and plan for self and individual development related to the job role within a work team.
NGMS107 Managing and Developing Teams (Social Sciences)

40 nominal Hours • Prerequisite: Nil

Aims & Objectives

The purpose of this module is to provide competency based training to develop skills in planning, organising, and controlling the work of operatives to effectively achieve goals. It is also suitable for participants who have responsibility for others in a work unit, graduates or professional staff who desire or need, but have not had, management training.

NGMS108 Managing and Organising Work for Goal Achievement

40 nominal Hours • Prerequisite: Nil

Aims & Objectives

The purpose of this module is to provide competency based training in the establishment of goal specific roles and performance requirements for teams and team members, and to evaluate role performance and achievements against the goals established. The aim of the module is to produce successful participants who have the skills, knowledge, attributes and professional practices that will enable them to effectively manage others to achieve goals.

On successful completion of this module the participants will be able to:

- Establish goal specific roles and performance requirements for teams and team members.
- Evaluate teams and members against performance requirements to achieve goals.

NGMS109 Managing Performance and Goal Achievement

40 nominal Hours • Prerequisite: Nil

Aims & Objectives

The purpose of this module is to provide competency based training in the development of relevant and effective operational actions to achieve the budgets. The aim of the module is to produce successful participants who have the skills, knowledge, attributes and professional practices that will enable them to effectively manage grievances and disputes in organisations.

On successful completion of this module the participants will be able to:

- Recruit qualified candidates for a specified position.
- Distinguish between successful and unsuccessful candidates, and recommend those most suitable.
- Design and develop an effective induction program.

NGMS110 Managing Grievances and Disputes (Social Sciences)

20 nominal Hours • Prerequisite: Nil

Aims & Objectives

The purpose of this module is to provide competency based training to identify and employ, in relation to job role, grievances, disciplinary and counselling procedures.

NGMS111 Managing People - Workplace Practice

40 nominal Hours • Prerequisite: Nil

Aims & Objectives

The purpose of this module is to provide competency based training in the management of workplace practices in an environment of industrial change and award restructuring, in a manner that will contribute to the effectiveness and efficiency of the organisation.

As part of a suite of generic management skills modules this module is not designed for an industrial relations functional specialist but for first level line management. On successful completion of this module participants will be able to:

- Identify contemporary industrial issues that affect or could affect workplace practice.
- Describe the impact of contemporary industrial issues on the workplace.
- Identify and implement all relevant awards/agreements.
- Demonstrate a knowledge of roles, responsibilities and duties in the workplace.

NGMS112 Managing People Workplace Practice (Social Sciences)

40 nominal Hours • Prerequisite: Nil

Content

The purpose of this module is to provide competency based training in the management of workplace practices in an environment of industrial change and award restructuring in a manner that will positively contribute to the effectiveness and efficiency of the organisation.

NGMS113 Managing Finance - Setting and Achieving Budgets

20 nominal Hours • Prerequisite: Nil

Aims & Objectives

The purpose of this module is to provide competency based training in the development of relevant operational budgets, their monitoring and analysis, and the identification and recommendation of relevant and effective operational actions to achieve the budgets.

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The aims of the module are for participants to acquire the skills, knowledge, attributes and professional practices that will enable them to recognise the financial implications of operational performance, and facilitate operations management through the use of relevant operational budgets to achieve effective financial performance.

On successful completion of this module participants will be able to develop budgets, institute related monitoring and control methods, and recommend actions to achieve budgets.

**NGMS113 Managing Finance - Setting and Achieving Budgets (Natural Resource Management)**

20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

The purpose of this module is to provide competency-based training in the development of relevant operational budgets, their monitoring and analysis, and the identification and recommendation of relevant and effective operational actions to achieve the budgets. The aims of the module are for participants to acquire the skills, knowledge, attributes and professional practices that will enable them to recognise the financial implications of operational performance, and facilitate operations management through the use of relevant operational budgets to achieve effective financial performance.

On successful completion of this module, participants will be able to:

- Analyse and interpret operational performance reports to recommend relevant action.
- Examine the relevance and effectiveness of operational performance reports to recommend improved reports and reporting systems.

**NGMS114 Managing Finance - Performance**

20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

The purpose of this module is to provide competency-based training in the analysis and interpretation, identification and recommendation of relevant and effective operational and financial performance reports. The aim of the module is for participants to acquire skills, knowledge, attributes and professional practices that will enable them to recognise the financial implications of operational performance, and manage operations through the use of relevant performance reports to achieve effective financial performance.

On successful completion of this module, participants will be able to:

- Develop and justify proposals for expenditure on operating resources.
- Develop and justify proposals for capital expenditure.

**NGMS116 Managing Finance - Operating and Capital Expenditure**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

The purpose of this module is to provide competency-based training in the identification and application of the fundamentals of financial management in the operations of organisations, with the emphasis on maximising financial returns in the short and long term.

On successful completion of this module, participants will be able to:

- Identify the need for training in their workplace.
- Plan and promote training programs and organise resources.
- Deliver training opportunities and evaluate training and trainees.

**NGMS201 Entrepreneuring and Innovating**

40 nominal Hours • Prerequisite: NGMS102, NGMS103, NGMS104, NGMS108, NGMS109, NGMS113, NGMS114, NGMS117, VBK255, VBH064

**Aims & Objectives**

The aim of this module is to introduce learners to both the theoretical and practical aspects of creating environments that foster and encourage responsive, intrapreneurial, entrepreneurial and innovative cultures in an e-Commerce context.

**Content**

- Nature of entre-intrapreneurship.
- Entrepreneurial environments.
- Creativity and innovation.
- Creativity versus chaos.
- Entrepreneurial opportunities.
- Stages of evolution in a business.
- Types of entrepreneurs.
- Creativity and idea generation.
- Leading and visioning in an e-Commerce environment.
Aims & Objectives

To enable participants to employ sound and creative concepts, principles and processes in forecasting probable and possible future organisational and environmental states or events and associated opportunities and threats.

On successful completion of this module participants will be able to:

- Describe forecast purposes, forecast systems, and forecast parameters.
- Select forecast teams and design and manage forecast programs.
- Develop and present decision oriented forecasts.
- Evaluate forecasting processes and programs.

NGMS203 Analysing Environments and Organisations
40 nominal Hours • Prerequisite: NGMS101, NGMS107, NGMS108, NGMS109, NGMS117

Aims & Objectives

Enable participants to recognise and analyse elements and interactions in the external and internal environments of organisations and assess their influence and likely impact.

On successful completion of this module participants will be able to:

- Analyse and assess the influence of the general external environment of an organisation.
- Analyse and assess the influence of the specific external environment of an organisation.
- Analyse an organisation assessing the influence of the interrelationships and interactions of subsystems.

NGMS204 Managing Strategically
40 nominal Hours • Prerequisite: NGMS101, NGMS102, NGMS103, NGMS104, NGMS108, NGMS117, NGMS201, NGMS202, NGMS203

Aims & Objectives

To enable participants to develop a strategic approach to the management of the organisation and think and manage strategically. On successful completion of this module participants will be able to:

- Employ situational analysis to determine the external factors influencing an organisation.
- Conduct internal situational analysis of an organisation, business unit or functional division.
- Analyse and evaluate an organisation focussing on culture, philosophy, ethics and associated behaviours.
- Identify, evaluate and select strategy alternatives for organisations.

NGMS204 Managing Strategically (Social Sciences)
40 nominal Hours • Prerequisite: Nil

Aims & Objectives

Employ situational analysis to determine the impact of external influences, conduct internal situational analysis of the organisation, analyse the culture, philosophies and ethics and recommend procedures and processes for the implementation, monitoring and evaluation of selected strategies performance.

NGMS205 Managing in Ambiguity and Change
40 nominal Hours • Prerequisite: NGMS108, NGMS107, NGMS117, NGMS203

Aims & Objectives

To enable participants to understand the nature, relationships and behaviours of complex systems and environments and learn to manage effectively in conditions of change, uncertainty and ambiguity.

NGMS205 Managing Ambiguity and Change (Social Sciences)
40 nominal Hours • Prerequisite: Nil

Aims & Objectives

Apply systems thinking to understand and manage organisations in environments of ambiguity and change to clarify one’s own role, decisions and behaviours, and to develop strategies to manage the environment in times of uncertainty.

NGMS206 Taking Difficult Decisions
40 nominal Hours • Prerequisite: NGMS107, NGMS108, NGMS117, NGMS202, NGMS206, 14246ACT

Aims & Objectives

To enable participants to recognise and understand the behavioural influences on decision making and select and employ decision making strategies to facilitate taking difficult decisions.

NGMS207 Leading and Visioning
40 nominal Hours • Prerequisite: NGMS108, NGMS109, NGMS117, NGMS202, NGMS203

Aims & Objectives

To enable participants to acquire leader behaviour that lead to a shared vision, to manage an organisation in a manner that will instil a culture of cooperation, responsiveness, high performance, innovation and continual improvement.

On successful completion of this unit, participants will be able to:

- Identify organisational characteristics, attributes and network of practices associated with organisational success.
- Identify individual, group and leader behaviour associated with organisational success.
- Analyse, evaluate and modify leader behaviour.
- Exhibit strategic leader behaviour.

NGMS208 Developing Business Overseas
40 nominal Hours • Prerequisite: NGMS107, NGMS108, NGMS109, NGMS117, NGMS202, NGMS203, 14246ACT

Aims & Objectives

To enable participants to employ strategies to identify and capitalise on opportunities in overseas markets.

NGMS209 Managing Self
40 nominal Hours • Prerequisite: NGMS106, NGMS107, NGMS108, NGMS117

Aims & Objectives

To enable participants to develop self awareness and self management strategies to optimise achievement of goals. On successful completion of this module participants will be able to:

- Identify current competencies and areas for development against agreed criteria.
- Identify strategies and engage in actions to extend and enhance personal competence.

NGMS210 Managing Operations and Logistics
40 nominal Hours • Prerequisite: NGMS101, NGMS102, NGMS103, NGMS104, NGMS105, NGMS107, NGMS108, NGMS109, NGMS113, NGMS114, NGMS115, NGMS116, NGMS202, NGMS216, 14246ACT

Aims & Objectives

To enable participants to develop and implement operations and logistics plans to achieve strategic objectives.

NGMS211 Managing Risk
40 nominal Hours • Prerequisite: NGMS101, NGMS103, NGMS104, NGMS105, NGMS110, NGMS111, NGMS112, NGMS113, NGMS116, NGMS201, NGMS202, NGMS203
Aims & Objectives

To enable participants to identify all types of organisational risk, assess their potential impact, and manage risk across all activities to optimise organisational outcomes. On successful completion of this module participants will be able to:

- Describe the nature and consequences of risks inherent in organisations and organisational activities.
- Analyse potential risks incidents associated with specified organisational areas, assets, activities or proposals and estimate consequential costs.
- Recommend risk management strategies and actions.

NGMS211 Managing Risk (Social Sciences)
40 nominal Hours • Prerequisite: Nil

Aims & Objectives

Describe the nature, extent and consequences of risks inherent in organisational activities. Analyse potential risk incidents associated with specified organisational areas.

NGMS212 Managing for Quality
40 nominal Hours • Prerequisite: NGMS101, NGMS102, NGMS103, NGMS104, NGMS107, NGMS108, NGMS109, NGMS111

Aims & Objectives

To enable participants to create, promote and maintain environments where quality, productivity enhancement and continuous improvement are integral to the culture, systems and processes of the organisation.

On successful completion of this module participants will be able to:

- Explain the key concepts and practices of quality management and the advantages for organisations and individuals.
- Develop plans for implementing and maintaining quality management programs.

NGMS213 Managing Projects
40 nominal Hours • Prerequisite: NGMS101, NGMS102, NGMS103, NGMS104, NGMS105, NGMS106, NGMS107, NGMS108, NGMS109, NGMS110, NGMS111, NGMS112, NGMS113, NGMS114, NGMS115, NGMS116, NGMS211

Aims & Objectives

To enable participants to manage resources and complete projects in accordance with specifications and performance parameters.

On successful completion of this module participants will be able to:

- Analyse project briefs and prepare project plans.
- Establish project team requirements, resource availability and project costs.
- Manage and evaluate projects.

NGMS214 Managing Projects (Social Sciences)
40 nominal Hours • Prerequisite: Nil

Aims & Objectives

Analyse project briefs and prepare plans. Establish team requirements, resource availability and cost and evaluate projects.

NGMS215 Managing Cultural Diversity
40 nominal Hours • Prerequisite: NGMS102, NGMS106, NGMS107, NGMS111, NGMS203, NGMS205

Aims & Objectives

To enable participants to manage organisations characterised by cultural and ethnic diversity, and capitalise on the opportunities this offers for the organisation and staff.

On successful completion of this module participants will be able to:

- Identify the issues associated with, and unique characteristics and qualities of organisations having ethnic and cultural diversity.
- Describe organisational and individual opportunities offered by organisations having ethnic and cultural diversity and how they can be realised.
- Identify strategies and actions to manage potential organisational problems associated with ethnic and cultural diversity.

NGMS214 Managing Cultural Diversity (Social Sciences)
40 nominal Hours • Prerequisite: Nil

Aims & Objectives

Identify legislative and environmental issues associated with managing organisations characterised by ethnic and cultural diversity and how to realise opportunities offered by this diversity. Identify strategies to manage potential problems.

NGMS215 Advocacy and Influence
40 nominal Hours • Prerequisite: NGMS101, NGMS105, NGMS107, NGMS108, NGMS109, NGMS110, NGMS111, NGMS112, NGMS203, NGMS205

Aims & Objectives

To enable participants to achieve organisational goals through personal skills and attributes, associations and organisational networks. On successful completion of this module participants will be able to:

- Develop strategies to influence others and achieve desired goals in particular situations.
- Employ techniques to influence others in order to achieve goals.

NGMS215 Advocacy and Influence (Social Sciences)
20 nominal Hours • Prerequisite: Nil

Aims & Objectives

Develop strategies to influence others and achieve desired results. Employ techniques in order to achieve goals.

NGMS216 Tactical Marketing
40 nominal Hours • Prerequisite: NGMS101, NGMS102, NGMS103, NGMS104, NGMS105, NGMS107, NGMS108, NGMS109, NGMS110, NGMS111, NGMS202, NGMS203

Aims & Objectives

To enable to establish operational strategies and tactics that meet the marketing objectives of an organisation. On successful completion of this module participants will be able to:

- Establish marketing goals and objectives for the organisation.
- Establish operational strategies and tactics.

NGMS216 Tactical Marketing (Social Sciences)
40 nominal Hours • Prerequisite: Nil

Aims & Objectives

Establish marketing goals, objectives, operational strategies and tactics for an organisation.

NM07 Principles of Machining
20 nominal Hours • Prerequisite: Nil

Aims & Objectives

This module aims to provide the student with knowledge of the principles of cutting for machining applications.

NM09 CNC Machining
40 nominal Hours • Prerequisite: EA050, EA741

Content

Covers basic programming and operating of CNC machines, e.g. mill and lathe.
NM10  CNC Turning 1
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
Covers contouring (internal/external) circular programming tapers, tool radius, compensation, screw cutting, canned cycles.

NM11  CNC Turning 2
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
Covers contouring (internal/external) canned cycles, interactive programming and introduction to other programming methods, and the production of components to a controlled standard of accuracy and efficiency.

NM12  CNC Milling 1
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
Students learn circular programming, angular features, cutter radius compensation, canned cycles, drilling, tapping and boring.

NM13  CNC Milling 2
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
Students learn contouring, canned cycles, thread milling, interactive programming and introduction to other programming methods. Students produce components to a controlled standard of accuracy and efficiency.

NM15  Fitting Techniques 1
40 nominal Hours • Prerequisite: N880, N8812

Aims & Objectives
This module aims to provide the student with knowledge and skills to prepare and assemble engineering components.

NM19  Tool Sharpening - Offhand
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module aims to provide the student with knowledge and skills to set up and operate an offhand grinder to rough, grind and sharpen drills, lathe tools and hand tools.

NM25  Turning 1 - Parallel
40 nominal Hours • Prerequisite: N8800, N8812

Aims & Objectives
This module aims to provide the student with the knowledge and skills to carry out parallel turning.

NM29  Mechanical Power Transmission
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module covers belts, chain drivers, gears and reduction systems, mechanical power transmission, clutches, bearings, types of transmission.

NM31  Pneumatics 2
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
Students learn about topics including:
- Compressed air generation and distribution.
- Pneumatic componentry, servicing.

NM32  Hydraulics 1
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
Covers basic hydraulics, hydraulic components, graphic symbols, circuits and fault finding in hydraulic circuits.

NM34  Air Compression Distribution
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
Covers air compression, air receivers, compressed air distribution systems and maintenance procedures of compressors.

NM45  Electrical Discharge Machining
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
Students learn the process and principles of EDM, how to prepare electrodes, use an EDM die sink and CNC wire cutting machine.

NM46  Press Tool 1 Introduction
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
Looks at typical pressed components:
- Stainless steel.
- Aluminims.
- Copper and brass.
- Zinc alloy.
- Punch.
- Die and holder.
- Stripper.
- Guides.
- Stops.
- Pilot sheller.
- Backing plates.
- Blanking.
- Piercing.
- Forming.
- Drawing.
- Coining.

Effect of heat treatment on common features of press tools.
- Die sets.
- Pillars.
- Bushes.
- Screws.
- Dowels.
- Stripper butts.
- Locaters.

NM47  Press Tool 2 Blank and Pierce
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
Covers blanking and pierce dies.
- Cutting action.
- Design of punch and die.
- Calculations of clearance – cutting forces.
- Stripping pressure, location, methods.
- Strippers and stock guides.
- Punch holders.
- Backing plates.
- Stops.
- Trimming.
- Sharing dies.

**NM48 Press Tool 3 Bend**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
- Covers pressures used in bending and forming operations.
- Calculate shut height.
- Force blank lengths.
- Use of rubber.
- Die cushions.
- Springback.

**NM49 Press Tool 4 Draw Dies**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
- Behaviour of metal during drawing and ironing.
- Drawing faults, re-drawing.
- Determination of blank dimensions.
- Lubrication and surface finish.
- Heat treatment and materials.
- Clamping pressure and draw beads.
- Mechanical and hydraulic presses.
- Drawing speed cupping.
- Drawing, re-drawing.
- Reverse drawing trimming.
- Ironing dies.
- Deep drawing.
- Calculations, combinations.

**NM50 Press Tool 5 Progressive Die**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
- Material handling and feed mechanisms.
- Stops.
- Pilots.
- Idle station.
- Notching.
- Extruding.
- Piercing and blanking.
- Shear.
- Bonding forming and flanging coining.
- Side acting cams.
- Ejecting sheds and knockouts.
- Scrap disposal.
- One piece and sectional dies.
- Scrapless and semi-scrapless (chop-off) cut and carry.

**NM69 Plant Transmissions**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
- Students learn about topics including:
  - Clutch types.
  - Adjustment procedures.
  - Single, double, and triple counter shaft transmissions.
  - Diagnose faults.
  - Functions of a drive line.
  - Types of final drive.

**NM81 Computer Aided Machining 1**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
- An introduction to Computer Aided Machining (CAM), use of CAM methods of programming to produce parts on CNC equipment.

**NM82 Computer Aided Machining 2**

40 nominal Hours • Prerequisite: NM81

**Aims & Objectives**
- Use of a CAM package to produce a CNC program and machine a part on a CNC machine.

**NM88 Press Tool Maintenance**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
- Learn to evaluate defects, identify tool wear, recondition tools, set up and trial run press tools, tool records and transportation.

**NM200 Assembly Fitting**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
- Students learn about topics including basic mechanical concepts, maintenance of bearings, types of seals and their applications, and the alignment of power drive units.

**NM202 Pump Equipment Repair**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
- Students learn about such topics as principles of pump operation, servicing and repair of pump equipment.

**NMRK402 Marketing Law**

51 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
- Provide basic information and skills to identify the relevant issues that affect participants in the PR and marketing industries, and thereby correctly assess when to obtain more detailed legal advice.

**NMRK441 Selling Process**

50 nominal Hours • Prerequisite: Nil • Corequisites: NMRK401

**Aims & Objectives**
- To provide the learner with the foundation knowledge to enable development of the learner’s capacity to decide where the personal selling variable is most effective and efficient in communicating product benefits. The unit extends the learner’s knowledge of the concepts and skills required to manage or develop a career in personal selling.
NMRK532 Direct Marketing
50 nominal hours • Prerequisite: Nil

Aims & Objectives
To provide the learner with the foundation knowledge of direct marketing methods to enable application through stand-alone use or as part of a multi-channel promotional mix.

Content
• Establishing objectives.
• Relationship between: marketing strategy, positioning, marketing mix elements, channel design and direct marketing.
• Direct marketing’s role in marketing plans.
• Direct marketing strategy.

NMRK541 Advertising and Promotional Management
50 nominal hours • Prerequisite: NMRK401

Aims & Objectives
To provide the learner with the knowledge and skills to develop effective promotional plans.

Content
• Marketing mix: product (goods, services, ideas), place, price, promotion.
• Role of promotion.
• Promotional mix, personal selling, sales promotion, advertising, publicity and public relations.
• Media comparison.

NMRK601 Marketing Strategy
50 nominal hours • Prerequisite: Nil

Aims & Objectives
To provide the learner with the knowledge and skills to analyse, plan, implement and evaluate marketing programs.

NMRK602 Strategic Marketing Simulation
50 nominal hours • Prerequisite: NMRK601

Aims & Objectives
To provide the learner with the opportunity to apply their knowledge and skills to a practical marketing management situation.

Content
• Negotiation skills.
• Team members.
• Organisation chart.
• Decision making process.
• Record keeping.
• Performance monitoring process.
• Cooperation.
• Support.

NMRK612 Primary Industry Marketing
50 nominal hours • Prerequisite: NMRK401, NMRK391, NAP722

Aims & Objectives
To provide the learner with the knowledge and understanding of the application of the marketing concept to primary industry and agri-business, and to train learners in the practical aspects of developing a suitable marketing strategy for primary and agri-business products.

NMRK613 Services Marketing
50 nominal hours • Prerequisite: NMRK403 (NMRK401)

Aims & Objectives
To provide the learner with the knowledge and skills to effectively market services, the largest and fastest growing sector of most advanced economies.

Content
• Definition of services marketing.
• Historic trends.
• Current trends.
• Worldwide growth.
• Distinctive aspects.
• Evaluation of issues.
• Development of strategies.
• Classifications of services.
• Methods of classification.
• Profit service marketing.
• Not-for-profit service marketing.

NMRK621 Pricing
30 nominal hours • Prerequisite: NMRK401, NMRK402

Aims & Objectives
To provide the learner with the knowledge and skills to develop pricing strategies based on stand marketing and financial principles.

NMRK632 International Marketing
50 nominal hours • Prerequisite: NMRK401 or NMRK531

Aims & Objectives
To provide the learner with the knowledge of how basic marketing concepts can be expanded to address international markets.

Content
• Australia’s current economic condition.
• Comparisons with world economic and development standards.
• Trading partner economic condition.
• Trading partner monetary regulations.
• Influence of tradeable sectors.
• Influence on non-tradeable sectors.
• Comparisons with trading blocs and other markets.
• Influences of environmental elements.
• Australia as international marketer.

NMRK641 Sales Merchandising and Promotion
50 nominal hours • Prerequisite: NMRK402, NMRK441, NMRK541

Aims & Objectives
To provide the learner with the knowledge and skills to plan, design and evaluate sales merchandising and promotion campaigns.

NMRK643 Public Relations Fundamentals
50 nominal hours • Prerequisite: NMRK402, NMRK541

Aims & Objectives
To provide the learner with the knowledge and skills to describe the role, procedures and techniques of public relations within an organisation.

NMRS1.20 Computer Skills
24 nominal hours • Prerequisite: Nil
Aims & Objectives
The purpose of this module is to provide the participant with the knowledge and skills to:
- Operate effectively in an environment with standard information technology equipment.
- Process information common to the fire industry.
- Prepare correspondence and reports using word processing packages.

NMTS3.09 Workplace Trainer Category 1
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide the participant with the knowledge and skills to provide training in the workplace on a one-to-one basis, or to small groups of trainees.

NMTS3.21 Introduction to Law
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide the participant with the knowledge and skills to:
- Represent the fire industry in a court of law.
- Present evidence in a court room in accordance with the rules of evidence for a civil/criminal trial.

NMTS4.06 Fire Investigation: Legal Procedures
• Prerequisite: NMTS4.05

Aims & Objectives
The purpose of this module is to provide the participant with the knowledge and skills to be a competent witness in coronial, civil and criminal court proceedings relating to fires, deaths and other emergency situations.

NMTS4.20 Fire Law
36 nominal Hours • Prerequisite: NMTS3.21

Aims & Objectives
The purpose of this module is to develop a basic understanding and knowledge of the law as it relates to the provision of fire services.

NOS108 Records Handling
15 nominal Hours • Prerequisite: Nil • Assessment: Assignments, Tests

Aims & Objectives
Provide the participant with the knowledge and skills to perform routine tasks in a record management system.

NOS110 Occupational Health and Safety
15 nominal Hours • Prerequisite: Nil

Aims & Objectives
Follow OH & S policies and procedures in the workplace.

Content
- Occupational Health and Safety Legislation.
- Duty of Care.
- Duties and responsibilities.
- Consultative arrangements.
- Role of OH & S organisations.

NOS116 Keyboarding - Techniques and Operations (Business)
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provide the participant with skills in keyboard techniques and operation.

NOS118 Computer Operations - Data Retrieval (Business)
10 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provide the participant with the basic knowledge and skills to operate a computer, access and retrieve computer data.

NOS119 Work Environment
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provide the participant with an overview of the function and structure of business organisations, the rights and responsibilities of employers and employees, and the impact of change in the work environment.

NOS124 Accounting to Trial Balance
90 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provide the participant with the knowledge and skills to complete accounting processes to trial balance, including petty cash and manual payroll.

NOS124 Introduction to Accountancy (ESL)
90 nominal Hours • Prerequisite: Nil

Content
Understanding and undertaking basic bookkeeping tasks, using a double entry system, verifying and reconciling cash records, and establishing and maintaining a petty cash system.

NOS139 Meetings - Organisation
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the participant with knowledge and skills to plan for business meetings.

Content
- Terminology.
- Meeting.
- Documentation.
- Notice of meeting.
- Agenda.
- Minutes.
- Teleconferencing.
- Videoconferencing.

NOS140 Vocational Placement
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provide the participant with the opportunity to observe a workplace environment, practise skills gained on-course in a 'real work' situation and put into practice the social skills necessary to be an effective member of an office team.

Content
- Personal presentation.
- Verbal and non-verbal communication.
- Individual rights and responsibilities.
- Listening skills.
- Interpersonal skills.
Subject Details

- Time management.
- Duties requiring office skills.

**NOS143 Computer Operations Fundamentals**

9 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To provide the participant with the basic knowledge and skills to operate a computer to access and retrieve computer data.

**NOS149 Planning for Change**

30 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Provide the participant with the knowledge and skills to assist with the planning process in a changing business environment.

**Content**
- Analyse how the external and internal environment might impact on the role of an enterprise/department.
- Generate a range of options and strategies for your unit/department to meet enterprise objectives.
- Plan the implementation of strategies to optimise productivity and meet enterprise objectives.
- Develop and demonstrate strategies for supporting the workteam in implementing options for maximising productivity in a changing environment.

**NOS211 Keyboarding - Speed and Accuracy**

40 nominal Hours • Prerequisite: NOS116

**Aims & Objectives**
Provide the participant with keyboarding skills to acquire an Australian Standards Speed Statement.

**Content**
- Use relevant Occupational Health and Safety practices.
- Key in data from straight copy in accordance with Australian Standard 2708-1991.
- Identify keyboarding errors.
- Apply recycling techniques to minimise paper wastage.

**NOS213 Computer Operations (Business)**

15 nominal Hours • Prerequisite: NOS118

**Aims & Objectives**
Provide participants with the underpinning knowledge and skills to effectively use a computer system.

**NOS214 Word Processing for Operators**

50 nominal Hours • Prerequisite: NOS116 • Corequisites: NOS211

**Aims & Objectives**
Provide the participant with the knowledge and skills to use a word processing package to produce simple business documents in the most efficient manner. This module is recommended for those who wish to continue with word processing.

**NOS215 Database Fundamentals**

20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To provide the basic knowledge and skills to use a database effectively. To establish database files, manipulate data and create and edit the database.

**NOS215 Database Fundamentals (Business)**

20 nominal Hours • Prerequisite: NOS118

**Aims & Objectives**
Provide the participant with basic knowledge and skills to use a database package effectively.

**NOS216 Spreadsheet Fundamentals (Business)**

20 nominal Hours • Prerequisite: NOS118

**Aims & Objectives**
Provide the participant with basic knowledge and skills to use a spreadsheet package effectively.

**NOS216 Spreadsheet Fundamentals (ESL)**

20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To provide the knowledge and skills necessary to use spreadsheet packages, and an awareness of the potential of such packages. Students will also design, construct, edit and manipulate a spreadsheet.

**NOS219 Accounting - Basic Reports**

30 nominal Hours • Prerequisite: NOS124

**Aims & Objectives**
Provide the participant with knowledge and skills to produce final accounting reports for a sole trader which is not a Reporting Entity and which uses a periodic inventory system.

**NOS222 Word Processing - Introduction (Business)**

20 nominal Hours • Prerequisite: NOS118

**Aims & Objectives**
Provide the participant with the basic knowledge and skills in the use of a word processing software package to produce simple documents in the most efficient manner. The emphasis is on the process rather than production skills.

**NOS222 Word Processing - Introduction (ESL)**

20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To provide participants with the basic knowledge and skills in the use of a word processing package to produce simple documents efficiently.

**NOS225 General Ledger - Computerised**

10 nominal Hours • Prerequisite: NOS118, NOS124

**Aims & Objectives**
Provide the participant with the knowledge and skills to operate a computerised General Ledger software package.
NOS226  Accounts Receivable - Computerised
20 nominal Hours • Prerequisite: NOS118, NOS124

Aims & Objectives
Provide the participant with the knowledge and skills to operate a computerised Accounts Receivable software package.

NOS227  Accounts Payable
20 nominal Hours • Prerequisite: NOS118, NOS124

Aims & Objectives
Provide the participant with the knowledge and skills to operate a computerised Accounts Payable software package.

NOS230  Organisational Behaviour
54 nominal Hours • Prerequisite: NOS119, NSW8672E

Aims & Objectives
Provide participants with the knowledge and skills to enable them to understand how organisations work and be able to provide advice on the management of change within organisations.

NOS233  Audio Transcription - Introduction
10 nominal Hours • Prerequisite: NOS116

Aims & Objectives
Provide the participant with the knowledge and skills to use audio transcription equipment to transcribe simple paragraphs from oral dictation.

NOS234  Payroll - Computerised
20 nominal Hours • Prerequisite: NOS118 or NOS143

Aims & Objectives
Provide the participant with the knowledge and skills to operate computerised payroll software to calculate a payroll and produce accounting data and reports.

NOS235  Desktop Publishing - Introduction
20 nominal Hours • Prerequisite: NOS118 or NOS143

Aims & Objectives
Provide the participant with the basic skills and knowledge to use a desktop publishing software package.

NOS244  Electronic Mail
10 nominal Hours • Prerequisite: NOS118 or NOS143

Aims & Objectives
Provide the participant with the knowledge and skills to carry out routine electronic mail handling.

NOS250  Introduction to the Internet
10 nominal Hours • Prerequisite: NOS143

Aims & Objectives
Familiarise the participant with the Internet and provide a basic knowledge of its significance in the office environment.

NOS251  Presentation Applications
20 nominal Hours • Prerequisite: NOS143 or NOS118

Aims & Objectives
Provide the participant with knowledge and skills to produce presentation material and/or office documents using a computer presentation software package.

NOS304  Word Processing - Advanced Operators
50 nominal Hours • Prerequisite: NOS214

Aims & Objectives
Provide the participant with the knowledge and skills to use a word processing package to design and develop documents, reports and worksheets.

NOS305  Text Production
40 nominal Hours • Prerequisite: NOS116, NOS211

Aims & Objectives
Provide the participant with the knowledge and skills to produce simple usable business documents using any keyboard equipment.

NOS314  Spreadsheet Operations
20 nominal Hours • Prerequisite: Nil • Assessment: Assignments, Class exercises

Aims & Objectives
Provide the participant with the knowledge and skills to complete business tasks and create documents using a spreadsheet software package.

NSW8673A  Financial Institutions and Markets
54 nominal Hours • Prerequisite: Nil

Content
This module examines the nature and role of financial institutions and markets within the Australian financial system. It reviews the current structure and role of Australia’s financial system, the range and diversity of financial instruments used and the role of the Reserve Bank in a deregulated financial system. Upon completion of this module, students should be able to:

- Outline the historical development of Australian banking and financial institutions, with emphasis on the evolution of the Reserve Bank.
- Outline the structure and role of the financial system in Australia.
- Explain the structure and functions of Australian financial markets.
- Identify and describe the various types of financial facilities and instruments in the marketplace.
- Define the role and functions of the Reserve Bank of Australia.
- Describe the nature and purpose of prudential/regulatory supervision of banks and non-bank financial institutions.
- Explain the economic importance of the measurement and control of money supply.
- Examine the case for and against deregulation of the financial system.

NSW8673B  Commercial Banking and Finance
54 nominal Hours • Prerequisite: NSW8673A. This subject may also be undertaken concurrently.

Aims & Objectives
The purpose of this module is to specify and analyse the range of practices relevant to the management of financial institutions, particularly banks. The module focuses on

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policy formulation and decision making in the financial and operative areas of these organisations. On successful completion of this unit, students will be able to:

- Outline the major functions of banks and discuss recent changes to the organisational structure of banks.
- Recognise the interaction of liquidity, profitability, risk and return.
- Outline the legal and functional requirements for bank capital.
- Appraise the capital adequacy of the major Australian banks.
- Evaluate the fundamentals of funds management.
- Recognise the importance of lending objectives and policy.
- Outline the variety of investment instruments and the principles of investment strategy.
- Explain the fundamentals of financial management of financial institutions.
- Outline the policies and practices of personnel management.
- Discuss recent developments in the application of technology in the banking and finance industry.
- Identify the key marketing concepts in commercial banking and finance.
- Discuss the purpose and practice of audit and control measures within financial institutions.

Aims & Objectives

The purpose of this module is to examine the legal relationship between the banker and customer, and the types of accounts created through that relationship. It then examines the principles and procedures associated with lending, together with an analysis of the facilities available to specific types of customers.

Content

- Major aspects of the banker/customer relationship.
- Introduction to lending principles and practices.
- Analysis and interpretation of financial statements.
- Lending to small business.
- Personal lending and customer services.
- Corporate lending and other corporate services.

NSW8673C Banking and Lending Practice

54 nominal Hours • Prerequisite: Nil

Aims & Objectives

The purpose of this module is to examine the legal relationship between the banker and customer, and the types of accounts created through that relationship. It then examines the principles and procedures associated with lending, together with an analysis of the facilities available to specific types of customers.

Content

- Major aspects of the banker/customer relationship.
- Introduction to lending principles and practices.
- Analysis and interpretation of financial statements.
- Lending to small business.
- Personal lending and customer services.
- Corporate lending and other corporate services.

