



COURSE GUIDE 2025

Vocational Education & Training Delivered to Secondary School Students

readcloudvet.com

COSAMP RTO 41549 | AIET RTO 121314 | Ripponlea Institute RTO 21230

Version 19.04.2024





ABOUT US

ReadCloudVET is a division of ReadCloud Ltd, an EdTech company providing software and education solutions to schools across Australia, and brings together three RTOs that are all leaders in VET in Schools; AIET (RTO 121314), COSAMP (RTO 41549) and Ripponlea Institute (RTO 21230).

The group of ReadCloudVET RTOs collectively support the delivery of more than 50 courses in secondary schools nationally to 15,000 students, sharing common systems, policies and school processes to make it easier for teachers and VET Coordinators to ensure their students get the best VET learning experience possible.

CONTENTS

AUTOMOTIVE

AUR20720 Certificate II in Automotive Vocational Preparation [4](#)

BUSINESS

22629VIC Certificate II in Small Business Operations and Innovation [6](#)

BSB10120 Certificate I in Workplace Skills [8](#)

BSB20120 Certificate II in Workplace Skills [10](#)

BSB30120 Certificate III in Business [12](#)

COMMUNITY SERVICES

CHC24015 Certificate II in Active Volunteering [14](#)

CHC22015 Certificate II in Community Services [16](#)

CHC32015 Certificate III in Community Services [18](#)

CONSTRUCTION

CPC10120 Certificate I in Construction [20](#)

CPC20220 Certificate II in Construction Pathways [22](#)

22614VIC Certificate II in Building and Construction Pre-apprenticeship [24](#)

22569VIC Certificate II in Plumbing (Pre-Apprenticeship) [26](#)

22499VIC Certificate II in Electrotechnology (Pre-vocational) [28](#)

UEE22020 Certificate II in Electrotechnology (Career Start) [30](#)

CREATIVE INDUSTRIES

CUA20220 Certificate II in Creative Industries [32](#)

DANCE

CUA20120 Certificate II in Dance [34](#)

CUA30120 Certificate III in Dance (Partial Completion) [36](#)

ENGINEERING

MEM20422 Certificate II in Engineering Pathways [38](#)

22632VIC Certificate II in Engineering Studies [40](#)

FASHION

MST20722 Certificate II in Apparel, Fashion and Textiles [42](#)



FOUNDATION SKILLS

| | |
|--|---------------------------|
| FSK10219 Certificate I in Skills for Vocational Pathways | <u>44</u> |
| FSK20119 Certificate II in Skills for Work and Vocational Pathways | <u>46</u> |

FURNITURE MAKING

| | |
|--|---------------------------|
| MSF20522 Certificate II in Furniture Making Pathways | <u>48</u> |
|--|---------------------------|

HAIR AND BEAUTY

| | |
|---|---------------------------|
| SHB20121 Certificate II in Retail Cosmetics | <u>50</u> |
| SHB20216 Certificate II in Salon Assistant | <u>52</u> |
| SHB30121 Certificate III in Beauty Services | <u>54</u> |
| SHB30221 Certificate III in Make-Up | <u>56</u> |

HORTICULTURE

| | |
|---|---------------------------|
| AHC20422 Certificate II in Horticulture | <u>58</u> |
|---|---------------------------|

HOSPITALITY, TOURISM AND EVENTS

| | |
|--|---------------------------|
| SIT20322 Certificate II in Hospitality | <u>60</u> |
| SIT20421 Certificate II in Cookery | <u>62</u> |
| SIT20122 Certificate II in Tourism | <u>64</u> |
| SIT30522 Certificate III in Events | <u>66</u> |

INFORMATION TECHNOLOGY

| | |
|---|---------------------------|
| ICT20120 Certificate II in Applied Digital Technologies | <u>68</u> |
| ICT30120 Certificate III in Information Technology | <u>70</u> |

LABORATORY OPERATIONS

| | |
|---|---------------------------|
| MSL20122 Certificate II in Sampling and Measurement | <u>72</u> |
| MSL30122 Certificate III in Laboratory Skills | <u>74</u> |

APPLIED LANGUAGE

| | |
|--|---------------------------|
| 10949NAT Certificate II in Applied Language | <u>76</u> |
| 11074NAT Certificate III in Applied Language | <u>78</u> |

MUSIC

| | |
|-----------------------------------|---------------------------|
| CUA20620 Certificate II in Music | <u>80</u> |
| CUA30920 Certificate III in Music | <u>82</u> |
| CUA40920 Certificate IV in Music | <u>84</u> |

SCREEN AND MEDIA

| | |
|--|---------------------------|
| CUA31020 Certificate III in Screen and Media | <u>86</u> |
|--|---------------------------|

SPORT AND OUTDOOR

| | |
|--|---------------------------|
| SSIS20122 Certificate II in Sport and Recreation | <u>88</u> |
| SIS20321 Certificate II in Sport Coaching | <u>90</u> |
| SIS20419 Certificate II in Outdoor Recreation | <u>92</u> |
| SIS30122 Certificate III in Sport, Aquatics and Recreation | <u>94</u> |

VISUAL ARTS

| | |
|---|----------------------------|
| CUA10320 Certificate I in Visual Arts | <u>96</u> |
| CUA20720 Certificate II in Visual Arts | <u>98</u> |
| CUA31120 Certificate III in Visual Arts | <u>100</u> |



AUR20720 CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

This qualification provides students with vocational skills, knowledge, and preparation for an apprenticeship in the automotive industry. Depending on the electives chosen, the qualification includes industry research, operating electrical testing equipment, using, and maintaining measuring equipment and resolving routine problems in an automotive workplace.



COURSE DURATION: 2 years (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **12 units of competency (7 core, 5 elective)**, of which:

- all 5 units may be from the elective units listed
- up to 2 units may be from a Certificate I or Certificate II qualification in this Training Package or another endorsed Training Package or accredited course





AUR20720 CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|--|----------|-----|----|
| AURAEA002 | Follow environmental and sustainability best practice in an automotive workplace | Core | 25 | 20 |
| AURAF103 | Communicate effectively in an automotive workplace | Core | 20 | 20 |
| AURAF104 | Resolve routine problems in an automotive workplace | Core | 20 | 20 |
| AURASA102 | Follow safe working practices in an automotive workplace | Core | 20 | 20 |
| AURETR103 | Identify automotive electrical systems and components | Core | 25 | 10 |
| AURLTA101 | Identify automotive mechanical systems and components | Core | 25 | 15 |
| AURTTK102 | Use and maintain tools and equipment in an automotive workplace | Core | 20 | 30 |
| AURTTA127 | Carry out basic vehicle servicing operations | Elective | 40 | 35 |
| AURETR115 | Inspect, test and service batteries | Elective | 10 | 20 |
| AURETK003 | Operate electrical test equipment | Elective | 40 | 35 |
| AURETR006 | Solder electrical wiring and circuits | Elective | 20 | 20 |
| AURVTW010 | Set up and use welding equipment | Elective | 40 | 35 |
| AURTTB007 | Remove and replace brake assemblies | Elective | 20 | 20 |
| AURTTE007 | Dismantle and assemble single cylinder four-stroke petrol engines | Elective | 40 | 35 |
| AURTTE008 | Dismantle and assemble multi-cylinder four-stroke petrol engines | Elective | 40 | 35 |
| AURTTJ003 | Remove and replace wheel and tyre assemblies | Elective | 10 | 10 |
| AURETR048 | Construct and test basic electronic circuits | Elective | 40 | 35 |
| AURLTJ113 | Remove, inspect and refit light vehicle wheel and tyre assemblies | Import | 20 | 20 |

OTHER DETAILS

Victorian Schools: In Victoria, students are required to undertake additional Units of Competency to meet nominal hours requirements for VCE credit. Please note, when registering your program with AIET you will need to select additional units (more than 12 total) in order for your students to meet the 360 nominal hours required.



22629VIC CERTIFICATE II IN SMALL BUSINESS OPERATION AND INNOVATION

The Certificate II in Small Business provides students with the key knowledge and skills required in small business workplaces.

Students learn to work effectively within small business contexts across a range of industry sectors, developing the skills, knowledge and attributes to support safe and sustainable small business operations, support the daily financial management of small business operations, apply effective communication, creative thinking and problem-solving techniques to underpin co-operative relationships, and support the implementation and review of innovation and change within a small business context.



COURSE DURATION: 2 years (3-5 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **12 units of competency (8 core, 4 elective)**, of which:

- All elective units may be selected from this or any other accredited course or endorsed training package from units first packaged at an AQF level 2, 3 or 4 in the source curriculum or training package and should not duplicate the outcomes of the core units.





22629VIC CERTIFICATE II IN SMALL BUSINESS OPERATION AND INNOVATION

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|---|----------|-----|-----|
| VU23433 | Contribute to small business operations and innovation | Core | 50 | N/A |
| VU23434 | Develop fundamental skills for small business environments | Core | 50 | N/A |
| VU23435 | Identify small business policies and procedures | Core | 40 | N/A |
| VU23436 | Undertake basic market research and promotion for a small business product or service | Core | 60 | N/A |
| VU23437 | Participate in small business quality processes | Core | 25 | N/A |
| VU23438 | Contribute to small business planning | Core | 40 | N/A |
| VU23439 | Follow procedures for routine financial activities of a small business | Core | 20 | N/A |
| BSBWHS211 | Contribute to the health and safety of self and others | Core | 20 | N/A |
| <hr/> | | | | |
| VU23440 | Assist with the presentation of public activities or events | Elective | 25 | N/A |
| BSBCRT311 | Apply critical thinking skills in a team environment | Elective | 40 | N/A |
| BSBPEF202 | Plan and apply time management | Elective | 20 | N/A |
| BSBXTW301 | Work in a team | Elective | 40 | N/A |
| BSBXCM301 | Engage in workplace communication | Elective | 40 | N/A |
| ICTWEB306 | Develop web presence using social media | Elective | 30 | N/A |
| FNSFLT311 | Develop and apply knowledge of personal finances | Elective | 40 | N/A |
| FSKLRG008 | Use simple strategies for work-related learning | Elective | 15 | N/A |
| FSKOCM007 | Interact effectively with others at work | Elective | 10 | N/A |



BSB10120 CERTIFICATE I IN WORKPLACE SKILLS

The Certificate I in Workplace Skills provides students with the basic knowledge and skills required to be ready to enter the workforce.

Students prepare themselves for entry into an industry of their interest and gain perspectives on the everyday requirements of workplaces. They develop the skills to communicate and work effectively within a workplace, manage their time, work with others and use technology in everyday ways in the work setting.



COURSE DURATION: 1 year (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **6 units of competency (2 core, 4 elective)**, of which:

- 2 elective units must be selected from the elective units listed
- for the remaining 2 elective units:
 - up to 2 units may be selected from the elective units listed
 - if not listed, up to 2 units may be selected from a Certificate I or Certificate II from this or any other currently endorsed Training Package qualification or accredited course.