NSW8673D International Banking and Finance

50 nominal Hours • Prerequisite: Nil

Aims & Objectives

The purpose of this module is to enable learners to specify the practicality relevant to the international marketplace in terms of the development of the international monetary system, major international institutions, financing international trade, international lending, operation of foreign exchange markets and international lending and finance instruments. The module focuses on letters of credit and the risk that pertains to each credit. The course emphasises the prudential system of capital adequacy for the international banking system.

Content

- Outline the historical development of the international monetary system.
- Describe the function of international financial centres and institutions.
- Explain the nature of, and risks involved in, foreign exchange dealings, and how these risks may be mitigated.
- Explain the methods of payment for imports and exports and the related documentation.
- Detail the range of trade finance facilities for exporters/importers.
- Discuss the major aspects of international lending and finance.

NSW8673E Financial Institutions Law

54 nominal Hours • Prerequisite: Nil

Aims & Objectives

The purpose of this module is to examine the legal framework within which the banking and finance sector operates. In particular, it analyses the relationships between financial institutions, governments and customers and how these relationships influence and constrain business practices.

Content

- An examination of the legislation regulating financial institutions.
- Rights and liabilities of parties to negotiable instruments.
- Types of security interests and their registration.
- Capacity and authority to grant security.
- Rights of and remedies available to secured creditors.

NUE053 Mathematic Skills for the Electrical Trade

40 nominal Hours • Prerequisite: Nil

Aims & Objectives

Prepares students with the mathematical skills necessary for installation planning, modification, fault diagnosis and repair work in the electrical industry.

NUE055 Applied Electricity 3

40 nominal Hours • Prerequisite: Nil

Aims & Objectives

Provides further learning in power applications and an understanding of magnetic terms and units and the solving of basic problems involving electromagnetics and induction.

NUE056 Applied Electricity 4

40 nominal Hours • Prerequisite: Nil

Aims & Objectives

This module helps prepare students for further learning in the power applications of electricity. It provides students with the fundamental concepts of alternating current and the terms used to describe waveforms and sine waves in particular. They will gain an understanding of how resistive, inductive and capacitive components behave in an AC circuit. Students will develop skills in working with and solving problems in single source series and parallel AC circuits. An introduction to transformers and basic transformer principles is also covered.

NUE057 Applied Electricity 5

40 nominal Hours • Prerequisite: Nil

Aims & Objectives

This module helps prepare students for further learning in the power applications of electricity. It provides students with knowledge of the consequences of low power factor and how this is dealt with in practice. Students will gain an understanding of three phase systems and circuits, and the relationships between line and phase values. They will develop skills in solving systems problems involving balanced and unbalanced systems. Also, the module introduces the problems associated with harmonics in AC systems.

OH200 Recruitment and Selection

12.5 Credit Points • 30 nominal Hours • Prerequisite: Nil • Assessment: Research Report 40%, Presentation of Research Report 10%, Reflective Essay 50%

Aims & Objectives

The major aims of this subject are:

- To develop interviewing skills.
Specifically the objectives of this unit are to enable students to:

- Understand the nature and strategic importance of human resources as an asset and the link to the achievement of the organisation's business objectives, productivity and quality outcomes.
- Experiment with various theories, techniques and approaches to dealing with people-related problems and issues through the use of situation analysis, experiential learning and skills development.
- Understand the importance of contemporary recruitment and selection issues and their effect on organisations, e.g. links between business strategy, recruitment and selection, and organisational culture.
- Build skills in recruiting, interviewing and problem solving.
- Build skills of personal reflection.
- Develop research skills through independent enquiry.
- Build on fundamental academic skills such as: research in the library; analysis and synthesis; written and verbal communication skills; report and essay writing skills; interviewing and questioning skills; presentation skills; self-reliance and intellectual independence; time management - goal setting and planning.

**OH300 Human Resource Development**

12.5 Credit Points · 30 nominal Hours · Prerequisite: Nil · Assessment: Research Report 40%, Presentation of Research Report 10%, Reflective Essay 90%

**Aims & Objectives**

There are two main sections to Human Resource Development, namely Training and Development, and Career Management and Planning. Training and Development focuses on the improvement of the knowledge, skills and attitude of individuals. Career planning refers to the activities performed by an individual, with the assistance of others, to establish a career plan within the context of an organisation. Career management refers to the activities which an organisation may organise and undertake to develop their people.

The major aim of this subject is to extend the students appreciation of the role that training and development, and career management and planning can play in assisting an organisation and individuals to achieve their goals.

Specifically the objectives of this unit are to enable students to:

- Understand the nature and strategic importance of human resources development in the achievement of an organisation's business objectives; productivity, quality and people outcomes.
- Develop a deeper awareness of theories and approaches to human resources development including training needs analysis, training interventions - design and delivery including e-Learning strategies, training evaluation, and career development including training needs analysis, training interventions - design and delivery including e-Learning strategies, training evaluation, and career management and planning.
- Begin developing training delivery skills through exposure to theories, practical tips and the actual experience of delivery.
- Identify the critical issues that pertain to their own workplace (where applicable) and the competencies needed to enhance their own performance in the area of Human Resource Development.
- Enhance and build on fundamental academic and personal attributes such as: research in the library and elsewhere; analysis and synthesis; written and verbal communication; report and essay writing; team working; interviewing and questioning; presenting to groups; self-reliance and intellectual independence; time management - goal setting and planning; the management of personal anxiety around issues of learning.

**RMD0002 Risk Determination and Treatment**

12.5 Credit Points · 1 Semester · 4 Hours per Week · Hawthorn · Prerequisite: RMD0001 · Corequisites: Nil · Teaching methods: A range of printed, on-line and interactive learning materials will allow the participant the opportunity to gain competencies without regular face to face delivery. Sessions will be held for participants who prefer more student teacher and group interaction. · Assessment: Two assignments and a case study

**Aims & Objectives**

At the successful completion of the subject the participant will be expected to:

- Evaluate the nature of human perception and experience of natural and man made disasters and the concept of risk to individuals.
- Decide the risk context.
- Evaluate information systems.
- Evaluate the risk associated with a specified scenario.

**Content**

The content of this module includes, but is not restricted to:

- The concept of risk.
- How risk is contextualised and perceived in the community and industry.
- Application of appropriate risk terminology to various situations.
- Application of estimation of risk (psychological, energy damage) and sequence of investigation.
- Community risk awareness.
- Risk estimation and loss rate concept.
- Sources of risk data - probability, failure and reliability techniques and applications

**Risk management tools**

- Fault tree and event tree analysis.
- Failure Modes and Effects Analysis
- HACOPS - Hazard Analysis and Critical Control Points (HACOP)
- Comprehensive Hazard and Risk Management (CHARM)
- SPHERE
- Vulnerability Mapping

**References**

- Viner, D., _Accident Analysis and Risk Control_, VJR Delphi, Melbourne, 1994.
References

Selected papers and course notes

Baird, B.F., Managerial Decisions under Uncertainty: An Introduction to the analysis of

decision-making, John Wiley and Sons, New York, 1999

Cochrane, H.C., Natural Hazards and their Distributive Effects, University of Colorado,

Institute of Behavioural Studies, 1975


Garrick, B.J., Gekkler, W.C., The Analyze, Communication and Perception of Risk;

Society for Risk Analysis, New York, 1989

Morr, Guidebook to Australian Occupational Health and Safety Laws, CDH, Sydney,

1985


Redd, S.B., Introduction to Hazards, UNDP/UNRDI, 1992


RMD0003 Operations and Information Systems

12.5 Credit Points • 1 Semester • 4 Hours per Week • Hawthorn • Prerequisite:

RMD0001, RMD0002 • Corequisites: Nil • Teaching methods: A range of printed, on-

line and interactive learning materials will allow the participant the opportunity to gain

competencies without regular face to face delivery. Sessions will be held for

participants who prefer more student teacher and group interaction. • Assessment:

Two assignments and a case study

Aims & Objectives

At the successful completion of the subject the participant will be expected to:

• Evaluate a range of command concepts.

• Plan the sources of information required for decision making for emergency or

disaster preparedness.

• Propose emergency plans based on information.

Content

• Manage operations.

• Work with the media.

• Co-ordinate the functions of emergency service teams.

• Provide equipment and services to those involved in the activities relating to the

emergency or evacuation being undertaken.

• Consider information systems, including:

  - Financial systems

  - Government departments

  - Maps and geographical support systems (GIS)

  - Internet

  - International organisations

  - Community

  - Census

References

Selected papers and course notes


Burch, J.G., Cost and Management Accounting: A Modern Approach, West Publishing,

1994

Carter, W.N., Disaster Management: A Disaster Manager's Handbook, Asian


Emergency Management Australia, Glossary, 1998, Emergency Management Australia,


Emergency Management Australia, Guidelines for Emergency Risk Management,


Emergency Management Australia, Hazards, Disasters and Survival: A Booklet for

Students and the Community, Emergency Management Australia, Commonwealth

of Australia, Canberra, 1997.

Hart & Milson, Management Accounting: Principles and Applications, 2nd edn., Prentice

Hall, Australia, 1996.

Hewitt, K., Regions of Risk: A Geographical Introduction to Disasters, Longman,


Hoggatt, J.R., Edwards, L., Accounting in Australia, 3rd edn., Jacaranda Willey, Sydney,

1998.

Institution of Engineers (UK), Megacities: Reducing Vulnerability to Natural Disasters,


Smith, D.J. (ed.), Risk Management for Sosier Communities: World Disaster Reduction Day,

Melbourne 1967, Resource and Environmental Studies No. 18, Centre for

Resource and Environmental Studies, Australian National University, Canberra,

ACT, 1997.

Websites

• <www.reliefweb.com> prepared by the Asia Disaster reduction Centre (ASRC) in Kobe

Japan

• <www.emr.gov.au> prepared by Emergency Management Australia (EMA)

• <www.GDIN.com> prepared by the Global Disaster Information Network (GDIN)

RMD0004 Natural Hazards

12.5 Credit Points • 1 Semester • 4 Hours per Week • Hawthorn • Prerequisite:

RMD0001, RMD0002 • Corequisites: Nil • Teaching methods: A range of printed, on-

line and interactive learning materials will allow the participant the opportunity to gain

competencies without regular face to face delivery. Sessions will be held for

participants who prefer more student teacher and group interaction. • Assessment:

Two assignments and a case study

Aims & Objectives

At the successful completion of the subject the participant will be expected to:

• Evaluate natural events and industrial and human interventions.

• Decide the best method(s) of reducing vulnerability within a given area.

• Evaluate the effects of natural disasters on the community.

Content

Natural hazards have the ability to create destruction and to endanger life and property.

Natural hazards are caused by:

EARTH: avalanches; earthquake; eruption; erosion; toxic mineral deposits.

AIR: blizzards; cyclones; meteorite and planetary activity; ice storms; tornadoes;

thermal shifts; dust storms.

FIRE: lightning.

WATER: drought; flood; tsunami (tidal waves); storms; snow avalanches.

HUMAN: epidemics; plague; famine; other.

References

Australian Uniform Building Regulations Co-ordination Council, Building Code of

Australia.


Australian Government Publishing Service.


RMD0005 Human and Industrial Hazards

12.5 Credit Points • 1 Semester • 4 Hours per Week • Hawthorn • Prerequisite:

RMD0001, RMD0002 • Corequisites: Nil • Teaching methods: A range of printed, on-

line and interactive learning materials will allow the participant the opportunity to gain

competencies without regular face to face delivery. Sessions will be held for

participants who prefer more student teacher and group interaction. • Assessment:

Two assignments and a case study

Aims & Objectives

At the successful completion of the subject the participant will be expected to:

• Synthesise the interrelationship with the natural elements, industry elements, the

human element and the five sources of disaster.

• Evaluate the significance of loss from human and industrial hazards and the impact

of individuals/communities.

• Debate the interrelationship between human and industry which leads to hazards.
Content

- The relationship between man-made disasters and their effects on individuals and the community.
- The effects of pollution, toxic chemical leaks, food contamination, biological and chemical warfare, terrorism, war and civil strife.
- The effect of man-made incidents on the quality of life, the safety and security of individuals and the community.
- The determination of the level of contingency, trade-off and mitigation processes that can reduce the vulnerability of the community.

The five sources of disasters:

- Earth: dam failures; ecological neglect; land slides; radioactive pollution; subsidence; toxic waste disposal; road and train accidents; ecological responsibility.
- Air: acid rain; chemical pollution; outer space fallout; aircraft hijacking; spacecraft accidents.
- Fire: boiling liquids; liquid expanding; vapour accidents; fire setting.
- Water: effluent contamination; oil spills; waste disposal; maritime accidents.
- People: construction accidents; design flaws; equipment failures; illicit drug making and consumption; plant accidents; food contamination; civil strife; criminal extortion by viruses and poisons; guerrilla warfare; hostage taking; sports and crowd violence; terrorism; warfare.

References

Australian Bomb Data Centre, Bomb Threat Check Lists, Canberra ACT.

RMD0006 Emergency Logistics and Evacuation

12.5 Credit Points • 1 Semester • 4 Hours per Week • Hawthorn • Prerequisite: RM00001, RM00002 • Co-requisites: Nil • Teaching methods: A range of printed, online and interactive learning materials will allow the participant the opportunity to gain competencies without regular face to face delivery. Sessions will be held for participants who prefer more student teacher and group interaction. • Assessment: Two assignments and a case study

Aims & Objectives

At the successful completion of the subject the participant will be expected to:

- Plan the evacuation procedures for the people involved or endangered by the emergency.
- Decide a media strategy plan.
- Design the inventory supply chain components for the support of evacuees.

Content

- Emergency Logistics and Evacuation is a key component of emergency management and, as such, must cover a range of critical factors for protecting life and assets.
- The decision to evacuate encompasses many legal obligations on the parties carrying out the evacuation.
- Once the decision has been made to evacuate, logistical support must be implemented to meet medical needs, house, feed, clothe and transport in a safe and efficient manner.
- The decision must be communicated to all parties involved with clear and unobstructed details explaining the process, location and means through which the evacuation and logistics will take place.

References

Australian Bomb Data Centre, Bomb Threat Check Lists, Canberra ACT.
Content

Note that the research project will investigate a specific disaster scenario, either real or synthesised by the compilation of information provided from actual events.

Establishment of supervisors

- Nominated workplace/organisation-based supervisor and institution/national-based supervisor.

Identification and definition of the specific project to be undertaken

- Nature and type of project to be undertaken; rationale of project.
- Definition of scope and possible outcomes.
- Identification of possible resources.
- Identification of strategies to achieve project outcomes, use of qualitative and quantitative data.
- Preparation of a feasible project plan in consultation with nominated supervisor(s).

Execution of objectives

- Involvement of other relevant personnel.
- Establishment of protocols for execution and reporting, with workplace and institution-based supervisors.
- Collation and analysis of qualitative and quantitative data.
- Summation and conclusions.

Preparation and presentation of written report

- Identification of other possible target audience(s)
- Submission negotiation and presentation.

References


**SB01 Introduction to Small Business**

20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

The purpose of this module is to introduce learners to the factors involved in starting and managing a small business, including home-based businesses.

**SB01 Introduction to Small Business**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

To introduce the concepts and factors required to start or run a small business.

**Content**

- Define small business in Australia and the way it is affected by changes in the economy.
- Outline the common characteristics of a small business opportunity.
- Specify the knowledge, abilities, and personal characteristics required to start a successful small business.
- Select a suitable location and premises for a business, with regard to the tenancy costs and the constraints of the various laws and regulations.
- Conduct effective market research.
- Use marketing to facilitate business success.
- Develop a promotional plan for the business.
- Establish the appropriate business structure to use and the legal and protective means required to support and maintain it.
- Describe the financial procedures required to start up and maintain a small business.
- Describe how to establish a business plan, set goals and use appropriate time management strategies.

**SB06 The Business Plan**

20 nominal Hours • Prerequisite: VBH064

**Aims & Objectives**

To enable learners to develop a business plan for a traditional and an eCommerce business or business unit.

**Content**

- Benefits and components of the business plan.
- Purpose of executive summary.
- Purpose of marketing plan.
- Purpose of operational plan.
- Purpose of financial plan.
- The planning process.
- Strategic and tactical planning.
- Setting business objectives.
- The difference between marketing and selling.
- Market segmentation.
- Industry analysis.
- SWOT analysis.
- The traditional and eCommerce 'Marketing Mix'.
- The business structure.
- The production process.
- Assessing business regulations.
- Quality Control Systems.
- Personal skills audits/task profiles.
- Developing operational policy.
- Cash flow projection.
- Profit and Loss Statement and Balance Sheet.
- Personal Worth.
- Finance required.
- eCommerce reporting.
- Sources and types of finance.
- Mission statement.
- Executive summary.
- Preparing the marketing plan.
- Preparing the operational plan.
- Preparing the financial plan.
- Key performance indicators.
- Evaluation techniques.
- Contingencies.

**SB09 Quality Concepts**

30 nominal Hours • Prerequisite: Nil

**Content**

- Describe quality management and quality assurance in business.
- Define internal and external aspects that can affect business quality.
- Determine strategy outputs.
- Develop a plan that incorporates continuous quality improvement.
- Explain the role of quality assurance and quality certification in business approach.
- Explain if ISO9000 is applicable to your business.

**SB10 Customer Driven Business Strategies**

15 nominal Hours • Prerequisite: Nil

**Content**

- Determine client perception of business.
- Describe client services that will enhance client perception of the business.
• Implement a system of planned compliance with real and perceived needs of clients.
• Develop a positive workplace culture devoted to quality service for clients.
• Develop a plan for staff development.

SVBD725 Atomic Structure
54 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provides students with the knowledge and skills to be able to identify and state the physiological functions of the major anatomical features of the human reproductive and selected body systems.

Content
Covers the nature of matter, basic knowledge of atomic structure, bonding and the periodic table.

SVBD726A Solution Chemistry and Stoichiometry
48 nominal Hours • Prerequisite: Nil

Content
Chemical reactions and equations, basic chemical calculations, solubility and concentration calculations.

SVBD727 Organic Chemistry and Properties of Materials
20 nominal Hours • Prerequisite: Nil

Content

SVBD728A Ionic Theory
60 nominal Hours • Prerequisite: Nil

Content
• Ionic equations.
• Acid-Base theories.
• Strengths of Acids and Bases.
• Titration calculations.
• pH scale.
• Redox reactions.

SVBD729 IS Units and Measurement
12 nominal Hours • Prerequisite: Nil

Content
• SI units for fundamental quantities.
• SI units for derived quantities.
• Uncertainty of a measurement.
• Relative error of a measurement.
• Rounding and significant figures.

SVBD730 Waves and Optics
30 nominal Hours • Prerequisite: Nil

Content
• Transverse and longitudinal waves.
• Relationship between velocity, frequency and wavelength.
• Amplitude, period and phase.
• Light intensity.
• Electromagnetic spectrum.
• Lasers.
• Reflection and refraction.
• Snell's law of refraction.
• Critical angle and total internal reflection.
• Optical fibres.
• Image formation using plane and concave mirrors and convex lenses.

SVBD731 Kinematics
40 nominal Hours • Prerequisite: Nil

Content
• Position, displacement and distance.
• Velocity, speed and acceleration for linear motion.
• Constant velocity and constant acceleration situations.
• Position, velocity and acceleration versus time graphs.
• Vector and scalar quantities.
• Vector components.
• Addition and subtraction of vectors.
• Relative velocities.

SVBD732 Dynamics and Energy
40 nominal Hours • Prerequisite: Nil

Content
Newton's laws of motion.
• Weight and mass.
• Addition of force vectors.
• Work, Kinetic energy, Work-energy equation.
• Potential energy.
• Transfer of energy.
• Conservation of energy.
• Impulse, Momentum, Impulse - momentum equation.
• Conservation of momentum in one dimension.

SVBD733 Electricity
42 nominal Hours • Prerequisite: Nil

Content
• Static electricity.
• Charge.
• Current.
• Coulomb's law.
• Conventional current.
• Conductors and insulators.
• Potential difference and electromotive force.
• Resistance.
• Ohm's law.
• Power.
• Series and parallel circuits.
• Multimeters.
• Electromagnetism.
• Alternating current.
• Generators, motors and transformers.
• Power transmission.
• Domestic electric supply and safety.

SVBD734A Cell Biology
32 nominal Hours • Prerequisite: Nil

...
Aims & Objectives
To provide learners with the knowledge and skills to identify cell organelles and structures, state their functions, outline various cellular life-supporting processes and perform basic microscopy tasks including specimen preparation, staining and scientific sketching.

SVBD735A Human Anatomy and Physiology
32 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with the knowledge and skills to be able to identify and state the physiological functions of the major anatomical features of the human reproductive and selected body systems.

SVBD736A Introductory Genetics
32 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide learners with the knowledge and skills to be able to recall and explain key elements of genetically-related phenomena including DNA structure, function and replication, chromosomes, genes, protein synthesis, human karyotyping, sex determination and causes of mutation and to identify, state and apply where appropriate, the Mendelian laws governing patterns of genetic inheritance, human inheritance and pedigree analysis.

SVBD737A Environmental Science
32 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with the knowledge and skills to be able to recall and apply key principles underpinning issues of concern about any specific type of environment.

SVBD738A Preparatory Mathematics
24 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with basic arithmetic/mathematics skills.

Content
Topics include Fractions and Decimals, Ratio, Proportion and Percent, Mensuration and Basic Indices.

SVBD739A Introductory Mathematics for Science
24 nominal Hours • Prerequisite: Nil

Content
• Standard Notation.
• SI units, conversions, units for lengths, areas, volumes, mass and capacity.
• Significant figures, estimation and approximation, errors.

SXFMI504A Participate in, Lead and Facilitate Workteams
1 Semester • 50 nominal Hours • Prerequisite: Nil

Aims & Objectives
• Participate in team planning and develop team commitment and co-operation.
• Manage and develop team performance.
• Participate in, and facilitate the work team.

T0046TD001 Executive Administration
• Prerequisite: Nil

Aims & Objectives
This subject will provide participants with training in the key areas of executive administration, such as business ethics, public speaking, delivering professional presentations, interpersonal skills, and team management.

T0046TD002 Fundamentals of Management Processes
• Prerequisite: Nil

Aims & Objectives
This subject will provide participants with knowledge and skills necessary to understand the issues facing managers in organisations and the organisational context in which they operate. It will address the role of management, contemporary issues facing management, cultural awareness, organisational planning processes, decision making processes, leadership, communication processes, and change management.

T0046TD003 Information Technology
• Prerequisite: Nil

Aims & Objectives
This subject will give students a broad understanding of information technology in the business environment. It will give an awareness of how computers are used to solve business problems, and will endow students with strong practical skills in financial processing, word processing, database management, email, web design, internet operations, project management and computer presentations using current microcomputer software.

TDTF397A Implement and Monitor Occupational Health and Safety Procedures
• Prerequisite: Nil

Aims & Objectives
Requirements for workers with some supervisory responsibility for the implementation and monitoring of Occupational Health and Safety policies, procedures and systems.

TDTF797A Implement Emergency/Accident Procedures
• Prerequisite: Nil

Aims & Objectives
The implementation of emergency/accident procedures by designated personnel.

TDTJ197A Apply Quality Procedures
• Prerequisite: Nil

Aims & Objectives
Basic knowledge and skills to apply quality procedures to workplace tasks.

TEA061 Engineering Graphics
• Prerequisite: Nil

Aims & Objectives
This module aims to develop the basic concepts and processes of engineering drafting, providing a foundation on which further studies in engineering will be based.

TEA701 Engineering Drawing (Detail)
• Prerequisite: TEA061

Content
Includes standard drawing, freehand sketches, isometric projection, detail drawings, dimension limits and fits, surface texture, assembly drawings from component details.

TH265/TH266 Sociology
72 nominal Hours • Prerequisite: Nil
Aims & Objectives
To explore the nature and development of Australian society, the major forces and historical events that have shaped Australian society, the nature and experience of inequality, the power structures and processes that influence and maintain inequality and some of the major theories of social organisation.

THGGA09A  Manage Projects
50 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module is the student's Industry Placement component. The student is required to work 'hands on' in the make-up industry for 50 hours. The placement can be in any of the areas in the Certificate course i.e. Stage, Film, TV or Photographic.
Each student is responsible for sourcing and securing their own work, although Swinburne University of Technology can provide some hours with other Performing Arts productions held throughout the year.

THHADFB01A  Provide Specialist Advice on Food
40 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to develop and maintain in-depth knowledge of food and apply that knowledge to food service operations.

THHADCC2A  Prepare Specialist Wine Service
40 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to provide specialist advice on wine and to evaluate and develop wine lists in hospitality enterprises.

THHBCC01A  Use Basic Methods of Cookery
45 nominal Hours • Prerequisite: Nil

Content
This unit deals with different types of cookery which can be used to prepare menu items. This unit equates to the old unit THHBCC1A Use Basic Cooking Methods.

THHBCC02A  Prepare Appetisers and Salads
25 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to prepare and present appetisers and salads. This unit equates to the old unit THHBCC2A Prepare Appetisers, Savouries, Salads and Sandwiches.

THHBCC10A  Plan and Prepare Food for Buffets
25 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to plan, prepare and display a buffet. This unit equates to the old unit THHADCC2A Plan, prepare and display a buffet.

THHBCC11A  Implement Food Safety Procedures
25 nominal Hours • Prerequisite: Nil

Content
This unit refers to the implementation of Food Safety Procedures, using the HACCP method (Hazard Analysis and Critical Control Points), as a food safety regime.

THHBCC03A  Prepare Stocks and Sauces
28 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to prepare various stocks and sauces. This unit equates to the old units THHBCC3A Prepare Stocks, Sauces and Soups, and THHADCC3A Develop and Prepare Hot and Cold Sauces.

THHBCC04A  Prepare vegetables, Eggs and Farinaceous Dishes
40 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to prepare various vegetables, eggs and farinaceous dishes. This unit equates to the old unit THHBCC4A Prepare Vegetables, Potatoes, Fruit, Rice, Eggs and Farinaceous Dishes.

THHBCC05A  Prepare and Cook Poultry and Game
25 nominal Hours • Prerequisite: Nil

Content
This unit deals with selecting, preparing, presenting and storing poultry and Game. This unit equates to the old unit THHBCC5A Prepare and Cook Poultry and Game.

THHBCC06A  Prepare and Cook Seafood
30 nominal Hours • Prerequisite: Nil

Content
This unit deals with selecting, preparing, presenting and storing seafood. This unit equates to the old unit THHBCC6A Prepare and Cook Fish and Shellfish.

THHBCC07A  Identify and Prepare Meat
50 nominal Hours • Prerequisite: Nil

Content
This unit deals with selecting, preparing, presenting and storing meats. This unit equates to the old unit THHBCC7A Prepare and Cook Meat.

THHBCC08A  Prepare Hot and Cold Desserts
50 nominal Hours • Prerequisite: Nil

Content
This unit applies to the preparation of a range of hot and cold desserts in a variety of establishments. This unit equates to the old units THHBCC8A Prepare Hot and Cold Desserts, THHBP12A Prepare Hot and Cold Desserts and elements from THHADPT4A Prepare and Present Desserts.

THHBCC09A  Prepare Pastry, Cakes and Yeast Goods
35 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to produce a range of pastries, cakes and yeast based foods. This unit equates to the old unit THHBCC9A Prepare Pastry, Cakes and Yeast Goods.

THHBC02A  Prepare Sandwiches
6 nominal Hours • Prerequisite: Nil
Content
This unit deals with the skills and knowledge required to run a bar. The focus is on the service and presentation of food and drinks in a range of hospitality enterprises.

**THHBFB01A Operate a Bar**
30 nominal hours • Prerequisite: Nil

**Content**
This unit deals with the skills and knowledge required to operate bar operations in a range of hospitality enterprises.

**THHBFB02/3A Provide Food and Beverage Service**
110 nominal hours • Prerequisite: Nil

**Content**
This unit deals with the skills and knowledge required to provide food and beverage service to customers in a range of different industry contexts.

**THHBFB04A Provide Table Service of Alcoholic Beverages**
50 nominal hours • Prerequisite: Nil

**Content**
This unit deals with the skills and knowledge required to serve food and beverages within the hospitality industry.

**THHBFB09A Provide RSA**
10 nominal hours • Prerequisite: Nil

**Content**
This unit deals with the skills and knowledge related to serving alcohol at licensed venues.

**THHBFB11A Develop and Update Food and Beverage Knowledge**
40 nominal hours • Prerequisite: Nil

**Content**
This unit deals with the skills required to develop and maintain general knowledge in the area of food and beverage. It brings together much of the product knowledge that underpins effective work performance in a range of food service roles. The unit also focuses on the need for ongoing updating of knowledge by all food and beverage staff. Please note that the specific product knowledge that applies to bar staff is found in other units.

**THHBKA01A Organise and Prepare Food**
20 nominal hours • Prerequisite: Nil

**Content**
This unit deals with the skills and knowledge required to organise and prepare foodstuffs for the kitchen. It focuses on general food preparation techniques, and equates to the old unit THHBKA01A Organises Flours on Place and Prepare Food.

**THHBKA01A Organise & Prepare Food (Work Ed)**
80 nominal hours • Prerequisite: Nil

**Aims & Objectives**
The subject is for students who:
- Have specific learning needs with a focus on intellectual and/or learning disability.
- Have the potential for open employment and/or further training.
- Are sixteen years of age or over.

**THHBKA02A Present Food**
6 nominal hours • Prerequisite: Nil

**Content**
This unit deals with the skills and knowledge required to present food. It should be linked with all units that involve the presentation of food. This unit equates to the old unit THHBKA02A Present Food.

**THHBKA03A Receive and Store Stock**
10 nominal hours • Prerequisite: Nil

**Content**
This unit deals with the knowledge to receive and store stock in a range of tourism and hospitality enterprises. It focuses on the general stock handling procedures required in many different contexts. This unit equates to the old unit THHBKA03A Receive and Store Stock.

**THHBKA03A Receive & Store Stock (Work Ed)**
80 nominal hours • Prerequisite: Nil

**Aims & Objectives**
The subject is for students who:
- Have specific learning needs with a focus on intellectual and/or learning disability.
- Have the potential for open employment and/or further training.
- Are sixteen years of age or over.

**THHBKA04A Clean and Maintain Premises**
20 nominal hours • Prerequisite: Nil

**Content**
This unit deals with the skills and knowledge to effectively clean and maintain premises that prepare and serve food. This unit equates to the old unit THHBKA04A Clean and Maintain Premises, Equipment and Premises and THHBCC11A maintain Safe and Hygienic Standards and Practices.

**THHC001A Develop and Update Hospitality Industry Knowledge**
25 nominal hours • Prerequisite: Nil

**Aims & Objectives**
This unit deals with the skills and knowledge required to access, increase and update knowledge of the hospitality industry including different industry sectors and relevant industry legislation. This knowledge underpins effective performance in all sectors.
THHCOR01A Work With Colleagues and Customers

15 nominal Hours • Prerequisite: Nil

Content
This unit deals with the interpersonal, communication and customer service skills required by all people working in the tourism and hospitality industries.

THHCOR02A Work in a Socially Diverse Environment

10 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit deals with the cultural awareness required by everyone working in the tourism and hospitality industries. It includes the cultural awareness required for serving customers and working with colleagues from diverse backgrounds.

THHCOR02A Work in a Socially Diverse Environment (Arts)

10 nominal Hours • Prerequisite: Nil

Aims & Objectives
To help students develop superior communication skills with colleagues, clients and employers/employees. Also understanding and communicating with different cultures in our society.

THHCOR03A Follow Health, Safety and Security Procedures

5 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit deals with the skills and knowledge required to follow health, safety and security procedures. This unit applies to all individuals working in the tourism and hospitality industries. It does not cover hygiene or first aid, which are found in separate units.

THHCOR03A Follow Health & Safety Procedures (Work Ed)

90 Hours • Prerequisite: Nil

Aims & Objectives
The subject is for students who:
• Have specific learning needs with a focus on intellectual and/or learning disability.
• Have the potential for open employment and/or further training.
• Are sixteen years of age or over.

Content
Provides the skills and knowledge required to follow health, safety and security procedures applicable to all individuals working in the tourism and hospitality industries. It does not cover hygiene or first aid, which are addressed in separate units.

THHGCS03A Deal with Conflict Situations

20 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to handle difficult interpersonal situations - both with customers and colleagues.

THHGCS05A Organise Functions

40 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to organise functions within a hospitality or tourism enterprise. This unit equates to unit THHSOP16A in the Tourism Training Package.

THHGCS08A Establish and Conduct Business Relationships

40 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to manage business relationships within a tourism or hospitality context. It focuses on the relationship building and negotiation skills required by specialist sales operators and managers in the industry.

THHGCS02A Promote Products and Services to Customers

45 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to promote products and services to customers. It relates to situations where the sales function is not the primary focus of work activity. This unit has links to unit THHSOP04A where this sales function is a primary focus of work and activity.

THHGCT01A Access and Retrieve Computer Data

10 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required for basic data entry on a computer.

THHGCT02A Produce Documents on a Computer

30 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to produce simple computer documents using a single word processing application.

THHGFA01A Process Financial Transactions

15 nominal Hours • Prerequisite: Nil

Content
This subject deals with the skills and knowledge required to process and balance financial transactions in a range of tourism and hospitality contexts. This unit equates to unit THHBFO06A Process Financial Transactions in the Hospitality Training Package.

THHGFA02A Maintain Financial Records

45 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to keep financial records. As such it focuses on basic bookkeeping skills.

THHGGA01A Communicate on the telephone

• Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to effectively communicate on the phone. It is an essential skill for large numbers of people working in all sectors of the tourism and hospitality industries.

THHGGA02A Perform Clerical Procedures

15 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to complete a range of routine office procedures. This unit equates to unit THHBFO06A Perform Clerical Procedures with the Hospitality Training Package.

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THHGA05A Plan and Manage Meetings  
25 nominal Hours  • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to plan and coordinate meetings.

THHGA07A Control and Order Stock  
25 nominal Hours  • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to control and order stock in a range of tourism and hospitality enterprises.

THHGA08A Plan and Establish Systems and Procedures  
25 nominal Hours  • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to develop and implement new ways of doing things in the workplace. While it involves elements of planning, the focus of this planning is on short term operational strategies to achieve workplace goals.

THHGA09A Manage Projects  
60 nominal Hours  • Prerequisite: Nil

Aims & Objectives
This unit deals with the skills and knowledge required to manage major projects within a tourism or hospitality context. This unit has particular relevance for meetings and event management activities.

THHGHS01A Follow Workplace Hygiene Procedures  
15 nominal Hours  • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to follow hygiene procedures which apply in many sectors of the hospitality industry, and within some tourism sectors. It is particularly relevant to the Kitchen, Housekeeping, Food & Beverage sectors, and some Tour Operations.

THHGHS01A Follow Workplace Hygiene Procedures (Work Ed)  
80 nominal Hours  • Prerequisite: Nil

Aims & Objectives
The subject is for students who:
• Have specific learning needs with a focus on intellectual and/or learning disability.
• Have the potential for open employment and/or further training.
• Are sixteen years of age or over.

Content
Provides the skills and knowledge required to follow key hygiene procedures, which apply in the hospitality industry, and within some sectors of the tourism industry. It is particularly relevant to housekeeping, kitchen, food and beverage, and some tour operations.

THHGLE01A Monitor Work Operations  
30 nominal Hours  • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to oversee and monitor the quality of work operations within a tourism or hospitality enterprise. This unit may be carried out by team leaders, supervisors or managers.

THHGLE02A Implement Workplace Health, Safety and Security Procedures  
30 nominal Hours  • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to implement health, safety and security procedures in the workplace. This unit is often carried out by team leaders and supervisors, and is closely based on Worksafe Australia generic competency 'B'.