BSB10120 CERTIFICATE I IN WORKPLACE SKILLS

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|---|----------|-----|----|
| BSBOPS101 | Use business resources | Core | 15 | 20 |
| BSBPEF101 | Plan and prepare for work readiness | Core | 20 | 20 |
| BSBPEF202 | Plan and apply time management | Elective | 20 | 15 |
| BSBWHS211 | Contribute to the health and safety of self and others | Elective | 20 | 15 |
| FSKLRG011 | Use routine strategies for work-related learning | Elective | 15 | 10 |
| FSKDIG002 | Use digital technology for routine and simple workplace tasks | Elective | 10 | 10 |
| FSKOCM006 | Use oral communication skills to participate in workplace teams | Elective | 10 | 10 |
| BSBTEC101 | Operate digital devices | Elective | 20 | 20 |
| BSBTEC203 | Research using the internet | Elective | 30 | 25 |
| BSBTEC202 | Use digital technologies to communicate in a work environment | Import | 20 | 20 |
| BSBSUS211 | Participate in sustainable work practices | Elective | 20 | 30 |
| BSBOPS201 | Work effectively in business environments | Elective | 30 | 25 |
| BSBTWK201 | Work effectively with others | Elective | 40 | 35 |
| BSBCMM211 | Apply communication skills | Elective | 40 | 35 |
| BSBCRT201 | Develop and apply thinking and problem-solving skills | Elective | 30 | 25 |



BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

The Certificate II in Workplace Skills provides students with the necessary knowledge and skills for the workplace.

Students learn to perform a range of tasks using practical skills and fundamental operational knowledge in a range of job roles. They develop the skills to communicate effectively within a workplace, becoming aware of their own strengths and weaknesses, planning and managing their time and work tasks, and contributing to teams to solve problems and work effectively.



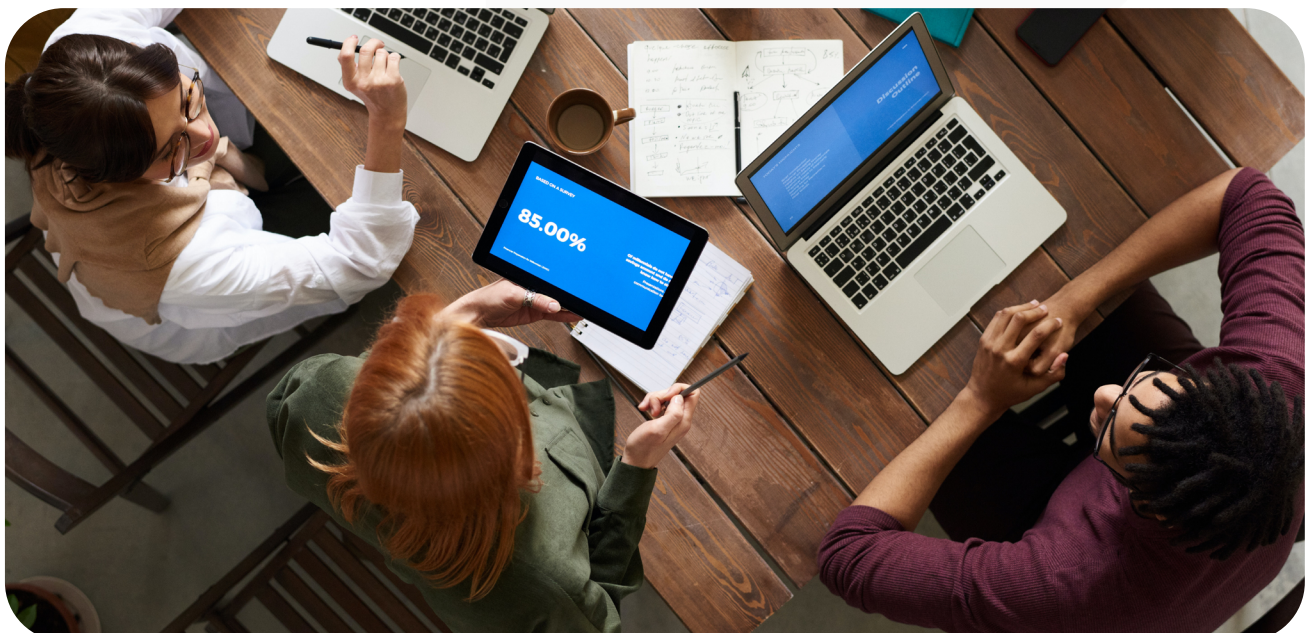
COURSE DURATION: 1 year (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **10 units of competency (5 core, 5 elective)**, of which:

- 1 elective unit must be selected from Group A
- 1 elective unit must be selected from Group B
- for the remaining 3 elective units:
 - up to 3 units may be selected from Groups A, B and C
 - if not listed, up to 2 units may be selected from a Certificate I, Certificate II or Certificate III from this or any other currently endorsed Training Package qualification or accredited course.





BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|---|--------|-----|----|
| BSBCMM211 | Apply communication skills | Core | 40 | 35 |
| BSBOPS201 | Work effectively in business environments | Core | 30 | 25 |
| BSBPEF202 | Plan and apply time management | Core | 20 | 15 |
| BSBSUS211 | Participate in sustainable work practices | Core | 20 | 30 |
| BSBWHS211 | Contribute to the health and safety of self and others | Core | 20 | 15 |
| BSBCRT201 | Develop and apply thinking and problem-solving skills | A | 30 | 25 |
| BSBPEF302 | Develop self-awareness | A | 30 | 25 |
| BSBPEF201 | Support personal wellbeing in the workplace | A | 50 | 45 |
| BSBTEC101 | Operate digital devices | B | 20 | 20 |
| BSBTEC201 | Use business software applications | B | 60 | 55 |
| BSBTEC202 | Use digital technologies to communicate in a work environment | B | 20 | 20 |
| BSBTEC203 | Research using the internet | B | 30 | 25 |
| BSBPEF101 | Plan and prepare for work readiness | C | 20 | 20 |
| BSBTWK201 | Work effectively with others | C | 40 | 35 |
| BSBOPS202 | Engage with customers | C | 100 | 90 |
| FSKDIG002 | Use digital technology for routine and simple workplace tasks | Import | 10 | 10 |
| FSKDIG003 | Use digital technology for non-routine workplace tasks | Import | 15 | 15 |
| FSKWTG006 | Write simple workplace information | Import | 15 | 15 |
| FSKWTG009 | Write routine workplace texts | Import | 15 | 15 |
| FSKLRG011 | Use routine strategies for work-related learning | Import | 10 | 10 |
| FSKOCM006 | Use oral communication skills to participate in workplace teams | Import | 10 | 10 |



BSB30120 CERTIFICATE III IN BUSINESS

The Certificate III in Business provides students with the necessary knowledge and skills to engage in a variety of business service roles.

Students learn to perform a range of tasks using business, technology and technical skills to support work in workplace teams. They develop the skills to engage effectively with colleagues and supervisors, contribute to team decisions and problem-solving, develop professional workplace documents and work to continuously evaluate and improve their own performance.



COURSE DURATION: 2 years (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **13 units of competency (6 core, 7 elective)**, of which:

- 2 elective units must be selected from Group A
- 1 elective unit must be selected from Group B
- for the remaining 4 elective units:
 - up to 4 units may be selected from Groups A-G
 - if not listed, up to 3 units may be selected from a Certificate II, Certificate III or Certificate IV from this or any other currently endorsed Training Package qualification or accredited course.





BSB30120 CERTIFICATE III IN BUSINESS

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|------------|---|--------|-----|----|
| BSBCRT311 | Apply critical thinking skills in a team environment | Core | 40 | 45 |
| BSBPEF201 | Support personal wellbeing in the workplace | Core | 50 | 45 |
| BSBSUS211 | Participate in sustainable work practices | Core | 20 | 30 |
| BSBTWK301 | Use inclusive work practices | Core | 30 | 35 |
| BSBWHS311 | Assist with maintaining workplace safety | Core | 40 | 40 |
| BSBXCM301 | Engage in workplace communication + | Core | 40 | 35 |
| BSBTEC201 | Use business software applications | A | 60 | 55 |
| BSBTEC202 | Use digital technologies to communicate in a work environment | A | 20 | 20 |
| BSBTEC301 | Design and produce business documents + | A | 80 | 70 |
| BSBTEC302 | Design and produce spreadsheets | A | 35 | 30 |
| BSBTEC303 | Create electronic presentations | A | 20 | 20 |
| BSBWRT311 | Write simple documents | A | 30 | 30 |
| BSBXCS303 | Securely manage personally identifiable information and workplace information | A | 40 | 35 |
| BSBPEF301 | Organise personal work priorities + | B | 30 | 30 |
| BSBPMG430 | Undertake project work | B | 60 | 55 |
| BSBPEF302 | Develop self-awareness | C | 30 | 25 |
| BSBXTW301 | Work in a team | C | 40 | 35 |
| BSBOPS304 | Deliver and monitor a service to customers + | D | 35 | 50 |
| BSBOPS305 | Process customer complaints | D | 30 | 40 |
| SIRXPDK001 | Advise on products and services | D | 30 | 25 |
| BSBINS302 | Organise workplace information + | G | 30 | 20 |
| BSBTEC203 | Research using the internet | Import | 30 | 25 |

OTHER DETAILS

Victorian Schools: The Units of Competency labelled '+' (above) are the compulsory Units 3&4 scored assessment units for 'VCE VET Business'



CHC24015 CERTIFICATE II IN ACTIVE VOLUNTEERING

The Certificate II in Active Volunteering provides students with the necessary knowledge and skills to engage in a variety of roles in a voluntary capacity across a range of contexts and organisations.

Students learn to interact and communicate effectively, work in teams and carry out work-place procedures and tasks. They develop the skills to be effective in the role of a volunteer, contributing to organisations and working with diverse people.



COURSE DURATION: 1 year (2.5-3 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **7 units of competency (4 core, 3 elective)**, of which:

- All units may be selected from the elective group, or any endorsed Training Package / accredited course





CHC24015 CERTIFICATE II IN ACTIVE VOLUNTEERING

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|--|---|----------|-----|----|
| CHCDIV001 | Work with diverse people | Core | 40 | 30 |
| CHCVOL001 | Be an effective volunteer | Core | 25 | 20 |
| <small>Work Placement: Minimum work requirement of 20 hours in an organisation with a structured volunteer program</small> | | | | |
| HLTWHS001 | Participate in workplace health and safety | Core | 20 | 30 |
| BSBCMM201 | Communicate in the workplace | Core | 40 | 30 |
| | | | | |
| CUA EVP211 | Assist with the staging of public activities or events | Import | 50 | 50 |
| FSKDIG03 | Use digital technology for routine workplace tasks | Elective | 15 | 15 |
| FSKLRG09 | Use strategies to respond to routine workplace problems | Elective | 15 | 15 |
| FSKOCM07 | Interact effectively with others at work | Elective | 10 | 10 |
| FSKRDG10 | Read and respond to routine workplace information | Elective | 15 | 15 |
| FSKWTG09 | Write routine workplace texts | Elective | 15 | 15 |
| HLTAID011 | Provide first aid | Elective | 18 | 18 |
| <small>Additional Note: We recommend this unit is delivered by an external provider</small> | | | | |
| SITXFIN007 | Process financial transactions | Import | 25 | 35 |
| SITXFSA005 | Use hygienic practices for food safety | Import | 15 | 15 |

OTHER DETAILS

Work Placement: One or more Units of Competency in this qualification have a work placement requirement. These requirements may be able to be completed at your school, subject to RTO approval and depending on the facilities and equipment at your delivery location. If you believe that your school meets these requirements, please contact your RTO.



CHC22015 CERTIFICATE II IN COMMUNITY SERVICES

The Certificate II in Community Services provides students with the necessary knowledge and skills to engage in job roles within a range of community organisations in the service industry. Students learn to work with people of diverse backgrounds, engage safely in their role and provide support. They develop the skills to organise their time and tasks, follow procedures, and respond effectively to the needs of the people with whom they work.