THHGLE03A Develop and Implement Operational Plans  
50 nominal Hours  • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to implement the planning process within the workplace. It focusses on elements of planning to develop and implement a range of planning initiatives and underpins a range of other leadership units.

THHGLE04A Establish and Maintain a Safe and Secure Workplace  
30 nominal Hours  • Prerequisite: Nil

Content
This unit deals with the management of health, safety and security in tourism and hospitality enterprises. It is closely based on Worksafe generic Competency 'C'.

THHGLE05A Roster Staff  
30 nominal Hours  • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to develop staff rosters. Depending upon the sector and enterprise, this may be carried out by a dedicated specialist staff, operational supervisors or managers.

THHGLE06A Monitor Staff Performance  
1 Semester  • 25 nominal Hours  • Prerequisite: Nil

Aims & Objectives
Provide performance feedback to staff. Recognise and resolve performance problems. Implement performance appraisal systems.

THHGLE07A Recruit and Select Staff  
1 Semester  • 60 nominal Hours  • Prerequisite: Nil

Aims & Objectives
• Identify recruitment needs.
• Administer recruitment.
• Select staff and plan and organise induction programs.

THHGLE08A Lead and Manage People  
60 nominal Hours  • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to lead and manage teams of people in the workplace. It focusses on issues of leadership, motivation and teamwork.

THHGLE09A Manage Workplace Diversity  
60 nominal Hours  • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to provide leadership in a diverse workplace where customers and staff are from a wide range of backgrounds. It builds
on the common core unit THHCPD02A and reflects the importance of managing cross-cultural issues in tourism and hospitality industry.

THHGLE10A Manage Workplace Relations
60 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to manage workplace relations, from an industrial relations perspective. It focuses on the skills needed by all managers.

THHGLE12A Develop and Manage Marketing Strategies
60 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to develop and manage marketing strategies within a tourism and hospitality context.

THHGLE13A Manage Finances within a Budget
• Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to take responsibility for budget management. Budget development may be undertaken by others, and these skills are covered in unit THHGLE14A Prepare and Monitor Budgets.

THHGLE14A Prepare and Monitor Budgets
30 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to prepare and monitor budgets.

THHGLE20A Legal Knowledge for Business Compliance
60 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to ensure business compliance with legislation governing the tourism and hospitality industry.

THHGTR01A Coach others in Job Skills
20 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills required to provide on-the-job coaching to colleagues. This unit has no parity with National Workplace Trainer Standards, but reflects the situation in many tourism and hospitality workplaces where 'buddy' systems and on-job coaching are extremely common.

THHGTR02A Train Colleagues in the Workplace
• Prerequisite: Nil

Content
This unit describes the preparation, delivery and review of training in the workplace. The competencies identified in this unit are based on and equivalent to the National Workplace Trainer Competency Standards, Category 1, Units 1-3.

THHPPD08A Plan and Develop Meeting / Event Proposals & Bids
40 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to plan and develop proposals and bids for the staging of meetings and events.

THTFME02A Provide On Site Meeting / Event Management Services
60 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit deals with the skills and knowledge required to manage the actual preparation, set up and operation of a meeting or event.

THTFTG01A Work as a Guide
55 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to ensure effective performance as a guide.

THTFTG03A Develop and Maintain the General Knowledge Required by Guides
40 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to research information - a skill needed by all guides. It highlights the need for ongoing research to update and expand the guide's knowledge.

THTFTG04A Co-ordinate and Operate a Tour
60 nominal hours • Prerequisite: Nil

Aims & Objectives
This unit deals with the skills and knowledge required to run a tour which includes multiple products and services from the perspective of the guide.

THTFTG05A Lead Tour Groups
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit deals with the skills and knowledge required to undertake the group coordination role played by the guide.

THTFTG06A Prepare and Present Tour Commentaries
35 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to prepare and present a commentary to customers.

THTFTG07A Research and Share General Information on Aboriginal and Torres Strait Islander Culture
30 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to research and share generally available information about Aboriginal and Torres Strait Islander societies in a culturally appropriate way.

THTGHS03A Provide First Aid
Semester 1 • 24 nominal Hours • Prerequisite: Nil
Aims & Objectives
Assess and respond to emergency first aid situations and provide appropriate treatment. Monitor the situation and prepare an incident report.

THTPPD03A Source and Package Tourism Products and Services
50 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to research and package tourism products to meet the needs of particular markets and customers.

THTPPD09A Develop Conference Programs
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit deals with the skills and knowledge required to design a conference program.

THTPPD11A Develop and Implement Meeting/Event Management Systems and Procedures
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit deals with the skills and knowledge required to develop the specific procedures and systems required for the effective management of meetings and events. This unit equates to the general unit Plan and Establish Systems and Procedures.

THTTC001A Develop and Update Tourism and Industry Knowledge
25 nominal Hours • Prerequisite: Nil

Content
This unit deals with the skills and knowledge required to access, increase and update knowledge of the tourism industry, including the role of different industry sectors and key legislation. This knowledge underpins effective performance in all sectors and applies to all people working in the tourism industry.

UE052 Applied Electricity 1
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provides a knowledge of basic and derived units of electrical and mechanical measurement and an understanding of the relationship between current and voltage.

UE054 Applied Electricity 2
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
Expanded knowledge of the relationship between current, voltage and resistance and the power dissipated in circuits.

VAA069 Accounting Principles and Practices
50 nominal Hours • Prerequisite: Nil

Content
• Describe accounting concepts.
• Make entries in appropriate ledgers and get a trial balance.
• Reconile bank statements with cash records.

VAA164 Advanced Public Relations 1
51 nominal Hours • Prerequisite: VAA408, VAA409, VAA410, VAA411, VEU577, VEU578, VAF178

Aims & Objectives
To provide training in the role and functions of public relations in government and commerce and with suppliers, consumers, unions and the community, and an understanding of the techniques and procedures appropriate to the practice of public relations in these fields.

Content
• In-house public relations.
• External consultancy.
• Financial public relations.
• Community public relations.
• Government relations.
• Suppliers.
• Consumer relations.

VAA165 Advanced Public Relations 2
51 nominal Hours • Prerequisite: VAA164

Aims & Objectives
Apply the knowledge gained throughout this course to practical public relations situations. Illustrate the ability to develop public relations campaigns to meet given budget and circumstances.

Content
• Corporate identity.
• Special events.
• Sponsorship.
• Crisis public relations.
• Communications technology.
• Verbal and written presentations.
• Public relations counselling.

VAA193 Engine Management Systems
50 nominal Hours • Prerequisite: VAA615

Aims & Objectives
This module will provide the learner with the theoretical knowledge and practical experience to test and diagnose faults in engine management systems.

VAA197 Aged Care
40 nominal Hours • Prerequisite: Medical terminology • Corequisites: VAA314, AAA708, NCS011, NCS007

Content
Designed to provide the student with the knowledge and skills required to understand and provide care and assistance to older people without imparting their personal values. The social and emotional aspects of the older person must take on the same importance as the physical aspects in contributing to the quality of life.

VAA198 Ageing in Australian Society
64 nominal Hours • Prerequisite: Nil

Aims & Objectives
This elective challenges myths about the ageing process. It seeks to raise the status of older people in the community, and generate community based options for maximising lifestyle choices for older people.

VAA303 Analysis of a Dispute
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide participants with the knowledge and skills required to research and analyse a serious industrial dispute.
VAA312 Anatomy & Physiology 1
40 nominal Hours • Prerequisite: Nil • Corequisites: Medical/Nursing Terminology

Content
Designed to provide students with an overview of normal cardiovascular, respiratory, muscular-skeletal, nervous and endocrine anatomical systems. The module emphasises important concepts related to the major anatomical structures under review, the general physiological processes related to the anatomical structures, and the interrelationship between each of the anatomical systems under review. The concepts acquired in this module provide knowledge of anatomical structure and human physiology, which forms the basis for understanding how the human body functions.

VAA314 Anatomy & Physiology 2
40 nominal Hours • Prerequisite: Medical/Nursing Terminology, VAA312 Anatomy & Physiology 1

Content
Designed to provide students with an overview of normal structure and function of the digestive, excretory, reproductive, integument and lymphatic systems, the sensory organs and how they function. The module emphasises important concepts related to the major anatomical structures under review, the general physiological processes related to the anatomical structures, and the interrelationship between each of the anatomical systems under review. The concepts acquired in this module provide knowledge of anatomical structure and human physiology, which forms the basis for understanding how the human body functions.

VAA408 Applied Writing for Public Relations 1
51 nominal Hours • Prerequisite: VBJS77, VBJS78

Aims & Objectives
Provide training in the writing styles required of a public relations practitioner.

Content
• Plans for addressing target audiences.
• Writing styles.
• Message/media outlines.

VAA409 Applied Writing for Public Relations 2
51 nominal Hours • Prerequisite: VBJS77, VBJS78, VAA408

Aims & Objectives
Provides advanced training in the writing styles required of a public relations practitioner.

Content
• Report submission writing for target audiences.
• Support material for public relations campaigns.
• Direct-mail message development.
• Demonstrate the skills required for speech writing.
• Corporate identity programs.

VAA410 Applied Writing for Public Relations 3
51 nominal Hours • Prerequisite: VBJS77, VBJS78, VAA408, VAA409

Aims & Objectives
Extend skills to writing for specific media, News release, Print media, Radio media, Television media.

Content
• News release, backgrounder and position papers.
• Print media.
• Radio media.
• Television media.

VAA411 Applied Writing for Public Relations 4
51 nominal Hours • Prerequisite: VBJS77, VBJS78, VAA408, VAA440, VAA410

Aims & Objectives
To build on the techniques applied in Applied Writing for Public Relations 3, which dealt with the media, over which the writer has little control, and apply them to writing circumstances where the writer will have some control.

Content
• "In-house" print and video.
• News releases, public service announcements and other public announcements.
• Interviews and news conferences, both live and recorded.
• Special events.
• Press kits.
• "Crisis" communications.

VAA539 Automotive Technology
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module will enable the student to identify and describe the underlying principles on which the technologies within the automotive industry work, and work safely with this technology.

VAA578 Basic Automotive Electrical
35 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module will enable the student to recognise electrical components, remove and replace electrical units, and carry out minor servicing of electrical components.

VAA614 Basic Electronics
40 nominal Hours • Prerequisite: Trade certificate or equivalent

Aims & Objectives
This module will provide the student with the theoretical knowledge and practical experience to diagnose, test and repair electrical systems and common printed-circuits.

VAA685 Behavioural & Social Aspects of Disability
20 nominal Hours • Prerequisite: Nil • Corequisites: VAA314, AAA409

Content
Provides and overview of the causes and behavioural implications of human disabilities. This subject will also provide an introduction to the social and personal implications of disabilities.
VAA764  Brakes
32 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module will enable the student to develop skills in locating, identifying and explaining the functions of various brake components and carrying out minor servicing.

VAA845  Computer Fundamentals
10 nominal Hours  Prerequisite: The subject is for students who have specific learning needs with a focus on intellectual and/or learning disability, have the potential for open employment and/or further training, and are sixteen years of age or over.

Content
Provides the basic knowledge and skills to operate a computer and to access and retrieve computer data.

VAB037  Computer Operations – Data Retrieval
40 nominal Hours  Prerequisite: VAA458H, The subject is for students who have specific learning needs with a focus on intellectual and/or learning disability, have the potential for open employment and/or further training, and are sixteen years of age or over.

Content
This module is an extension of VAA458H - Computer Fundamentals.

VAB047  Chemical Hazards and Health
36 nominal Hours  Prerequisite: Nil

Content
Toxicity; toxicity testing and standards; cell membrane structure and function; air contaminants; basic anatomy and physiology; detoxification; health effects of xenobiotics; role of epidemiology.

VAB131  Clinical Experience 1
120 nominal Hours  Prerequisite: Nil  Corequisites: Workplace Safety

Content
This subject is designed to give the student the opportunity to develop the skills necessary for effective clinical participation. Students are encouraged to participate in and reflect on the culture of the clinical setting.

There are two (2) modules for Clinical Experience, each of 120 hours. Both modules may overlap in relation to learning outcomes and assessment criteria, depending upon the clinical environment.

VAB136  Clinical Measurements
30 nominal Hours  Prerequisite: Nil  Corequisites: NC5007, NC5011, VAA312, VAA314

Content
Designed to provide the student with the skills to observe and measure, report and record normal and abnormal physiological and psychological status. The maintenance of equipment used for measuring and recording will also be included in this module.

VAB137  Clinical Microbiology
40 nominal Hours  Prerequisite: Nil  Corequisites: Occupational Health & Safety; VAA312, VAA314

Content
Provides students with the knowledge of microorganisms and their relationship to disease. Emphasis is placed on correct procedures for sterilisation and the control of cross infection. In addition this module provides the techniques necessary to dress a patient’s wound using antisepctic technique.

VAB177  Editing 1A
1 Semester  68 nominal Hours  Prerequisite: Nil

Aims & Objectives
The purpose of this module is to develop skills in the analysis and use of English grammar and vocabulary essential for the editing process.

VAB394  Component Reclamation
26 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module will enable the student to develop skills in repair techniques using basic fitting tools and equipment.

VAB433  Computer Applications
40 nominal Hours  Prerequisite: EB704, Applied Mechanics 2A and 2B, Design for Economic Manufacture 2A.

Content
- The purpose of this module is to extend the participants’ knowledge in the analytical design of products and general plants.
- To enable participants to extend their ability to use reference material standard codes and manufacturers’ catalogues.
- To extend their experience in communicating by general industrial methods e.g. oral, written and graphic means.
- To enable participants to apply costing techniques to design projects.
- To enable participants to further develop the design approach necessary for the solution of problems presented in the form of a job brief.

VAB464  Computer Operations/Data Retrieval
6 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module will provide the student with the basic knowledge and skills to operate a computer and access and retrieve computer data.

VAB548  Consumer Behaviour Concepts
51 nominal Hours  Prerequisite: Nil

Aims & Objectives
Provide learners with instruction on basic psychological, sociological and cultural concepts as they relate to consumer behaviour.

Content
- The consumer behaviour concept.
- Role of consumer behaviour.
- Motivational process.
- Perceptual process.
- Behavioural and cognitive learning theories.
- Perspectives of the ‘self’.
- Attitudes.

VAB550  Consumer Decision Making
51 nominal Hours  Prerequisite: VAB548

Aims & Objectives
To provide learners with instruction on how the basic psychological, sociological and cultural concepts learned in Consumer Behaviour Concepts can be applied into decision-making, group influences, opinion leadership, culture and subcultures as market segments.

Content
- Role of consumer.
- Collective decision making.
- Group influences and opinion leaders.
- Social class.
- Culture and subcultures.
VAB800 Design 3A - Project and Mechanical Plant
60 nominal Hours • Prerequisite: EB704, Applied Mechanics 2A and 2B, EB523
Content
The purpose of this module is to extend the participants knowledge in the analytical design of products and general plants. To enable participants to express ideas in written and graphical means. To enable participants to apply costing techniques to design projects. To enable participants to further develop the design approach necessary for the solution of problems presented in the form of a job brief.

VAB803 Design 3B - Products and Mechanical Plant
60 nominal Hours • Prerequisite: VAB800
Content
To enable the participant to specialise in a specific area of design related to his/her work requirements and generally within the area covered by Mechanical Design draftspeople.

VAB933 Myths & Symbols 2A
68 nominal Hours • Prerequisite: Nil
Aims & Objectives
Understanding the role of Myths and Symbols within the writing context.

VAC057 Editing for Public Relations
51 nominal Hours • Prerequisite: VAA408, VAA409
Aims & Objectives
Provide learners with instruction in the principles and practice of editing, particularly for public relations and organisational communications.
Content
• Editorial roles.
• Copy editing and preparation.
• Construction and style of written English.
• Editing for target audience.
• Computer software.
• Proofreading.
• Publications production.

VAC145 Numeracy
80 nominal Hours • Prerequisite: The subject is for students who have specific learning needs with a focus on intellectual and/or learning disability, have the potential for open employment and/or further training, and are sixteen years of age or over.
Content
Provides the student with the skills to use and analyse simple data, relation and pattern, number, measurement and shape.

VAC265 Engines
20 nominal Hours • Prerequisite: Nil
Aims & Objectives
This module will enable the student to identify and describe the function of major engine components, explain the operation of two and four stroke cycle reciprocating engines and carry out basic valve clearance adjustments.

VAC307 Fuel Systems
20 nominal Hours • Prerequisite: Nil
Aims & Objectives
This module will enable the student to identify various major fuel system components related to spark ignition and compression ignition applications. The student will also be able to remove and replace major fuel system components and carry out minor servicing associated with types of fuel systems.

VAC350 Office Equipment – Routine Tasks
20 nominal Hours • Prerequisite: The subject is for students who have specific learning needs with a focus on intellectual and/or learning disability, have the potential for open employment and/or further training, and are sixteen years of age or over.
Content
This module provides the knowledge and skills to operate a range of office equipment in the performance of routine workplace tasks.

VAC474 Industry Overview
1 Semester • 68 nominal Hours • Prerequisite: Nil
Aims & Objectives
The purpose of this module is to introduce learners to the range of occupations in the writing, editing and publishing industries and to professional issues associated with these occupations. An industry overview will be achieved by a series of guest speakers.

VAC548 First Aid
20 nominal Hours • Prerequisite: Nil
Content
• Designed to provide the student with basic emergency first aid procedures.
• Approved Level 2 First Aid Certificate.

VAC550 First Aid
40 nominal Hours • Prerequisite: The subject is for students who have specific learning needs with a focus on intellectual and/or learning disability, have the potential for open employment and/or further training, and are sixteen years of age or over.
Content
This module is designed to provide students with specific learning needs with the skills to render assistance in the first few minutes after a life threatening incident, as well as treat injuries and other disorders.

VAC724 Fundraising
51 nominal Hours • Prerequisite: Nil
Aims & Objectives
Show how (a) fundraising has developed as a specialist discipline with a significant role in not-for-profit organisations, and (b) how the skills and techniques of effective fundraising are used to prepare detailed proposals and programs for these organisations.
Content
• History of fundraising.
• In-house and consultant specialists.
• Role of fundraisers in not-for-profit organisations.
• Legal and ethical issues.
• Donor motivation.
• Research.
• Submission preparation.
• Media campaigns.
• Communication techniques.
• Special events and campaigns.
• Capital fundraising.
VAC845 Government Structures and Influences

51 nominal Hours • Prerequisite: VEJ577, VEJ578

Aims & Objectives
To enable the student to understand (1) the structure, operations and responsibilities of Federal, State and Local Government and the work of the respective Public Services (2) the groups who may influence or seek to influence government, such as trade unions, business organisations and pressure groups, and how they work.

Content
• Structure and responsibilities of Federal, State and Local Governments.
• Relationships between the three tiers of government.
• Structure and influence of the trade union movement.
• Structure and influence of business councils, Chambers of Commerce or Manufacture, associations and other industry groupings.
• Key pressure groups.

VAC876 Performance Writing 1A

68 nominal Hours • Prerequisite: Nil

Aims & Objectives
Develop skills in scriptwriting, developing character, comedy writing, writing for live performance and screen performance, developing storylines and proposals. This subject leads to Screenwriting and Writing for Interactive Media.

VAC940 Personal Effectiveness

40 nominal Hours • Prerequisite: The subject is for students who have specific learning needs with a focus on intellectual and/or learning disability, have the potential for open employment and/or further training, and are sixteen years of age or over.

Content
Provides skills to enhance the interpersonal skills of the trainees, by developing their confidence and competence in communication.

VAD167 Orientation to Learning

25 Hours • Prerequisite: The subject is for students who have specific learning needs with a focus on intellectual and/or learning disability, have the potential for open employment and/or further training, and are sixteen years of age or over.

Content
The purpose of this module is to find pathways to future education and training through preparation of an individual action plan.

VAD203 Industry Introduction

20 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module will enable the student to describe the environment, scope and structure of the Automotive Retail Service and Repair Industry, and explain the rights and responsibilities of employees and employers.

VAD338 Poetry 2

68 nominal Hours • Prerequisite: VAE831

Aims & Objectives
Develop advanced skills in producing poetry within the context of a range of styles and techniques, and develop poetry for production.

VAD349 International Economic Geography

51 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to enable the student to understand the spatial variation on the earth's surface of major economic activities such as production, exchange, and consumption of goods and services, as well as the factors and processes affecting their spatial occurrence.

Content
• Explain the position of Economic Geography in the Geographic system, the modern approach to Economic Geography and the application of the methods of science to geographical problems to explain humanity's activities on the surface of the earth.
• Examine world population and urbanisation issues and their relationship to limited resources, productivity, technological development and income distribution, in the developed and underdeveloped world.
• Establish the role of transport in the transfer of goods and services on a global scale.
• Examine the scope of changing international relationships among developed countries, developing countries and newly industrialised countries in the Asia Pacific region.
• Examine the localational and behavioural characteristics of primary industries around the world and in Australia from the perspective of global interdependence.
• Explain the current locational patterns of international manufacturing and high tech industries and establish Australia’s position in these sectors.
• Review recent trends in world trade and business globalisation with particular emphasis on the way economic geography influences particular markets and segments.

VAD363 International Business

51 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide an integrated treatment of theory and actual patterns and policies in international business, i.e. international trade, foreign direct investment and international finance.

Content
• Examine patterns of international trade during the post-World War II period and explain why these patterns exist based on international trade theories.
• Examine the patterns of the foreign trade investment and explain why firms undertake Foreign Direct Investment (FDI), especially in comparison with exporting or other kinds of international business ventures.
• Explain the framework for International Transactions.
• Examine issues related to doing business in each of three types of country, industrialised, developing, centrally planned economies (CPEs), or former CPEs.
• Examine the main issues and trends in selective industries in which international competition is involved, and evaluate their impact on Australia’s international business.

VAD610 Keyboarding Techniques/Operations

20 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module will provide the student with skills in keyboarding techniques and operation.

VAD685 Law & Ethics

30 nominal Hours • Prerequisite: Nil • Corequisites: NC6007, NC6011

Content
Will introduce the student to an understanding of Law in nursing practice, and begin an exploration into the ethics of nursing. The student will be introduced to the investigation of ethical issues, codes of practice and their legal implications. It is acknowledged that this module is Law based and will be assessed according to the student’s ability to seek out relevant information and explain their own workplace ethics rather than have an in depth knowledge of each Act.

VAD705 Orientation to Work

40 nominal Hours • Prerequisite: The subject is for students who have specific learning needs with a focus on intellectual and/or learning disability, have the potential for open employment and/or further training, and are sixteen years of age or over.
**Content**
Provides general information about, and experience of, the working environment, through an investigation of a variety of work situations, and relates personal transferable skills to a potential work situation.

**VAD806A Lubrication Service**
8 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
This module will enable the student to carry out a complete lubrication service safely and in accordance with the manufacturer's specifications.

**VAD728 Editing 2A**
1 Semester • 68 nominal Hours • Prerequisite: VAE177, VAN020

**Aims & Objectives**
The purpose of this module is to further develop the editing skills which were introduced in Editing 1A & 1B. It applies these skills to the preparation of books and booklets from first draft to pre-print stage.

**VAD950 The Marketing Concept**
51 - 68 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To provide an overview of the basic principles of marketing and illustrate the application of these core marketing concepts to a range of traditional, non-traditional, and electronic-based business activities.

**Content**
- Evolution of the marketing concept.
- Components of strategic and marketing plans.
- Marketing information systems.
- Macro and micro environments.
- Introduction to consumer, industrial, international, and non-profit markets.
- Market segmentation, targeting, and positioning.
- Marketing mix.
- The application of e-marketing techniques to new and existing business sectors.

**VAE072 Medications**
30 nominal Hours • Prerequisite: Nil • Corequisites: Medical/Nursing Terminology, VAE314, VAE037

**Content**
Designed to provide the student with a basic knowledge of medications so that Enrolled Nurses can be aware of effects and side effects of therapeutic interventions and can optimise their knowledge and skills in caring for a patient/resident/client. This module does not provide knowledge or skills that reflect competency in the area of drug administration. Duties are performed under the direct supervision of a registered Nurse within a hospital, residential, aged care or community setting.

**VAE164 Minor Servicing**
5 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
This module will enable the student to carry out basic under bonnet service operations on a number of systems and units.

**VAE272 Non Fiction 1A**
1 Semester • 68 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to recognise and demonstrate the economy of words, the range of markets and marketing techniques, and the range of styles and techniques in interviewing to a given deadline.

**VAE273 Non Fiction 2A**
1 Semester • 68 nominal Hours • Prerequisite: VAE272, VAE037

**Aims & Objectives**
The purpose of this module is to identify principles and techniques involved in the writing of extended non fiction projects.

**VAE273 Nonfiction Writing Project 2A**
68 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Develop a non fiction project. Edit, compare and contrast a variety of samples of non fiction. Use basic principles of composition and editing techniques. Plan headings, chapters, illustrative material, and undertake research.

**VAE281 Novel 1A**
1 Semester • 68 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to introduce writers to the novel form. It develops basic novel writing techniques of construction and criticism and commences the construction of a novel to outline stage.

**VAE282 Novel 2A**
1 Semester • 68 nominal Hours • Prerequisite: VAE281, VAE038

**Aims & Objectives**
The purpose of this module is to continue the development of novel writing skills begun in Novel 1A and 1B. It completes the process of workshop, editing and producing a novel to publishable standard.

**VAE290 Numerical and Mathematical**
40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
- For students to be able to use, analyse and adapt a range of everyday and some complex data.
- Relation and pattern.
- Number.
- Measurement.
- Shape.

**VAE295 Nursing 1 - Meeting the Needs of Nutrition and Elimination**
40 nominal Hours • Prerequisite: Nil • Corequisites: Medical/Nursing Terminology, VAE312, VAE314

**Content**
Designed to provide the student with an understanding of the basic nutritional requirements of the human body at various stages throughout life. These would include neonates, infants, adolescents, adults and the elderly. The course work will contain particular reference to diets in diseased states, and the importance of nutrition throughout life. In addition, the module is designed to give the student skills at recognising abnormal elimination status in a patient. The student will be given the skills to measure, record and discuss the elimination status of patients and to assist the patient to meet those requirements of normal elimination.

**VAE296 Nursing 2 - Meeting the Needs of Hygiene, Mobility and Rest Requirements**
40 nominal Hours • Prerequisite: VAE295 • Corequisites: Medical/Nursing Terminology, VAE312, VAE314
Content

Designed to provide the student with a basic understanding of the requirements of personal hygiene for the patient and the ability to assist the patient to meet these requirements. In addition, this module is designed to give the student an understanding of the need to achieve correct mobility and how to assist the patient to meet this requirement. This module will also give the student a basic understanding of sleep and rest requirements, an ability to recognise abnormal sleep patterns, and the knowledge to assist the patient to meet these requirements.

VAE298 Nursing 4 - Attending to the Needs of Patients/Residents/ Clients with Psychiatric Illness
30 nominal Hours • Prerequisite: Medical/Nursing Terminology • Corequisites: VAE314, AAA169

Content

This subject is designed to enable the student to recognise change in behaviour, the ability to record that change and to assist in the care plan for management of abnormal behaviour.

VAE303 Nursing the Profession
20 nominal Hours • Prerequisite: Nil

Content

This subject will provide an insight into the history, philosophy and profession of nursing. It will provide the student with an overview of their functions within a health care team and apply a standard of professional conduct necessary within their profession.

VAE332 Occupational Health and Safety
20 nominal Hours • Prerequisite: Nil

Content

Familiarises the student with Occupational Health and Safety legislation within Victoria, as well as workplace standards and responsibilities.

VAE451 Organisational Behaviour
36 nominal Hours • Prerequisite: Nil

Content

Organisational behaviour and the workplace; behavioural theories; goal setting and evaluation principles of learning; changing behaviour.

VAE451 Organisation Behaviour
40 nominal Hours • Prerequisite: Nil

Aims & Objectives

The purpose of this module is to give participants a framework with which to analyse the behaviour of individuals, groups and organisations.

Content

- Individual behaviour: biographical characteristics; ability; personality; learning; perception and individual decision making; values; attitudes; job satisfaction; stress; motivation.
- Group behaviour: group dynamics; group structure; size of group and basis for membership; norms; roles and group goals; group cohesion; communication in groups and group decision making; leadership and the management of groups; management styles; power and politics; conflict and intergroup behaviour; effective and ineffective group membership on individuals.
- Organisation behaviour: organisational culture; common language; terminology; rituals, formal and informal standards of behaviour; dominant values; organisation philosophy reflected in policies, rules; organisational climate; degree of individual initiative, risk tolerance, direction, integration, management support, control, identity, reward system, conflict tolerance, communication patterns, impact of organisational culture on employees, organisation communications, work stress.

VAE453 Organisations and Management
51 - 68 nominal Hours • Prerequisite: Nil

Aims & Objectives

Organisations and Management provides participants with knowledge and skills necessary to understand the issues facing managers in organisations and the organisational context in which they operate. Particular emphasis will be focussed on organisational strategies, structures and behaviour.

Content

Participants will have the opportunity to develop competencies in the following:

- Research skills.
- Written and verbal skills.
- Interview and questioning skills.
- Report and essay writing skills.
- Presentation skills.
- Goal setting and planning skills.
- Analytical skills.

VAE492 Overview Retail
40 nominal Hours • Prerequisite: This subject is for students who have specific learning needs with a focus on intellectual and/or learning disability, have the potential for open employment and/or further training, and are sixteen years of age or over.

Content

The purpose of this module is to provide the participant with an overview of the retail industry.

VAE561 Participative Management
40 nominal Hours • Prerequisite: Interpersonal Communication Skills

Content

This module aims to provide managers with skills in building, developing and maintaining effective work teams using a participative management style.

VAE831 Poetry 1A
68 nominal Hours • Prerequisite: Nil

Aims & Objectives

Develop skills in the production of poetry within the context of a range of styles and techniques, and develop poetry for publishing.

VAE863 Popular Fiction 1A
68 nominal Hours • Prerequisite: Nil

Content

- Best seller lists.
- Popular fiction genres.
- Writing techniques.
- Chapters.
- Plotting characterisation.
- Setting.
- Dialogue.
- Point of view.
- Style and research.
- Story outlines.

VAE913 Short Story 1A
1 Semester • 68 nominal Hours • Prerequisite: Nil

Aims & Objectives

The purpose of this module is to introduce learners to the short story form. It outlines short story writing in the 19th century and develops the basic short story writing skills of construction and criticism.
VAE913  Short Story 1A (Social Sciences)
88 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide training in the basic principles and practices associated with the marketing of retail goods and services.

VAF455  Basic Business Principles
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
Enable the participant to understand the basic principles of conducting a small business. Small business operation will be considered in light of ethical business practices and a code of business practice.

VAF518  Sales Management
51 - 68 nominal Hours • Prerequisite: NMRK441, VAF457

Aims & Objectives
To provide training in the major conceptual and analytical information required for an understanding of the role and functions of sales management in a small to medium sized organisation.

VAF640  Services Marketing
34 nominal Hours • Prerequisite: Nil

Aims & Objectives
- Describe the importance of services marketing.
- Develop  and evaluate effective marketing mix strategies for services.
- Describe the roles of people involved in marketing and develop people management strategies.
- Establish procedures for ensuring service quality.
- Identify strategies for productivity improvement and improving the service business.

VAF753  Small Business Marketing
34 nominal Hours • Prerequisite: VAF1050, VAF1051

Aims & Objectives
To provide training in the "best practices" of marketing and management of small business, so that such organisations may prosper in domestic and international markets.

VAF781  Society, Culture & Nursing
30 nominal Hours • Prerequisite: Nil • Corequisites: Communications 1 & 2

Aims & Objectives
Provides an overview of the components of the health care delivery system in Australia and the knowledge and skills to work effectively with clients from a variety of social and cultural backgrounds. The multiculturalism of Australia and its effect on health care will take a high priority in this module.

VAF788  Screenwriting 2A
1 Semester • 68 nominal Hours • Prerequisite: Nil

Aims & Objectives
- Develop skills in writing for film and television, including industry formats, the writing, editing and multimedia industries. Introduction to the professional issues associated with these industries.
The purpose of this module is to provide competency-based training in communication skills to write simple workplace documents.

Students are dealing with routine, predictable tasks with few repeatable steps. There is sufficient time to complete the tasks. The tasks are routine and involve dealing with people on a one-to-one basis, or working within a group with known participants.

On successful completion of this module, the student will be able to employ effective writing skills and strategies to write simple workplace documents.

VAF892  Statistics
18 nominal Hours  Prerequisite: Nil

Content
Sampling, graphical representation of statistical data, reading graphs, mode, median, mean, range, variance and standard deviation, normal distribution, skewed data, confidence limits.

VAG387  Transmissions
30 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module will enable the student to carry out minor servicing of clutches and transmission assemblies.

VAG443  Trust Accounting for Legal Executives
51 nominal Hours  Prerequisite: Legal Method or equivalent, NAP719

Aims & Objectives
The purpose of this module is to provide training in the field of trust accounting as might be relevant to a person working in a legal office, legal aid provider, government department, financial institution or bank or mortgage department or other allied area requiring a basic knowledge of the applicable procedures and law, regulations and rules as covered by this module.

Content
- Accounting for Trust Funds.
- General Office Accounting Systems.
- Introduction to Computer and Data Processing Systems.

VAG530  Vehicle Detailing
20 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module will enable the student to clean, inspect and complete pre-delivery detailing in a vehicle.

VAG682  Wheels and Tyres
15 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module will enable the student to recognize various wheel and tyre types and to safely carry out wheel and tyre service operations.

VAG728  Word Processing
20 nominal Hours  Prerequisite: Nil

Aims & Objectives
Provides the participant with skills in the use of a word processing package to create, save and retrieve one page documents and use basic formatting commands, such as bold and underline.

VAG822  Workshop Safety
10 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module is designed to give an awareness of the dangers associated with work, to enable the student to avoid injury to him/herself and workmates, and to act correctly in times of emergency.

VAG836  Writing Skills for Work
20 nominal Hours  Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide competency-based training in communication skills to write simple word related documents.

Students are dealing with routine, predictable tasks with few repeatable steps. There is sufficient time to complete the tasks. The tasks are routine and involve dealing with people on a one-to-one basis, or working within a group with known participants.

On successful completion of this module, the student will be able to employ effective writing skills and strategies to write simple workplace documents.

VAG876  Mechanics on Solids
60 nominal Hours  Prerequisite: EA904, EB840, VGB875, VA4125, VAA126

Content
The purpose of this module is to provide participants with the skills, knowledge and attitudes required to develop analytical techniques used to solve a wide range of linear stress/strain problems. This module builds on the knowledge obtained in Advanced Statics and Introductory/Advanced Strength of Materials, and also facilitates articulation to Degree courses in Engineering (Mechanical/Manufacturing).

VAH216  Work Team Communication
40 nominal Hours  Prerequisite: The subject is for students who have specific learning needs with a focus on intellectual and/or learning disability, have the potential for open employment and/or further training, and are sixteen years of age or over.

Content
Provides competency-based training to develop effective work team communication skills in the workplace.

VAH676  Induction
10 nominal Hours  Prerequisite: The subject is for students who have specific learning needs with a focus on intellectual and/or learning disability, have the potential for open employment and/or further training, and are sixteen years of age or over.

Content
Provides participants with an introduction to the training institution.

VAH760  Job Seeking Skills
54 nominal Hours  Prerequisite: The subject is for students who have specific learning needs with a focus on intellectual and/or learning disability, have the potential for open employment and/or further training, and are sixteen years of age or over.