COURSE DURATION: 1 year (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **9 units of competency (5 core, 4 elective)**, consisting of:

- at least 2 units from the electives listed
- up to 2 units from the electives listed, any endorsed Training Packages or accredited courses – these units must be relevant to the work outcome





CHC22015 CERTIFICATE II IN COMMUNITY SERVICES

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|--|---|----------|-----|----|
| CHCCOM001 | Provide first point of contact | Core | 35 | 30 |
| CHCCOM005 | Communicate and work in health or community services | Core | 30 | 50 |
| CHCDIV001 | Work with diverse people | Core | 40 | 30 |
| HLTWHS001 | Participate in workplace health and safety | Core | 20 | 20 |
| BSBWOR202 | Organise and complete daily work activities | Core | 20 | 15 |
| CHCCDE003 | Work within a community development framework | Elective | 65 | 50 |
| CHCECE004 | Promote and provide healthy food and drinks | Elective | 35 | 30 |
| <small>Work Placement: Access to a regulated education and care service</small> | | | | |
| CHCVOL001 | Be an effective volunteer | Elective | 25 | 20 |
| <small>Work Placement: Minimum work requirement of 20 hours in an organisation with a structured volunteer program</small> | | | | |
| BSBWOR201 | Manage personal stress in the workplace | Elective | 40 | 40 |
| FSKLRG09 | Use strategies to respond to routine workplace problems | Elective | 15 | 15 |
| FSKOCM07 | Interact effectively with others at work | Elective | 10 | 10 |
| FSKRDG10 | Read and respond to routine workplace information | Elective | 15 | 15 |
| FSKWTG09 | Write routine workplace texts | Elective | 15 | 15 |
| HLTAID010 | Provide basic emergency life support | Elective | 12 | 10 |
| <small>Additional Note: We recommend this unit is delivered by an external provider</small> | | | | |

OTHER DETAILS

Work Placement: One or more Units of Competency in this qualification have a work placement requirement. These requirements may be able to be completed at your school, subject to RTO approval and depending on the facilities and equipment at your delivery location. If you believe that your school meets these requirements, please contact your RTO.



CHC32015 CERTIFICATE III IN COMMUNITY SERVICES

The Certificate III in Community Services provides students with the necessary knowledge and skills to engage in job roles within a range of community organisations in the service industry.

Students learn to work with people of diverse backgrounds, understand important workplace health and safety requirements in this type of role and work collaboratively and with self-awareness of managing stress. They develop the skills to work within organisation frameworks, communicate effectively and respond to the needs of the people and the groups they support.



COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **12 units of competency (5 core, 7 elective)**, consisting of:

- at least 5 units from the electives listed
- up to 2 units are from the electives listed, any endorsed Training Packages or accredited courses





CHC32015 CERTIFICATE III IN COMMUNITY SERVICES

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|---|--|----------|-----|----|
| CHCCCS016 | Respond to client needs + | Core | 60 | 55 |
| CHCCOM005 | Communicate and work in health or community services | Core | 30 | 50 |
| CHCDIV001 | Work with diverse people | Core | 40 | 30 |
| HLTWHS002 | Follow safe work practices for direct client care | Core | 25 | 25 |
| HLTWHS006 | Manage personal stressors in the work environment | Core | 25 | 35 |
| CHCCDE003 | Work within a community development framework + | Elective | 65 | 50 |
| CHCCDE004 | Implement participation and engagement strategies + | Elective | 85 | 45 |
| CHCCOM001 | Provide first point of contact | Elective | 35 | 30 |
| CHCVOL001 | Be an effective volunteer | Elective | 25 | 20 |
| Work Placement: Minimum work requirement of 20 hours in an organisation with a structured volunteer program | | | | |
| HLTAID011 | Provide first aid | Elective | 18 | 18 |
| Additional Note We recommend this unit is delivered by an external provider | | | | |
| CHCGRP001 | Support group activities | Elective | 30 | 25 |
| BSBINM301 | Organise workplace information | Elective | 30 | 20 |
| BSBWOR301 | Organise personal work priorities and development | Elective | 30 | 30 |

OTHER DETAILS

Work Placement: One or more Units of Competency in this qualification have a work placement requirement. These requirements may be able to be completed at your school, subject to RTO approval and depending on the facilities and equipment at your delivery location. If you believe that your school meets these requirements, please contact your RTO.

Victorian Schools: The Units of Competency labelled '+' (above) are the compulsory Units 3&4 scored assessment units for 'VCE VET Community Services'.



CPC10120 CERTIFICATE I IN CONSTRUCTION

This qualification introduces the student to the construction industry, its culture, occupations, job roles and workplace expectations. The units of competency cover essential work health and safety requirements, the industrial and work organisation structure, communication skills, work planning, and basic use of tools and materials.

The qualification is built around a basic construction project unit that integrates the skills and embeds the facets of employability skills in context.



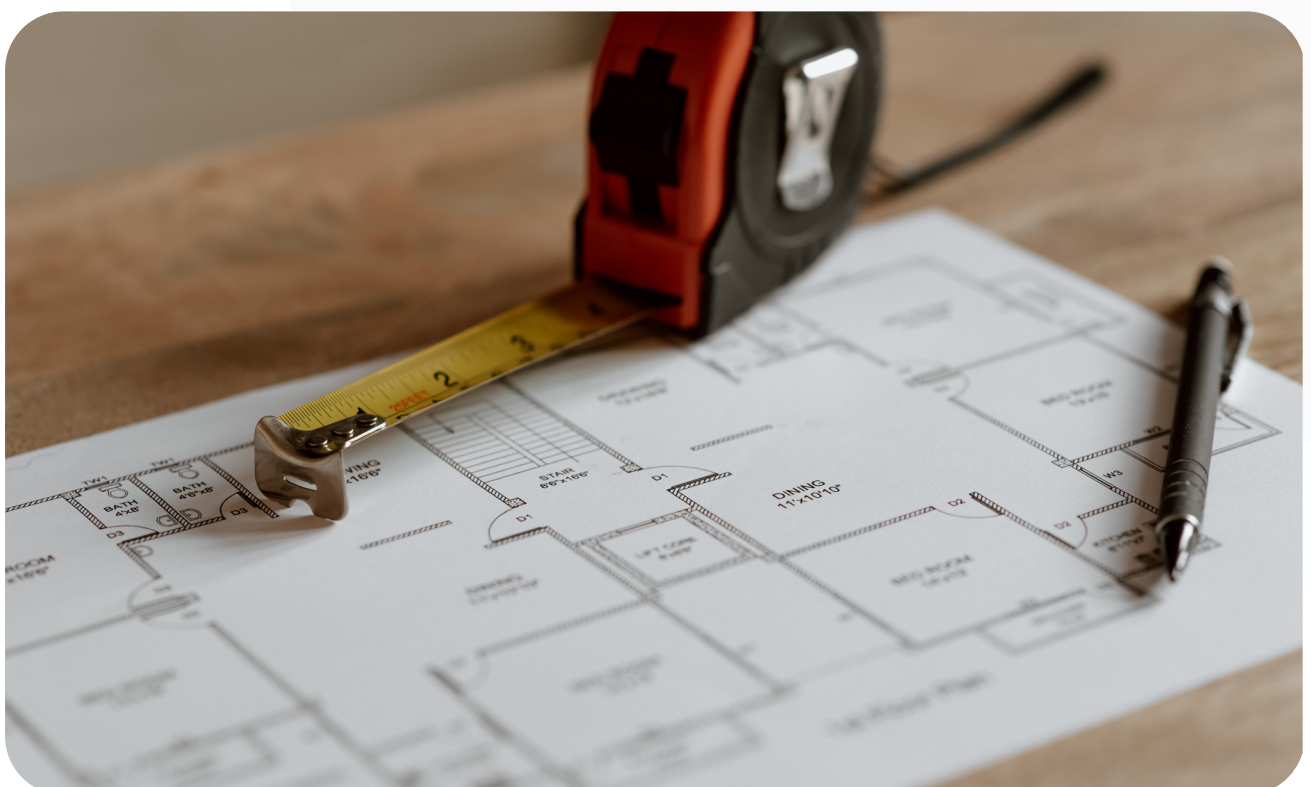
COURSE DURATION: 1 year (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **11 units of competency (8 core, 3 elective)**, of which:

- up to 3 units from the elective units
- 1 unit from Certificate I or II qualifications in the CPC Training Package or another current Training Package or accredited course





CPC10120 CERTIFICATE I IN CONSTRUCTION

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|--|--|----------|-----|----|
| CPCCWHS2001 | Apply WHS requirements, policies and procedures in the construction industry | Core | 20 | 32 |
| CPCCOM1012 | Work effectively and sustainably in the construction industry | Core | 20 | 16 |
| CPCCCM2005 | Use construction tools and equipment | Core | 96 | 40 |
| Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry | | | | |
| CPCCCM2004 | Handle construction materials | Core | 16 | 16 |
| Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry | | | | |
| CPCCOM1013 | Plan and organise work | Core | 20 | 16 |
| CPCCCM1011 | Undertake basic estimation and costing | Core | 16 | 14 |
| CPCCVE1011 | Undertake a basic construction project | Core | 40 | 24 |
| Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry | | | | |
| CPCCWHS1001 | Prepare to work safely in the construction industry | Core | 6 | 6 |
| | | | | |
| CPCCOM1014 | Conduct workplace communication | Elective | 20 | 16 |
| CPCCOM1015 | Carry out measurements and calculations | Elective | 20 | 16 |
| CPCCCM2006 | Apply basic levelling procedures | Elective | 8 | 16 |
| CPCCOM2001 | Read and interpret plans and specifications | Elective | 36 | 32 |
| Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry | | | | |

OTHER DETAILS

Victorian Schools: This qualification is not available as a VCE VET program in Victoria, however schools may seek block credit arrangements with the VCAA.

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.



CPC20220 CERTIFICATE II IN CONSTRUCTION PATHWAYS

This qualification provides students with the knowledge and skills that will enhance their employment prospects in the building and construction industry. Students gain a broad knowledge of building, bricklaying, and tile laying by understand a range of practical tasks and projects.

The aim of the Certificate II in Construction Pathways is to provide students with basic industry specific skills and knowledge to enable transition into an apprenticeship within the building and construction industries at the certificate III level.



COURSE DURATION: 2 years (3-5 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **10 units of competency (5 core, 5 elective)**, of which:

- Elective units are to be chosen from at least two but no more than four of groups A to I
- 1 elective may be chosen from any current training package or accredited course as long as it contributes to a valid industry-supported vocational outcome, maintains the AQF level of this qualification, and does not replicate the content of another unit used to achieve this qualification





CPC20220 CERTIFICATE II IN CONSTRUCTION PATHWAYS

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|--|--|------|-----|----|
| CPCCOM1012 | Work effectively and sustainably in the construction industry | Core | 20 | 16 |
| CPCCOM1013 | Plan and organise work | Core | 20 | 16 |
| CPCCOM1015 | Carry out measurements and calculations | Core | 20 | 16 |
| CPCCVE1011 | Undertake a basic construction project | Core | 40 | 24 |
| Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry | | | | |
| CPCCWHS2001 | Apply WHS requirements, policies and procedures in the construction industry | Core | 20 | 32 |
| | | | | |
| CPCCBL2001 | Handle and prepare bricklaying and blocklaying materials | A | 16 | 16 |
| Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry | | | | |
| CPCCBL2002 | Use bricklaying and blocklaying tools and equipment | A | 30 | 30 |
| Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry | | | | |
| CPCCCA2002 | Use carpentry tools and equipment | B | 96 | 52 |
| Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry | | | | |
| CPCCCA2011 | Handle carpentry materials | B | 16 | 16 |
| Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry | | | | |
| CPCCWF2002 | Use wall and floor tiling tools and equipment | D | 96 | 60 |
| Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry | | | | |
| CPCCCM2004 | Handle construction materials | I | 16 | 16 |
| Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry | | | | |
| CPCCCM2006 | Apply basic levelling procedures | I | 8 | 16 |
| Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry | | | | |
| CPCCCM2009 | Carry out basic demolition | I | 32 | 16 |
| Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry | | | | |
| CPCCCM2012 | Work safely at heights | I | 8 | 16 |
| Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry | | | | |
| CPCCCO2013 | Carry out concreting to simple forms | I | 20 | 24 |
| Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry | | | | |

OTHER DETAILS

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.



22614VIC CERTIFICATE II IN BUILDING AND CONSTRUCTION PRE-APPRENTICESHIP

The the Certificate II in Building and Construction Pre-apprenticeship provides students with basic industry specific skills and knowledge to enable transition into an apprenticeship of a particular trade stream within one of the building and construction industry sectors at the Certificate III level.



COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **19 units of competency (9 core, 10 elective)**, of which:

- 10 electives must be chosen from one elective group / trade streamup
- (please note: all elective units listed are from the Carpentry stream)





22614VIC CERTIFICATE II IN BUILDING AND CONSTRUCTION PRE-APPRENTICESHIP

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|--|--|------|-----|-----|
| CPCCOM1014 | Conduct workplace communication | Core | 20 | 16 |
| CPCCOM1015 | Carry out measurements and calculations | Core | 20 | 16 |
| CPCCCM2006 | Apply basic levelling procedures | Core | 8 | 16 |
| CPCCWHS2001 | Apply WHS requirements, policies and procedures in the construction industry | Core | 20 | 32 |
| CPCWHS1001 | Prepare to work safely in the construction industry | Core | 6 | 6 |
| HLTAID010 | Provide basic emergency life support | Core | 12 | 10 |
| Additional note: We recommend this unit is delivered by an external provider | | | | |
| VU23312 | Prepare for work in the building and construction industry | Core | 18 | N/A |
| VU23313 | Interpret and apply basic plans and drawings | Core | 25 | N/A |
| VU23314 | Erect and safely use working platforms | Core | 24 | N/A |
| VU23320 | Identify and handle carpentry tools and equipment | B | 100 | N/A |
| VU23321 | Perform basic setting out | B | 24 | N/A |
| VU23322 | Construct basic sub-floor | B | 48 | N/A |
| VU23323 | Construct basic wall frames | B | 48 | N/A |
| VU23324 | Construct a basic roof frame | B | 40 | N/A |
| VU23325 | Install basic external cladding | B | 24 | N/A |
| VU23326 | Install basic window and door frames | B | 24 | N/A |
| VU23327 | Install interior fixings | B | 40 | N/A |
| VU23328 | Dismantle basic timber structures | B | 20 | N/A |
| VU23329 | Construct basic formwork for concreting | B | 40 | N/A |



22569VIC CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP)

This pre-apprenticeship qualification is designed for students who are considering a career in the plumbing industry. It will prepare them for employment as an apprentice in the plumbing trade.

The course equips students with the skills and knowledge to enhance their employment prospects, with a strong emphasis on sustainability and safe plumbing principles. It helps to develop social and personal skills relevant to the workplace, as well as provide an understanding of the nature of the work and conditions.



COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **19 units of competency**.





22569VIC CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP)

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|--|--|------|-----|-----|
| CPCCWHS1001 | Prepare to work safely in the construction industry | Core | 6 | 6 |
| CPCCWHS2001 | Apply WHS requirements, policies and procedures in the construction industry | Core | 20 | 32 |
| CPCCCM1015 | Carry out measurements and calculations | Core | 20 | 16 |
| CPCPCM2039A | Carry out interactive workplace communication | Core | 10 | 12 |
| CPCCCM2001 | Read and interpret plans and specifications | Core | 32 | 32 |
| BSBWRT311 | Write simple documents | Core | 30 | 30 |
| CUAACD303 | Produce technical drawings | Core | 50 | 70 |
| HLTAID010 | Provide basic emergency life support | Core | 12 | 10 |
| Additional note: We recommend this unit is delivered by an external provider | | | | |
| VU23046 | Apply basic sheet metal practices | Core | 50 | N/A |
| VU23047 | Cut and penetrate building materials and structures | Core | 30 | N/A |
| VU23048 | Fabricate simple plumbing pipe systems | Core | 30 | N/A |
| VU23049 | Identify career pathways in the plumbing industry | Core | 30 | N/A |
| VU23050 | Perform basic oxyacetylene welding and cutting | Core | 20 | N/A |
| VU23051 | Prepare to work in the plumbing industry | Core | 20 | N/A |
| VU23052 | Use and apply basic levelling equipment for plumbing | Core | 8 | N/A |
| VU23053 | Use basic electric welding equipment and techniques | Core | 20 | N/A |
| VU23054 | Use basic plumbing hand tools | Core | 50 | N/A |
| VU23055 | Use basic power tools | Core | 20 | N/A |
| VU23056 | Use plumbing pipes, fittings and fixtures to simulate plumbing installations | Core | 30 | N/A |

OTHER DETAILS

Compulsory Units: This qualification does not have any elective units. All Units of Competency are listed above as core and must be completed to achieve the qualification.

Assessment Structure: Assessments for this qualification are offered as clustered projects.



22499VIC CERTIFICATE II IN ELECTROTECHNOLOGY (PRE-VOCATIONAL)

This qualification prepares students to enter the electrotechnology industry. It covers competencies at work entry level providing grounding in safety and basic skills and knowledge for work in many electrotechnology disciplines.

The training is mainly project based and gives industry relevant hands-on experience in a realistic simulated environment. It also includes training in the fundamentals of electrical, telecommunication, refrigeration, and air conditioning systems as well as workshop experience in fabrication and assembly techniques, wiring, cabling, basic installation skills and use of test equipment. Students learn how to read circuit diagrams, take electrical measurements, and perform electrical calculations.



COURSE DURATION: 2 years (4-5 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **15 units of competency (13 core, 2 elective)**



OTHER DETAILS

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.



22499VIC CERTIFICATE II IN ELECTROTECHNOLOGY (PRE-VOCATIONAL)

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|--|---|----------|-----|-----|
| CPCCWHS1001 | Prepare to work safely in the construction industry | Core | 6 | 6 |
| HLTAID011 | Provide first aid | Core | 18 | 18 |
| Additional note: We recommend this unit is delivered by an external provider | | | | |
| UEENEEE101A | Apply Occupational Health & Safety regulations, codes & practices in the workplace | Core | 20 | 18 |
| UEENEEE102A | Fabricate, assemble and dismantle utilities industry components | Core | 40 | 36 |
| Pre-requisite unit: UEENEEE101A Apply Occupational Health & Safety regulations, codes & practices in the workplace | | | | |
| UEENEEE103A | Solve problems in ELV single path circuits | Core | 40 | 36 |
| Pre-requisite unit: UEENEEE101A Apply Occupational Health & Safety regulations, codes & practices in the workplace | | | | |
| UEENEEE105A | Fix and secure electrotechnology equipment | Core | 20 | 18 |
| Pre-requisite unit: UEENEEE101A Apply Occupational Health & Safety regulations, codes & practices in the workplace | | | | |
| UEENEEJ104A | Establish the basic operating conditions of air conditioning systems | Core | 20 | 18 |
| Pre-requisite unit: UEENEEE101A Apply Occupational Health & Safety regulations, codes & practices in the workplace | | | | |
| VU22333 | Perform intermediate engineering computations | Core | 40 | N/A |
| VU21544 | Install a sustainable extra low voltage energy power system | Core | 30 | N/A |
| VU22670 | Provide an overview of the electrotechnology industry | Core | 30 | N/A |
| VU22671 | Use test instruments in the electrotechnology industry | Core | 20 | N/A |
| VU22672 | Carry out basic electrotechnology project | Core | 40 | N/A |
| VU22673 | Carry out basic network cabling for extra low voltage (ELV) equipment and devices | Core | 30 | N/A |
| | | | | |
| UEENEEEP024A | Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply | Elective | 20 | 18 |
| Pre-requisite unit: UEENEEE101A Apply Occupational Health & Safety regulations, codes & practices in the workplace | | | | |
| UEENEEEP026A | Conduct in-service safety testing of electrical cord connected equipment and cord assemblies | Elective | 20 | 18 |
| Pre-requisite unit: UEENEEE101A Apply Occupational Health & Safety regulations, codes & practices in the workplace | | | | |



UEE22020 CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START)

The Certificate II in Electrotechnology (Career Start) qualification is the standard pre-apprenticeship pathway for students to begin a career as an electrician. Students learn foundational skills in safety and first aid, as well as technical skills in electrotechnology components, accessories, and equipment.



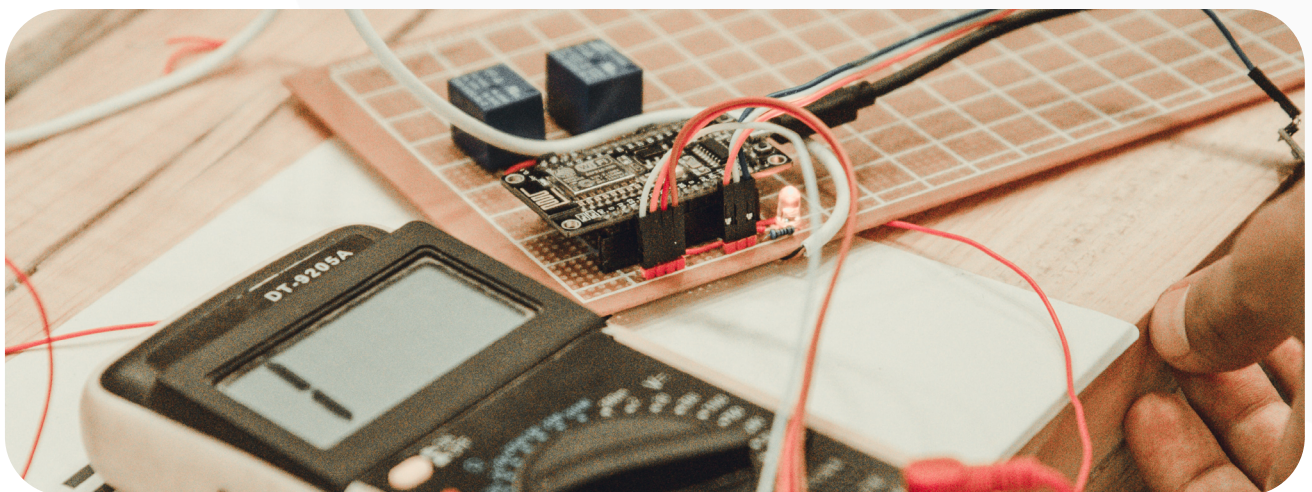
COURSE DURATION: 2 years (4-5 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be reached with a total of 410 weighting points, 270 x core weighting points and 140 elective weighting points, of which:

- A total of 140 weighting points elective from the groups, of which between 0 and 60 can be taken from Group A
- A maximum of 60 weighting points can be selected from Group A, or from any training package / accredited course
- A minimum of between 80 and 140 weighting points from Group B, or,
- All 140 weighting points can be taken from Group B



OTHER DETAILS

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.