Content
Provides competency-based training in effective communication skills to research and apply for suitable employment, then evaluate individual performance in the job application process.

VAJ581  Administrative Law for Justice Studies
54 nominal Hours  Prerequisite: Nil

Content
Provides knowledge of the general principles of administrative law and legislative provisions governing the review of administrative decisions.

VAJ648  Applied Psychology
54 nominal Hours  Prerequisite: Nil

Content
Introduction to the science of psychology. Students will learn to apply the knowledge of human behaviour provided by psychological research and study to promote appropriate referral of people in crisis.

VAJ685  Australian Criminal Justice System
54 nominal Hours  Prerequisite: Nil
Content
Provides knowledge and understanding of the relevant Criminal Justice functions of law enforcement systems, sentencing, correctional and court systems, within the framework of the Australian social environment.

VAJ921 Consumer Law and Advocacy
54 nominal Hours • Prerequisite: Nil

Content
Provides an overview of consumer advocacy and financial counselling, explores the structural nature of issues, and develops skill and knowledge of consumer advocacy.

VAJ949 Foundations of Law 1
54 nominal Hours • Prerequisite: Nil

Content
Provides a general introductory framework of Australian law making bodies and various aspects of the law within which to examine the criminal justice system, and develop legal research skills.

VAK049 Work Place Training: Category 1
36 nominal Hours • Prerequisite: Nil

Content
- Preparation for training.
- Planning and documenting resources.
- Delivery of training.
- Preparing trainees.
- Instructing and monitoring performance.
- Review and evaluation.
- Recording information on training.

VAK052 Criminology
54 nominal Hours • Prerequisite: Nil

Content
Introduction to the study of crime, substantive areas of offending behaviour, and the implications of criminology knowledge for policy formation and crime prevention.

VAK058 Current Issues in Community Law
Prerequisite: Nil

Content
The purpose of this module is to consolidate and refine skills gained in introductory modules and provide students with advanced knowledge and skills to identify current legal issues and to practice legal advocacy within a community justice framework.

VAK060 Customs
54 nominal Hours • Prerequisite: Nil

Content
The purpose of this module is for students to define customs enforcement authority. Students will be expected to explain customs control infrastructure, and its investigative and enforcement powers.

VAK063 DC and AC Electrical Fundamentals
60 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module deals with the application of electrical theory for simple DC and AC circuits, including motors and generators. The basic competencies in the practical construction of circuits and measurement of electrical quantities are also addressed.

VAK099 Current Issues in Policing
54 nominal Hours • Prerequisite: Nil

Content
The purpose of this module is to provide learners with a general knowledge of current issues in community policing.

VAK112 Cultural Diversity in Australia
54 nominal Hours • Prerequisite: Nil

Content
Provides an awareness of the origins and nature of Australia's multicultural society by personal contact with migrant and aboriginal peoples and accurate information. It seeks to dispel popular myths and develop attitudinal change.

VAK164 ELV Electrical Wiring
40 nominal Hours • Prerequisite: Nil

Content
This module deals with basic competencies in the design and installation of extra low voltage wiring systems.

VAK188 Energy Efficient Building Design
60 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module provides an understanding of the principles used to design energy efficient buildings in Australia. Design variables such as insulation, ventilation, thermal mass, window positioning, shading, etc. are explored in the context of thermal comfort, climate type and site considerations.

VAK247 Field Placement 1
38 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with practical experience within the justice system.

VAK262 Field Placement 2
38 nominal Hours • Prerequisite: Nil

Content
To provide students with practical experience within the Justice system.

VAK283 Foundations of Law 2
75 Hours • Prerequisite: Nil

Content
Familiarises the student with:
- The judicial system.
- Procedures for conducting an investigation.
- Case file management.
- Preservation, recording and presentation of evidence.
- Witness responsibilities.
- Court procedure and etiquette.

VAK324 Human Rights
54 nominal Hours • Prerequisite: Nil

Content
Provides the knowledge and skills to practice legal advocacy within a human rights and community justice framework.
VAK325 Hybrid Energy Systems

Aims & Objectives
This module provides training in the design, application, installation and maintenance of hybrid electrical systems, including demand assessment and energy-based services.

VAK327 Field Placement 3

Content
Provides students with practical experience of the justice system.

VAK398 Introduction to Renewable Energy Technologies

Aims & Objectives
This module is an introduction to renewable technologies. It considers a range of non-technical issues, energy and service requirements, solar radiation, site suitability, micro-hydro systems, biomass, solar thermal systems, building design features, RPAS Systems, photovoltaics, wind energy conversion systems, battery storage and sizing for applications. It looks at both the theory behind the technology and how it is applied in practical situations.

VAK437 Introduction to CAD Graphic Systems

Aims & Objectives
Enables the participant to use commercial Computer Aid Design package to create, store and print typical non-layered drawings using various drawing sizes, drawing layouts and dimensioning techniques.

VAK500 Auto Electrical Revision

Aims & Objectives
This module will provide the learner with a theoretical knowledge and practical experience relating to electrical laws, theory and principles.

VAK548 Micro Hydro Energy Systems

Aims & Objectives
This module provides training in design, application, installation and maintenance of micro hydro energy systems.

VAK602 Field Placement 4

Content
Provides a chance for students to experience work within the justice system.

VAK646 Introduction to Electronics for Renewable Energy Systems

Aims & Objectives
This module is an introduction to the semiconductor devices and electronic circuits found in renewable energy systems.

VAK682 LPG Installation, Tuning and Maintenance

Aims & Objectives
- Safe Handling of LPG (8 hours): To provide the participant with the knowledge and skills necessary to work safely on LPG vehicles; handle and transfer the fuel safely; establish and maintain a safe workshop environment.
- System Components (12 hours): To provide the participant with the knowledge of the function and operation of LPG components. This is essential background information for the following LPG modules: LPG fitting procedures; engine tuning; fault diagnosis; vehicle installation.
- Fitting Procedures (16 hours): To provide the participant with knowledge of the fitting regulations and the practical skills required for fitting LPG equipment to motor vehicles.
- Engine Tuning (8 hours): To provide the participant with the knowledge and practical skills necessary to correctly tune LPG vehicles, including a 'closed loop' system.
- Fault Diagnosis (8 hours): To provide the participant with the knowledge and practical skills necessary to diagnose the cause of: engine mechanical problems; LPG component problems; performance problems on LPG powered vehicles.
- Vehicle Installation (16 hours): To allow the student to apply the knowledge and skills developed in the previous modules, on a complete vehicle installation.

VAK688 Justice Delivery

Aims & Objectives
Develops an understanding of the role, function and organisation of the departments and agencies which comprise the justice delivery system, with an emphasis on current issues relevant to the community justice worker.

VAK691 Photovoltaic Power Systems

Aims & Objectives
This module provides training in the design, installation and maintenance of photovoltaic (PV) power systems and includes topics such as energy output electrical layout of systems, sizing, specifications and systems to meet special requirements.

VAL695 Solar Water Heating Systems

Aims & Objectives
This module provides training in the design, application, installation and maintenance of solar water heating systems.

VAK757 Police in Victoria

Content
The purpose of this module is to provide the student with a general knowledge of the structure and function of the Victoria Police Force, and the role of police in society.

VAK790 Local Government Law Enforcement

Content
This module will provide participants with an overview of Law Enforcement in Local Government and its relationship with other sectors of the Community Justice field.

VAK844 Prisons & Community Based Corrections

Content
To provide a critical understanding of the management philosophies, principles and practices of prisons and community based corrections.
<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Name</th>
<th>Hours</th>
<th>Prerequisite</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAL651</td>
<td>Sherriff: Authority &amp; Functions</td>
<td>54</td>
<td>Nil</td>
<td>Develops employment skills for people with a range of special learning needs.</td>
</tr>
<tr>
<td>VAL687</td>
<td>Social Research &amp; Analysis</td>
<td>54</td>
<td>Nil</td>
<td>Provides familiarisation with the concepts of quantitative and qualitative social research, ability to carry out basic research and an understanding of the role of research in Community Justice.</td>
</tr>
<tr>
<td>VAL689</td>
<td>Sociology</td>
<td>68</td>
<td>Nil</td>
<td>Explores the nature and development of Australian society and the historical events which have shaped it.</td>
</tr>
<tr>
<td>VAL755</td>
<td>Statute and Criminal Law</td>
<td>54</td>
<td>Nil</td>
<td>54 nominal Hours • Prerequisite: Nil</td>
</tr>
<tr>
<td>VAL879</td>
<td>The Role &amp; Function of Correctional Systems</td>
<td>50</td>
<td>Working knowledge of the relevant Victorian Legislation.</td>
<td></td>
</tr>
<tr>
<td>VAM006</td>
<td>Using a Personal Computer</td>
<td>20</td>
<td>Nil</td>
<td>Enables the participant to use a 'command line' type operating system to run software on a PC, manage files stored on secondary storage, install software, perform anti-virus and backup procedures, and carry out basic preventative maintenance and cleaning.</td>
</tr>
<tr>
<td>VAM054</td>
<td>Wind Energy Conversion Systems</td>
<td>60</td>
<td>Nil</td>
<td>This module provides training in the design, application, installation and maintenance of wind energy.</td>
</tr>
<tr>
<td>VAM062</td>
<td>Word Processing</td>
<td>1 Semester</td>
<td>68 nominal Hours • Prerequisite: Nil</td>
<td>The purpose of this module is to develop skills in the use of word processing packages, and examines the uses of spreadsheets and databases as an aid to writers and editors.</td>
</tr>
<tr>
<td>VAM069</td>
<td>Work Education</td>
<td>30</td>
<td>Nil</td>
<td>30 nominal Hours • Prerequisite: The subject is for students who have specific learning needs with a focus on intellectual and/or learning disability, have the potential for open employment and/or further training, and are sixteen years of age or over.</td>
</tr>
<tr>
<td>VAM094</td>
<td>Workplace Communication</td>
<td>80</td>
<td>Nil</td>
<td>Provides training for effective communication in the workplace at a simple, routine and predictable level.</td>
</tr>
<tr>
<td>VAM127</td>
<td>Writing Skills for Work</td>
<td>40</td>
<td>Nil</td>
<td>Provides competency based training in communication skills to write simple work related documents.</td>
</tr>
<tr>
<td>VAM130</td>
<td>Writing for Interactive Media 2</td>
<td>68</td>
<td>Nil</td>
<td>Develop writing skills for the new media industries, analysing and producing hypertext, interface design, writing for interactivity and production of CD ROMs.</td>
</tr>
<tr>
<td>VAM192</td>
<td>Air Quality Management</td>
<td>54</td>
<td>Nil</td>
<td>Develops employment skills for people with a range of special learning needs.</td>
</tr>
<tr>
<td>VAM213</td>
<td>Casework</td>
<td>60</td>
<td>Stage I</td>
<td>Provides students with a theoretical and practical introduction to counselling and casework.</td>
</tr>
<tr>
<td>VAM237</td>
<td>Community Development</td>
<td>60</td>
<td>Stage I</td>
<td>Introduces theory and practice, and explores opportunities, strategies and work practice as it applies to psychiatric disability support.</td>
</tr>
<tr>
<td>VAM244</td>
<td>Consumer Health and Safety</td>
<td>30</td>
<td>Stage I</td>
<td>Deals with prevention, harm minimisation and risks associated with the broad health and lifestyle issues as they concern people with a psychiatric disability.</td>
</tr>
<tr>
<td>VAM247</td>
<td>Counselling Skills</td>
<td>60</td>
<td>Stage I &amp; II</td>
<td></td>
</tr>
</tbody>
</table>
Aims & Objectives
Focusses on the application of communication to interpersonal and therapeutic skills.

VAM267  Ecologically Sustainable Development
27 nominal Hours  Prerequisite: Nil

Content
Human impact on ecological systems; industrial practices; measurement of economic output; implications of ESD; environmental accounting.

VAM278  Engineering Principles 1: Mechanics
18 nominal Hours  Prerequisite: Nil

Content
Kinematics; time, displacement, velocity and acceleration; formulae and units; vector and scalar quantities; relative dynamics; Newton's laws; friction, work, energy, power and torque.

VAM279  Engineering Principles 2: Heat and Transfer
18 nominal Hours  Prerequisite: Nil

Content
Heat and temperature units; temperature measurement; expansion of substances; coefficients of expansion; thermal stress; specific and latent heat; hazards of expansion; heating and cooling curves; heat transfer.

VAM280  Engineering Principles 3: Fluid Flow and Machine Mechanics
18 nominal Hours  Prerequisite: Nil

Content
Properties and characteristics of hydraulic fluid; hydraulic machines; pumps, motors, hydraulic circuits and controls; velocity, acceleration and inertia in mechanisms; screws, fasteners, joints, gears and cams.

VAM282  Environmental Law 1: International and National
27 nominal Hours  Prerequisite: Nil

Content
Criminal and Civil law; Acts, regulations and codes of practice; history and development of environmental law; environmental legislation, Federal Act, Federal Acts affecting chemicals, international codes of practice.

VAM283  Environmental Law 2: Victorian
27 nominal Hours  Prerequisite: Nil

Content
Planning permit application, land use planning, environmental impact assessment, EPA Act, State legislation affecting chemicals, Administrative Appeals Tribunal, role of Supreme Court.

VAM284  Environmental Management
54 nominal Hours  Prerequisite: Nil

Content
History of environmental management; ethics; environmental economics; environmental management philosophies and context; environmental assessment and auditing techniques.

VAM305  Fieldwork I
150 nominal Hours  Prerequisite: Stage I

Aims & Objectives
Aims to consolidate theory, experience and practice in a supervised work environment given specified learning goals, as agreed by student placement and course tutor.

VAM309  Foundation Mathematics
27 nominal Hours  Prerequisite: Nil

Content
Arithmetic; operations; index laws; scientific notation; logarithms; decimal prefixes; SI and imperial units; algebra and graphing; accuracy, precision and errors.

VAM323  Fieldwork II
250 nominal Hours  Prerequisite: Stage I & II

Aims & Objectives
Consolidates theory covered to this stage of the course with experience and practice in a supervised work environment. A specific learning goal is set as agreed to by the student, placement representative and course tutor.

VAM330  Industrial Waste Handling
36 nominal Hours  Prerequisite: Nil

Content
Overview of industrial waste streams and generators; processes generating prescribed wastes; legislation governing prescribed wastes; immobilisation techniques; recycling and recovery options.

VAM339  Industrial Waste Treatment and Disposal
36 nominal Hours  Prerequisite: Nil

Content
Water quality; waste treatment strategies including physical/chemical treatment; biological treatment and immobilisation; disposal methods; new technologies.

VAM340  Fieldwork III
50 nominal Hours  Prerequisite: Stage I, II & III

Aims & Objectives
This subject requires a group project by contract with an agency in the sector and also, via reflection and task, links all subject material. It operationalises Stage IV subjects into practice.

VAM359  Introduction to Microbiology
27 nominal Hours  Prerequisite: Nil

Content
Identification of micro-organisms; growth of micro-organisms; water analysis; control of micro-organisms; use of microscopes; aseptic sampling and analytical techniques; culturing media.

VAM363  Introduction to the Environment 1: Natural Ecology
44 nominal Hours  Prerequisite: Nil

Content
- The systems approach to ecology and environmental management.
- Ecological structure in terms of biotic and abiotic components.
- Energy flows and biogeochemical cycles.
- Natural population characteristics and dynamics.

VAM364  Introduction to the Environment 2: Human Ecology
27 nominal Hours  Prerequisite: Nil
VAM388 Managing Crisis
20 nominal Hours  Prerequisite: Stage I & II

Aims & Objectives
This unit will help develop the skills required to work with people in crisis, to work in crisis situations, and with the aftermath of a crisis.

VAM408 Organisational Structure and Process
40 nominal Hours  Prerequisite: Stage I, II & III

Aims & Objectives
Examines the requirements of an effective agency. The role and contribution of the worker to the agency culture, and decision making within the organisation, are also explored.

VAM410 Orientation to Social and Community Services (SACS)
10 nominal Hours  Prerequisite: Nil

Aims & Objectives
Maps the Social and Community Services service network, and initiates discussion related to the values and ethics that underpin SACS practice.

VAM418 Planning for Emergencies
36 nominal Hours  Prerequisite: Nil

Content
Types of emergencies; case histories; responsibilities for emergency management; human reactions; HAZOP; chemical hazards; legislation; fire service requirements; DISPLAN; elements of an emergency plan; post-emergency waste management.

VAM427 Principles and Practice, SACS
50 nominal Hours  Prerequisite: Nil

Content
Outlines the structure of government and non-government organisations, introduces sociological perspectives, social justice principles and worker ethics.

VAM436 Professional Integration Tutorials I
20 nominal Hours  Prerequisite: Nil

Aims & Objectives
The tutorials are designed to encourage students to link theory across subjects with their life and work experiences.

VAM437 Professional Integration Tutorials II
20 nominal Hours  Prerequisite: Stage I

Aims & Objectives
Through these tutorials students learn to integrate theory, experience and practice from the course through both life and work experience, and fieldwork placements.

VAM438 Professional Integration Tutorials III
20 nominal Hours  Prerequisite: Stage I & II

Content
Through these tutorials students are expected to link theory across subjects they have already undertaken, with their field placement activity and their work and life experiences.

VAM439 Professional Integration Tutorials IV
20 nominal Hours  Prerequisite: Stage II & III

Aims & Objectives
Students are encouraged to link theory across subject, life and work experiences and their fieldwork placement activities in a tutorial environment.

VAM442 Psychiatric Disability Support I (Introduction)
50 nominal Hours  Prerequisite: Nil

Aims & Objectives
This is the first of a series of subjects which form the core of the Diploma. Stage I introduces the topic and explores mental illness past and present from various perspectives, focusing on psychosocial rehabilitation.

VAM452 Sampling Techniques
27 nominal Hours  Prerequisite: Nil

Content
Representative sampling; sampling schedules and integrity; sampling errors; labelling, packing and transport of samples; sampling of solids, liquids, gasses, slurries and pastes.

VAM459 Sociology
60 nominal Hours  Prerequisite: Nil

Aims & Objectives
An introduction to some of the major principles of Sociology and its relevance to psychiatric disability.

VAM462 Solid Waste Management
54 nominal Hours  Prerequisite: Nil

Content
Waste streams, social, political and environmental issues, storage facilities, transport equipment, waste handling, separation and treatment, waste hierarchy, costing, landfill site selection, waste disposal options.

VAM467 Psychiatric Disability Support II (Consumer Perspectives)
50 nominal Hours  Prerequisite: Stage I

Aims & Objectives
Stage II examines psychiatric disability from the perspective of the consumer of services purporting to work in their interests.

VAM472 Supervised Industry Placement
40 nominal Hours  Prerequisite: Nil

Content
Students will be guided in the selection of a workplace that will be of benefit in terms of integration of theory and practice.

VAM474 Supervision and Support
40 nominal Hours  Prerequisite: Stage I, II & III
Subject Details

Identifies the worker's role in the process of professional supervision. Peer supervision is given particular emphasis. The role of the professional and peer support as a member of a staff team is also explored and differentiated from personal support and friendship.

VAM479 Psychiatric Disability Support III (Worker Focus)

<table>
<thead>
<tr>
<th>Content</th>
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</thead>
<tbody>
<tr>
<td>This stage of Psychiatric Disability Support examines psychiatric disability from the perspective of the worker.</td>
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</tbody>
</table>

VAM487 The Psychiatric Services System

<table>
<thead>
<tr>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examines the structure and make up of the psychiatric services system.</td>
</tr>
</tbody>
</table>

VAM503 Waste Water Analysis

<table>
<thead>
<tr>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analysis methods.</td>
</tr>
<tr>
<td>Physical measurements.</td>
</tr>
<tr>
<td>Determination of concentration of inorganic substances.</td>
</tr>
<tr>
<td>Organic analysis and the oxygen demand potential of samples of industrial waste water.</td>
</tr>
</tbody>
</table>

VAM506 Work Project

<table>
<thead>
<tr>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare a feasibility plan.</td>
</tr>
<tr>
<td>Evaluation procedures.</td>
</tr>
<tr>
<td>Execute the project plan and analyse the outcomes.</td>
</tr>
<tr>
<td>Deliver an oral presentation to a nominated audience.</td>
</tr>
</tbody>
</table>

VAM507 Working With Groups I

<table>
<thead>
<tr>
<th>Content</th>
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</thead>
<tbody>
<tr>
<td>Provides experiential learning as well as a theoretical structure for understanding groups and individuals within groups.</td>
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</table>

VAM508 Working With Groups II

<table>
<thead>
<tr>
<th>Content</th>
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</thead>
<tbody>
<tr>
<td>Provides experiential learning as well as a theoretical structure for understanding groups and individuals within groups, including planning, design, implementation and evaluation of groupwork interventions.</td>
</tr>
</tbody>
</table>

VAM518 Psychiatric Disability Support IV (Program Design)

<table>
<thead>
<tr>
<th>Content</th>
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</thead>
<tbody>
<tr>
<td>Stage IV of this subject considers program design and development in the context of psychosocial rehabilitation, the consumer perspective and the psychiatric disability worker's perspective.</td>
</tr>
</tbody>
</table>

VAM799 Analytical Chemistry

<table>
<thead>
<tr>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concentration units.</td>
</tr>
<tr>
<td>Conversion between units.</td>
</tr>
<tr>
<td>Volumetric and gravimetric analysis.</td>
</tr>
<tr>
<td>EMR properties.</td>
</tr>
<tr>
<td>Beer-Lambert Law.</td>
</tr>
<tr>
<td>Analytical instrumentation.</td>
</tr>
</tbody>
</table>

VAM800 Principles of Cleaner Production

<table>
<thead>
<tr>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consequences of cleaner production.</td>
</tr>
<tr>
<td>Roles of government authorities.</td>
</tr>
<tr>
<td>UNIDO and UNEP.</td>
</tr>
<tr>
<td>Chemical industry waste management code of practice.</td>
</tr>
<tr>
<td>Due diligence.</td>
</tr>
<tr>
<td>Environmental improvement plans.</td>
</tr>
<tr>
<td>Community liaison.</td>
</tr>
<tr>
<td>Waste minimisation.</td>
</tr>
<tr>
<td>Integrated solutions.</td>
</tr>
</tbody>
</table>

VAM803 Clinical Experience 2

<table>
<thead>
<tr>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designed to give the student the opportunity to develop the skills necessary for effective clinical participation. Students are encouraged to participate in and reflect on the culture of the clinical setting.</td>
</tr>
</tbody>
</table>

VAM999 Psychology

<table>
<thead>
<tr>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to some of the major principles of psychology and their relevance to psychiatric disability.</td>
</tr>
</tbody>
</table>

VAN030 Editing 1B

<table>
<thead>
<tr>
<th>Aims &amp; Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>The purpose of this module is to outline the purpose of editing, the techniques involved and the tools which are used to facilitate the process.</td>
</tr>
</tbody>
</table>

VAN035 Editing 2B

<table>
<thead>
<tr>
<th>Aims &amp; Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>The purpose of this module is to further develop the editing skills which were introduced in Editing 2A. It applies these skills to the preparation of commercial documents from first draft to pre-print stage. This module focuses on corporate material such as journals, advertising copy, newspapers and annual reports.</td>
</tr>
</tbody>
</table>
Aims & Objectives
The purpose of this module is to identify and demonstrate skills necessary for the reporting of events/publications, and develop awareness of legal and ethical considerations in the non fiction writing industry.

VAN038 Non Fiction 2B
1 Semester • 68 nominal Hours • Prerequisite: VAE272, VAN037, VAE273

Aims & Objectives
The purpose of this module is to identify viable publishing opportunities in the non fiction book market and complete an extended piece of non fiction.

VAN039 Novel 1B
1 Semester • 68 nominal Hours • Prerequisite: VAE281

Aims & Objectives
The purpose of this module is to continue the development of novel writing skills begun in Novel 1A. It expands a story outline to first draft stage and begins a consideration of markets and industry standards.

VAN040 Novel 2B
1 Semester • 68 nominal Hours • Prerequisite: VAE281, VAN039, VAE282

Aims & Objectives
The purpose of this module is to continue the development of novel writing skills begun in Novel 2A. It introduces additional features of novel writing techniques and continues with workshopping experiences.

VAN045 Short Story 1B
1 Semester • 68 nominal Hours • Prerequisite: VAE291

Aims & Objectives
The purpose of this module is to outline short story writing in the 20th Century, and to further develop the writing and criticism skills introduced in Short Story 1A.

VAN046 Short Story 2B
1 Semester • 68 nominal Hours • Prerequisite: VAE291, VAN045, VAF066

Aims & Objectives
The purpose of this module is to develop the skills and knowledge required to produce short stories of publishable quality. It introduces students to the processes of public scrutiny of manuscripts, examines contemporary short stories in detail, and builds on the skills of presentation, writing and constructive criticism introduced in Short Story 1A, 1B & 2A.

VAN047 Screen Writing 2B
1 Semester • 68 nominal Hours • Prerequisite: VAF

Aims & Objectives
The purpose of this module is to further develop skills of producing audio-visual materials which were introduced in Screenwriting 2A. Scripts are developed to final draft stage for a variety of media, and students examine the functions and operations of sound and video studios and the roles of people who work in them.

VAN057 Current Issues in Local Government
68 nominal Hours • Prerequisite: Nil

Content
Current Issues in Local Government covers four main areas:

- Developing Business Plans in Local Government.
- Integrated Local Area Planning.
- Compulsive and Competitive Tendering.

VBA033 Print Industry Structure and Methods
12 nominal Hours • Prerequisite: Nil

Aims & Objectives
The aim of this module is to acquire an overview of the structure and operations of the printing industry and to be able to prepare Desktop Publishing copy and artwork to the required standard. At the conclusion of this module, students should be able to:

- Identify the structure and mode of operation of the Printing Industry.
- Describe the various printing methods currently used in commercial printing.
- Describe the trends and future directions of the Printing Industry.

VBA034 Introduction to Personal Computers
24 nominal Hours • Prerequisite: Nil

Aims & Objectives
The aim of this module is to:

- Learn Operating System basics.
- Create, retrieve and edit files in database files.
- Create, retrieve and edit spreadsheet files.
- Create, retrieve and edit graphics files.
- Create, retrieve and edit word processor files.
- Apply recycling techniques to minimise paper wastage.

VBA035 Workplace Communication
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
The aim of this module is to provide competency-based training to develop effective work team communication skills in the workplace. On completion of this module, the student will be able to:

- Participate in small group discussion to reach agreement on workplace related issues.
- Co-operate with team members to plan and prepare a simple presentation.
- Make a job related presentation.

VBA036 Typography and Layout for Electronic Publishing
60 nominal Hours • Prerequisite: Nil

Aims & Objectives
The aim of this module is to acquire knowledge and skills required to produce layouts and specify typography and other components to industry standards. For printed images to be prepared using desktop publishing software applications. On successful completion of this module, students should be able to:

- Employ design elements and principles in the preparation of client accepted layouts for a range of printed work.
- Control the quality and quantity of typography throughout all the phases of production and reproduction.
- Adopt an approach for the production of an electronically generated publication to a given time scale.
- Employ/illustration to best effect.
- Employ colour to best effect.
- Specify, or make allowances for, the method of printing and the substrate on which the printing will be produced.
Aims & Objectives

The aim of this module is to provide students with the skills, attitude and knowledge required to scan line, continuous tone and previously screened monochrome copy producing output which conforms to established reproduction and electronic media specifications.

Content

- Scanners - types, advantages, applications, resolution.
- Scanners - Principles of operation.
- Input considerations.
- Principles of tone reproduction and colour separation.
- Copy evaluation, reproduction and aesthetic considerations.
- Output considerations, including laser printing and imagesetters.
- Introduction to quality control calibration and process monitoring.
- Image scanning, enhancement, output and evaluation.
- Filesize, types, import/export, storage medium.

VBA039 Graphic Manipulation (PhotoShop)

24 nominal Hours • Prerequisite: VBA037

Aims & Objectives

The aim of this module is to provide students with the skills, attitude and knowledge necessary to utilise graphics software programs to perform advanced image manipulation and merging techniques for reproduction. Learning Outcomes:

- Manage the electronic pre-press system to facilitate the creation, storage, retrieval and outputting of data.
- Create and modify complex illustration using layers and masking techniques of a graphics software package.
- Produce final electronic artwork on a pre-press vector-based graphics software program to meet the specifications of a production brief.
- Utilise the path function for detailed selection of bitmap images.
- Employ colour and tone correction, and image enhancement techniques.
- Employ colour and tone correction techniques to bitmap images.

VBA040 Illustration Applications (Illustrator)

36 nominal Hours • Prerequisite: VBA033, VBA034, VBA036

Aims & Objectives

The aim of this module is to utilise software application packages to:

- Create aesthetic and legible graphics relevant to the Graphic Arts area.
- Access and modify graphic files.
- Modify or manipulate pre-scanned graphics.

VBA042 Planning and Estimating (Manual)

30 nominal Hours • Prerequisite: adequate understanding of figures and calculations.

Aims & Objectives

This module gives an overview of costing and estimating of materials and processes, hourly rates and purchasing of paper in order to increase productivity and reduce waste.

Content

- Obtaining specifications.
- Knowing how to purchase paper at competitive prices.
- Calculating pre-press operations and estimates.
- Estimating ink usage and costs.
- Estimating Lithographic printing.
- Calculating finishing processes and estimates.

VBA043 Binding and Finishing Techniques

20 nominal Hours • Prerequisite: Nil

Aims & Objectives

This module provides students with the skills and knowledge required to plan a range of post-press tasks, including:

- Imposition.
- Folding and cutting.
- Binding methods.

VBA044 Colour Measurement Application

42 nominal Hours • Prerequisite: Nil

Aims & Objectives

The aim of this module is to provide the skills and knowledge necessary to perform colour measurement tasks using a variety of hardware and software tools.

Content

- Colour representation and plotting systems.
- Colour properties.
- Test images and samples for measurement.
- Colour difference and other computations.
- Controlling colour in software applications.

VBA045 Systems Management 2

42 nominal Hours • Prerequisite: VBA041

Aims & Objectives

The aim of this module is to provide students with the skills, attitudes and knowledge necessary to manage multiple computer work stations in a local area network, and to enable the integration of a multiple number of platforms used in the pre-press industry.

Content

- Data compression.
- Postscript language.
- Data transmission.
- Operating system.
- System security and maintenance.
- File conversion techniques.
**VBA046  Image Input - Scanning 2 (Colour Reproduction)**

42 nominal Hours  •  Prerequisite: VBA044, VBA048

**Aims & Objectives**
The aim of this module is to provide students with the skills, attitude and knowledge required to produce colour separated images by electronic scanner, to suit average printing conditions, proofed and evaluated to the original and reproduction specifications.

**Content**
- Theory of colour reproduction.
- Printing requirements for colour.
- Separation characteristics.
- Tone reproduction.
- Grey balance and colour correction.
- Scanner types and applications.
- Principles of scanner operation.
- Sections of the scanner.
- Scanner resolution, magnification and pixel sampling.
- Calibration of the scanner.
- Copy evaluation and aesthetic consideration; tone, cast highlight and shadow selection.

**VBA047  Advanced Typography (Book Production)**

30 nominal Hours  •  Prerequisite: VBA046

**Aims & Objectives**
The aim of this module is to provide students with the skills, attitude and knowledge necessary to produce complex pagination, which complies with established graphic industry standards, electronically. On successful completion of this module, students should be able to:
- Select type to suit a complex design brief.
- Produce complex finished art using electronic imaging equipment.
- Evaluate and make the necessary adjustments to complex finished art and typographic output.
- Develop complex imposition schemes suitable for book production.

**VBA048  Electronic Image Assembly: Text and Graphics**

82 nominal Hours  •  Prerequisite: VBA034, VBA037, VBA039, VBA040

**Aims & Objectives**
The aim of this module is to provide students with the skills, attitude and knowledge necessary to utilise high-end and desktop pagination technology, to pre-plan, create, manipulate and output final pages, incorporating text and graphic elements. Learning Outcomes:
- Pre-plan page layout elements for scanning, page make-up and the output process, according to job and production requirements.
- Perform post-scanning editorial corrections to images in accordance with job specifications.
- Create and output final pages using the construction and manipulation tools of a high-end system according to job specifications.
- Output desktop publishing files through hardware and software RIPs.
- Demonstrate housekeeping management of files for desktop systems.
- Integrate graphics and text between desktop and high-end systems.

**VBA049  Introduction to Small Business**

40 nominal Hours  •  Prerequisite: Nil

**Aims & Objectives**
The aim of this module is to introduce the concepts and factors required to start or run a small business.

**Content**
- Define small business in Australia and the way it is affected by changes in the economy.
- Outline the common characteristics of a small business opportunity.
- Specify the knowledge, abilities and personal characteristics required to start a successful small business.
- Select a suitable location and premises for a business, having regard to the tenancy costs and the constraints of the various laws and regulations.
- Conduct effective market research.
- Use marketing to facilitate business success.
- Develop a successful promotional plan for the business.
- Establish the appropriate business structure and the legal and protective means required to support and maintain it.
- Describe the financial procedures required to start up and maintain a small business.
- Describe how to establish a business plan, set goals and use appropriate time management strategies.

**VBB082  Total Quality Management (TQM)**

50 nominal Hours  •  Prerequisite: It is recommended that the Participative Management Module be completed prior to, or in conjunction with, this module.

**Aims & Objectives**
This module aims to develop an understanding of the processes of TQM and skills which can be applied to its facilitation in the enterprise.

**VBA292  Individuals Groups and Organisations**

72 nominal Hours  •  Prerequisite: Nil  •  Assessment: Continuous

**Aims & Objectives**
To provide students with the knowledge and skills to understand sociological concepts and techniques used to explain the relationships between individuals and their social environment.

**VBA293  Issues in Multicultural Australia**

72 nominal Hours  •  Prerequisite: Nil  •  Assessment: Continuous

**Aims & Objectives**
Provides a theoretical framework for the analysis of the history of cultural diversity in Australia, and the development of current policy and practice on multicultural issues.

**VBA294  Research Skills 1**

36 nominal Hours  •  Prerequisite: Nil

**Aims & Objectives**
To provide competency-based training in the analysis of types of research data and the design of a research proposal.

**Content**
- Constructing an approach to research methodologies.
- Data gathering (primary and secondary).
- 'Politics' of research processes.
- Ethical issues in research.
- Defining a research proposal.

**VBA295  Using Information Technology 1**

72 nominal Hours  •  Prerequisite: Nil

**Aims & Objectives**
Develop computer and online research skills, graphic design software and Web design skills essential for the production of interactive media projects.
VBA296  Argument and Analysis
72 nominal Hours  Prerequisite: Nil

Aims & Objectives
To develop and analyse approaches to non-fiction writing for particular audiences. Autobiographies, investigative/inquiry writing including in-depth investigation of issues, travel writing and "New Journalism" are all covered.

VBA298  Research Skills 2
36 nominal Hours  Prerequisite: VBA294

Content
Planning and preparing a research report for publication and evaluating research, its purposes and outcomes.

VBA305  Behaviour in Organisations
72 nominal Hours  Prerequisite: Nil

Aims & Objectives
To provide competency based training in the identification and analysis of factors which influence the behaviour of people in organisations, and appropriate strategies for producing positive changes in both groups and individual behaviour.

VBA306  Culture & Ideas
72 nominal Hours  Prerequisite: Nil

Content
- Cultural definitions and history.
- Theory and critical practice.
- Architectural and literary modernism.
- Structuralism and the Frankfurt school.
- Sport and culture.
- Postmodernism and Poststructuralism.
- The significance of popular culture.