UEE22020 CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START)

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|---------------------|---|------|-----|----|
| CPCCWHS1001 | Prepare to work safely in the construction industry | Core | 10 | 6 |
| UEECD0007 | Apply work health and safety regulations, codes and practices in the workplace | Core | 20 | 18 |
| UEECD0009 | Carry out routine work activities in an energy sector environment | Core | 40 | 36 |
| Pre-requisite unit: | UEECD0007 Apply work health and safety regulations, codes and practices in the workplace | | | |
| UEECD0021 | Identify and select components, accessories and materials for energy sector work activities | Core | 20 | 18 |
| Pre-requisite unit: | UEECD0007 Apply work health and safety regulations, codes and practices in the workplace | | | |
| Pre-requisite unit: | UEECD0009 Carry out routine work activities in an energy sector environment | | | |
| UEECD0038 | Provide solutions and report on routine electrotechnology problems | Core | 60 | 54 |
| UEECD0046 | Solve problems in single path circuits | Core | 40 | 36 |
| Pre-requisite unit: | UEECD0007 Apply work health and safety regulations, codes and practices in the workplace | | | |
| UEECD0052 | Use routine equipment/plant/technologies in an energy sector environment | Core | 40 | 36 |
| Pre-requisite unit: | UEECD0007 Apply work health and safety regulations, codes and practices in the workplace | | | |
| UEERE0021 | Provide basic sustainable energy solutions for energy reduction in residential premises | Core | 40 | 36 |
| <hr/> | | | | |
| BSBOPS203 | Deliver a service to customers | A | 40 | 40 |
| HLTAID009 | Provide cardiopulmonary resuscitation | A | 10 | 4 |
| Additional note: | We recommend this unit is delivered by an external provider | | | |
| UEECD0035 | Provide basic instruction in the use of electrotechnology apparatus | A | 20 | 18 |
| UEECO0002 | Maintain documentation | A | 20 | 18 |
| UEEAS0001 | Assemble electronic components | B | 40 | 36 |
| Pre-requisite unit: | UEECD0007 Apply work health and safety regulations, codes and practices in the workplace | | | |
| UEEAS0004 | Select electronic components for assembly | B | 20 | 18 |
| Pre-requisite unit: | UEECD0007 Apply work health and safety regulations, codes and practices in the workplace | | | |
| UEECD0019 | Fabricate, assemble and dismantle utilities industry components | B | 40 | 36 |
| Pre-requisite unit: | UEECD0007 Apply work health and safety regulations, codes and practices in the workplace | | | |
| UEECD0020 | Fix and secure electrotechnology equipment | B | 20 | 18 |
| UEECD0033 | Produce products for carrying out energy sector work activities | B | 40 | 54 |
| Pre-requisite unit: | UEECD0007 Apply work health and safety regulations, codes and practices in the workplace | | | |
| Pre-requisite unit: | UEECD0019 Fabricate, assemble and dismantle utilities industry components | | | |
| UEECD0034 | Produce routine tools/devices for carrying out energy sector work activities | B | 40 | 36 |
| Pre-requisite unit: | UEECD0007 Apply work health and safety regulations, codes and practices in the workplace | | | |
| UEERL0001 | Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply | B | 20 | 18 |
| Pre-requisite unit: | UEECD0007 Apply work health and safety regulations, codes and practices in the workplace | | | |



CUA20220 CERTIFICATE II IN CREATIVE INDUSTRIES

This qualification allows students to explore a variety of areas in the arts and creative industries field. Through this course, you will gain knowledge and skills in a wide range of interests including entertainment, customer service, staging, television and radio production, broadcasting production, lighting and sound, theatre, scenery and set construction, screen and media, and film production.



COURSE DURATION: 1 year (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **10 units of competency (3 core, 7 elective)**, of which:

- 4 must be from the electives listed
- 3 may be from the remaining listed electives or any currently endorsed training package qualification or accredited course



AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|--|------|-----|----|
| BSBTWK201 | Work effectively with others | Core | 40 | 35 |
| CUAIND211 | Develop and apply creative arts industry knowledge | Core | 20 | 20 |
| CUAWHS312 | Apply work health and safety practices | Core | 30 | 20 |



CUA20220 CERTIFICATE II IN CREATIVE INDUSTRIES

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|---|----------|-----|----|
| BSBCMM211 | Apply communication skills | Elective | 40 | 35 |
| BSBCRT201 | Develop and apply thinking and problem solving skills | Elective | 30 | 25 |
| BSBCRT311 | Apply critical thinking skills in a team environment | Elective | 40 | 45 |
| BSBOPS203 | Deliver a service to customers | Elective | 40 | 40 |
| BSBPEF101 | Plan and prepare for work readiness | Elective | 20 | 20 |
| BSBPEF202 | Plan and apply time management | Elective | 20 | 15 |
| BSBSUS211 | Participate in sustainable work practices | Elective | 20 | 30 |
| BSBTEC201 | Use business software applications | Elective | 60 | 55 |
| BSBTWK301 | Use inclusive work practices | Elective | 30 | 35 |
| CUAACD101 | Use basic drawing techniques | Elective | 50 | 40 |
| CUAACD201 | Develop drawing skills to communicate ideas | Elective | 60 | 70 |
| CUAAIR211 | Develop techniques for presenting information on-air | Elective | 30 | 30 |
| CUACAM211 | Assist with basic camera shoots | Elective | 30 | 30 |
| CUADES201 | Follow a design process | Elective | 50 | 40 |
| CUADIG211 | Maintain interactive content | Elective | 30 | 30 |
| CUADIG212 | Develop digital imaging skills | Elective | 50 | 40 |
| CUAFOH211 | Undertake routine front of house duties | Elective | 60 | 50 |
| CUALGT211 | Develop basic lighting skills | Elective | 30 | 25 |
| CUAPOS211 | Perform basic vision and sound editing | Elective | 60 | 50 |
| CUAPRP201 | Develop basic prop construction skills | Elective | 20 | 20 |
| CUARES201 | Collect and organise content for broadcast or publication | Elective | 20 | 30 |
| CUASCE201 | Develop basic scenic art skills | Elective | 20 | 20 |
| CUASTA211 | Develop basic staging skills | Elective | 20 | 20 |
| CUASTA212 | Assist with bump in and bump out of shows | Elective | 80 | 80 |
| HLTAID010 | Provide basic emergency life support | Elective | 12 | 10 |
| ICTICT214 | Operate application software packages | Elective | 60 | 60 |
| ICTICT215 | Operate digital media technology packages | Elective | 40 | 40 |
| ICTWEB201 | Use social media tools for collaboration and engagement | Elective | 20 | 20 |
| MSTML1001 | Make a simple headpiece | Elective | 40 | 40 |
| CUASMT311 | Work effectively backstage during performances | Import | 100 | 90 |

*This unit is not available for delivery in Victoria, as per the VCAA approved units.



CUA20120 CERTIFICATE II IN DANCE

The aim of this qualification is to provide students with the technical and performance skills, knowledge and attitudes to begin establishing a career in the entertainment industry.

As young dance performers, students explore a variety of dance styles and techniques (contemporary, jazz and street) across multiple forms of movement and dance.

The skills learnt can be applied to everyday fitness and coordination, to further training in dance and performance, and to a deeper appreciation of dance and the performing arts.



COURSE DURATION: 2 years (3-5 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **10 units of competency (6 core, 4 elective)**, of which:

- at least 1 must be from Group A
- of all the remaining units:
 - all may be from Group A and/or Group B
 - 1 may be from this or any other currently endorsed Certificate I or above training package qualification or accredited course





CUA20120 CERTIFICATE II IN DANCE

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|---|------|-----|----|
| CUADAN211 | Develop basic dance techniques | Core | 20 | 50 |
| CUADAN212 | Incorporate artistic expression into basic dance performances | Core | 45 | 20 |
| CUAIND211 | Develop and apply creative arts industry knowledge | Core | 20 | 20 |
| CUAPRF211 | Prepare for live performances | Core | 40 | 35 |
| CUAWHS111 | Follow safe dance practices | Core | 60 | 60 |
| CUAWHS211 | Develop a basic level of physical fitness for dance performance | Core | 40 | 40 |
| <hr/> | | | | |
| CUADAN213 | Perform basic jazz dance techniques | A | 80 | 45 |
| CUADAN215 | Perform basic contemporary dance techniques | A | 45 | 45 |
| CUADAN218 | Perform basic street dance techniques | A | 45 | 45 |
| CUADAN220 | Perform basic lyrical dance techniques | A | 60 | 55 |
| BSBSUS211 | Participate in sustainable work practices | B | 20 | 30 |

OTHER DETAILS

Victorian Schools: The 2nd year of the VCE VET Dance program (the scored Units 3&4 sequence) includes additional Units of Competency from the CUA30120 Certificate III in Dance. For more information, please refer to the VCAA Program Booklet. If you are wanting to deliver a VCE VET Dance program, please contact COSAMP prior to enrolment to discuss your options.



CUA30120 CERTIFICATE III IN DANCE (PARTIAL COMPLETION)

This partial qualification is for students wishing to deepen their dance skills and prepare for work in the performing arts industry. The Certificate III focuses on enhancing technique, performance quality, and versatility across various dance styles, including ballet, jazz, contemporary, street, and lyrical. Students will develop performance and improvisation skills, prepare for auditions, and refine their technical abilities in their chosen areas of focus. This qualification prepares students for further dance training, performance work, or teaching assistant roles.



COURSE DURATION: 1 year (partial completion 3-5 Classroom hours per week)





CUA30120 CERTIFICATE III IN DANCE (PARTIAL COMPLETION)

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|---|------|-----|----|
| CUACHR311 | Develop basic dance composition skills | Core | 30 | 20 |
| CUADAN331 | Integrate rhythm into movement activities | Core | 25 | 25 |
| CUAIND311 | Work effectively in the creative arts industry | Core | 50 | 50 |
| CUAPRF317 | Develop performance techniques | Core | 35 | 35 |
| CUAWHS311 | Condition body for dance performance | Core | 60 | 60 |
| CUADAN314 | Develop dance improvisation skills | A | 30 | 30 |
| CUADAN315 | Increase depth of jazz dance techniques | A | 50 | 50 |
| CUADAN316 | Increase depth of ballet dance techniques | A | 70 | 80 |
| CUADAN318 | Increase depth of contemporary dance techniques | A | 45 | 45 |
| CUADAN319 | Increase depth of street dance techniques | A | 45 | 45 |
| CUAPRF314 | Develop audition techniques | B | 35 | 30 |
| CUADAN322 | Increase depth of lyrical dance techniques | B | 60 | 55 |
| CUARES301 | Apply knowledge of history and theory to own arts practice | B | 50 | 60 |
| BSBTWK201 | Work effectively with others | C | 40 | 35 |
| CUAWHS211 | Develop a basic level of physical fitness for dance performance | C | 40 | 40 |



MEM20422 CERTIFICATE II IN ENGINEERING PATHWAYS

This qualification is designed to develop trade-like skills and offers an introduction to essential engineering practices. Students explore the world of welding, machining, and utilising engineering tools and equipment to create and modify objects.

With a focus on safe practices and simulated work environments, this qualification is ideal for those seeking exposure to the engineering industry. Students gain valuable knowledge and skills that enhance their employability in engineering or related workplaces.



COURSE DURATION: 2 years (4-5 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **12 units of competency (4 core, 8 elective)**, of which:

- a minimum of seven (7) Group A electives must be chosen, and
- a maximum of one (1) Group B elective may be chosen





MEM20422 CERTIFICATE II IN ENGINEERING PATHWAYS

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|---|--|------|-----|----|
| MEM13015 | Work safely and effectively in manufacturing and engineering | Core | 40 | 18 |
| MEMPE005 | Develop a career plan for the engineering and manufacturing industries | Core | 20 | 20 |
| MEMPE006 | Undertake a basic engineering project | Core | 80 | 70 |
| MSMENV272 | Participate in environmentally sustainable work practices | Core | 30 | 20 |
| <hr/> | | | | |
| MEM11011 | Undertake manual handling | A | 20 | 18 |
| Pre-requisite unit: MEM13015 Work safely and effectively in manufacturing and engineering | | | | |
| Pre-requisite unit: MEM16006 Organise and communicate information | | | | |
| MEM16006 | Organise and communicate information | A | 20 | 18 |
| Pre-requisite unit: MEM13015 Work safely and effectively in manufacturing and engineering | | | | |
| MEM16008 | Interact with computing technology | A | 20 | 18 |
| Pre-requisite unit: MEM13015 Work safely and effectively in manufacturing and engineering | | | | |
| Pre-requisite unit: MEM16006 Organise and communicate information | | | | |
| MEM18001 | Use hand tools | A | 20 | 18 |
| Pre-requisite unit: MEM11011 Undertake manual handling | | | | |
| Pre-requisite unit: MEM13015 Work safely and effectively in manufacturing and engineering | | | | |
| Pre-requisite unit: MEM16006 Organise and communicate information | | | | |
| MEM18002 | Use power tools/hand held operations | A | 20 | 18 |
| Pre-requisite unit: MEM11011 Undertake manual handling | | | | |
| Pre-requisite unit: MEM13015 Work safely and effectively in manufacturing and engineering | | | | |
| Pre-requisite unit: MEM16006 Organise and communicate information | | | | |
| MEMPE001 | Use engineering workshop machines | A | 60 | 55 |
| MEMPE002 | Use electric welding machines | A | 40 | 35 |
| MEMPE003 | Use oxy-acetylene and soldering equipment | A | 40 | 35 |
| MEMPE004 | Use fabrication equipment | A | 40 | 35 |
| MSMSUP106 | Work in a team | B | 30 | 26 |

OTHER DETAILS

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.



22632VIC CERTIFICATE II IN ENGINEERING STUDIES

The aim of this qualification is to provide students with skills and knowledge in machine processing, fabrication techniques and using power tools and computers for engineering related work activities.

It provides pre-employment training and pathways in the engineering, manufacturing or related industries and accommodates entry into the wider engineering industry.



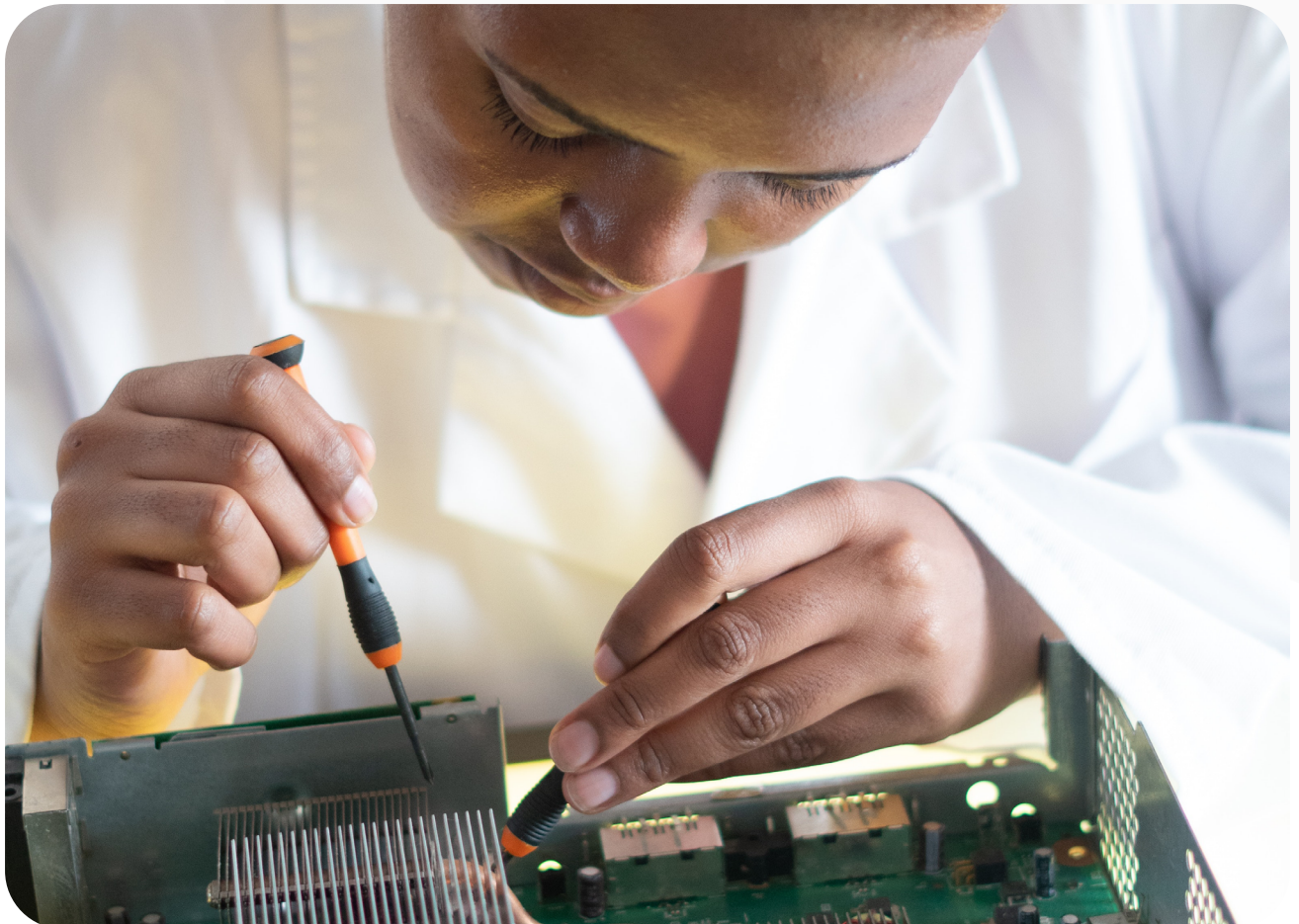
COURSE DURATION: 2 years (4-5 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **9 units of competency (8 core, 1 elective)**, of which:

- The elective unit must be selected from the elective unit list provided





22632VIC CERTIFICATE II IN ENGINEERING STUDIES

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|---|----------|-----|-----|
| VU23475 | Safely use hand tools and hand held power tools for general engineering applications | Core | 40 | N/A |
| VU23476 | Report on the sectors and employment in the manufacturing, engineering and related industries | Core | 20 | N/A |
| VU23477 | Interpret and prepare basic two and three dimensional engineering drawings | Core | 30 | N/A |
| VU23478 | Perform basic machining processes | Core | 40 | N/A |
| VU23479 | Apply basic fabrication techniques | Core | 40 | N/A |
| VU23480 | Perform intermediate engineering computations | Core | 40 | N/A |
| VU23481 | Apply occupational health and safety principles in an engineering environment | Core | 20 | N/A |
| MEMPE006 | Undertake a basic engineering project | Core | 80 | N/A |
| <hr/> | | | | |
| VU23482 | Produce basic engineering components and products using fabrication and machining operations | Elective | 60 | N/A |
| <hr/> | | | | |
| VU23485 | Perform basic welding and thermal cutting processes | Elective | 60 | N/A |
| <hr/> | | | | |

Pre-requisite unit: VU23478 Perform basic machining processes

Pre-requisite unit: VU23479 Apply basic fabrication techniques

OTHER DETAILS

Victorian Schools: The Units of Competency labelled '+' (above) are the compulsory Units 3&4 scored assessment units for 'VCE VET Engineering'.

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.



MST20722 CERTIFICATE II IN APPAREL, FASHION AND TEXTILES

This qualification is designed for entry-level workers in the textile, clothing, and footwear industry, and provides a solid foundation for individuals seeking to develop basic skills and knowledge in this creative industry.

Students develop skills from sewing materials by machine, to identifying and handling fabrics and textiles. Students explore design concepts, pattern modification, textile product assembly, and create their own simple headpiece. They learn and perform basic work tasks, following established routines and procedures. Students acquire essential communication skills, participate in environmentally sustainable work practices, and learn to prioritise workplace safety.



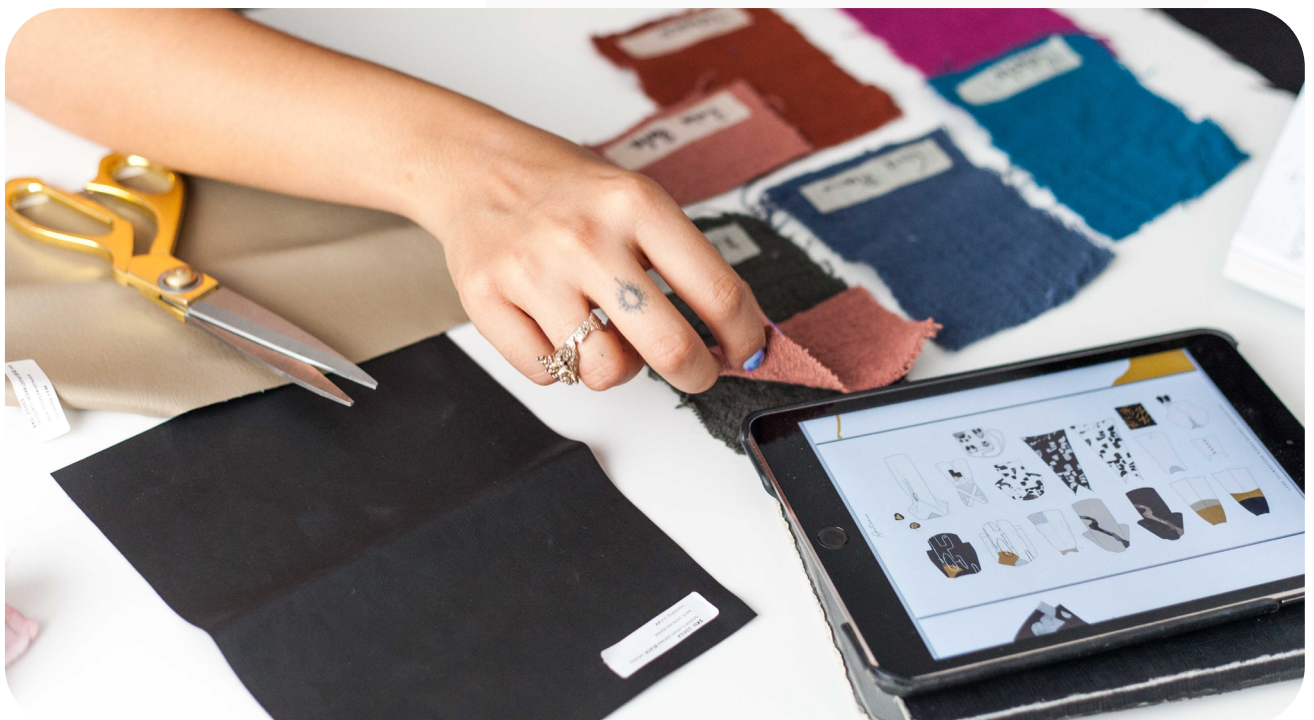
COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **12 units of competency (6 core, 6 elective)**, consisting of:

- at least 4 units from the electives listed
- 2 additional units must be from the electives listed, or any endorsed Training Package or accredited course





MST20722 CERTIFICATE II IN APPAREL, FASHION AND TEXTILES

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|---|--------|-----|----|
| BSBCM211 | Apply communication skills | Core | 40 | 35 |
| MSMENV272 | Participate in environmentally sustainable work practices | Core | 30 | 20 |
| MSMWHS200 | Work safely | Core | 30 | 26 |
| MSTAT2005 | Sew materials by machine | Core | 60 | 55 |
| MSTGN2018 | Work in the TCF industry | Core | 40 | 40 |
| MSTGN2023 | Identify and handle fabrics and textiles | Core | 80 | 70 |
| | | | | |
| MSTAT2001 | Prepare and communicate design concepts for simple textile products | A | 60 | 55 |
| MSTAT2003 | Modify patterns | A | 50 | 45 |
| MSTAT2006 | Assemble simple textile products | A | 40 | 35 |
| MSTML1001 | Make a simple headpiece | D | 40 | 40 |
| MSTAT2002 | Draw basic sketches of textile products | F | 30 | 25 |
| MSTAT2010 | Use basic textile production processes | F | 40 | 40 |
| MSTAT3008 | Embellish textile products | Import | 40 | 35 |

OTHER DETAILS

Assessment Structure: Assessments for this qualification are offered as clustered projects.