VBA316  Australian Politics
54 nominal Hours  Prerequisite: Nil

Aims & Objectives
To provide competency based training in the analysis and evaluation of the major institutions within the Australian political system.

VBA319  Writing for Public Release
60 nominal Hours  Prerequisite: Nil

Aims & Objectives
Develop writing skills for the mass media, such as Newswriting, Feature Articles, Articles for Popular Magazines, Media Releases, Writing for an Organisation and Public Relations writing.

VBA332  Using Information Technology 2
72 nominal Hours  Prerequisite: VBA286

Content
- Social issues regarding information technology, the internet and the Web.
- Analysis and design of Web sites.
- Spreadsheet and data bases.
- Writing a Webpage.
- Overview of publishing.
- The role of Desktop publishing and production of documents.

VBA333  Understanding Mass Media
54 nominal Hours  Prerequisite: Nil

Aims & Objectives
Explore the mass media industries and develop an understanding of their function and products. Analyse mass media from an industry and cultural perspective.

VBA502  Law of Marketing
51 nominal Hours  Prerequisite: The Marketing Concept, Business Law International

Aims & Objectives
The purpose of this module is to provide detailed skills and knowledge in particular areas of Marketing Law relevant for a person engaged in the operation of a legal office, private or public sector organisation or other area requiring a specialised knowledge of Marketing Law principles.

Content
- Insurance law.
- Negotiable Instruments.
- Misleading and deceptive conduct, and false or misleading representations.
- The Law of Agency.
- The Law relating to Copyright.
- Industrial and intellectual property rights and the common law.
- Trademarks and Designs.
- Passing off and confidential information.
- The Law of Patents and Inventions.
- Raffles, Market Games and Competitions.
- Gift promotions.

VBA736  Computer Technology Extension
5 nominal Hours  Prerequisite: Nil

Content
Students will learn how to extend their use of computer technology by accessing information on a CD ROM and sending email on the internet.

VBB121  Industry Context and Future Directions
10 nominal Hours  Prerequisite: Nil

Content
Provides students with the knowledge and skills required to discuss the general structure, history, and future directions of the multimedia industry.

VBB122  Visual Design for Industry
30 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module assists learners develop a design aesthetic through the general understanding of the design principles and elements, and how these are applied in the production of a multimedia product and in the ability to apply these principles in the critical assessment of multimedia products. Programs used include Adobe Photoshop and Adobe Illustrator.

VBB123  Introduction to Multimedia Authoring
40 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module will provide the student with the knowledge to combine and present multiple media sources and present them in a single presentation. They will acquire the skills to present and navigate multiple sources of media information, and present a range of information to particular audience groups using an industry standard multimedia authoring tool. This will involve using the scripting language "Lingo" to achieve navigation and interactivity, and Photoshop to create interfaces. Programs used include Adobe Photoshop, Macromedia Director.

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VBB124  Introduction to Multimedia
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
In this module students research the process involved in the creation of contemporary multimedia products. Students will also examine examples of the audience as well as the design and navigational structure of contemporary multimedia products.

VBB125  Computer Literacy and Survival Skills
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
In this module students will become familiar with the computer and its operating system. Students will learn how to create and save files, use backup mediums, use the Internet and navigate around Windows NT.

VBB127  Multimedia Interface Design
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
In this module students apply appropriate design principles to analyse and construct an interface for a multimedia product. This involves the analysis of audience and user needs, and the understanding of medium constraints, and navigational structures of multimedia through the different mediums of the Internet, and CD-ROM. Programs used include Adobe Photoshop and Macromedia Director.

VBB128  Digital Audio 1
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
Students will learn how to capture audio, edit sound and use it in the context of video for use in a multimedia context. Programs used include Sound Forge XP.

VBB129  Digital Imaging 1
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module provides students with the relevant skills and attitudes to use 2D software for image capture, creation and manipulation. Programs used include Adobe Photoshop and Adobe Illustrator.

VBB130  Introduction to 2D Animation
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
- This module is to provide learners with a general understanding of how simple animations are achieved, by creating animated navigation and control buttons and cartoon characters that are authored to work via Director's lingo.
- Creation and preparing animated walk and other cycles.
- Understanding motion parallax, tweening, lip synchronisation and how to apply it to animations.
- The creation of navigation buttons, introductory or splash web pages and animations using Flash.

VBB131  Digital Video 1
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module introduces students to the basic principles involved in the creation of narrative using video as a medium. Students will learn the deconstruction of contemporary and classic films, the construction of a narrative, storyboarding, the use of video cameras, digitizing video onto a computer, editing using the computer and the application of video in a multimedia context. Programs used include Adobe Premiere, Sound Forge XP, Macromedia Director.

VBB134  Introduction to 3D Modelling and Animation
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module is to introduce learners to the principles involved in constructing and animating vector based 3D models using an industry standard 3D modelling and animation package. This module more specifically involves the creation of objects using splines, using the transform tool, array, move, rotate, edit, precisely locate clones, aligning and scaling objects.

VBB139  Introduction to the Internet 1
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module will introduce students to the skills to create Web pages using current HTML and scripting standards. It involves the use of links, tables, frames and images. Learners will also learn how to construct and interface using Adobe Photoshop, slice it and reassemble it in HTML. Programs used include notepad, Macromedia Dreamweaver, and Adobe Photoshop.

VBB219  Electrical Fundamentals
80 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide learners with an introduction to the principles involved in analogue electronics. Including the effects of current flow in various circumstances and the various sources of electrical energy. This subject also provides the learner with the ability to examine resistive and reactive circuits connected to DC and to sinusoidal AC supplies, including the ability to:
- Construct a simple electrical circuit comprising a power source, a circuit protection device, an AC signal source and load.
- Describe the purpose and functioning of each component in such a circuit.
- Diagnose simple electrical faults.
- Measure DC and AC voltage, current, reactance and impedance in simple series, parallel and series-parallel resistive-reactive circuits.
- Apply Ohm's law and other formulae to verify circuit values.

VBB220  Basic Test Equipment
20 nominal Hours • Prerequisite: VBB219

Aims & Objectives
To give the learner:
- An understanding of the principles of measurement of common electrical quantities: potential (voltage), current, resistance, period and (by calculation) frequency.
- The ability to select and use a multimeter, an oscilloscope or a digital logic probe for particular measurements to measure specified quantities accurately.
- Ability to apply safe measuring techniques in given situations.

VBB221  Analogue Systems
40 nominal Hours • Prerequisite: The learning outcomes 1, 2, 3 and 4 of Electrical Fundamentals (VBB219) would be a suitable background for this subject.

Aims & Objectives
To provide learners with an introduction to the principles involved in analogue electronics.

VBB222  Digital Systems
40 nominal Hours • Prerequisite: Nil
Aims & Objectives
This module aims to provide learners with the knowledge and skills to enable them to identify a digital system or a computer system and describe the basic principles of operation of common systems.

VBB223  Introduction to Internet (Electronics)
20 nominal Hours • Prerequisite: Basic Keyboard Skills, Basic Computer Skills

Aims & Objectives
To enable learners to:

• Access the Internet to retrieve information using effective search strategies.
• Participate in on-line communication.
• Discuss the impact and future of the Information Superhighway.

VBB225  Engineering Management and Communications 1
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
To develop an understanding of the importance and relevance of interpersonal and self-management skills in conducting workplace endeavours efficiently and effectively.

VBB226  Engineering Management and Communications 2
40 nominal Hours • Prerequisite: VBB225

Aims & Objectives
To develop in the learner:

• Skills in workplace writing, research, report writing and self-promotion. To initiate or enhance industry investigation.
• An appreciation of team-based workplace performance.
• An awareness of Australia’s international economic position with particular reference to learners’ chosen Industry.

VBB227  Engineering Management and Communications 3
40 nominal Hours • Prerequisite: VBB226

Aims & Objectives
To develop a practical understanding of quality concepts, their evolution and application in students’ current or future employment.

VBB229  Mathematics for Electronics 2
40 nominal Hours • Prerequisite: VBB228

Aims & Objectives
To enable learners to apply essential core mathematical concepts and calculations within the Certificates IV Electrical, Electronics or Computer Systems modules.

VBB230  Assembly Techniques
40 nominal Hours • Prerequisite: NE184, NEB18

Aims & Objectives
To provide the learner with the knowledge and skills to be able to safely fabricate products using materials commonly found in an electronic workshop.

VBB231  Digital Electronics 3
40 nominal Hours • Prerequisite: NE179, NE180

Aims & Objectives
To enable learners to:

• Analyse and determine if a digital circuit is operating correctly, based on measured or recorded input and output conditions.
• Service a range digital circuits module.
• To correctly interpret manufacturers’ data in order to facilitate the testing of a digital integrated circuit.

VBB232  Transducers
40 nominal Hours • Prerequisite: NE183, NE180, NE184, VBB230

Aims & Objectives
To give students an understanding of the range of transducers available, their operational principles, performance specifications and interface requirements so that they may choose a suitable transducer for an application and specify a suitable interface and signal conditioning circuit.

VBB235  Data Communications
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
To enable learners to correctly select test equipment for a particular measurement requirement and be able to correctly operate the test equipment to obtain valid measurement results.

VBB239  Advanced Internet
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide learners with:

• The working knowledge to create Web pages.
• An understanding of how to connect to the Internet from a single computer, including configuring the required Internet parameters on the computer.
• An understanding of how to connect to the Internet from a LAN environment.
• Awareness of the various options available for connecting a LAN to the Internet using a single user account.
• Awareness of the range of possible telecommunication links to the Internet.
• A working knowledge of the IP protocol.
• An introduction to DNS (Domain Name Service), SMTP (Simple Mail Transfer Protocol), POP (Post Office Protocol) and NNTP (Network News Transfer Protocol).

VBB242  Electrical/Electronics Industrial Practices
80 nominal Hours • Prerequisite: Nil

Aims & Objectives
To develop in students an up-to-date knowledge of the way in which the electrical and electronic industry bodies perform a vast range of duties, such as customer service calls, installations, preventative maintenance schedules and workshop repairs. These experiences and the skills attained will be directly related to the modules being undertaken concurrently.

• To enable students to participate in the day-to-day activities for their chosen career path. In so doing, students should be able to develop and apply their knowledge and skills. Students should also gain a working knowledge of the actual duties and communications/customer relations skills required in the workplace.
• To set up a communications bridge so that students and industry representatives have an opportunity to evaluate each other in terms of possible employment.
To provide participants with an introduction to the basic
to the natural resource

Aims & Objectives
This module aims to provide the learner with the knowledge and skills required to
specify, select, install and test the peripherals and software associated with
Multimedia PC Systems.

VBB335 Orientation to the Natural Resource Management Industry
60 nominal Hours • Prerequisite: Nil • Corequisites: NCS015, VBD193

Aims & Objectives
To provide the participant with an introduction to the Natural Resource Management
Industry, its various specialist employment streams and the issues confronted by
natural resource managers.

VBB336 Biology
40 nominal Hours • Prerequisite: Nil • Corequisites: AAA724, AAA725

Aims & Objectives
To provide a basic knowledge of the structure and function of plants and animals which
will form the basis of further study in identification and ecology.

VBB337 Environmental Law (Natural Resource Management)
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide learners with an understanding of the state and federal legal systems and
how these relate to the roles and responsibilities of both public and private sector
employees working in natural resource management.

VBB338 Geology
45 nominal Hours • Prerequisite: Nil • Corequisites: AAA727, VBB343

Aims & Objectives
To provide participants with an introduction to the basic principles of geology.

VBB339 Animal Identification
40 nominal Hours • Prerequisite: VBB336

Aims & Objectives
To provide learners with the skills to classify animal specimens into major taxonomic
groups.

VBB340 Coastal and Catchment Aquatic Management
50 nominal Hours • Prerequisite: AAA724, AAA725

Aims & Objectives
To allow participants to discover the natural dynamics of freshwater and marine aquatic
environments and to provide them with skills in investigating habitat requirements for
various aquatic life. The effects of human impacts on habitats and in monitoring habitat
degradation will also be covered.

VBB341 Resource Assessment
50 nominal Hours • Prerequisite: AAA722, AAA724, AAA725, AAA727, VBB338, VBB339, VBB342

Aims & Objectives
This subject aims to provide participants with an opportunity to integrate and practise
their skills in identifying and recording the natural resources of an area and its values.
This unit also provides students with skills in assessing the past and present impact of
humans on the terrestrial ecosystems in the area, and in developing programs for the
sustainable use of natural resources.

VBB342 Resource Management Planning
20 nominal Hours • Prerequisite: VBB335 • Corequisites: Management modules
appropriate to the stream.

Aims & Objectives
To provide participants with an understanding of the role of planning in natural resource
management, and an ability to prepare and interpret management plans.

VBB343 Natural Resources Mapping Systems
40 nominal Hours • Prerequisite: Nil • Corequisites: VBB338

Aims & Objectives
• To provide participants with an introduction to the range of mapping systems used
  in natural resource management.

VBB344 Introduction to Geographic Information Systems
40 nominal Hours • Prerequisite: AAA440, VBB343, VBB342

Aims & Objectives
• To provide participants with an introduction to the technology of Geographic
  Information Systems (GIS).

VBB345 Aquatic Science
60 nominal Hours • Prerequisite: AAA724, AAA725, VBB336, VBB339

Aims & Objectives
To provide participants with the skills and knowledge to identify main geological
formations of aquatic environments, classify animals that occur in marine and
freshwater environments, investigate the physical and chemical features of freshwater
and saline environments and explain the biology of plants and animals that distinguish
each, perform sampling of water and invertebrates in the field and undertake analysis in
the laboratory.

VBB346 Catchment and Land Management
80 nominal Hours • Prerequisite: AAA724, AAA725

Aims & Objectives
To provide participants with ecological principles to tackle land and catchment
management issues using a range of management techniques.

VBB347 Court Procedures
40 nominal Hours • Prerequisite: VBB337

Aims & Objectives
To provide students with knowledge of law enforcement and court practices, as well as
procedures and skills in presenting information in this environment.

VBB348 Cultural Resource Management
50 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the participant with an understanding of the diversity of cultural resources
and the legislation protecting them. To enable the participant to locate, identify, record
and store information on cultural resources, to assess their value and plan for their
management.

VBB349 Fire in Resource Management
30 nominal Hours • Prerequisite: 1.12A
Aims & Objectives
To provide participants with the skills and knowledge to plan to use fire as a resource management tool for nominated objectives.

VBB350 Fisheries Management
20 nominal Hours • Prerequisite: VBB339
Aims & Objectives
To provide participants with the skills and knowledge to manage a fishery.

VBB351 Forest Utilisation
70 nominal Hours • Prerequisite: VBB343
Aims & Objectives
To provide participants with an overview of forest harvesting products and processes, the ecological factors associated with fish populations and the techniques and strategies that may be used to manage a fishery.

VBB352 Forest Road Construction & Maintenance
30 nominal Hours • Prerequisite: AAA727, VBB343
Aims & Objectives
To provide the participant with the skills and knowledge to plan and monitor the construction of minor forest roads used in logging coupes.

VBB353 Hydrogeology
40 nominal Hours • Prerequisite: AAA727, VBB338
Aims & Objectives
To provide participants with a basic understanding of the measurement, protection and utilisation of groundwater resources.

VBB354 Hydrography
50 nominal Hours • Prerequisite: VBB340
Aims & Objectives
To provide the participant with an understanding of hydrography as it relates to stream gauging and data collection, and its relationship to natural resource management.

VBB355 Introduction to Wildlife Management
40 nominal Hours • Prerequisite: VBB339
Aims & Objectives
To provide the participant with an introduction to the principles of wildlife management.

VBB356 Interpretation
40 nominal Hours • Prerequisite: AAA600
Aims & Objectives
To enable the participant to develop activities, conduct and evaluate interpretive programs and to design, produce and evaluate interpretive displays and publications.

VBB357 Pest Animal Management
50 nominal Hours • Prerequisite: AAA724, AAA725, VBB339, VBB335
Aims & Objectives
To provide the participant with a knowledge of pest animals, the damage caused by pest animals to economic enterprises and the natural environment, and methods to manage pest animal problems.

VBB358 Pest Plant Management
20 nominal Hours • Prerequisite: AAA724, AAA725, VBB334
Aims & Objectives
To provide participants with the skills and knowledge to manage a fishery.

VBB359 Project Management
40 nominal Hours • Prerequisite: AAA630, NGAS113
Aims & Objectives
To introduce participants to the skills, techniques and knowledge used in planning, managing and evaluating projects.

VBB360 Recreation and Ecotourism Management
50 nominal Hours • Prerequisite: AAA724, VBB335
Aims & Objectives
To provide the participant with an understanding of and practical skills in outdoor recreation and ecotourism management.

VBB361 Recreation Facilities for Public Land
50 nominal Hours • Prerequisite: AAA727, VBB343
Aims & Objectives
To provide the participant with an understanding of and practical skills in outdoor recreation and ecotourism management.

VBB362 Silviculture 1
60 nominal Hours • Prerequisite: AAA724
Aims & Objectives
To provide the participant with an introduction to the management of trees and forests to provide goods and services, with an emphasis on timber production.

VBB363 Silviculture 2
80 nominal Hours • Prerequisite: VBB362
Aims & Objectives
To provide the participant with a detailed understanding of the management of trees and forests to provide goods and services, with an emphasis on timber production.

VBB364 Weed Identification and Control
30 nominal Hours • Prerequisite: Nil
Aims & Objectives
To provide the participant with an understanding of the control of weeds through chemical and non-chemical methods, and skills to carry out control operations with minimal risk to themselves and the environment.

VBB9789 Credit Practice
80 nominal Hours • Prerequisite: Nil • Assessment: Assignments, Class exercises
Aims & Objectives
To provide an introductory knowledge and the essential guidelines that underpin commercial credit practices.

VBB9790 Credit Control
40 nominal Hours • Prerequisite: Nil
Aims & Objectives
To provide the expertise and knowledge to determine the credit worthiness of clients, and thus process credit applications and assess the terms and conditions of established client accounts.

VBB9791 Credit Law
10 nominal Hours • Prerequisite: Nil

Aims & Objectives
An introduction to the basic principles and concepts of the law which underpin the decision making process of a credit manager.

VBB9792 Credit Finance
38 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose is to provide the student with a definition and overview of the guidelines and technical aspects of commercial lending, and the realistic implementation of commercial lending practices including securities.

VBC357 Workplace Safety
40 nominal Hours • Prerequisite: Nil

Content
Will provide participants with skills and knowledge which will enable them to apply the required safety practices in a nursing workplace. In addition, it provides an overview of the legal requirements relating to occupational health and safety in a nursing environment.

VBC392 Computerised Bookkeeping
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module is intended to enable a small business operator in the multimedia industry to use a computer software package to manage their financial accounting requirements. Programs used include MYOB.

VBC850 Reading & Writing I
80 nominal Hours • Prerequisite: Nil

Content
- Reading and responding to texts.
- Writing short pieces based on personal experience.
- Work on building paragraphs.
- Exercises in sentence structure.
- Reading and writing procedural texts and pieces concerned with humanities, sciences and technology.
- Word study exercises.

VBC851 Oral Communications
80 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit provides opportunities for participants to improve their speaking and listening skills, and to increase their knowledge in the general communication skills necessary in everyday life.

VBC852 Numeracy I
80 nominal Hours • Prerequisite: Nil

Content
- Interpretation and classification of shapes.
- Read, write and compare numbers related to money and time.
- Follow directions of location.

VBC853 Introduction to Computers (GCO1)
80 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to enable students to develop and extend computer skills using the NT platform and Office 97. The course caters for students from a range of levels and backgrounds. Individual differences are recognized.

VBC854 Reading and Writing II
80 nominal Hours • Prerequisite: Nil

Aims & Objectives
To address the competencies outlined in the Certificate of General Education for Adults, including the domains of reading and writing for self expression, practical purposes and knowledge, and public debate.

VBC855 Oral Communications II
80 nominal Hours • Prerequisite: Nil

Aims & Objectives
Oral communication II builds on the skills achieved in level I and seeks to improve communication skills to suit a range of different purposes.

VBC856 Numeracy II
80 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module is to enable students to develop everyday numeracy skills to make sense of their daily personal and public lives. The maths involves measurement, shape, numbers and graphs, applied to tasks which are part of the learners routine but also extends to applications outside their immediate personal environment.

VBC857 Hospitality (GCO2)
80 nominal Hours • Prerequisite: Nil

Aims & Objectives
Caters for students from a range of levels, and individual differences are acknowledged. Learning outcomes will be integrated around tasks and procedures related to Hospitality. Students will function at their specific levels and their reading, writing and oral skills will be enhanced through the GCO2 activities and as separate entities in themselves.

VBC858 Reading and Writing III
80 nominal Hours • Prerequisite: Nil

Aims & Objectives
At the end of the unit learners will be able to read, comprehend, and write a range of texts within a variety of contexts.

VBC859 Oral Communications III
80 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module caters for students from a range of levels and individual differences are acknowledged. Learning outcomes include improved language skills, improved self confidence, and an understanding of individual rights and responsibilities in society.

VBC860 Numeracy III
80 nominal Hours • Prerequisite: Nil
Aims & Objectives
At the end of this module learners will have the capacity to interpret and analyse how
mathematics is represented and used. They will be able to recognise and use some of
the conventions and symbolism of formal mathematics. This includes the use of graphs,
maps and directions, and an introduction to the use of formulae and problem solving
strategies.

VBC861 Information Technology (GCO3)
50 nominal Hours • Prerequisite: Nil
Content
At these levels you will combine a range of word processing skills to produce a range of
complex documents. These documents will need to be edited and revised to a high
standard.

VBC862 Reading and Writing IV
50 nominal Hours • Prerequisite: Nil
Aims & Objectives
At the end of this module learners will be able to read, comprehend, and write a range of
texts within a variety of contexts.

VBC863 Oral Communications IV
50 nominal Hours • Prerequisite: Nil
Aims & Objectives
The purpose of this module is to enable students to develop everyday oral
communication skills to make sense of their daily personal and public lives. It aims to
improve listening and speaking skills to aid clearer communication in learners’ daily
lives.

VBC864 Numeracy IV
50 nominal Hours • Prerequisite: Nil
Aims & Objectives
At the end of this unit learners will be able to confidently perform calculations using a
variety of methods. They will be able to interpret and use the formal symbols and
conventions of mathematics in order to solve simple problems.

VBC865 The Internet (GCO4)
50 nominal Hours • Prerequisite: Nil
Aims & Objectives
This module introduces students to the internet. The module is delivered mainly in the
classroom but is completed outside the classroom, and may include research and
communication with other students via e-mail.

VBD193 Work Placement I (Natural
Resource Management)
50 nominal Hours • Prerequisite: ADB907 • Corequisites: V86E36. To maximise the
benefit of this module, learners should have useful skills appropriate to the area, e.g.
they should have completed part of their first year of study in a two year program.
Ideally, learners should undertake NC2006 and NC3009.

VBD204 Legal Aspects of International
Commerce
50 nominal Hours • Prerequisite: Nil
Aims & Objectives
To equip the student with the knowledge and skills necessary to competently appraise
international legal situations likely to be encountered in the conduct of International
Trade. The ability to make informed management decisions in relation to the choice of
overseas business representation, dispute resolution matters across international
borders, the mechanics of operation of international conventions, and the obligations
of the seller and manufacturer of goods and services destined for international markets.

Content
• International treaties and conventions.
• The Law of Agency.
• Business Enterprises.
• Representatives Abroad.
• The Sale of Goods on the Australian Market Place.
• The resolution of International Trade Disputes and the International Arbitration
Act.
• The Customs Act.
• The carriage of goods by sea and air.
• The Navigation Act.
• Transport Law.

VBD216 Restrictive Trade Practices
51 nominal Hours • Prerequisites: V82238, V82235
Aims & Objectives
To provide skills in detailed examination and analysis of the regulation of restrictive
trade practices under Part IV Trade Practices Act 1974 (Cwlth) as amended, and
incorporating investigation of the historical context of the Act, relevant economic
criteria, prohibited conduct, penalties, procedures, and legal reasoning and argument,
as relevant to a person working in a legal office, government department, financial
institutions or a general business context.

Content
• Purpose and development of the Trade Practices Act.
• Structure and role of the Australian Competition and Consumer Commission.
• Market, market power and competition.
• Prohibited contracts, arrangements and understandings.
• Secondary boycotts.
• Misuse of market power.
• Resale price maintenance.
• Mergers.
• Exemptions from the Act.
• Authorisation of certain forms of conduct.

VBD217 Probate and Administration
51 nominal Hours • Prerequisite: V82238
Aims & Objectives
The purpose of the module is to provide and develop specialised skills in particular areas
of Deceased Estates as might be desired for a person engaged in the operation of a legal
office, or associated fields in the public or corporate sectors.

Content
• The law relating to wills.
• Caveats and contesting the validity of a will.
• The Testamentary Family Maintenance Provisions.
• The Administration and Probate Act and interstate estates.
• The duties of executors, trustees and bankers.
• Obtaining a grant of probate and letters of administration.

VBD219 Land Contracts
51 nominal Hours • Prerequisites: V86230, V86236, V86246
Aims & Objectives
To provide training in the field of land contract law as relevant to a person working in a
legal office, legal aid provider, government department, financial institution, bank loans
or mortgage department, or other area requiring a comprehensive knowledge of
conveyancing duties of care, investigation of title, parties and procedures, competing
equitable claims on land and subdivision rules.
To provide a comprehensive examination skills in the review of administrative decisions, working with a legal office, Legal aid provider, government department, financial institution or bank loans or mortgage department or other area dealing with consumers, suppliers of goods and services, or manufacturers.

**VBD223 Administrative Law**
51 nominal Hours  Prerequisite: VBD228

**Aims & Objectives**
To provide a comprehensive examination skills in the review of administrative decisions, encompassing analysis of the nature of judicial review, grounds for judicial review and remedies available, the nature of the role of the Ombudsman. This unit also aims to examine the principles governing access to information as a skill relevant to a person working with a legal office, Legal Aid provider, government department, financial institution or bank loans or mortgage department or other area dealing with consumers, suppliers of goods and services, or manufacturers.

**Content**
- Development of the administrative arm of government.
- Supervision of subordinate legislation.
- Judicial review and review on the merits.
- The Ombudsman as an alternative avenue of review.
- Access to reasons for administrative decisions.

**VBD224 Consumer Protection Law**
51 nominal Hours  Prerequisite: VBD223, VBD225

**Aims & Objectives**
To enable the learner to identify and examine areas of the law which relate to consumers, sellers and manufacturers, as relevant to a person working with a legal office, Legal Aid provider, government department, financial institution or bank loans or mortgage department or other area dealing with consumers, suppliers of goods and services, or manufacturers.

**Content**
- Need for consumer protection.
- Obligations of suppliers of goods and services.
- Liabilities of manufacturers for faulty products.
- Liabilities of manufacturers for unsafe products.
- Product safety and product information.
- Occupational licensing.
- Consumer credit.
- Redress for consumer complaints.

**VBD227 Mortgages, Leases and Building Contracts**
51 nominal Hours  Prerequisite: VBD228, VBD236, VBD246

**Aims & Objectives**
To provide skills and knowledge in the field of Land Contract law as relevant to a person working in a legal office, Legal Aid provider, government department, financial institution or bank loans or mortgage department or other area dealing with consumers, suppliers of goods and services, or manufacturers.

**Content**
- The nature of a mortgage as a security.
- Mortgagors and Mortgagors rights and obligations.
- Priorities amongst mortgagees.
- Commercial Mortgage transactions.
- Leases for commercial premises.
- Contracts for the sale of small businesses.
- Typical building contracts for premises on land.

**VBD228 Commercial Law**
51 nominal Hours  Prerequisite: VBD228, VBD235

**Aims & Objectives**
To provide detailed knowledge and skills in particular areas of commercial law including partnerships, bankruptcy, business names and trademarks, franchises and trusts, relevant to a person working in a legal office, private or public sector department, where a thorough knowledge of those areas is required.

**Content**
- Partnerships.
- Bankruptcy.
- Business and association names and trademarks.
- The authority of representatives of companies, partnerships, trusts and associations.
- Franchises.

**VBD230 Family Law**
51 nominal Hours  Prerequisite: VBD228

**Aims & Objectives**
To provide knowledge and skills in the field of Family Law and the related fields of de facto relationships, enforcement of Family Court orders and related matters as skills desirable for a person engaged in the operation of a legal office, citizens advice bureau or similar information service.

**Content**
- Legal definition of marriage.
- Family Law Act and Family Court.
- Matrimonial Causes Act.
- Dissolving of a marriage.
- Custody and guardianship.
- Spousal maintenance.
- Child maintenance.
- Property Law Act in relation to de facto relationships.
- Family Law Act and Crimes Act in relation to orders.
- Adoption Act.
- Organisations which help parties in a relationship under stress.
- Appeals against judges decisions.

**VBD231 Company and Associations Law**
51 nominal Hours  Prerequisite: Nil

**Aims & Objectives**
To provide skills and knowledge in the field of company and associations law as relevant to a person working with a legal office, financial institutions, accounting office, government department or authority or the corporate section requiring a thorough knowledge of company and associations law.

**Content**
- Types of companies and development of company law.
- Incorporation of a company.
- Capital raising for a company.
- Regulation of company management.
- Company takeovers.
- Schemes of arrangement.
- Receivership.
VBD233 Law of Evidence

**Aims & Objectives**
To provide learners with detailed knowledge and skills in the rules of evidence and procedure as they apply to civil and criminal trials, as relevant to a person working in a legal office, an insurance company or associated fields in the public or corporate sectors. Knowledge of the rules of evidence will enable analysis and evaluation of evidence available in connection with the preparation of a case for trial.

**Content**
- Concept and nature of evidence.
- Standard and burden of proof.
- No case to answer submissions.
- Examination of witnesses.
- Relevance of evidence.
- Hearsay evidence.
- Competence and compellability of witness.
- Opinion evidence.
- Evidence of character.
- Corroboration.
- Preparation for trial.
- Evidence Act 1985 (Commonwealth).

VBD234 Criminal Law

**Aims & Objectives**
To provide detailed examination and analysis of criminal law as relevant to a person working in a legal office, for a legal aid provider, government department or in a criminal justice context. This subject incorporates a study of criminal procedure, substantive aspects of criminal offences as defined in legislation and at common law, and evaluation of law reform issues.

**Content**
- The concept of crime.
- Criminal procedure in Victoria.
- Homocide, murder and manslaughter.
- Assault and sexual offences.
- Defences.
- Participation in crime and attempts.
- Property offences.
- Strict Liability offences.

VBD235 Law of Contract

**Aims & Objectives**
To provide a detailed knowledge of contract law as relevant to a person working in a legal office, private or public sector organisation, or other area requiring a specialised knowledge of contract law principles. To enable the learner to evaluate contractual issues in social, domestic, and commercial environments.

**Content**
- The nature of contracts.
- Agreement.
- Intention to create legal relations.
- Consideration and estoppel.
- The terms of a contract and types of contracts.
- Capacity of contract.
- Defective contracts lacking consent.
- Illegal and void contracts.
- Privity of contract and assignment of contract.
- Discharge of contract.
- Remedies for breach of contract.

VBD236 Property Law

**Aims & Objectives**
To provide detailed knowledge of property law as might be relevant to a person working in a legal office, conveyancing office, financial institution or lending mortgage department, government department, or other allied area requiring thorough knowledge of Property Law, concepts and applications, including analysis of estates and interests, mortgages, easement and covenant, tenancies and adverse possession.

**Content**
- Law of torts.
- Interference with another person.
- Negligence.
- Negligent misrepresentation and nervous shock.
- Public and private nuisance.
- Conversion.
- Liability.
- No-fault compensation.

VBD237 Legal Process

**Aims & Objectives**
The purpose of the module is to provide detailed knowledge and skills of the Australian legal system as relevant to a person working in a legal office, or associated fields in the public or corporate sectors.

**Content**
- Sources of Australian Law.
- Australia’s federal system of government.
- Resolving disputes in the legal system.
- The trial process.
- Alternative dispute resolution.
- Judicial law making.
- Legislation.
- Interpretation of legislation.
- Finding sources of legal information.

VBD238 Civil Procedure

**Aims & Objectives**
To provide skills and knowledge in the area of litigation and civil procedure including the structure, procedure and operation of the courts in Victoria.

**Content**
- Court Structure in Victoria.
• Rules of procedure.
• Conduct of a Supreme Court action.
• Conduct of a County Court action.
• Pleadings.
• Interlocutory Proceedings.

VBD246 Conveyancing Process
51 nominal Hours • Prerequisite: VBD238, VBD236

Aims & Objectives
To provide skills in the field of land contract law as relevant to a person working in a legal office, conveyancing department or office, financial institution, bank loans, mortgage department, or other area requiring a comprehensive knowledge of the documents and procedure encountered in conveyancing transactions for the sale and purchase of Victorian land, and the effect of the relevant legislation.

Content
• Revision of the law of Contract.
• Formality required to achieve a binding contract for the sale of land.
• Terms commonly implied or express in a contract for the sale of land.
• Statutory intervention in contracts for the sale of land.
• The Sale of Land Act 1962.
• Secret Commission by Agents.
• Fair Trading Act 1985.
• Investigation of title and quality of the land.

VBD250 Work Placement II (Natural Resource Management)
75 nominal Hours • Prerequisite: NCS005, VBD193. To maximise the benefit of this module, learners should have useful skills appropriate to the area, e.g. they should have completed part of their first one and half years of study in a two year program.

Aims & Objectives
This module will provide the learner with an opportunity to use skills obtained in the second year of a Diploma of Natural Resource Management. Students should be involved in developing and/or undertaking a project, or part of a project, directly, related to specific second year learning outcomes. Learners are encouraged to participate in and reflect on the culture of the workplace.

VBD382 Career Planning and Skills Assessment
20 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide students with the knowledge, skills and attitudes necessary to carry out self-assessment for the preparation of:

• A career path plan for work in the appropriate area within the Business Services, Finance and Property Industries.
• An application for the recognition of Prior Learning, if appropriate.
• A resume.

Content
This module covers the following topics:

• Requirements of the Framework for the Business Services, Finance and Property Industries in Victoria.
• Recognition of Prior Learning processes.
• Career path planning.
• Skills mapping.
• Writing resumes.

VBD924 Machine Shop Operations
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module will allow the student to develop fundamental machining skills.

VBE132 Industry Project (Business)
80 nominal Hours • Prerequisite: Nil

Aims & Objectives
This unit directly relates to the application of learning in the workplace and is usually undertaken towards the end of the training program. The purpose of completing this part is to ensure that the training program has an integrated theoretical/practical approach and integrates industry case studies where possible.

VBE492 Remote Sensing
40 nominal Hours • Prerequisite: VBD343

Aims & Objectives
The purpose of this module is to equip students with the skills to be able to interpret and classify remotely sensed data for the purpose of natural resource management.

VBE493 Agriculture in Victoria
40 nominal hours • Prerequisite: AA4727, VBE336, VBE238. Corequisites: It is recommended that students first study VBE346 and/or VBE340

Aims & Objectives
Provide participants with practical and theoretical knowledge in the agricultural enterprise and management practices commonly employed in Australia and south-eastern Australia in particular.

VBE494 Conservation Biology
40 nominal hours • Prerequisite: AA4724, VBE336. Corequisites: It is recommended that students first study VBE346 and/or VBE340

Aims & Objectives
Provide participants with knowledge in the conservation biology of communities and rare, localised and endangered species of flora and fauna.