FSK10219 CERTIFICATE I IN SKILLS FOR VOCATIONAL PATHWAYS

The Certificate I in Skills for Vocational Pathways provides students with the knowledge and skills to prepare for a pathway to employment and further vocational training. Students learn to engage in workplace interactions, complete work tasks and access and produce simple workplace information. They develop entry level digital technology and employability skills to prepare them for future pathways.



COURSE DURATION: 1 year (2.5-3 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **11 units of competency (1 core, 10 elective)**, consisting of:

- up to 3 units may be selected from Group A
- at least 5 units must be selected from Group B
- 2 units must be selected from any currently endorsed training package qualification or accredited course other than FSK
- remaining units may be selected from the FSK training package or any currently endorsed training package qualification or accredited course





FSK10219 CERTIFICATE I IN SKILLS FOR VOCATIONAL PATHWAYS

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|--|--------|-----|-----|
| FSKLRG008 | Use simple strategies for work-related learning | Core | 15 | 15 |
| FSKNUM008 | Use whole numbers and simple fractions, decimals and percentages for work | A | 15 | 15 |
| FSKNUM009 | Use familiar and simple metric measurements for work | A | 15 | 15 |
| FSKNUM014 | Calculate with whole numbers and familiar fractions, decimals and percentages for work | A | 15 | 15 |
| FSKNUM015 | Estimate, measure and calculate with routine metric measurements for work | A | 10 | 10 |
| FSKNUM017 | Use familiar and routine maps and plans for work | A | 15 | 15 |
| FSKNUM018 | Collect data and construct routine tables and graphs for work | A | 15 | 15 |
| FSKNUM019 | Interpret routine tables, graphs and charts and use information and data for work | A | 15 | 15 |
| FSKDIG002 | Use digital technology for routine and simple workplace tasks | B | 10 | 10 |
| FSKDIG003 | Use digital technology for non-routine workplace tasks | B | 15 | 15 |
| FSKLRG004 | Use short and simple strategies for work-related learning | B | 15 | 15 |
| FSKLRG009 | Use strategies to respond to routine workplace problems | B | 15 | 15 |
| FSKLRG011 | Use routine strategies for work-related learning | B | 10 | 10 |
| FSKOCM003 | Participate in familiar spoken interactions at work | B | 10 | 10 |
| FSKOCM005 | Use oral communication skills for effective workplace presentations | B | 10 | 10 |
| FSKOCM006 | Use oral communication skills to participate in workplace teams | B | 10 | 10 |
| FSKOCM007 | Interact effectively with others at work | B | 10 | 10 |
| FSKRDG010 | Read and respond to routine workplace information | B | 15 | 15 |
| FSKWTG006 | Write simple workplace information | B | 15 | 15 |
| FSKWTG009 | Write routine workplace texts | B | 15 | 15 |
| BSBPEF101 | Plan and prepare for work readiness | Import | 20 | 20 |
| BSBPEF202 | Plan and apply time management | Import | 20 | 15 |
| BSBTEC101 | Operate digital devices | Import | 20 | 20 |
| BSBTEC203 | Research using the internet | Import | 30 | 25 |
| BSBWHS211 | Contribute to the health and safety of self and others | Import | 20 | 15 |
| FNSFLT211 | Develop and use personal budgets | Import | 20 | 20 |
| VU21666 | Participate in job seeking activities | Import | 50 | N/A |



FSK20119 CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS

The Certificate II in Skills for Work and Vocational Pathways provides students with the knowledge and skills to prepare for workforce entry or further vocational training.

Students learn to engage effectively in workplace communication, access and produce a range of workplace documents and information, manage their time to complete work tasks. They develop entry level digital technology and employability skills to prepare them for future employment pathways.



COURSE DURATION: 1 year (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **14 units of competency (1 core, 13 elective)**, consisting of:

- up to 5 units may be selected from Group A
- at least 5 units must be selected from Group B
- 3 units must be selected from any currently endorsed training package qualification or accredited course other than FSK
- remaining units may be selected from the FSK training package or any currently endorsed training package qualification or accredited course





FSK20119 CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|--|--------|-----|-----|
| FSKLRG011 | Use routine strategies for work-related learning | Core | 10 | 10 |
| FSKNUM014 | Calculate with whole numbers and familiar fractions, decimals and percentages for work | A | 15 | 15 |
| FSKNUM015 | Estimate, measure and calculate with routine metric measurements for work | A | 10 | 10 |
| FSKNUM017 | Use familiar and routine maps and plans for work | A | 15 | 15 |
| FSKNUM018 | Collect data and construct routine tables and graphs for work | A | 15 | 15 |
| FSKNUM019 | Interpret routine tables, graphs and charts and use information and data for work | A | 15 | 15 |
| FSKDIG003 | Use digital technology for non-routine workplace tasks | B | 15 | 15 |
| FSKLRG009 | Use strategies to respond to routine workplace problems | B | 15 | 15 |
| FSKOCM005 | Use oral communication skills for effective workplace presentations | B | 10 | 10 |
| FSKOCM006 | Use oral communication skills to participate in workplace teams | B | 10 | 10 |
| FSKOCM007 | Interact effectively with others at work | B | 10 | 10 |
| FSKRDG010 | Read and respond to routine workplace information | B | 15 | 15 |
| FSKWTG009 | Write routine workplace texts | B | 15 | 15 |
| BSBCMM211 | Apply communication skills | Import | 40 | 35 |
| BSBPEF101 | Plan and prepare for work readiness | Import | 20 | 20 |
| BSBPEF202 | Plan and apply time management | Import | 20 | 15 |
| BSBTEC101 | Operate digital devices | Import | 20 | 20 |
| BSBTEC203 | Research using the internet | Import | 30 | 25 |
| BSBWHS211 | Contribute to the health and safety of self and others | Import | 20 | 15 |
| FNSFLT211 | Develop and use personal budgets | Import | 20 | 20 |
| VU21666 | Participate in job seeking activities | Import | 50 | N/A |
| BSBPEF202 | Plan and apply time management | Import | 20 | 15 |
| BSBTEC101 | Operate digital devices | Import | 20 | 20 |
| BSBTEC203 | Research using the internet | Import | 30 | 25 |
| BSBWHS211 | Contribute to the health and safety of self and others | Import | 20 | 15 |
| FNSFLT211 | Develop and use personal budgets | Import | 20 | 20 |
| VU21666 | Participate in job seeking activities | Import | 50 | N/A |



MSF20522 CERTIFICATE II IN FURNITURE MAKING PATHWAYS

This qualification offers a comprehensive skill set for aspiring furniture makers, providing a broad knowledge in furniture making tasks. From undertaking basic furniture making projects to developing career plans in the furnishing industry, students will gain hands-on experience in measurements, calculations, and environmentally sustainable work practices.

Safety, effective communication, and teamwork are also emphasised through projects demonstrating the use of hand and power tools, selecting and applying hardware and joining furnishing materials.



COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **12 units of competency (5 core, 7 elective)**, of which:

- 6 units must be from Group A
- 1 unit must be from Group B





MSF20522 CERTIFICATE II IN FURNITURE MAKING PATHWAYS

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|---|------|-----|----|
| MSFFP2020 | Undertake a basic furniture making project + | Core | 100 | 90 |
| MSFFP2017 | Develop a career plan for the furnishing industry | Core | 30 | 25 |
| MSFGN2001 | Make measurements and calculations + | Core | 30 | 20 |
| MSMENV272 | Participate in environmentally sustainable work practices | Core | 30 | 20 |
| MSMPC1103 | Demonstrate care and apply safe practices at work | Core | 30 | 18 |
| MSFFM2019 | Assemble furnishing products + | A | 20 | 40 |
| MSFFM2013 | Use furniture making sector hand and power tools + | A | 40 | 38 |
| MSFFM2014 | Select and apply hardware | A | 16 | 16 |
| MSFFP2012 | Join furnishing materials | A | 40 | 35 |
| MSFGN2004 | Produce simple scale drawings by hand | A | 40 | 16 |
| MSMSUP106 | Work in a team | B | 30 | 26 |
| MSFFP2011 | Use timber furnishing construction techniques | A | 100 | 90 |
| MSFFP2014 | Use basic finishing techniques on timber surfaces | A | 100 | 80 |

OTHER DETAILS

Victorian Schools: The Units of Competency labelled '+' (above) are the compulsory scored assessment units.

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.



SHB20121 CERTIFICATE II IN RETAIL COSMETICS

This qualification reflects the role of retail sales personnel involved in a defined range of tasks to sell and demonstrate beauty or cosmetic products. This qualification provides a pathway to work as a retail sales consultant in any business that sells beauty or cosmetic products and services. This can include beauty and hairdressing salons, retail outlets and department stores.



COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **15 units of competency (9 core, 6 elective)**, of which:

- 1 unit from Group A: Infection control
- 5 elective units, consisting of:
 - at least 3 units from Group B: General electives
 - up to 2 units from the listed electives, elsewhere in the SHB Training Package, or any other current Training Package or accredited course





SHB20121 CERTIFICATE II IN RETAIL COSMETICS

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|---|--|--------|-----|----|
| SHBBCCS004 | Demonstrate retail skin care products | Core | 25 | 25 |
| SHBBCCS005 | Advise on beauty products and services | Core | 30 | 25 |
| SHBBMUP009 | Design and apply make-up | Core | 45 | 40 |
| SHBXCCS007 | Conduct salon financial transactions | Core | 25 | 25 |
| SHBXIND003 | Comply with organisational requirements within a personal services environment | Core | 45 | 50 |
| Work Placement: 4 x 3 hour work periods | | | | |
| SHBXIND005 | Communicate as part of a salon team | Core | 30 | 25 |
| SHBXWHS003 | Apply safe hygiene, health and work practices | Core | 40 | 35 |
| SIRXIND003 | Organise personal work requirements | Core | 30 | 15 |
| SIRXOSM002 | Maintain ethical and professional standards when using social media and online platforms | Core | 50 | 45 |
| | | | | |
| SHBBINF002 | Maintain infection control standards | A | 75 | 90 |
| BSBSUS211 | Participate in sustainable work practices | B | 20 | 30 |
| SHBBRES003 | Research and apply beauty industry information | B | 20 | 18 |
| SIRRINV001 | Receive and handle retail stock | B | 35 | 35 |
| SIRRMER001 | Produce visual merchandise displays | B | 35 | 30 |
| SIRXSL001 | Sell to the retail customer | Import | 20 | 40 |
| SHBBFAS004 | Provide lash and brow services | Import | 30 | 15 |
| SHBXCCS009 | Greet and prepare clients for salon services | Import | 10 | 10 |
| Work Placement: 4 x 2 hour work periods | | | | |
| SHBBNLS010 | Apply nail art | Import | 15 | 10 |

OTHER DETAILS

Work Placement: One or more Units of Competency in this qualification have a work placement requirement. These requirements may be able to be completed at your school, subject to RTO approval and depending on the facilities and equipment at your delivery location. If you believe that your school meets these requirements, please contact your RTO.