VBE495 Farm Forestry
40 nominal Hours • Prerequisite: AA4722, VBE336

Aims & Objectives
Provide participants with practical and theoretical knowledge in the application of farm forestry in rural areas.

VBE496 Habitat Restoration
40 nominal Hours • Prerequisite: AA4723, AA4727. Corequisites: AA4725. It is recommended that students first study VBE346 and/or VBE340.

Aims & Objectives
To provide participants with practical and theoretical knowledge in the restoration or rehabilitation of terrestrial habitat in degraded rural landscapes.

VBE497 Mining Rehabilitation
40 nominal Hours • Prerequisite: VBD336, VBE496, VBE340

Aims & Objectives
To explore the dual consideration of the mining sector, i.e. the compatibility of an extractive industry with continuing environmental restoration.
VBE498  Rural Revegetation Methods
40 nominal Hours  Prerequisite: AAA722, AAA724, AAA725, VBB336  Corequisites: AAA727 It is recommended that students first study VBB348 and/or VBB340.

Aims & Objectives
Provide participants with practical and theoretical knowledge in the use of propagation, establishment and management of native vegetation in revegetation and restoration projects in rural areas.

VBF051  Computer Skills - Technical
6 nominal Hours  Prerequisite: Nil  Corequisites: VBF052, VBF052, VBF054

Aims & Objectives
To introduce students to practical computer operation skills, including the appropriate use of hardware and operating systems, and the management of design software. The course will also cover copyright applicable to interactive multimedia.

VBF052  Computer Concepts - Copyright
4 nominal Hours  Prerequisite: Nil  Corequisites: VBF051, VBF052, VBF054

Aims & Objectives
To provide students with an understanding of the concepts related to intellectual property, and the operating mechanisms of copyright.

VBF053  Computer Skills - Video Production
12 nominal Hours  Prerequisite: Nil  Corequisites: VBF051, VBF052, VBF054

Content
To provide a basis for students to develop video production skills relevant to the area of multimedia production.

VBF054  Computer Skills - Sound Production
10 nominal Hours  Prerequisite: Nil  Corequisites: VBF051, VBF052, VBF053

Content
To provide students with the skills and knowledge necessary to capture and edit speech, sound effects and music for use in computer animation and multimedia products.

VBF055  Cinema Language and Film Theory
18 nominal Hours  Prerequisite: Nil

Aims & Objectives
To provide an understanding of the language of film/video and its role in multimedia products.

VBF056  Electronic Design 1
64 nominal Hours  Prerequisite: Nil  Corequisites: VBF051, VBF052, VBF053, VBF054

Aims & Objectives
Provide students with the skills and knowledge to use industry relevant hardware and software for 2D graphic production as well as art direction and project management of print media. The student will also learn creative manipulation presentation of visual information and develop and apply conceptual skills and techniques to create design solutions.

VBF057  Design for Interactive Multimedia 1
64 nominal Hours  Prerequisite: Nil  Corequisites: VBF051, VBF052, VBF053, VBF054

Aims & Objectives
To provide students with the knowledge and skills in:
- Identification of the stages of multimedia production.
- Authoring techniques - interaction, navigation, interface scripting.

VBF058  3D Imaging and Animation
46 nominal Hours  Prerequisite: Nil  Corequisites: VBF051, VBF052, VBF053, VBF054

Aims & Objectives
To introduce students to the practical skills and design concepts involved in the computer based generation of 3D images, and the construction of 2 and 3D computer animation.

VBF059  Electronic Imaging 1
48 nominal Hours  Prerequisite: Nil  Corequisites: VBF051, VBF052, VBF053, VBF054

Aims & Objectives
To provide students with skills in the applied use of industry-relevant digital imaging software to produce computer generated design and artwork for 2D print media. Students also learn how to apply conceptual skills and techniques to create design solutions and creatively manipulate and present visual information, as well as develop a practical knowledge of digital photographic imaging.

VBF060  2D Design 1
32 nominal Hours  Prerequisite: Nil  Corequisites: VBF051, VBF052, VBF053, VBF054

Aims & Objectives
To skill students in advanced aspects of design process and practice using conceptual and technical skills, which can be integrated with the use of relevant conventional and digital materials, techniques and technology.

VBF061  Electronic Design 2
64 nominal Hours  Prerequisite: Nil  Corequisites: VBF051, VBF052, VBF053, VBF054, VBF051

Aims & Objectives
The purpose of this module is to:
- Enhance skills in operating complex industry relevant hardware and software for 2D graphic production.
- Enhance ability in art direction and project management in the production of print media projects.
- Be able to apply conceptual skills and advanced techniques to create design solutions and meet client briefs.

VBF062  Design for Interactive Multimedia 2
64 nominal Hours  Prerequisite: Nil  Corequisites: VBF051, VBF052, VBF053, VBF054, VBF051

Aims & Objectives
To provide students with advanced knowledge and skill in:
- Production, direction and compositing of multimedia display.
- Media integration techniques.
- Data management strategies.
- Project management skills.

VBF063  3D Imaging and Animation 2
48 nominal Hours  Prerequisite: Nil  Corequisites: VBF051, VBF052, VBF053, VBF054, VBF051

Aims & Objectives
To extend and develop students' conceptual and practical skills in the areas of 3D computer imaging, and the design and construction of 2 and 3D computer animation as assets for use in multimedia productions.
The purpose of this course is to provide students with advanced, industry relevant, skills and knowledge to acquire images for use in multimedia. This includes advanced conceptual techniques to create design solutions, creative manipulation, electronic, composing and presentation of visual information and the use of digital photographic imaging.

Aims & Objectives
- To provide students with advanced, industry relevant, skills and knowledge to acquire images for use in multimedia.
- To incorporate imaging techniques into the development and management of current and emerging distribution forms e.g. Internet, WWW and Broadband.

VBF071 Electronic Imaging 3
48 nominal Hours
Prerequisite: VBF061, VBF062, VBF063, VBF064, VBF065, VBF066
Corequisites: Nil

Aims & Objectives
- Provide students with advanced specialisation skills and knowledge to apply to industry relevant digital imaging software to produce computer generated design and artwork for electronic and print media. This includes advanced conceptual techniques to create design solutions, creative manipulation, electronic, composing and presentation of visual information and the use of digital photographic imaging.

VBF072 Research Project 2
48 nominal Hours
Prerequisite: VBF061, VBF062, VBF063, VBF064, VBF065, VBF066
Corequisites: Nil

Aims & Objectives
- To provide a structured environment in which students can further develop skills and expertise within their chosen area of specialisation. To provide opportunities for individual projects in liaison with industry mentor(s) which demonstrate competencies at the entry level of industry, chosen from the following areas:
  - Interactive Multimedia/Animation
  - Electronic Publishing/Graphic Design IV
  - Visual Arts
Each student will undertake individual research in one of the following:
- Multimedia: Covering modules - Design for Interactive Multimedia or 3D Imaging and Animation
- Electronic Pre-Press: Covering modules - Electronic Design or 2D Design
- Visual Arts: Covering modules - Electronic Imaging or 2D Design

VBF073 CAAD Research Project
230 nominal Hours
Prerequisite: VBF061, VBF062, VBF063, VBF064, VBF065, VBF066
Corequisites: VBF067, VBF068, VBF069

Aims & Objectives
- Utilise the accumulated knowledge from terms I, II & III in a major project in an area of chosen specialisation.
- Develop specialist skills within the art and design and media industry.

VBF074 Introduction to Small Business Management
230 nominal Hours
Prerequisite: VBF061, VBF062, VBF063, VBF064, VBF065, VBF066
Corequisites: VBF067, VBF068, VBF069

Aims & Objectives
- To introduce the concepts and factors required to start or run a small business relevant to the electronic design and interactive multimedia industry.

VBF295 Networking in Community Services and Health
15 nominal Hours
Prerequisite: Nil
Aims & Objectives
Define, identify and evaluate existing personal and work related networks with regard to their content, members, and their benefit to the organisation.

VBF296 Managing Communication in the Community Services and Health Environment
50 nominal Hours • Prerequisite: Nil
Aims & Objectives
Be able to contribute to the development of effective communication techniques, facilitate group discussions and conduct interviews.

VBF297 Management in the Community Services and Health Environment
40 nominal Hours • Prerequisite: Nil
Aims & Objectives
To analyse the core values, attitudes, ethical principles and challenges in the sector, and examine relevant legislation and industrial relations principles within the Community Services and Health environment.

VBF298 Developing Programs for Clients
40 nominal Hours • Prerequisite: Nil
Aims & Objectives
To develop program parameters, design and implement programs.

VBF301 Computers in Marketing
40 nominal Hours • Prerequisite: NOS118, NOS213, NOS216, NOS215, VBF306, VBF307
Aims & Objectives
To provide the learner with the knowledge and skills to be able to apply computer technology to a range of marketing services.

Content
On successful completion of this module the learner will be able to:
- Understand the concepts used in analysis of markets using geodemographic mapping software.
- Describe a Marketing Information System.
- Use software packages to make a marketing presentation.

VBF302 Introduction to Business Maths
30 nominal Hours • Prerequisite: Nil
Aims & Objectives
To provide the learner with the knowledge and skills to apply mathematical techniques to a variety of business applications and decisions.

Content
- Perform basic algebraic operations.
- Use a calculator or computer to perform common commercial percentage calculations.
- Perform simple and compound interest calculations.
- Perform basic depreciation calculations.
- Apply the principles of linear equations to do break-even analysis.
- Prepare appropriate graphs from data and interpret them.

VBF303 Law of Marketing
68 nominal Hours • Prerequisite: NAP750
Aims & Objectives
To provide the learner with a knowledge of basic marketing law.

Content
- Sale of goods.
- Debt collection.
- Consumer protection.
- Restrictive trade practices.
- Agency and bailment.
- Raffles, market games and gift promotions.
- Intellectual property.
- Regulations in advertising.

VBF304 Product Management
50 nominal Hours • Prerequisite: NMRK601
Aims & Objectives
To provide the learner with the knowledge and skills to undertake the conceptual and practical aspects of successful product innovation.

Content
On successful completion of this module the learner will be able to:
- List and explain the types of decisions brand managers are responsible for.
- Give examples of organisations where brand management would and would not be appropriate.
- Be able to run an idea generation and evaluation session and impress upon others the importance of creative and divergent thinking in the marketing process.

VBF305 Data Analysis
30 nominal Hours • Prerequisite: VA0950, VA8548, VBF302, VBF306, NOS216, VBF307
Aims & Objectives
To provide the learner with the knowledge and skills to undertake data analysis in the field of marketing.

Content
On successful completion of this module the learner will be able to:
- Load and transfer data between software packages.
- Conduct data analysis commonly used to assist strategic marketing.

VBF306 Introduction to Business Statistics
68 nominal Hours • Prerequisite: VA0950, VBF302
Aims & Objectives
To provide the learner with a practical knowledge of and basic skills in statistical methods used to analyse data generated by research in business in general, and marketing in particular.

Content
On successful completion of this module the learner will be able to:
- Understand the role of statistical analysis in business.
- Recognise statistical analysis required in specific marketing situations.
- Calculate specific statistics and apply them to business situations.

VBF307 Introduction to Market Research
68 nominal Hours • Prerequisite: VA0950, VBF302, VBF306, VA8548, VA8550
Aims & Objectives
To provide the learner with the knowledge and skills to undertake basic market research to improve the quality of marketing decisions and strategy development.

Content
On successful completion of this module the learner will be able to:
- Explain market research.
- Prepare a marketing research brief.
- Use marketing research techniques.
- Prepare research proposals.
• Prepare questionnaires.
• Understand the role of market research agencies.
• Collect field data.
• Process research data.
• Complete data analysis and interpretation.
• Prepare a research report.

VBF405  Habitat Management
40 nominal Hours  Prerequisite: AAA722, AAA724, AAA725, VBB339  Corequisites: AAA727

Aims & Objectives
To allow participants to effectively plan and manage revegetation and agroforestry projects in natural, rural and urban environments. To extend the learners ability to assess degredation and help balance conservation and economic values.

VBF406  Wildlife Survey
40 nominal Hours  Prerequisite: AAA722, AAA724, AAA725, VBB339, VBB355

Aims & Objectives
Provide participants with practical skills and theoretical knowledge to plan and conduct a systematic survey of vertebrate wildlife, analyse results and report findings.

VBF619  Clinical Nursing 1
120 Hours  Prerequisite: Medical/Nursing Terminology  Corequisites: Anatomy & Physiology 1 & 2, Nursing 1 & 2

Content
Explora nurses assessment and interactions relevant to blood disorders, neurovascular conditions and orthopedics.

VBG138  Exhibition Management
30 nominal Hours  Prerequisite: NGMS209, NMRK402, VAC724

Aims & Objectives
To provide the learner with the knowledge and skills to plan and manage an event.

Content
- Viability of exhibition.
- Marketing and planning.
- Contractors and suppliers.
- Venue Intelligence.
- Visitor promotion.
- Site management.
- Post show analysis.

VBG848  Business Organisations and Contract Law
30 nominal Hours  Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide the participant with a basic knowledge of business organisations and contract law relevant to domestic and international business activities.

Content
- Explain characteristics and legal responsibilities of different types of business organisations.
- Describe the processes and necessary considerations involved in preparing a contract.
- Explore the basic legal processes of Australia's trading partners.

VBG849  Import and Export Business Procedures
80 nominal Hours  Prerequisite: Nil

Aims & Objectives
To introduce to the participant concepts, procedures and regulations of the international trade import/export cycle.

Content
- Terms of trade.
- Cargo insurance.
- Terms of shipment.
- Terms of payment.
- Implementation of a contract.
- Disputes and resolution of a transaction.
- Other implications for import/export business.
- Financing for Import/Export.

VBG850  International Trade Finance
50 nominal Hours  Prerequisite: Nil

Aims & Objectives
To enable the participant to explore and distinguish between the various structures and processes of international trade finance, including optional finance models and practices.

Content
- Terms of trade.
- Cargo insurance.
- Terms of shipment.
- Terms of payment.
- Implementation of a contract.
- Disputes and resolution of a transaction.
- Other implications for import/export business.
- Financing for Import/Export.

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Aims & Objectives
The purpose of this module is to enable participants to integrate skills and knowledge with appropriate software packages, and hardware, to effectively manage workplace communications and Management Information Systems (MIS).

Content
- Define suitable Management Information Systems for international trade organisations.
- Determine the informal and complementary technological requirements of an international trade organisation.
- Implement a Management Information System for an international trade organisation.

VBG853 Trade Principles for International Law
80 nominal Hours • Prerequisite: VBG848

Aims & Objectives
The purpose of this module is to identify, interpret and apply commercial legal considerations and conventions that affect business transactions in the domestic and international trading market.

Content
- Explain the current consumer protection laws applicable to the sale of goods in the consumer and commercial marketplace.
- Identify the procedures for dispute resolution, consistent with legislative requirements. Outline the government/customs legislation and conventions relevant to export and import transaction/trade.
- Identify those points of application and relevance of the Vienna Convention to domestic legislation and conventions.
- Outline transport legislation relevant to export and import trade.

VBG854 Transport and Logistics - Operations Management
40 nominal Hours • Prerequisite: VBG849

Aims & Objectives
The purpose of this module is to enable participants to integrate skills and knowledge to effectively implement and manage Transport and Logistics Systems for an international trade organisation.

Content
- Implement a transport and logistics system for an international trade organisation.
- Monitor the effectiveness of a transport and logistics system for an international trade organisation.

VBG855 Customs, Practices, Legislation and International Trade
30 nominal Hours • Prerequisite: VBG849

Aims & Objectives
The purpose of this module is to develop the participant’s capacity to apply knowledge of customs practices within the guidelines of relevant legislation.

Content
- Explain tariff procedures and protection policies for international trade.
- Explain additional entry, exit and duty collection procedures for trade.

VBG856 Review a Targeted Business Culture and Environment
15 nominal Hours • Prerequisite: VBG847

Aims & Objectives
The purpose of this module is to review a business environment within a selected country or region to enhance trade capabilities and complement language studies.

Content
- Identify the business culture and behaviours of a selected country or region.

VBG857 Business and Cultural Preparation for Establishing and Maintaining International Trading Relationships
15 nominal Hours • Prerequisite: VBG847

Aims & Objectives
The purpose of this module is to examine social, religious and cultural influences together with the historical, geographical and economic characteristics of a selected country or region. These elements are examined in relation to their impact on business infrastructure, trading characteristics and investment opportunities.

Content
- Describe the historical, geographical and regional characteristics of a selected country or region.
- Review the economic limitations and strength of a selected country or region.
- Establish elementary communication skills (verbal and non-verbal) within a social and/or business context for a selected country or region.
- Enhance personal behaviours and attitudes for social and cultural practices within a selected country or region.
- Advise on strategies and procedures for travel and subsistence in a selected country or region.
- Describe the impact of social and behavioural norms on business activities.
- Analyse a major business or trading relationship in a country or region of choice.

VBG858 Transport and Logistics - Systems Development
40 nominal Hours • Prerequisite: VBG854

Aims & Objectives
The purpose of this module is to enable participants to integrate skills and knowledge to develop Transport and Logistics Systems which satisfy the goals and objectives of an international trade organisation.

Content
- Determine a suitable transport and logistics system for international trade organisations.
- Specify a transport and logistics systems for an international trade organisation.

VBG859 Research and Report on an Import or Export Venture
120 nominal Hours • Prerequisite: NGMS201, NGMS202, NGMS204, NGMS211, VBG858

Aims & Objectives
This module is a negotiated, analytical research project/case study, where the participant is required to research and report on the identification, selection and targeting of a product or service for import or export to a country or region of choice.

Content
- Complete market research and data collection for a product or service.
- Incorporate supportive risk assessments in the import or export project.
- Validate, through a documented and verbal report, the feasibility of research outcomes for an import or export venture.

VBG863 Economics for Engineers
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide participants with a basic knowledge of the economic context in which manufacturing and other businesses operate.
The purpose of this module is to provide participants with the skills, knowledge, and attitudes to contribute to the management of day to day workplace relations.

Content
To provide participants with the skills, knowledge, and attitudes to implement and enforce work practices and procedures in accordance with the relevant occupational health and safety legislation.

**VBG871 Differential Equations**

60 nominal Hours • Prerequisite: VAA125, VAA128

Content
The purpose of this module is to provide participants with the skills, knowledge, and attitudes to solve differential equations at a level that would allow articulation to second year engineering degree mathematics.

**VBG873 Mechanics on Machines 1**

60 nominal Hours • Prerequisite: EA772, EB771, EA801, VAA125 • Corequisites: VAA126

Content
The purpose of this module is to provide participants with the skills, knowledge and attitudes required to describe and analyse the effects of forces on the motion of particles, in order to predict dynamic behaviour in preparation for engineering design. This module also facilitates articulation to Degree courses in Engineering (Mechanical/Manufacturing).

**VBG874 Mechanics on Machines 2**

60 nominal Hours • Prerequisite: VBG873, VAA125 • Corequisites: VAA126

Content
The purpose of this module is to provide participants with the skills, knowledge and attitudes required to describe and analyse the effects of forces on the motion of particles, in order to predict dynamic behaviour in preparation for engineering design. This module also facilitates articulation to Degree courses in Engineering (Mechanical/Manufacturing).

**VBG877 Thermodynamics 3**

60 nominal Hours • Prerequisite: EA001, EA714, EB711

Content
The purpose of this module is to provide participants with the skills, knowledge and attitudes required to effectively carry out the engineering calculations needed for the selection and performance appraisal of the equipment associated with internal combustion engines, steam power stations, gas turbines and air conditioning plants. The module builds on concepts learnt in Thermodynamics 1 & 2, and also facilitates articulation to degree courses in Engineering (Mechanical/Manufacturing).

**VBG878 Fluid Mechanics 3**

60 nominal Hours • Prerequisite: EB720, VAA125, VAA126

Content
The purpose of this module is to provide participants with the skills, knowledge and attitudes required to apply fluid mechanics principles to a variety of real world engineering applications including simple flow networks and pump & turbine design. It further extends the knowledge obtained in Fluid Mechanics 1 & 2 and also facilitates articulation to Degree courses in Engineering (Mechanical/Manufacturing).

**VBG879 Industrial Research Project**

40 to 120 nominal Hours • Prerequisite: EBR20

Content
The purpose of this module is to provide participants with the skills, knowledge, and attitudes to complete a substantial research project.

**VBH043 Multimedia Design 1**

40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module assists learners to develop a design aesthetic through the understanding of the design principles and elements, in relation to the production of screen-based multimedia products, and the ability to apply these principles in the critical assessment of multimedia products. Programs used include Adobe Illustrator and Adobe Photoshop.

**VBH044 Digital Imaging**

40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module enables learners to develop skills in image acquisition and image creation through the use of 2D vector drawing and bitmap imaging software. Programs used include Adobe Illustrator and Adobe Photoshop.

**VBH045 Web Publishing and Communications 1**

20 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module introduces students to the skills to create Web pages using current HTML and scripting standards. Programs used include Aracnophilia, Netscape Navigator, and Microsoft Internet Explorer.

**VBH046 Interface Design**

40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module provides learners with the skills and knowledge needed to design and produce the various interface components of an original multimedia product. This involves the analysis of audiences and user needs, and understanding medium constraints, and navigational structures of multimedia through the different media of the Internet, and CD-ROM. Programs used include Adobe Illustrator, Adobe Photoshop, and Macromedia Director.

**VBH047 Multimedia Authoring 1**

40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module enables students to combine and present multiple media sources in a single presentation. It will include the skills to present and navigate multimedia content, and present a range of information to particular audience groups using an industry standard multimedia authoring tool. This will involve using the scripting language 'Lingo' to achieve navigation and interactivity, and Photoshop to create interfaces. Programs used include Adobe Photoshop, Macromedia Director.

**VBH048 2D Animation for Multimedia**

40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module provides the student with an understanding of the tools and techniques required to create simple animations. The student will be able to produce and animate simple shapes and sources with movement and simple animation effects. They will also be able to use the scripting language 'Lingo' to create an animation, and incorporate appropriate frame rates and motion to create 2D animation. Programs used include Adobe Photoshop, Macromedia Flash and Macromedia Director.
V BH049  Digital Audio Visual 1
40 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module introduces students to the basic principles involved in the creation of audiovisual media, including sound recording, editing, and production techniques. Students learn to work with audio recording equipment, digital audio software, and audio editing techniques.

V BH050  Minor Multimedia Development Project
80 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module is designed to provide an opportunity for students to work on a project that involves the development of a multimedia application. Students will be required to work in a team environment and will be encouraged to explore the use of different multimedia technologies.

V BH051  Multimedia Programming 1
80 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module introduces students to the principles involved in constructing and animating vector-based 3D models using an industry-standard 3D modelling and animation package. Students will learn to create and manipulate 3D models using industry-standard software.

V BH052  Multimedia Programming 2
60 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module builds upon V BH051 Multimedia Programming 1. Students will be required to apply the concepts learned in V BH051 to a more complex multimedia application.

V BH053  Multimedia Microcomputer Systems
60 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module introduces students to the principles involved in constructing and animating vector-based 3D models using an industry-standard 3D modelling and animation package. Students will learn to create and manipulate 3D models using industry-standard software.

V BH054  Multimedia Communications
60 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module introduces students to the principles involved in constructing and animating vector-based 3D models using an industry-standard 3D modelling and animation package. Students will learn to create and manipulate 3D models using industry-standard software.

V BH055  Financial Record Keeping and Job Costing
20 nominal Hours  Prerequisite: Nil

Aims & Objectives
The purpose of this module is to enable students to set up and use an effective financial recording system, and to cost jobs accurately.

V BH056  Issues in Multimedia
10 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module provides learners with the ability to identify and discuss social and legal issues that may arise during or post development of a multimedia application.

V BH057  Introduction to 3D Modelling and Animation
40 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module is designed to introduce learners to the principles involved in constructing and animating vector-based 3D models using an industry-standard 3D modelling and animation package. Students will learn to create and manipulate 3D models using industry-standard software.

V BH058  Digital Audio Visual 2
40 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module builds upon V BH059 Digital Audio Visual 1 and provides students with the opportunity to combine digital video with objects and environments created in a 3D modelling and animation package. Programs used include Adobe Premiere, 3D Studio Max.

V BH059  Digital Audio Visual 1
40 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module introduces students to the basic principles involved in the creation of audiovisual media, including sound recording, editing, and production techniques. Students learn to work with audio recording equipment, digital audio software, and audio editing techniques.

V BH060  Multimedia Authoring 2
40 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module builds upon V BH047 Multimedia Authoring 1, and provides students with opportunities to explore and create more complex multimedia products. Programs used include Adobe Photoshop, Macromedia Flash and Macromedia Director.

V BH061  Major Multimedia Project
150 nominal Hours  Prerequisite: Nil

Aims & Objectives
This project provides students with an opportunity to develop and practise their skills in the development of a complex multimedia application, ideally in an industry setting and team environment.

V BH062  Programming Internet Applications
60 nominal Hours  Prerequisite: Nil

Aims & Objectives
This module builds upon V BH058 Web Publishing and Communications 2, and V BH051 Multimedia Programming 2. Students learn advanced JavaScript, database and web construction with ASP and how to build e-Commerce web sites and Java applets.
**VBH064 Introduction to Electronic Commerce**

20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

To enable learners to identify current trends and developments in electronic commerce (eCommerce) in relation to SMEs (Small to Medium Enterprises), recognise the importance of suitable marketing strategies, and gain a practical understanding of electronic commerce technology and its implementation.

**VBH065 Multimedia Project Management**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

This module provides students with the ability to determine the most appropriate project management methodology for the production of a multimedia product. Programs used include Microsoft Project.

**VBH081 CAD for Electrical Trades**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

Provides the student with the skills and knowledge necessary to lay out electrical services in a domestic installation using a CAD program.

**VBH082 Solder and Crimp for Electrical Trade**

20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

This module provides the student with the skills and knowledge necessary for soldering and crimping a variety of cables commonly used in the Electrical Trades.

**VBH083 Test Instruments for the Electrical Trade**

20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

Provides the student with the skills and knowledge necessary for using test instruments in the Electrical Trades.

**VBH084 Communication Skills for Electrical Trade**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

Provides the student with the skills and knowledge necessary for effective communication within the Electrical Trades.

**VBH085 Fabricating for the Electrical Trade**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

This module aims to provide the student with the skills and knowledge necessary for fabricating a range of materials used in the electrical industry.

**VBH086 Building Materials Hand Skills for the Electrical Trade**

20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

This module provides the student with the skills and knowledge necessary for working with building materials in the electrical industry.

**VBH087 Introduction to Electrical Trades**

20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

Provides the student with an overview of the scope of work, academic requirements and industry bodies within the Electrical Trades Industry.

**VBH204 Managing the Asset Finance Transaction**

40 nominal Hours • Prerequisite: Nil

**Content**

- Identify possible asset finance clients.
- Apply marketing strategies to attract new customers and sustain existing clients.

**VBH205 Manage the Asset Finance Contract**

40 nominal Hours • Prerequisite: Nil

**Content**

- Prepare asset financial proposal for client.
- Prepare credit application.
- Negotiate for services of underwriter.
- Prepare documentation.
- Arrange for final payment of fees.

**VBH332 Thematic Studies in Art & Design**

48 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

To provide students with the skills, knowledge and attitudes required to investigate various influences on the development of art and design. To identify the relationship between contemporary art and design in terms of themes, styles, techniques and technology.

**VBH336 Consumer Psychology and Marketing**

16 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

This module examines consumer behavior towards design and covers motivation, emotion and perception. It also explores marketing opportunities for the distribution of art and design products and services.

**VBH339 Design Principles & Elements - Level 2**

48 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

To provide students with the skills, knowledge and attitudes required to further resolve and develop more complex visual communication problems through the application of design principles and elements.

**VBH340 Design Law**

16 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

To provide students with the skills to apply legal rights and responsibilities to design legislation and law.

**VBH341 Design and the Environment**

16 nominal Hours • Prerequisite: Nil
Aims & Objectives
To provide students with the skills to relate design of products and services with the environment.

VBH342  Colour
48 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with the skills, knowledge and attitudes required to apply a basic knowledge of colour principles.

VBH344  Illustration Elements and Techniques
48 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with the skills to draw for illustration.

VBH347  Typography Elements and Techniques
48 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide participants with the skills, knowledge and attitudes required to construct type for a range of design applications.

VBH349  Introduction to Manufacturing Design
48 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with the skills with an introduction to materials, techniques and processes commonly used in the production of commercially manufactured articles.

VBH350  Introduction to Model Making
48 nominal Hours • Prerequisite: Nil

Aims & Objectives
• To provide students with the skills to make models.
• Describe the function and range of model in the design industry.
• Produce a simple working drawing from a dimensional sketch.
• Produce a visual mock up or form study from product specifications.
• Interpret simple engineering/orthographic drawings.
• Produce a visual replica model.
• Produce curved objects and forms.

VBH352  Introduction to Photography
48 nominal Hours • Prerequisite: Nil

Aims & Objectives
• To provide a theoretical and practical introduction to photography.
• Follow OH&S policies and procedures for photographic and imaging processes and practices.
• Explain camera operation and image formation.
• Explain the processes and materials used in the production of photographic images.
• Produce images using a variety of photographic processes and procedures.
• Present photographic images.
• Discuss the representational nature of photography on various levels, as cultural and personal expression, as technology, as documentation, and as design.

VBH354  Introduction to Computers
48 nominal Hours • Prerequisite: Nil

Aims & Objectives
• To provide students with the ability to perform basic skills in computer operations.
• To create and save a word processed document.
• Format, edit and print documents.
• Explore software application and use the internet.

VBH355  Introduction to Graphic Design
48 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with an overview of graphic design, the design process and its relationship to the finished product.

VBH370  Cultural Studies 1
1 Semester • 40 nominal Hours • Prerequisite: Nil

Aims & Objectives
The purpose of this module is to provide students with an awareness of the culture of Aboriginal and Torres Strait Islander people.

Content
• History and Culture of Aboriginal and Torres Strait Islander people.
• Traditional society and the law.
• Dreaming.

VBH371  Aboriginal and Torres Strait Islander Art History 1
1 Semester • 40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This modules aims to broaden students’ understanding of art, specifically Aboriginal and Torres Strait Islander Art History and Art practices, while developing an awareness of social, political, historical and geographical factors influencing Aboriginal and Torres Strait Islander art practices.

VBH372  Study Skills 1
1 Semester • 24 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module aims to help students prepare for and carry out study.

Content
• Organisation requirements.
• Personal study programs.
• Work schedules.
• Goal setting.
• Learning agreements.
• Study skills.
• Research skills.
• Accessing resources.
• Internet access.
• Software packages used in the art industry.
• Keyboard commands.

VBH374  Drawing 1
Semester 1 and 2 • 80 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide learners with skills required to create sketches and drawings from observation and through the process of conceptualisation, as well as demonstrate drawing techniques with accuracy, sensitivity and creativity.
VBH375 Cultural Studies 2
1 Semester • 40 nominal Hours • Prerequisite: VBH370

Aims & Objectives
This module aims to describe the key impact of European colonisation, policies and practices on Aboriginal and Torres Strait Islander people and culture.

VBH376 Aboriginal & Torres Strait Islander Art History 2
1 Semester • 40 nominal Hours • Prerequisite: VBH371

Aims & Objectives
• To extend students' understanding of art and specifically Aboriginal and Torres Strait Islander art history and art practices.
• To develop awareness of social, political, historical and geographical factors influencing Aboriginal and Torres Strait Islander art practices.

VBH377 Study Skills 2
1 Semester • 20 nominal Hours • Prerequisite: VBH372 Study Skills 1

Aims & Objectives
The aim of this module is to assist learners in the development and extension of skills in reading and writing.

VBH378 Drawing 2
1 Semester • 60 nominal Hours • Prerequisite: VBH374

Aims & Objectives
This module aims to provide learners with the skills required to create sketches and drawings from observation and conceptualisation.

VBH379 Workplace Project 1
Semester 1 and 2 • 120 nominal Hours • Prerequisite: Nil

Aims & Objectives
• Organise a work placement in the field of art and design.
• Participate in a work placement/project.

VBH380 Aboriginal and Torres Strait Islander Sculpture
Semester 1 & 2 • 60 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide an introduction to the art of traditional sculpture.

Content
• Traditional Sculpture.
• Tjilpi sculpture.
• Mortuary sculptures.
• Representation of totemic animals and ancestral figures.
• Ceremonial emblems.
• Carved trees.
• Clay figures.
• Spirit images.
• Carved animals.
• Toys.
• 2D/3D sculpture.

VBH381 Aboriginal and Torres Strait Islander Body Ornamentation
Semester 1 & 2 • 60 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide an introduction to the art of body ornamentation.

Content
• Body ornamentation.
• Local materials and styles.
• Influences on body ornamentation.
• Traditions in other cultures.
• Occupational Health and Safety.

VBH382 Aboriginal and Torres Strait Islander Carving
Semester 1 & 2 • 60 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide an introduction to the art of traditional carving.

Content
• Traditional Carving.
• Decoration.
• Examples of traditional carving.
• Carving.
• Techniques.
• Carving media.
• Carving techniques.
• Carving decoration.
• Local materials and styles.
• Cultural traditions.
• Traditions in other cultures.
• Occupational Health and Safety.

VBH383 Aboriginal and Torres Strait Islander Fibre Arts
Semester 1 & 2 • 60 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module aims to provide an introduction to the art of traditional fibre craft.

Content
• Basketry.
• Local materials and styles.
• Tools.
• Techniques.
• Traditions in other cultures.
• Occupational Health and Safety.

VBH384 Aboriginal and Torres Strait Islander Musical Instruments
Semester 1 & 2 • 60 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module aims to provide an introduction to the art of the production of musical instruments.

Content
• Production of musical instruments.
• Local materials and styles.
• Tools.
• Techniques.
• Cultural traditions.
• Influences on carving.
• Traditions in other cultures.
• Occupational Health and Safety.

**VBH385  Aboriginal and Torres Strait Islander Traditional Men’s Craft**  
Semester 1 & 2 • 60 nominal Hours • Prerequisite: Nil

**Aims & Objectives**  
The aim of this module is to provide an introduction to the art of the production of traditional men’s craft.

**Content**  
- Sources and properties of raw materials.
- Traditional uses and cultural significance of crafts.
- Production of traditional men’s crafts.
- Preparation techniques.
- Decoration techniques.
- Materials.
- Tools.
- Local materials and styles.
- Techniques.
- Cultural traditions.
- Traditions in other cultures.
- Occupational Health and Safety.

**VBH386  Aboriginal and Torres Strait Islander Traditional Women’s Craft**  
Semester 1 & 2 • 60 nominal Hours • Prerequisite: Nil

**Aims & Objectives**  
The purpose of this module is to provide an introduction to the art of the production of traditional men’s craft.

**Content**  
- Sources and properties of raw materials.
- Traditional uses and cultural significance of crafts.
- Production of traditional women’s crafts.
- Materials.
- Tools.
- Local materials and styles.
- Techniques.
- Cultural traditions.
- Traditions in other cultures.
- Occupational Health and Safety.

**VBH387  Sculpture**  
Semester 1 and 2 • 60 nominal Hours • Prerequisite: Nil

**Aims & Objectives**  
This module aims to provide an introduction to sculpture skills and techniques.

**Content**  
- Influences on Sculpture.
- Sculpture from other cultures.
- 2 dimensional.
- 3 dimensional.
- Visual elements.
- Techniques.
- Stages of Processes.
- Tools.
- Properties of Materials.
- Occupational Health and Safety.

**VBH388  Carving**  
Semester 1 & 2 • 60 nominal Hours • Prerequisite: Nil

**Aims & Objectives**  
This module aims to provide the learner with an introduction to carving skills and techniques.

**Content**  
- Influences on carving.
- Carving from other cultures.
- Stages of processes.
- Carving tools.
- Properties of materials.
- Occupational Health and Safety.

**VBH389  Wood Burning**  
Semester 1 & 2 • 60 nominal Hours • Prerequisite: Nil

**Aims & Objectives**  
This module aims to provide an introduction to, and skills in, wood burning.

**Content**  
- Wood for burning.
- Properties of wood.
- Wood burning tools.
- Items carved for decoration.
- Carving techniques.
- Wood burning decoration.
- Local materials and styles.
- Techniques.
- Cultural traditions.
- Traditions in other cultures.
- Occupational Health and Safety.

**VBH390  Painting A**  
Semester 1 & 2 • 60 nominal Hours • Prerequisite: Nil

**Aims & Objectives**  
This module aims to provide learners with an introduction to painting.

**Content**  
- Key painting techniques.
- Use of colour.
- Forms of colourants.
- Range of colourants.
- Paint bases.
- Materials.
- Organisation of work space.
- Occupational Health and Safety.
- First aid.
- Characteristics of a safe working environment.
- Hazards.
- Manual handling.

**VBH391  Painting B**  
Semester 1 and 2 • 60 nominal Hours • Prerequisite: VBH390

**Aims & Objectives**  
This module aims to provide skills in the further development of painting techniques.
Content
- Key Painting Techniques.
- Expressions of mood, images, impressions, visual statements.
- Preparation.
- Use of colour.
- Forms of colourants.
- Application techniques.
- Range of colourants.
- Paint bases.
- Materials.
- Organisation of work space.
- Occupational Health and Safety.
- First aid.
- Characteristics of a safe working environment.
- Hazards.
- Manual handling.

**VBH392 Printmaking**

Semester 1 and 2 • 80 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The aim of this module is to provide the learner with skills for printmaking.

**Content**
- Printmaking.
- Procedures.
- Methods.
- Major Print Media.
- New media.
- Printing flaws.
- Conventions of printmaking.
- Preparation of materials.
- Occupational Health and Safety.

**VBJ098 Public Relations Industry and the Australian Media**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To gain the knowledge and skills to analyse the role, structure and importance of the various facets of the media media in Australia and its interrelationships and codependencies with the public relations and communications industries in this country.

**Content**
- Definitions, history and the development of the mass media in Australia.
- Examination and description of the broadcast media in Australia.
- Examination and description of the major areas of the print media in Australia.
- Examination of other major areas of the mass media in Australia.
- Examination of the interrelationship and codependence of the mass media and other professions.
- Examination of the journalistic and news gathering process.
- Mass media philosophies.

**VBJ099 Business and Finance for Public Relations**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Identify and analyse the purposes and format of financial accounting reports, describe operation of the Australian Stock Exchange, demonstrate the specialised skills in the development of relevant operational budgets, their monitoring and analysis, and the identification and recommendation of relevant and effective operational actions to achieve budgets.

**VBJ206 Identify Potential Clients and Provide Advice on Services**

51 nominal Hours • Prerequisite: VBD235, VBD233, VBD238, VBD237, VBD236, VBD239

**Aims & Objectives**
To provide learners with knowledge and skills to identify potential clients and their requirements, and apply methods for responding to clients needs to provide quality customer service in a legal environment, according to organisational policies and procedures.

**Content**
- Source potential client.
- Provide information and advice to the potential client.

**VBJ207 Practice in a Legal Environment**

88 nominal Hours • Prerequisite: VBD236, VBD233, VBD238, VBD237, VBD236, VBD239

**Aims & Objectives**
To provide learners with knowledge and skills to initiate the client file, take instructions and provide required legislative information, consult with internal/external specialists, and prepare, develop and manage legal documents, to ensure that all necessary information is obtained and that documentation accurately reflects the client's needs, according to organisational policies and procedures.

**Content**
- Open client file, take instructions and provide legislative information.
- Consult appropriate specialists.
- Obtain, prepare and manage legal documentation.
- Maintain communication with the client.
- Identify and apply legal ethics and practice.

**VBJ208 Manage Legal Practice Operation Resources**

51 nominal Hours • Prerequisite: VDB235, VBD233, VBD238, VBD237, VBD236, VBD228, VLB228, VLB207, VLB208

**Aims & Objectives**
To provide learners with knowledge and skills to manage human resources specific to legal organisations. These include the recruitment, development, supervision and monitoring of base level legal and clerical staff, according to organisational policies and procedures.

**Content**
- Manage the recruitment and development of base level legal and clerical staff.
- Supervise and monitor base level legal and clerical staff.

**VBJ217 Introduction to Advertising**

51 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to enable the learner to gain an introductory overview of the meaning, purpose and application of advertising.

**Content**
- Definition of advertising.
- Forms, methods and media for advertising.
- Role, function and purpose of advertising.
- Advertising case histories.
- Stages of advertising campaigns.
- Future directions of advertising.
VBJ218  Focus on the Advertising Industry
51 nominal Hours  Prerequisite: Nil

Aims & Objectives
The purpose of this module is to enable the learner to form an introductory overview of the advertising industry in Australia.

Content
- History of advertising industry.
- Structure of Australian advertising industry.
- The relationship between an advertiser, the advertising agency, the media and the consumer.
- Advertising job functions.
- Advertising agency finances.

VBJ220  Creative and Production Elements in Advertising
51 nominal Hours  Prerequisite: Nil

Aims & Objectives
The purpose of this module is to enable the learner to develop skills and knowledge of how television, radio, print and website advertisements are produced.

Content
- The roles of advertising agency personnel in production processes, including creative groups, account service groups and air media and print production managers.
- Producing radio commercials and sound tracks.
- Producing television commercials.
- Producing print advertisements.
- Producing website advertisements.

VBJ221  Introduction to Advertising Media
51 nominal Hours  Prerequisite: Nil

Aims & Objectives
The purpose of this module is to enable the learner to develop skills and knowledge of the structure of advertising media in Australia, and the role of media planners and buyers.

Content
- Structure of the advertising and media industry.
- Types of advertising and their purpose.
- Role and performance of media in the communication process.
- Audience measurement.
- Legislation and controls affecting media.
- Advertising agency remuneration and accreditation system.
- The media buying/planning function.
- Using television, radio, newspapers, magazines and ancillary media.
- Preparing and costing media schedules using current rate cards.

VBJ222  Introduction to Copy and Design
51 nominal Hours  Prerequisite: Nil

Aims & Objectives
The purpose of this module is to enable the learner to develop skills and knowledge of how advertisements are written and designed for all advertising media, and the work undertaken by copywriters and art directors.

Content
- The structure of the Creative Department in an advertising agency, and the roles of Creative Director, Copywriter and Art Director.
- The working relationship between the Creative Department and other agency departments, including Media, Account Service and Production.
- The working relationship between Creative Groups and external suppliers.
- The Creative Brief.
- Copy Platforms.
- Creative Concepts.
- Campaign Themes.
- Writing and designing television and cinema commercials.
- Writing radio commercials.
- Writing and designing advertisements for newspapers and magazines.
- Writing and designing advertisements for outdoor and transit.
- Packaging and displays.
- Evaluating concepts, copy and design.

VBJ300  Acting 1
Semester 1 & 2  75 nominal Hours  Prerequisite: Nil

Aims & Objectives
To develop knowledge of acting methods and performance styles and to develop acting skills for a range of performance settings. Naturalistic and non-naturalistic styles, collaboration, climax, mood, timing, monologues/scene work and taking direction will also form part of this subject.

VBJ301  Voice 1
Semester 1 and 2  50 nominal Hours  Prahran  Prerequisite: Nil

Aims & Objectives
To develop knowledge of vocal theorists and skills in the use of voice for performance through application of vocal process, key components of voice, development of warm up techniques, alignment, breath and techniques for the release of tension. Location of head and nasal and chest resonance, vocal range and articulation, voice in a range of performance spaces, and its impact on the audience. Application of vocal techniques to text and character.

VBJ302  Movement 1
Semester 1 and 2  50 nominal Hours  Prerequisite: Nil

Aims & Objectives
To develop knowledge of and skills in, movement in a range of performance contexts. Principles of movement including space, timing, rhythm, focus, flexibility, co-ordination, shape and locomotion. Preparation of the body for movement. Kinaesthetic awareness, space, stillness and movement. Movement conventions of dance styles, posture, body alignment and use of body parts.
To develop a knowledge of the history and uses of puppetry in theatre and skills in the performance of puppetry.  

**VBJ305  Australian Community Theatre**  
Semester 1 & 2  •  50 nominal Hours  •  Prerequisite: Nil  

**Aims & Objectives**  
To develop a knowledge of Australian community theatre, festivals and events and a knowledge of Australian community theatre performance.  

**VBJ306  Scriptwriting**  
50 nominal Hours  •  30 Hours Year 1 and 20 Hours Year 2  •  Prerequisite: Nil  

**Aims & Objectives**  
To develop a knowledge of scriptwriting processes and skills in writing short scripts for performance.  

**VBJ307  Mask**  
1 Semester  •  50 nominal Hours  •  Prerequisite: Nil  

**Aims & Objectives**  
To develop a knowledge of mask in performance and skills in the design, construction and use of mask in performance.  

**VBJ308  Circus**  
1 Semester  •  50 nominal Hours  •  Prerequisite: Nil  

**Aims & Objectives**  
To develop a knowledge of the history and traditions of the circus and skills in circus performance by looking at the history and traditions of circus and circus performance styles. Use of the body in circus routines, warm up routines and exercises. Circus skills including balancing, hoop diving, tumbling, lifting, acrobatics and teamwork.  

**VBJ309  Drama and Society**  
1 Semester  •  50 nominal Hours  •  Prerequisite: Nil  

**Aims & Objectives**  
To develop a knowledge of the relationship and interconnection between society and drama through the overview of history of theatre and the relationship between society and drama. Social, political and economic contexts and history of theatre in west and east, performance styles and theatrical conventions, and the analysis of a range of styles and dramatists will also be covered.  

**VBJ310  Puppetry**  
1 Semester  •  50 nominal Hours  •  Prerequisite: Nil  

**Aims & Objectives**  
To develop a knowledge of the history and uses of puppetry in theatre and skills in the design, construction and use of puppetry in performance through styles of puppetry, design features, scale and proportions. Construction, operation and techniques of puppetry.  

**VBJ311  Acting 2**  
Semester 1 & 2  •  50 nominal Hours  •  Prerequisite: VBJ301  

**Aims & Objectives**  
To develop a knowledge of acting methods and techniques and to apply a range of acting skills in the performance through acting methods and performance styles. Theatrical conventions, dramatic structures, performance techniques, performance environment and acting conventions. Actor/audience relationships and script & text analysis.  

**VBJ312  Voice 2**  
Semester 1 & 2  •  50 nominal Hours  •  Prerequisite: VBJ302  

**Aims & Objectives**  
To develop a knowledge of improvisation techniques and skills that can be used in a range of performance settings.  

**VBJ313  Movement 2**  
Semester 1 & 2  •  50 nominal Hours  •  Prerequisite: VBJ303  

**Aims & Objectives**  
To develop a knowledge of improvisation techniques and skills that can be used in a range of performance settings through character interpretation and analysis of improvisation problems.  

**VBJ314  Improvisation 2**  
Semester 1 & 2  •  50 nominal Hours  •  Prerequisite: VBJ303  

**Aims & Objectives**  
To develop a knowledge of improvisation techniques and skills that can be used in a range of performance settings through character interpretation and analysis of improvisation problems.  

**VBJ356  Marketing Channels and Logistics**  
50  •  60 nominal Hours  •  Prerequisite: VAD950  

**Aims & Objectives**  
To provide training in the key concepts relating to the development and management of relationships between member organisations of the distribution channel or supply chain. It will also specifically examine the nature and role of the logistics function within the context of marketing and strategic planning.  

**VBJ357  eMarketing**  
30 nominal Hours  •  Prerequisite: VAD950, VBJ307, VAB548, NMRK532  

**Aims & Objectives**  
Provide learners with instruction on the basic principles and concepts involved in Electronic Marketing, and how basic marketing concepts can be applied in a modern electronic communications environment.  

**Content**  
- What is eMarketing and when is it appropriate.  
- eMarketing strategies.  
- Researching customers and competition.  
- eMarketing tools and service providers.  
- Website design.  
- Order processing and shipment.  
- Integrating electronic marketing into the overall marketing effort.  

**VBJ358  Introduction to Human Resources**  
10 nominal Hours  •  Prerequisite: Nil  

**Aims & Objectives**  
The purpose of this module is to provide the learner with the knowledge and skills to describe the human resource function in an organisation.  

**Content**  
- Role and function of the human resource practitioner.  
- Human resource legislation.
Subject Details

- Human resources/industrial relations.
- Strategic human resources/operational human resources.
- Careers in human resources.

**VBJ359 Plan and Organise Training Programs**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to provide the learner with the knowledge and skills to provide the administrative support to training delivery in an organization.

**Content**
- Planning training programs.
- Program resources.
- Promotion of training programs.
- Coordination of training delivery.
- One-on-one training delivery.
- Training record keeping.

**VBJ360 Introduction to Employment Law**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to provide the learner with the knowledge and skills to identify a range of valid employment contracts and the ways they can be discharged.

**Content**
- Sources of employment law.
- Fundamentals of a valid employment contract.
- Types of employment contracts.
- Discharge of employment contracts.

**VBJ361 Occupational Health and Safety**

20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to provide the learner with the knowledge and skills to implement OH&S legislation in an organisation.

**Content**
- Major provisions of OH&S legislation.
- Obligations and responsibilities of employer/employee.
- Workers Compensation Authority.
- Implementation of OH&S legislation.
- Sources of information.

**VBJ362 Industrial Relations / Employment Relations**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to provide the learner with the knowledge and skills to analyse the current industrial relations/employment relations climate and its affect on the human resources function.

**Content**
- Industrial relations/employment relations issues.
- Theoretical system framework.
- Preparation of agreements.

**VBJ363 Legal Context in Human Resources**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to provide the learner with the knowledge and skills to implement the human resource legislative requirements in order to ensure organisational compliance.

**Content**
- Legislation/legal instrument.
- Negligence.
- Procedures to comply with legislation.

**VBJ364 Industry Project - Human Resources**

60 nominal Hours • Prerequisite: VBJ361

**Aims & Objectives**
The purpose of this module is to provide the learner with the knowledge and skills to complete a work based human resource project.

**Content**
- Problems/Opportunities.
- Objectives.
- Action Plan.
- Documented Plan.

**VBJ365 International Human Resource Management**

40 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to provide the learner with the knowledge and skills to find and nurture the human resources required to implement an international strategy.

**Content**
- Introduction to international human resource management.
- Recruitment and selection of international employees.
- Performance appraisal.
- Compensation.
- International labour relations.

**VBJ366 Competency Analysis**

10 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to provide the learner with the knowledge and skills to conduct a competency self-assessment and prepare evidence for a Recognition of Prior Learning/Recognition of Current Competencies portfolio.

**Content**
- Training program/Training Package Competency.
- Standards/Statements.
- Competency Self Assessment.
- Evidence of Competency.
- Portfolio preparation.

**VBJ370 Career Planning and Skills Assessment**

20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
The purpose of this module is to provide the learner with the knowledge and skills to carry out self assessment for the preparation of:

- A plan building a career in an appropriate area within the Business Services, Finance and Property Industries.
- An application for the Recognition of Prior Learning, if appropriate.
- Job search and interview strategies.
A resume.

Content
- Career planning.
- Skills mapping.
- Recognition of prior learning.
- Job search and interview strategies.
- Writing resumes.

VBJ372  Plant Biology
40 nominal Hours • Prerequisite: VBB336

Aims & Objectives
To enable the learner to understand how plants have adapted and function in their natural environment, and to examine ways in which they can be managed and conserved to maintain an ecological balance.

VBJ373  Productivity and Work Methods Improvement
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the learner with the relevant knowledge and skills to identify the factors that affect productivity, and apply methods to improve productivity.

Content
- Productivity.
- Operations Management.
- Industry engineering and work study.
- Method study.

VBJ374  Resource Requirement Planning
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the learner with the necessary knowledge and skills to implement Resource Requirement Planning as a strategy.

Content
- Resource Requirement Planning.
- Work standards.
- Plant Manufacturing Capacity.
- Materials Requirements Planning (MRP).
- Capacity Requirements Planning (CRP).

VBJ375  Production Planning, Scheduling and Control
40 nominal Hours • Prerequisite: Nil • Corequisites: VBJ374

Aims & Objectives
To provide the learner with the relevant knowledge and skills to explain the Production Planning Process.

Content
- Forecasting techniques.
- The production plan.
- Scheduling shop floor operations.
- Computerised Scheduling.

VBJ376  Supply Chain Management Principles
80 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the learner with the knowledge necessary to apply Predetermined Motion Time Standard (PMTS) systems to establish standard times for operations.
Subject Details

Content
- Predetermined Motion Time Standard Systems.
- Master Standard Data (MSS).
- Modular Arrangement of Predetermined Time Standard (MDATS).
- Alpha-Mnemonic Coding System.
- Standard Data System.

VBJ383 Facility Layout and Workplace Design
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the learner with the relevant knowledge and skills to be able to plan a facility layout and workplace design, for a given context, in an operations management environment.

Content
- Facility layout and workplace design.
- Layout techniques.
- Work environments.
- OH&S Legislation & Practice.

VBJ384 Project Management
40 nominal Hours • Prerequisite: VBJ355, VCS075

Aims & Objectives
The purpose of this module is to provide the learner with the necessary knowledge and skills required to manage resources and complete projects, including eCommerce projects, within the specified parameter of operations management.

Content
- Project management.
- eCommerce project management.
- Planning, scheduling, controlling.
- Documentation against project criteria: purpose, performance, budget, time, benefits.
- Project planning software.
- Decision, planning & control models.
- Communication systems and networks.
- Milestones.
- Total quality management.
- Performance Evaluation and Review Techniques (PERT).
- Charts: gantt charts, histograms, time bar diagrams.

VBJ386 Computer Applications for Operations Management
40 nominal Hours • Prerequisite: NCS116, NCS222

Aims & Objectives
To provide the learner with the knowledge and skills to use software packages in an operations management context.

Content
- Operating systems.
- Batch and multi-tasking operating systems: job scheduling, buffering, spooling, access.
- Software packages.
- Purpose of software.
- Features of software.
- Comparison of software.
- Hardware requirements.
- Staffing requirements.

- Impact of potential software on business.
- Terminology associated with software package.
- Correct software operating processes.
- Sources of assistance.
- Application of software.

VBJ387 Maintenance Management
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the learner with the knowledge and skills to maintain system and machine reliability by implementing repair and preventative maintenance strategies.

Content
- Definitions.
- Potential impact of system and/or machine failure on business.
- Parts replacement policies.
- Benefits of planned repair programs.
- Definition - preventative maintenance.
- Preventative maintenance strategies.
- Benefits of preventative maintenance.
- Definition - predictive maintenance.
- Calculations to determine predictive maintenance.
- Benefits of predictive maintenance.
- Factors contributing to machinery and equipment failure.
- Measurements used to determine system reliability.
- Methods to improve machine and equipment reliability.
- Sound maintenance management - principles and practices.
- Theories of maintenance management.
- Features of the different maintenance management approaches.
- Centralised maintenance.
- Decentralised maintenance.
- Contract maintenance.
- Advantages and disadvantages.
- Appropriate applications of different maintenance management systems.
- Methods to calculate maintenance capacity.

VBJ389 Statistical and Estimating Techniques
40 nominal Hours • Prerequisite: VBJ372, NAP720, NAP721

Aims & Objectives
To provide the learner with the necessary knowledge and skills to understand and apply the concepts of statistical and estimating techniques to establish time standards of measurement.

Content
- Activity Sampling.
- Group Timing Technique.
- Multi-Machine Assignments.
- Standard Data Systems.

VBJ391 Industry Project Practicum
50 nominal Hours • Prerequisite: TDF381A

Aims & Objectives
To provide the learner with the ability to integrate the theoretical knowledge and the practical skills of Operations Management in a 'real work' situation.

Content
- Operations management context.
Operations management techniques.

**VBJ392  Develop an Environmental Plan**  
20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**  
To provide the learner with the skills and knowledge required to develop an environmental plan for the organisation.

**Content**  
- Constraints.
- Stakeholders.
- Process models.
- Human Resources.
- Data.
- Criteria.

**VBJ405  Advertising Media Planning**  
51 nominal Hours • Prerequisite: VBJ221

**Aims & Objectives**  
The purpose of this module is to enable learners to develop planning and buying skills, knowledge of methods of planning and buying media advertising programs, and the use of media research to assist decision making.

**Content**  
- Extracting the media task from the marketing/Advertising brief.
- Preparing media plans and rationales.
- Costing media plans.
- Presenting media plans.
- Conducting audience research.
- Using media research.
- Sales promotion and direct marketing.
- Trade and retail advertising.
- Computers in the media department.

**VBJ406  Advertising Industry Environment**  
34 nominal Hours • Prerequisite: Nil

**Aims & Objectives**  
This module enables the learner to develop appropriate knowledge and skills of the advertising industry environment.

**Content**  
- Participate as an effective member of an office/workplace while under supervision.

**VBJ407  Advertising Campaign Studies**  
51 nominal Hours • Prerequisite: VBJ217, VBJ218, VAD850, VBJ221, VBJ405, VAB950, VBR307, VBJ220, VBJ222

**Aims & Objectives**  
The purpose of this module is to enable learners to develop a sound working knowledge of each stage in the successful mass marketing of product/service, from production design to agency brief, to advertising launch, including marketing activities which work in conjunction with advertising to ensure success.

**Content**  
- Researching needs and wants.
- Product/service design and testing.
- Formulating features and benefits.
- Strategic Planning.
- Devising a communications plan and budget.
- Writing an agency brief.

**VBJ408  Strategic Advertising and Market Planning**  
51 nominal Hours • Prerequisite: VBJ217

**Aims & Objectives**  
The purpose of this module is to enable the learner to develop skills and knowledge on how strategic marketing planning is undertaken and how marketing planning can be used in an organisation's interaction with its environment.

**Content**  
- Marketing/Advertising.
- Strategic decision making process.
- Market/Advertising investigation and research.

**VBJ414  Advertising Campaign Management**  
51 nominal Hours • Prerequisite: VBJ407, VBJ408

**Aims & Objectives**  
The purpose of this module is to enable learners to develop skills and knowledge of the key role of an agency Account Executive as principal coordinator of an advertising campaign, together with the responsibilities and duties that devolve with the job. It also introduces the learner to the job functions of various executives on the client side, with whom the Account Executive may have to interface.

**Content**  
- Personal qualities of an Account Executive.
- Job function.
- Job responsibilities.
- Client contact.
- WIP management.
- Strategic planning.
- Integrated marketing communications.
- Team building.
- The research brief.
- The media brief.
- The creative brief.
- Timelines.
- New business strategies.
- Typical client structures.
- Lateral thinking.
- Work ethics.

**VBJ415  Advertising Project**  
51 nominal Hours • Prerequisite: All modules in Year 1 and Year 2, Semester 1.

**Aims & Objectives**  
The purpose of this module is to enable the learner to develop a practical appreciation of the various stages of formulating an advertising campaign.
Content
- Preparation of an advertising campaign to launch a consumer product nationally, based on a realistic brief.

VBJ418  International Advertising
51 nominal Hours  Prerequisite: VBJ217, VBJ218, VBJ950, VBF307, VA6550

Aims & Objectives
The purpose of this module is to enable the learner to develop skills and knowledge of the interrelationships between advertising, marketing and the advertising industry.

Content
- Aspects of services marketing.
- Types of services marketing.
- Planning, pricing, communicating and managing services marketing.

VBJ422  Services Advertising
51 nominal Hours  Prerequisite: VA6548, VBF307, VA6560

Aims & Objectives
The purpose of this module is to enable the learner to develop skills and knowledge required to develop and implement marketing strategies in service businesses.

Content
- The purposes of international advertising.
- Analysis of the international advertising environment.
- The balancing of the international advertising mix.
- The opportunities and barriers as they apply to international advertising.
- An understanding of culture as it relates to international advertising.
- The development of international advertising plan, such as:
  - The importance of international advertising for Australia.
  - Environmental considerations for international advertising.
  - Evaluation of international advertising opportunities and potential barriers.
  - Developing an international marketing mix.
  - Entry options for international markets.
  - The elements of culture as they apply to international marketing.
  - International market planning.

VBJ423  Marketing Public Relations
51 nominal Hours  Prerequisite: VA6560, VBF307, VBJ408, VBJ217

Aims & Objectives
The purpose of this module is to enable the learner to develop skills and knowledge of the interrelationships between advertising, marketing and public relations.

Content
- Public Relations: Roles, Functions, Techniques.
- Understanding Marketing Public Relations (MPR).
- Using Marketing Public Relations (MPR).
- Interrelationship between Public Relations and Advertising.
- The MPR Plan.

VBJ424  Direct Response and Sales Promotion
51 nominal Hours  Prerequisite: VBJ408

Aims & Objectives
The purpose of this module is to enable the learner to develop skills and knowledge in the principles and techniques of response driven marketing and its role within an overall strategic marketing plan.

Content
- The role of response driven marketing techniques.
- Current trends in the industry.
- Offers and incentives.
- Response driven channels and media.
- Marketing and customer databases.
- Marketing Planning.
- The mathematics of response driven marketing.

VBJ425  Concept Development for Advertising
51 nominal Hours  Prerequisite: Nil

Aims & Objectives
The purpose of this module is to enable the learner to develop a creative, critical approach to problem solving and conceptualising.

Content
- Problem solving and conceptualising a brief.
- Use of different media.
- Meeting concept development deadlines.

VBJ426  Copywriting and Art Direction
68 nominal Hours  Prerequisite: Nil

Aims & Objectives
The purpose of this module is to enable learners to develop knowledge and skills in copywriting and art direction.

Content
- Creative writing.
- Copywriting.
- Art direction.
- Symbolism.

VBJ427  Multimedia in Advertising
51 nominal Hours  Prerequisite: Nil

Aims & Objectives
The purpose of this module is to enable the learner to:
- Develop an understanding of the use of multimedia in the advertising industry.
- Use multimedia to develop scripts and websites.

Content
- The functions of CPU, ROM, RAM, storage devices, monitors and input devices relating to multimedia.
- Multimedia software packages available for text, graphics, photography, typography, sound, animation and video.
- The distinguishing features of contemporary operating systems including DOS, UNIX, OS/2, VMS, Macintosh.
- Distinguishing features of algorithmic and documentation styles.
- What is meant by the terms I/O operations, clip and file importation, and keyboard commands.
- Software used for web authoring, its applications, advantages and disadvantages.
- Types of adjustments required when converting printable artwork to web pages.
- Internet-related issues such as bandwidth, platform-independence and screen types, and how they are resolved.
- The purpose and process of validation and the role of standards and extensions.

VBJ450  Apply GST to Business Requirements
6 nominal Hours  Prerequisite: Nil
### Aims & Objectives
To provide learners with knowledge, skills and understanding of the GST, its operation and the concept of taxable, GST-free and input taxed supplies, as they relate to small and medium business.

### Content
- Explain the overall features of the New Tax System.
- Identify who can register for the GST and describe appropriate procedures for registration.
- Calculate GST transactions accurately and complete GST documentation.
- List the resource requirements associated with implementing the GST.
- Identify and explain government assisted programs available for implementing the GST.

### VBJ511 Screen Printing

**Semester 1 and 2 • 60 nominal Hours • Prerequisite: Nil**

### Aims & Objectives
This aim of this module is to provide the learner with skills to produce screen printing.

### Content
- Screen printing stencil techniques.
- Occupational Health and Safety.
- Maintenance of Resources and Equipment.
- Procedures.
- Methods.
- Preparation of materials.

### VBJ512 Photographic Screen Printing

**Semester 1 & 2 • 60 nominal Hours • Prerequisite: Nil**

### Aims & Objectives
This module aims to provide the learner with the skills to use photographic screen printing.

### Content
- Photographic Screen Printing.
- Procedures.
- Methods.
- Preparation of materials.
- Occupational Health and Safety.
- Maintenance of resources and equipment.

### VBJ513 Ceramics A

**Semester 1 & 2 • 60 nominal hours • Prerequisite: Nil**

### Aims & Objectives
This module aims to provide an introduction to basic ceramic work.

### Content
- History and traditions in Ceramic Production and use.
- Clay.
- Clay building techniques.
- Greenware.
- Decoration techniques.
- Drying methods.
- Firing.
- Occupational Health and Safety.

### VBJ515 Introduction to Photography

**Semester 1 and 2 • 60 nominal Hours • Prerequisite: Nil**

### Aims & Objectives
This module aims to provide an introduction to Photography.

### Content
- Cameras – parts and functions.
- Film Selection and use.
- Photographic briefs.
- Design principles and elements in representation.
- Role of light in photography.
- Development and printing of photographs.
- Mounting and presentation of photographs.
- Documentation.
- Occupational Health and Safety.

### VBJ516 Self Promotion

**Semester 1 and 2 • 60 nominal Hours • Prerequisite: Nil**

### Aims & Objectives
To be credited with this module, students must demonstrate competency in all learning outcomes.

### Content
- Entrepreneurship.
- Self promotion.
- Market research.
- Planning.
- Finance.
- Pricing/forecasting.
- Record keeping.
- Contracting.

### VBJ517 Exhibition and Display 1

**Semester 1 & 2 • 60 nominal Hours • Prerequisite: Nil**

### Aims & Objectives
To provide learners with experience in staging a visual arts exhibition/display.

### Content
- Display Design and Techniques.
- Working as a group member.
- Tribal obligations.
- Reproduction of artworks.
- Protection of cultural knowledge.
- Individual artists and clan relationships.
- Aboriginal law and custom.
- Relationship to aboriginal and land rights act and native title.
- Exhibition planning and implementation.

### VBJ518 Exhibition & Display 2

**Semester 1 and 2 • 60 nominal Hours • Prerequisite: VBJ517**

### Aims & Objectives
This module aims to provide the learner with experience in staging an exhibition.

### Content
- Exhibition planning and implementation.
- Theme.
- Audience.
- Scale.
- Venue.
- Date.
Subject Details

- Admission costs.
- Advertising.
- Catalogue design and production.
- Promotion/publicity.
- Insurance.
- Occupational Health and Safety.
- Presentation.
- Installation.

VBJ519 Cultural Studies 3
1 Semester • 40 nominal Hours • Prerequisite: VBJ375

Aims & Objectives
- To provide learners with awareness of the culture of Aboriginal and Torres Strait Islander peoples of the Australian continent.
- To reinforce learners' pride and confidence in their culture and their relationship with the land.

Content
- Contemporary issues.
- Government Policy.
- Aboriginal and Torres Strait Islander Organisations.

VBJ520 Aboriginal and Torres Strait Islander Art History 3
1 Semester • 40 nominal Hours • Prerequisite: VBJ376

Aims & Objectives
This module aims to extend students' understanding of issues pertinent to art, specifically Aboriginal and Torres Strait Islander art history.

Content
- Research and investigative processes.
- Heritage art practices.
- Overview of the art industry.
- Patterns of ownership.
- Multinationals.
- Structure and operation of a publishing company.
- Contact with galleries/publishers.
- Publishing/reproduction royalties.
- Collection.
- Payment.
- Copyright.

VBJ521 Introduction to Business Practice
1 Semester • 20 nominal Hours • Prerequisite: Nil

Aims & Objectives
The aim of this module is to provide learners with information on art display, use and copyright.

Content
- Overview of the art industry.
- Copyright in the art industry.
- Tribal obligation.

VBJ522 Computer Operations
1 Semester • 20 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module aims to enable the learner to develop basic work processing skills and to use basic spreadsheets, and to use computers to assist in record keeping for small business management.

VBJ523 Cultural Studies 4
1 Semester • 40 nominal Hours • Prerequisite: VBJ519

Aims & Objectives
This module aims to provide learners with skills in analysing current cultural issues and positive cultural identity.

Content
- Contemporary issues.
- Government policy.
- Aboriginal and Torres Strait Islander organisations.

VBJ524 Aboriginal and Torres Strait Islander Art History 4
1 Semester • 40 nominal Hours • Prerequisite: VBJ520

Aims & Objectives
This module aims to provide learners with understanding of identity in art practices relevant to Aboriginal and Torres Strait Islander culture.

Content
- Research and investigative processes.
- Identity in art and culture.
- Colonial representation.
- Identity in relation to intellectual property and appropriation.

VBJ525 Workplace Project 2
Semester 1 & 2 • 120 Hours • Prerequisite: VBJ525, VBJ521

Aims & Objectives
The aim of this module is to provide learners with experience in the application of skills and knowledge gained during the course to an artwork environment.

Content
- Workplace Culture.
- Work Experience.
- Occupational Health and Safety.

VBJ526 Aboriginal and Torres Strait Islander Arts
Semester 1 & 2 • 60 nominal Hours • Prerequisite: Two traditional arts modules from Certificate III.

Aims & Objectives
This module aims to provide for the development of advanced skills in the area of Aboriginal and Torres Strait Islander arts.

Content
- Sources and properties of raw materials.
- Traditional uses and cultural significance of crafts.
- Production of traditional crafts.
- Materials.
- Techniques.
- Cultural traditions.

VBJ527 Batik Production
Semester 1 & 2 • 60 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module aims to provide an introduction to the production of batik.
Content
- Wax resist printing.
- Historical development.
- Batik in a range of cultures.
- Dyes/inks.
- Fabrics.
- Design.
- Colour.
- Production and marketing.
- Occupational Health and Safety.

VBJ528 Ceramics C
1 Semester • 60 nominal Hours • Prerequisite: VBJ513, V8J513

Aims & Objectives
This module aims to provide an introduction to wheel thrown ceramics skills and techniques.

Content
- History and traditions in ceramic production and use.
- Clay.
- Preparation techniques.
- Wheel throwing techniques.
- Decoration techniques.
- Drying methods.
- Firing.
- Occupational Health and Safety.

VBJ529 Ceramics D
1 Semester • 60 nominal Hours • Prerequisite: VBJ513, V8J513, V8J528

Aims & Objectives
This module aims to provide the learner with the skills needed to carry out negotiated independent study and studio work in the field of ceramics and to provide the learner with skills in the decoration and firing of ceramics.

VBJ577 Introduction to Public Relations 1
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide an understanding of the fundamentals of PR and comprehend the role and positioning of public relations within an organisation.

Content
- Historical Development.
- Role of Public Relations.
- Functions and techniques.
- Public relations planning.
- Theories and processes of communication.
- Employee communication and training.

VBJ578 Introduction to Public Relations 2
51 nominal Hours • Prerequisite: VBJ577

Aims & Objectives
Provide an understanding of the processes and interactions of public relations in practice.

Content
- Public relations organisations.
- "Four-Step Process"/"Developed PR Model".
- Media.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Special Events.
- Issues management and crisis public relations.
- Marketing.
- Advertising.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Print layout and typesetting.
- Desktop publishing.
- Newsletter and annual reports.
- Graphics and cartoons.
- Printing.
- Audio visual production.
- Media.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
- Word processing fundamentals.
- E-mail handling.
- Spreadsheet fundamentals.
- Database fundamentals.
- Business presentation applications.
- Integrating data transfer between software applications.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
- Word processing fundamentals.
- E-mail handling.
- Spreadsheet fundamentals.
- Database fundamentals.
- Business presentation applications.
- Integrating data transfer between software applications.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
- Word processing fundamentals.
- E-mail handling.
- Spreadsheet fundamentals.
- Database fundamentals.
- Business presentation applications.
- Integrating data transfer between software applications.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
- Word processing fundamentals.
- E-mail handling.
- Spreadsheet fundamentals.
- Database fundamentals.
- Business presentation applications.
- Integrating data transfer between software applications.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
- Word processing fundamentals.
- E-mail handling.
- Spreadsheet fundamentals.
- Database fundamentals.
- Business presentation applications.
- Integrating data transfer between software applications.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
- Word processing fundamentals.
- E-mail handling.
- Spreadsheet fundamentals.
- Database fundamentals.
- Business presentation applications.
- Integrating data transfer between software applications.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
- Word processing fundamentals.
- E-mail handling.
- Spreadsheet fundamentals.
- Database fundamentals.
- Business presentation applications.
- Integrating data transfer between software applications.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
- Word processing fundamentals.
- E-mail handling.
- Spreadsheet fundamentals.
- Database fundamentals.
- Business presentation applications.
- Integrating data transfer between software applications.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
- Word processing fundamentals.
- E-mail handling.
- Spreadsheet fundamentals.
- Database fundamentals.
- Business presentation applications.
- Integrating data transfer between software applications.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
- Word processing fundamentals.
- E-mail handling.
- Spreadsheet fundamentals.
- Database fundamentals.
- Business presentation applications.
- Integrating data transfer between software applications.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
- Word processing fundamentals.
- E-mail handling.
- Spreadsheet fundamentals.
- Database fundamentals.
- Business presentation applications.
- Integrating data transfer between software applications.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
- Word processing fundamentals.
- E-mail handling.
- Spreadsheet fundamentals.
- Database fundamentals.
- Business presentation applications.
- Integrating data transfer between software applications.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
- Word processing fundamentals.
- E-mail handling.
- Spreadsheet fundamentals.
- Database fundamentals.
- Business presentation applications.
- Integrating data transfer between software applications.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
- Word processing fundamentals.
- E-mail handling.
- Spreadsheet fundamentals.
- Database fundamentals.
- Business presentation applications.
- Integrating data transfer between software applications.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
- Word processing fundamentals.
- E-mail handling.
- Spreadsheet fundamentals.
- Database fundamentals.
- Business presentation applications.
- Integrating data transfer between software applications.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
- Word processing fundamentals.
- E-mail handling.
- Spreadsheet fundamentals.
- Database fundamentals.
- Business presentation applications.
- Integrating data transfer between software applications.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
- Word processing fundamentals.
- E-mail handling.
- Spreadsheet fundamentals.
- Database fundamentals.
- Business presentation applications.
- Integrating data transfer between software applications.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
- Word processing fundamentals.
- E-mail handling.
- Spreadsheet fundamentals.
- Database fundamentals.
- Business presentation applications.
- Integrating data transfer between software applications.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
- Word processing fundamentals.
- E-mail handling.
- Spreadsheet fundamentals.
- Database fundamentals.
- Business presentation applications.
- Integrating data transfer between software applications.

VBJ579 Techniques for Production
51 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with instruction on how to liaise with personnel in all forms of media as a well-versed public relations practitioner.

Content
- Operating system functions.
• E-procurement.
• Online tendering.
• Logistics and inventory management.
• Order and service fulfillment.
• EDI.
• Automating/digitising/outsourcing processes such as transport, warehousing, materials handling, and packaging.
• Supply and distribution channel design.
• Disintermediation and reintermediation.

**VBK257 Writing for the Web and Interactive Media**

20 nominal Hours • Prerequisite: Nil

**Aims & Objectives**

Provide the participant with a knowledge of issues surrounding communication when writing for the web and to utilise basic design aspects to write and present information on the web.

**Content**

• Steps in the communication process.
• Communicating information on the web.
• The differences between writing for the web and traditional writing methods.
• Recognising good design in effective electronic communication.
• Planning the structure of a website.
• Write material for the web.

**VBK258 eCommerce Payment Systems**

30 nominal Hours • Prerequisite: VBH064

**Aims & Objectives**

The aim of this module is to give learners insight into eCommerce payment systems.

**Content**

• The stages of eCommerce payment transactions.
• The differences between eCommerce payments and traditional payments.
• The range of eCommerce payment models that exist in online environments.
• The costs and benefits of an eCommerce payment system.
• The security and privacy issues that impact on eCommerce payment systems.

**VBK259 Business to Consumer eCommerce**

30 nominal Hours • Prerequisite: VBH064, VAU250

**Aims & Objectives**

To provide learners with knowledge in the major issues in relation to business to consumer (B2C) eCommerce operations.

**Content**

• Traditional retailing versus e-tailing.
• Retail website categories.
• Buying, selling, and exchanging products and services online.
• Online consumer behaviour and customer service.
• Online and mainstream advertising for websites.

**VBK260 eCommerce Customer Relationship Management and Electronic Service Delivery**

40 nominal Hours • Prerequisite: NGMS102

**Aims & Objectives**

To enable learners to use information and technology to understand, categorize, manage and market to customers, and to understand the impact of customer relationship management on the eCommerce organisation.

**Content**

• The cost, "ownership", and "lifetime value" of customers.
• Customer segmentation and positioning.
• The Customer Relationship Management (CRM) process.
• CRM organisational structure.
• eCommerce business models.
• Data warehousing.
• Electronic service delivery and technologies.
• Enabling and relationship technologies.
• Customer retention and profitability.
• Data mining.
• Any Question — at Any Time — of Any Data — from Any Level of Business.
• Data privacy.
• One-to-one marketing.
• CRM measurability and accountability.

**VBK261 eCommerce Risk Analysis and Strategic Planning Management**

40 nominal Hours • Prerequisite: VBH064, NGMS204

**Aims & Objectives**

The aim of this module is to enable participants to develop an understanding of the various eCommerce models and the risk profiles for these models. Participants will also be introduced to the requirements of effective eCommerce strategy development and implementation.

**Content**

• eCommerce business models.
• Business process re-engineering.
• Technology.
• Organisation structure.
• Risk analysis.
• Risk management.
• Competitive advantage.
• Competitive intensity.
• Value chain analysis.
• Implementation strategies.

**VBK262 eCommerce Information and Knowledge Management**

40 nominal Hours • Prerequisite: ITB404

**Aims & Objectives**

The aim of this module is to enable the learner to identify key information technologies for gathering, storing, accessing and disseminating information in an eCommerce information and knowledge management system.

**Content**

• Management of information.
• Database development, integration and access.
• Gathering online information.
• Maximising the potential of information and knowledge.
• Security, control and ethical challenges using eCommerce information technologies.

**VBK263 eCommerce Legal, Security, Ethical and Policy Issues**

40 nominal Hours • Prerequisite: NAP739

**Aims & Objectives**

To provide the participant with a knowledge of basic legal, security, ethical and policy issues associated with eCommerce.
The aim of this module is to synthesise the theoretical and practical knowledge gained in earlier study of eCommerce systems, processes and technologies, and apply this knowledge to an appropriate eCommerce project. Through this experience learners will develop analytical and enquiry skills, as well as problem solving skills enabling them to devise solutions to eCommerce problems.

Content
- Legal implications of borderless, paperless trade.
- Security issues for transactions and information.
- Technical aspects of security.
- Designing an IT security framework.
- Ethical issues of globalisation.
- Privacy policies.

VBK264 Design an eCommerce Solution
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
The aim of this module is to provide the learner with the knowledge and skills to plan, develop and implement strategies, including effective human resource strategies, to manage change for individuals and work teams in an eCommerce environment.

Content
- Internal and external eCommerce business environments.
- Trends in IT and eCommerce.
- eCommerce problems and issues.
- Strategic project planning.
- Objectives, strategies, tactics, resources and costs of an eCommerce solution.
- Risk management.
- Implementation planning.
- Contingency planning.
- Effectiveness measures.
- Monitoring and reporting systems.
- Strategic recommendations.

VBK265 Human Resources and Change Management
40 nominal Hours • Prerequisite: VBH043, VBK255

Aims & Objectives
The aim of this module is to provide the learner with the knowledge and skills to plan, develop and implement strategies, including effective human resource strategies, to manage change for individuals and work teams in an eCommerce environment.

Content
- Understanding and analysing the work team’s current internal environment in relation to team goals, stakeholders, and resources.
- Identifying and analysing future needs of the work team’s external environment, including the eCommerce community.
- Identifying and analysing future needs in relation to their impact on the team.
- Planning and developing strategies for future needs.
- Planning and developing strategies for implementing and managing change.
- Managing impediments to change.
- Developing and implementing strategies for appropriate allocation of financial, technological and human resources to support change.
- Developing and managing a team culture that supports change and enables eCommerce activities.

VBK266 International Trade and Global eCommerce
40 nominal Hours • Prerequisite: VBK256, VBH064, VAD950, VBK256

Aims & Objectives
The aim of this module is to examine international trade and global eCommerce from a contemporary Australian perspective.

Content
- Customs and quarantine.
- International trading restrictions.
- Shipping and logistics.
- Import and export procedures.
- International marketing.
- Cultural issues.

VBK614 Multimedia Design 2
40 nominal Hours • Prerequisite: Nil

Aims & Objectives
This module builds on the skills developed in VBK643 Multimedia Design 1, and is concerned with developing a more sophisticated aesthetic for the design and production of multimedia products. Programs used include Adobe Photoshop, Adobe Illustrator and Macromedia Director.

VBS633 Drawing for Illustration
48 nominal Hours • Prerequisite: VBS641

Aims & Objectives
To provide students with the skills, knowledge and attitudes required for drawing, using specialised tools and equipment for illustration purposes.

VBS635 Occupational Health & Safety
16 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provides knowledge and skills required to identify, assess and control chemical, physical, psychological and biological hazards in the art working environment.

VBS636 Business Practice
16 nominal Hours • Prerequisite: VBS639

Aims & Objectives
Skills, knowledge and attitudes required to start or run a small business relevant to the arts industry.

VBS637 Focus On Industry
16 nominal Hours • Prerequisite: VBS651

Aims & Objectives
Allows participants to identify careers and pathways in industry through research, placement and/or visiting industry specialists.

VBS638 Design Elements & Principles
48 nominal Hours • Prerequisite: Nil

Aims & Objectives
Resolve visual communication problems through the application of design principles and elements.

VBS639 Contemporary Art Studies
32 nominal Hours • Prerequisite: Nil

Aims & Objectives
Visual Art & New Media introduces students to the study of the visual arts by providing them with some knowledge of the conventions of history in relation to contemporary art. Emphasis is placed on painting, sculpture, photography, video and new media. Graphite Art analyses contemporary art and/or design movements/directions, including public art, hybrid art, multimedia and computer generated art.

VBS640 Computer Aided Design
32 nominal Hours • Prerequisite: Nil
Aims & Objectives
Undertake basic computer operations, using industry-relevant hardware and software applications.

VBS641 Drawing - Level 1
48 nominal Hours • Prerequisite: Nil

Aims & Objectives
- Visual Arts: General drawing provides the student with a broad range of knowledge and practical experience in drawing and its relevant applications to other course modules. Projects include: perspective, light and tone, colour, materials and methods.
- New Media - Prahran Campus: General drawing provides the student with a broad range of knowledge and practical experience in drawing and its relevant applications to other course modules. This module includes a Photoshop training program in a Mac G4 laboratory.
- Graphic Art: Create sketches and drawings from observation and through the process of conceptualisation.
- Applied Design: Create sketches and drawings from observation and through the process of conceptualisation.

VBS642 Life Drawing - Level 1
32 nominal Hours • Prerequisite: Nil

Aims & Objectives
Life drawing introduces students to the discipline of life drawing through formal and innovative exercises. Use a range of drawing methods and selected materials to draw the human figure from observation within specified poses and times translating structure and preparation into an expressive form on a 2D drawing surface.

VBS643 Photography - Level 1
48 nominal Hours • Prerequisite: Nil

Aims & Objectives
The basic principles of black and white photography are represented in the context of contemporary gallery practice and theory. Areas covered include camera operation, exposure, lighting chemistry, printing techniques, mounting and display and digital imaging. A substantial folio is produced through a series of challenging and innovative projects.

VBS644 Drawing - Level 2
48 nominal Hours • Prerequisite: VBS641

Aims & Objectives
- Visual Arts - Prahran Campus: General Drawing provides the student with a broad range of knowledge and practical experience in drawing and its relevant applications to other course subjects.
- New Media - Prahran Campus: General Drawing provides the student with a broad range of knowledge and practical experience in drawing and its relevant applications to other course subjects. This subject involves Photoshop 5.5 in a Macintosh laboratory.

VBS645 Drawing - Level 3
48 nominal Hours • Prerequisite: VBS644

Aims & Objectives
- Visual Arts - Prahran Campus: Examines the role of drawing and its relevance to major and minor studies in the program. Focus is on digital and multi disciplinary applications.
- New Media - Prahran Campus: Examines the role of drawing and its relevance to major and minor studies in the program. Focus is on digital and multidisciplinary applications. Students produce their own web sites.

VBS646 Drawing - Level 4
48 nominal Hours • Prerequisite: VBS645

Aims & Objectives
- Visual Arts - Prahran Campus: Examines the role of drawing and its applications to major and minor studies in the program. Focus is on multidisciplinary and digital processes.
- New Media - Prahran Campus: Examines the role of drawing and its applications to major and minor studies in the program. Focus is on multidisciplinary and digital processes. Students produce their own web sites.

VBS647 Life Drawing - Level 2
32 nominal Hours • Prerequisite: VBS642

Aims & Objectives
16 two hour sessions, further investigating proportion, tone and technique, with an advanced use of materials.

VBS648 Arts Business - Level 2
32 nominal Hours • Prerequisite: VBS636

Aims & Objectives
Provides students with research and business planning skills necessary to initiate and develop employment within the art industry, general business and community sectors.

VBS649 Arts Business - Level 3
32 nominal Hours • Prerequisite: VBS648

Aims & Objectives
Provides students with research and business planning skills necessary to initiate and develop employment within the art industry, general business and community sectors.

VBS650 Contemporary Art Studies - Level 2
32 nominal Hours • Prerequisite: VBS639

Aims & Objectives
Introduces students to the study of the visual arts by providing them with some knowledge of the conventions of history in relation to contemporary art. Emphasis is placed on painting, sculpture, photography, video and new media. Includes visiting lecturers and gallery visits.

VBS651 Contemporary Art Studies - Level 3
32 nominal Hours • Prerequisite: VBS650

Aims & Objectives
Increase student exposure to contemporary art theory and practice through lectures, gallery visits, tutorials and screenings.

VBS652 Context & Culture - Level 2
48 nominal Hours • Prerequisite: VBS650

Aims & Objectives
- Visual Arts - Prahran Campus: Context and Culture is designed to introduce students to various art forms within a cultural context. By studying sociology, students will recognize environmental factors within their own work and the work of other artists. Students evaluate and become involved in a number of different art forms through exhibitions, exposure to film, theatre and television. A visiting artists program is integral to this module.
- New Media - Prahran Campus: Context and Culture is designed to introduce students to various art forms within a cultural context. By studying sociology, students will recognize environmental factors within their own work and the work of other artists. Students evaluate and become involved in a number of different art forms through exhibitions, exposure to film, video, multimedia and literature.

VBS653 Context & Culture - Level 2
48 nominal Hours • Prerequisite: VBS652
### Aims & Objectives
Expose students to a broad range of philosophical theory and its influence on visual art. Through research and presentations, students will be able to place their own artwork within current environmental, economic and historical contexts.

**VBS654  Context & Culture - Level 4**
48 nominal Hours • Prerequisite: VBS653

**Aims & Objectives**
Exposes students to a broad range of philosophical theory and its influence on the arts. Through research and knowledge gained in social and artistic philosophies, students will be able to place their own artwork within environmental and historical contexts.

**VBS655  Studio & Materials Studies**
96 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
- Visual Arts - Prahran Campus: Complements major disciplines in a materials and methods program which includes video production and an introduction to digital imaging (Photoshop).
- New Media - Prahran Campus: Explores developments in digital technologies and training in concept development, design and production for multimedia in a G4 Macintosh computer laboratory. Focuses on 3D digital rendering using current software.

**VBS656  Context & Culture - Level 1**
48 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Context and Culture is designed to introduce students to various art forms within a cultural context. Through the study of sociology, students will recognize environmental factors within their own work and the work of other artists. Students evaluate and become involved in a number of different art forms through exhibitions, exposure to film, theatre and literature. A visiting artists program is integral to this module.

**VBS657  Painting - Level 1**
48 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Students will be encouraged to produce paintings using a variety of techniques with an emphasis on current painting practice.

**VBS658  Painting - Level 2**
48 nominal Hours • Prerequisite: VBS657

**Aims & Objectives**
Students will be encouraged to produce paintings using a variety of techniques, with an emphasis on current painting practices.

**VBS659  Painting Minor Study 1**
96 nominal Hours • Prerequisite: VBS659

**Aims & Objectives**
The same as major, but outcomes will reflect the hours undertaken in terms of output and level of the investigative process.

**VBS660  Painting Minor Study 2**
96 nominal Hours • Prerequisite: VBS660

**Aims & Objectives**
The same as major but outcomes will reflect the hours undertaken in terms of output and level of the investigative process.

**VBS661  Painting Major Study 1**
144 nominal Hours • Prerequisite: VBS658

**Aims & Objectives**
Enables students to develop a visual language through knowledge of materials and methods by exploration and control of process related to concepts, percepts and philosophies.

**VBS662  Painting Major Study 2**
144 nominal Hours • Prerequisite: VBS651

**Aims & Objectives**
Enables students to develop a visual language through knowledge of materials and methods by exploration and control of process related to concepts, percepts and philosophies.

**VBS663  Printmaking - Level 1 (elective)**
48 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Provides students with skills and techniques in printmaking which will enable them to produce prints expressing individual ideas and concepts. Emphasis is given to intaglio process e.g. lino cut, woodcut and etching.

**VBS666  Printmaking Minor Study 2 (elective)**
48 nominal Hours • Prerequisite: VBS663

**Aims & Objectives**
Provides students with the skills and techniques in printmaking which will enable them to produce prints expressing individual ideas and concepts. Emphasis is given to printmaking as an interdisciplinary process.

**VBS665  Printmaking Minor Study 1 (elective)**
96 nominal Hours • Prerequisite: VBS664

**Aims & Objectives**
Aims to provide students with the skills and concepts to initiate and develop the expression of ideas through printmaking.

**VBS666  Printmaking Minor Study 2 (elective)**
96 nominal Hours • Prerequisite: VBS665

**Aims & Objectives**
Aims to provide students with the skills and concepts to initiate and develop the expression of ideas through printmaking.

**VBS669  Sculpture - Level 1**
48 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
This subject provides students with an introduction to the complex relationship between the development of ideas and source information, and the expression of these through the manipulation of materials to produce sculpture. Includes training in casting, wood and metal techniques.

**VBS669  Sculpture - Level 1 (elective)**
48 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Provides students with an introduction to the complex relationship between the development of ideas and source information, and the expression of these through the manipulation of materials to produce sculpture. Includes training in casting, wood and metal techniques.

**VBS670  Sculpture - Level 2 (elective)**
48 nominal Hours • Prerequisite: VBS689
Aims & Objectives
Provides students with an introduction to the complex relationship between the development of ideas and source information, and the expression of these through the manipulation of materials to produce sculpture. This unit uses a multi-disciplinary approach which includes plastics, welding, electrics and moulding.

VBS671 Sculpture Minor Study 1 (elective)
96 nominal Hours • Prerequisite: VBS670
Aims & Objectives
The same as for the major unit, but outcomes will reflect the hours undertaken in terms of output and levels of investigation.

VBS672 Sculpture Minor Study 2 (elective)
96 nominal Hours • Prerequisite: VBS671
Aims & Objectives
The same as for the major unit, but outcomes will reflect the hours undertaken in terms of output and levels of investigation.

VBS673 Sculpture Major Study 1 (elective)
144 nominal Hours • Prerequisite: VBS670
Aims & Objectives
Investigates innovative and inventive use of materials, concepts, percepts and philosophies which enable students to produce sculpture.

VBS674 Sculpture Major Study 2 (elective)
144 nominal Hours • Prerequisite: VBS673
Aims & Objectives
Investigates innovative and inventive use of materials, concepts, percepts and philosophies which enable students to produce sculpture.

VBS675 Photography - Level 2
48 nominal Hours • Prerequisite: VBS643
Aims & Objectives
The basic principles of black and white photography are represented in the context of contemporary gallery practice and theory. Areas covered include camera operation, exposure, lighting, chemistry, printing techniques, mounting & display and digital imaging. A substantial folio is produced through a series of challenging projects.

VBS676 Photography Minor Study 1 (elective)
96 nominal Hours • Prerequisite: VBS675
Aims & Objectives
Extends knowledge and skills gained in Photography 2. Synthesises technical and conceptual processes for a more sophisticated use of ideas. Includes large format colour digital and chemical training.

VBS677 Photography Minor Study 2 (elective)
96 nominal Hours • Prerequisite: VBS676
Aims & Objectives
Extends knowledge and skills gained in photography minor studies 1. Includes training for CD ROM and web productions and multidisciplinary studies.

VBS678 Photography Major Study 1 (elective)
144 nominal Hours • Prerequisite: Nil
Aims & Objectives
A visual language is encouraged, with training in chemical and digital photography. This subject includes large format colour digital and film process, archival framing and bonding, as well as exhibition design.

VBS679 Photography Major Study 2 (elective)
144 nominal Hours • Prerequisite: VBS78
Aims & Objectives
Extends photography major study 1 to include an exhibition of large format digital/chemical portfolio and CD ROM catalogue.

VBS744 Design Process - Level 1
48 nominal Hours • Prerequisite: Nil • Corequisites: VBS638
Aims & Objectives
To provide students with the skills, knowledge and attitudes required to conceptualise, source and develop designs and imagery by applying creative, analytical and problem solving approaches to design problems.

VBS745 Electronic Design - Level 1
48 nominal Hours • Prerequisite: Nil
Aims & Objectives
Provide participants with the skills, knowledge and attitudes required to use relevant industry standard software and hardware for the creation and manipulation of images and illustration.

VBS746 Reprographics & Prepress - Level 1
128 nominal Hours • Prerequisite: Nil
Aims & Objectives
Provide students with the skills, knowledge and attitudes required to use industry standard software to prepare designs to Prepress stage ready for printing.

VBS747 Reprographics & Prepress - Level 2
128 nominal Hours • Prerequisite: VBS746
Aims & Objectives
Provide students with the skills, knowledge and attitudes required to use industry standard software to prepare designs to Prepress stage ready for printing.

VBS748 Finished Art - Level 1
80 nominal Hours • Prerequisite: Nil
Aims & Objectives
Provide students with the skills, knowledge and attitudes required to use hand tools and appropriate software to produce camera print/print ready commercial artwork of simple one and two colour design.

VBS749 Finished Art - Level 2
80 nominal Hours • Prerequisite: VBS748
Aims & Objectives
Provide students with the skills, knowledge and attitudes required to produce manual and computer finished art, from a designer's brief or rough, on time and within budget.

VBS750 Finished Art - Level 3
80 nominal Hours • Prerequisite: VBS749
Aims & Objectives
Enable students to create initial design concepts and produce artwork to finished art stage.
VBS752 Technical Colour Applications
32 nominal Hours • Prerequisite: Nil

Aims & Objectives
This subject aims to provide students with the skills, knowledge and understanding required to prepare finished art for electronic reproduction using four colour film proofing, PMS colour matching, coated and uncoated colours.

VBS753 Technical Illustration
80 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provide students with the skills, knowledge and attitudes required to develop technical illustrations in response to design briefs using a range of methods and projections capable of electronic reproduction to meet design brief requirements.

VBS754 Commercial Product Illustration
32 nominal Hours • Prerequisite: VBS632, VBS753

Aims & Objectives
Provide participants with the skills, knowledge and attitudes required to create illustrations capable of electronic reproduction for commercial products to meet a design brief.

VBS755 Typography - Level 1
80 nominal Hours • Prerequisite: Nil

Aims & Objectives
This subject aims to provide students with the skills, knowledge and attitudes required to construct type for a range of design applications.

VBS756 Typography - Level 2
80 nominal Hours • Prerequisite: Nil

Aims & Objectives
Provide students with the skills, knowledge and attitudes required to respond to complex briefs with typographic solutions.

VBS757 Extended Practical Placement
224 nominal Hours • Prerequisite: Nil

Aims & Objectives
Enable students to work in an assistant capacity in graphic arts studios, with a real industry brief, to meet agreed expectations of the employer for the completion of workplace projects.

VBS761 3D Studies
48 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide students with the skills, knowledge and attitude to apply creative, analytical problem solving approaches to design problems by constructing three dimensional objects.

VGB870 Continuous Improvement Engineering
40 nominal Hours • Prerequisite: Nil

Content
The purpose of this module is to provide participants with the skills, knowledge and attitudes to be able to develop an approach to continuous improvement in engineering.

VGB875 Advanced Statics
60 nominal Hours • Prerequisite: EA659, EA694 • Corequisites: VAA125

Content
The purpose of this module is to provide participants with the skills, knowledge, and attitudes required to undertake extended studies of Two and Three Dimensional Force Analysis of Structures and mechanical components. This module also facilitates articulation to Degree courses in Engineering (Mechanical & Manufacturing).

VVBJ514 Ceramics B
Semester 1 & 2 • 80 nominal Hours • Prerequisites: VBJ513

Aims & Objectives
This module aims to provide an introduction to hand built ceramics techniques.

Content
- History and traditions in Ceramic Production and use.
- Clay.
- Clay building techniques.
- Greenware.
- Decoration techniques.
- Drying methods.
- Firing.
- Occupational Health and Safety.

WGBBGV Bench graft vines
80 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF20498 or equivalent

Aims & Objectives
This specialist unit has been developed for the wine grape growing stream of the wine sector. It covers the skills and knowledge required to select appropriate vine material and bench graft vines.

WGGCBA Apply chemicals and biological agents
40 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF20498 or equivalent • Corequisites: OPTNUM2

Aims & Objectives
This specialist unit has been developed for the wine grape growing stream of the wine sector. It covers the skills required to interpret a spraying schedule and then set up, calibrate and monitor spraying applications to meet those requirements, with limited consultation. The unit covers the calculation and mixing of spray applications and operation of the spraying equipment.

WGGCHA Coordinate crop harvesting activities
40 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF20498 or equivalent • Corequisites: OPTTV3

Aims & Objectives
This specialist unit has been developed for the wine grape growing stream of the wine sector. It covers the skills and knowledge required to lead a team of hand pickers (including transporters) to implement a hand-picking schedule.

WGGCMN Coordinate manual canopy management activities
40 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF20498 or equivalent.

Aims & Objectives
This specialist unit has been developed for the wine grape growing stream of the wine sector. It covers skills and knowledge required to identify and implement manual canopy management requirements. It may include facilitating a team.

WGGCMS Operate specialised canopy management equipment
80 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF20498 or equivalent
WGGFGV Field graft vines
60 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF 20498 or equivalent

Aims & Objectives
This specialist unit has been developed for the wine grape growing stream of the wine sector. It covers the skills and knowledge required to attach, set up, operate and detach canopy management equipment.

WGGFNA Perform field nursery activities
40 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF 20498 or equivalent • Corequisites: HRT206, WGGVEU

Aims & Objectives
This specialist unit has been developed for the wine grape growing stream of the wine sector. It covers the skills and knowledge required to select appropriate vine material and field graft vines.

WGGFNA Perform field nursery activities
40 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF 20498 or equivalent • Corequisites: HRT206, WGGVEU

Aims & Objectives
This specialist unit has been developed for the wine grape growing stream of the wine sector. It covers the skills and knowledge required to select appropriate vine material and field graft vines.

WGGFNA Perform field nursery activities
40 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF 20498 or equivalent • Corequisites: HRT206, WGGVEU

Aims & Objectives
This specialist unit has been developed for the wine grape growing stream of the wine sector. It covers the skills and knowledge required to select appropriate vine material and field graft vines.

WGGISI Implement an irrigation schedule
40 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF 20498 or equivalent.

Aims & Objectives
This specialist unit has been developed for the wine grape growing stream of the wine sector. It covers the skills and knowledge required to plant, maintain and process field nursery vines.

WGGISI Implement an irrigation schedule
40 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF 20498 or equivalent.

Aims & Objectives
This specialist unit has been developed for the wine grape growing stream of the wine sector. It covers the skills and knowledge required to plant, maintain and process field nursery vines.

WGGISI Implement an irrigation schedule
40 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF 20498 or equivalent.

Aims & Objectives
This specialist unit has been developed for the wine grape growing stream of the wine sector. It covers the skills and knowledge required to plant, maintain and process field nursery vines.

WGGISI Implement an irrigation schedule
40 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF 20498 or equivalent.

Aims & Objectives
This specialist unit has been developed for the wine grape growing stream of the wine sector. It covers the skills and knowledge required to plant, maintain and process field nursery vines.

WGGISI Implement an irrigation schedule
40 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF 20498 or equivalent.

Aims & Objectives
This specialist unit has been developed for the wine grape growing stream of the wine sector. It covers the skills and knowledge required to plant, maintain and process field nursery vines.

WGGSNA Perform shed nursery activities
40 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF 20498 or equivalent

Aims & Objectives
This specialist unit has been developed for the wine grape growing stream of the wine sector. It covers the skills and knowledge required to prepare and plant grafted or budded material for sale on vineyards.

WGGSSSE Operate spreading and seeding equipment
20 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF 20498 or equivalent

Aims & Objectives
This specialist unit has been developed for the wine grape growing stream of the wine sector. It covers the skills and knowledge required to operate spreading and seeding equipment. It includes the ability to attach, set up and operate the equipment as required. The equipment may include a variety of spreading and seeding equipment.

WGGVDD Monitor and control vine disorders and damage
80 nominal Hours • Prerequisite: Certificates I & II FDF10498, FDF 20498 or equivalent

Aims & Objectives
This specialist unit has been developed for the wine grape growing stream of the wine sector. It covers the skills and knowledge required to identify and monitor a variety of vine disorders and diseases. It includes the selection and use of appropriate control measures. Consultation with the manager would be expected. Supervision of others in the implementation process is likely.

WRCA.4A Coordinate Retail Office
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the learner with the knowledge and skills necessary to take responsibility for ensuring that administration and clerical functions are maintained and implemented in the retail workplace.

Content
• Implementing workplace office procedures.
• Maintaining records and filing systems, including computerised records.

WRER.4A Implement Staff Training
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the learner with the knowledge and skills necessary to provide structural training in the workplace to small groups or on a one-to-one basis.

Content
• Planning and organising training based on specific training needs.
• Preparing and instructing trainees, using a systematic approach.
• Providing trainees with application opportunities, collecting performance evidence, and advising trainees on performance.
• Evaluating the training, keeping appropriate records and reporting on training.

WRER.5A Assess Workplace Competencies
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the learner with the knowledge and skills necessary to conduct assessment in the workplace.

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Content
- Planning and organisng assessment activities.
- Preparing trainees for assessment, using established competency standards and store policy/procedures.
- Gathering evidence, making the assessment decision and recording results according to specified assessment procedure.
- Providing feedback, keeping appropriate assessment records and reporting on the assessment process.

**WRRF.4A Prepare Payroll**
36 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To provide the learner with the knowledge and skills necessary to prepare, process, pay and record store employee salaries.

**Content**
- Preparing and processing employee wages and payments.
- Responding accurately and appropriately to employee requests for pay information, according to store policy.
- Maintaining salary and wage records.

**WRRI.4A Buy Merchandise**
50 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Provide the learner with the knowledge and skills to buy merchandise within the workplace.

**Content**
- Definitions.
- Supplier relations.
- Market analysis.
- Supply of goods.
- Plan and co-ordinate product range.
- Quality control.

**WRRO.1A Manage Merchandise and Store Presentation**
36 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To provide the learner with the knowledge and skills required to manage store merchandising, housekeeping and pricing policies.

**Content**
- Contingency plans.
- Housekeeping.
- Lay out.
- Rosters.
- Trends vs changes.

**WRRO.2A Manage Sales and Service Delivery**
36 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To provide the skills required to monitor, maintain and improve sales and service delivery.

**Content**
- Maintain and improve store/department operations.
- Negotiate supply of goods.
- Establish customer requirements.

- Provide a productive environment.

**WRRO.3A Provide a Safe Working Environment**
36 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
Provide the learner with the knowledge and skills to manage and develop policies and procedures relating to occupational health and safety issues based on Worksafe Australia Guidelines.

**Content**
- Definitions.
- Policies for a safe working environment.
- Staff consultation.

**WRRO.4A Control Store Security/Loss**
36 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To provide the skills required to monitor, maintain and improve sales and service delivery.

**Content**
- Maintain and improve store/department operations.
- Negotiate supply of goods.
- Establish customer requirements.

**WRRO.5A Control Inventory**
36 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To provide the learner with the knowledge and skills to manage and implement store policy on store inventory control within the workplace.

**Content**
- Definitions.
- Maintenance of storage areas and equipment.
- Policy and procedures for receipt, dispatch and storage of merchandise.
- Stocktaking procedures.
- Cost effective and efficient goods movement.

**WRRO.6A Manage Store Facilities**
27 nominal Hours • Prerequisite: Nil

**Aims & Objectives**
To provide the learner with the knowledge and skills required to manage store facilities and maintenance.

**Content**
- Definitions.
- Maintenance contracts.
- Manage store maintenance.
- Space facilities and requirements.
- Manage retail maintenance.

**WRRPL.1A Manage Financial Resources**
36 nominal Hours • Prerequisite: Nil
Aims & Objectives
To provide the learner with the knowledge and skills necessary to develop and implement financial control systems, including the development and negotiation of budget allocations.

Content
- Definitions.
- Control costs.
- Store accounting systems.
- Control budget.
- Store sales budgets.
- Propose expenditure.
- Negotiate budgets.

WRRPM.1A Administer Human Resources Policy
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the learner with the knowledge and skills required to plan and manage Human Resources in a retail environment.

Content
- Definitions.
- Plan and implement staffing levels.
- Monitor and appraise staff performance.
- Counsel.
- Employee/industrial relations.
- Develop and implement training plans.

WRRPM.2A Recruit and Select Personnel
36 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the learners with the knowledge and skills required to recruit and select personnel in a retail environment.

Content
- Definitions.
- Personnel requirements.
- Job specifications.
- Recruitment.
- Assessment and selection.

WRRPM.3A Lead and Manage People
30 nominal Hours • Prerequisite: Nil

Aims & Objectives
To provide the learner with the knowledge and skills required to lead and manage people in teams in a retail environment.

Content
- Lead a team.
- Develop and communicate team objectives.
- Develop and improve work teams to maintain performance.
- Employ self development strategies to monitor and improve performance.
- Delegate responsibility and authority for nominated tasks to team members.
- Consult with team members to reach decisions.
- Support team members to achieve store plans and targets.

WVAB945 Drafting
• Prerequisite: Nil

Aims & Objectives
Demonstrate basic drafting skills by preparing orthographic descriptions (plan view, side elevation and front elevation) from given isometric drawings.

WVAE350 Occupational Health & Safety
• Prerequisite: Nil

Aims & Objectives
Demonstrate an ability to use safe working practices and apply simple first aid.

WVAB004 Casement Window
• Prerequisite: Nil
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