SHB20216 CERTIFICATE II IN SALON ASSISTANT

This qualification is ideal for students interested in a career in hairdressing. Upon successful completion, students will be well prepared to apply for a hairdressing apprenticeship. This hands-on qualification allows students to develop their creative and practical skills within a real salon setting, focused on developing employability skills.

Students learn how to prepare clients for salon services, safe use of hairdressing tools and equipment, hair styling techniques and products, all whilst gaining knowledge of the hair and beauty industry.



COURSE DURATION: 2 years (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **12 units of competency (8 core, 4 elective)**.





SHB20216 CERTIFICATE II IN SALON ASSISTANT

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|------------|--|----------|-----|----|
| BSBWHS201 | Contribute to health and safety of self and others | Core | 20 | 20 |
| SHHBAS001 | Provide shampoo and basin services <small>Work Placement: 4 x 3 hour work periods</small> | Core | 40 | 10 |
| SHBHDES001 | Dry hair to shape | Core | 40 | 25 |
| SHBHIND001 | Maintain and organise tools, equipment and work areas | Core | 20 | 5 |
| SHBXCCS001 | Conduct salon financial transactions | Core | 25 | 25 |
| SHBXCCS003 | Greet and prepare clients for salon services <small>Work Placement: 4 x 3 hour work periods</small> | Core | 10 | 10 |
| SHBXIND001 | Comply with organisational requirements within a personal services environment <small>Work Placement: 4 x 3 hour work periods</small> | Core | 45 | 50 |
| SHBXIND002 | Communicate as part of a salon team | Core | 30 | 25 |
| SHHBAS002 | Provide head, neck and shoulder massages for relaxation | Elective | 20 | 20 |
| SHBHCLS001 | Apply hair colour products | Elective | 30 | 20 |
| SHBHDES002 | Braid hair | Elective | 30 | 10 |
| SHBHIND002 | Research and use hairdressing industry information | Elective | 15 | 15 |
| SIRRINV001 | Receive and handle retail stock | Elective | 35 | 35 |
| SIRRMER001 | Produce visual merchandise displays | Elective | 35 | 30 |
| SIRXSL001 | Sell to the retail customer | Elective | 20 | 40 |

OTHER DETAILS

Work Placement: One or more Units of Competency in this qualification have a work placement requirement. These requirements may be able to be completed at your school, subject to RTO approval and depending on the facilities and equipment at your delivery location. If you believe that your school meets these requirements, please contact your RTO.

Victorian Schools: The VCAA mandates a minimum of 40 hours of SWL for students undertaking the Certificate II in Salon Assistant. Where the training package requires work periods / shifts, this can be used to satisfy the VCAA SWL placement requirements for the program.



SHB30121 CERTIFICATE III IN BEAUTY SERVICES

This qualification is for students wishing to enter the personal services industry providing beauty treatments and services. The role of a beautician is to provide a range of beauty services including nail, waxing, lash and brow, and basic make-up services.

Students learn about working as part of a team and independently, using initiative and discretion where required, building a client base, and advising clients about attaining the best possible outcome from each service.



COURSE DURATION: 2 years (6-7 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **18 units of competency (14 core, 4 elective)**, of which:

- 1 unit from Group A: Infection control
- at least 2 units from Group B: General electives
- up to 1 unit from the listed electives, elsewhere in the SHB Training Package, or any other current Training Package or accredited course





SHB30121 CERTIFICATE III IN BEAUTY SERVICES

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|---|--|--------|-----|-----|
| SHBBBOS007 | Apply cosmetic tanning products | Core | 20 | 12 |
| SHBBCCS005 | Advise on beauty products and services | Core | 30 | 25 |
| SHBBFAS004 | Provide lash and brow services | Core | 30 | 15 |
| SHBBHRS010 | Provide waxing services | Core | 100 | 130 |
| Work Placement: Minimum 38 hours of work in a commercial Beauty Therapy salon | | | | |
| SHBBMUP009 | Design and apply make-up | Core | 45 | 40 |
| SHBBNLS007 | Provide manicure and pedicure services | Core | 60 | 60 |
| Pre-requisite unit: HBBNLS011 Use electric file equipment for nail services | | | | |
| SHBBNLS011 | Use electric file equipment for nail services | Core | 30 | 15 |
| SHBBRES003 | Research and apply beauty industry information | Core | 20 | 20 |
| SHBXCCS007 | Conduct salon financial transactions | Core | 25 | 25 |
| SHBXCCS008 | Provide salon services to clients | Core | 30 | 15 |
| Work Placement: 6 x 3 hour work periods | | | | |
| SHBXIND003 | Comply with organisational requirements within a personal services environment | Core | 45 | 50 |
| SHBXWHS003 | Apply safe hygiene, health and work practices | Core | 40 | 35 |
| SIRXOSM002 | Maintain ethical and professional standards when using social media and online platforms | Core | 50 | 45 |
| SIRXSLS001 | Sell to the retail customer | Core | 20 | 40 |
| | | | | |
| SHBBINF002 | Maintain infection control standards | A | 75 | 90 |
| SHBBMUP008 | Apply eyelash extensions | B | 40 | 25 |
| SHBBMUP010 | Design and apply make-up for photography | B | 30 | 30 |
| SHBXCCS009 | Greet and prepare clients for salon services | B | 10 | 10 |
| Work Placement: 4 x 2 hour work periods | | | | |
| SHBXIND005 | Communicate as part of a salon team | Import | 30 | 25 |
| SHBBCCS004 | Demonstrate retail skin care products | Import | 25 | 25 |

OTHER DETAILS

Work Placement: One or more Units of Competency in this qualification have a work placement requirement. These requirements may be able to be completed at your school, subject to RTO approval and depending on the facilities and equipment at your delivery location. If you believe that your school meets these requirements, please contact your RTO.

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.



SHB30221 CERTIFICATE III IN MAKE-UP

This qualification is for students wishing to specialise in makeup artistry within the beauty industry. The role of a makeup artist is to design and apply makeup for various purposes and occasions, including beauty, fashion, media, and entertainment. Students learn about working in diverse settings, collaborating with other professionals, advising clients on makeup looks, and developing advanced technical skills in makeup application.



COURSE DURATION: 2 years (4-5 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **15 units of competency (8 core, 7 elective)**, of which:

- 1 unit must be from Group A: Infection control;
- At least 3 units from Group B;
- Up to 3 elective units may be chosen from the list below, elsewhere in the SHB Training Package, or any other current Training Package or accredited course.





SHB30221 CERTIFICATE III IN MAKE-UP

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|------------|--|------|-----|----|
| SHBBMUP009 | Design and apply make-up | Core | 45 | 40 |
| SHBBMUP010 | Design and apply make-up for photography | Core | 45 | 25 |
| SHBBMUP013 | Design and apply creative make-up | Core | 50 | 45 |
| SHBBRES003 | Research and apply beauty industry information | Core | 20 | 20 |
| SHBXCCS008 | Provide salon services to clients | Core | 30 | 15 |
| SHBXIND003 | Comply with organisational requirements within a personal services environment | Core | 45 | 50 |
| SHBXWHS003 | Apply safe hygiene, health and work practices | Core | 40 | 35 |
| SIRXOSM002 | Maintain ethical and professional standards when using social media and online platforms | Core | 50 | 45 |

Group A: Infection Control

| | | | | |
|------------|--------------------------------------|---|----|----|
| SHBBINF002 | Maintain infection control standards | A | 75 | 90 |
|------------|--------------------------------------|---|----|----|

Group B: General Elective Units

| | | | | |
|------------|--|--------|-----|-----|
| SHBBBOS007 | Apply cosmetic tanning products | B | 20 | 20 |
| SHBBCCS005 | Advise on beauty products and services | B | 30 | 25 |
| SHBBFAS004 | Provide lash and brow services | B | 30 | 15 |
| SHBBHRS010 | Provide waxing services | B | 100 | 130 |
| SHBBMUP008 | Apply eyelash extensions | B | 30 | 25 |
| SHBBMUP014 | Work collaboratively on make-up productions | B | 40 | 35 |
| SHBXCCS007 | Conduct salon financial transactions | B | 25 | 25 |
| SHBXCCS009 | Greet and prepare clients for salon services | Import | 10 | 10 |
| SIRRMER001 | Produce visual merchandise displays | Import | 35 | 30 |
| SHBXIND005 | Communicate as part of a salon team | Import | 30 | 25 |



AHC20422 CERTIFICATE II IN HORTICULTURE

This qualification is tailored for beginners in the industry and equips individuals with essential skills for entry-level horticulture positions. Students explore the world of machinery operation, plant recognition, and effective weed, pest, and disease management. Students also develop expertise in tree and shrub planting, soil testing, and sustainable work practices. From safety protocols to chemical application, irrigation techniques, and problem-solving, the Certificate II in Horticulture assists students to jumpstart a promising horticulture career.



COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **15 units of competency (8 core, 7 elective)**, of which:

- 5 units must be from the electives listed
- the remaining 2 units must be from the electives listed, or any currently endorsed Training Package or accredited course.





AHC20422 CERTIFICATE II IN HORTICULTURE

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|---|----------|-----|----|
| AHCMOM203 | Operate basic machinery and equipment | Core | 20 | 24 |
| AHCPCM204 | Recognise plants | Core | 40 | 35 |
| AHCPGD207 | Plant trees and shrubs | Core | 20 | 20 |
| AHCPMG201 | Treat weeds | Core | 40 | 35 |
| AHCPMG202 | Treat plant pests, diseases and disorders | Core | 30 | 35 |
| AHCSOL203 | Assist with soil or growing media sampling and testing | Core | 30 | 25 |
| AHCWHS202 | Participate in workplace health and safety processes | Core | 30 | 35 |
| AHCWRK211 | Participate in environmentally sustainable work practices | Core | 30 | 25 |
| AHCCHM201 | Apply chemicals under supervision | Elective | 30 | 35 |
| AHCIRG219 | Assist with low volume irrigation operations | Elective | 40 | 35 |
| AHCNSY205 | Pot up plants | Elective | 20 | 20 |
| AHCNSY206 | Care for nursery plants | Elective | 30 | 25 |
| AHCNSY207 | Undertake propagation activities | Elective | 30 | 25 |
| AHCNSY208 | Maintain indoor plants | Elective | 20 | 20 |
| AHCPER222 | Use and maintain basic hand tools and equipment for garden and farm | Elective | 40 | 35 |
| AHCPGD102 | Support gardening work | Elective | 10 | 30 |
| AHCPGD209 | Prune shrubs and small trees | Elective | 35 | 30 |
| BSBCRT201 | Develop and apply thinking and problem solving skills | Elective | 30 | 25 |



SIT20322 CERTIFICATE II IN HOSPITALITY

The Certificate II in Hospitality is for students who aspire to become food and beverage attendants and want to build an exciting career in the growing hospitality industry. Students learn the practical skills to deliver great customer service in a range of hospitality settings such as restaurants, hotels, motels, catering operations, clubs, pubs and cafés. This qualification provides detailed training in a range of hospitality operational skills including basic food and beverage service.



COURSE DURATION: 2 years (3-5 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **12 units of competency (6 core, 6 elective)**, of which:

- 1 unit from Group A
- 3 units from Group B
- 2 units from Group B, elsewhere in the SIT Training Package, or any other current Training Package or accredited course



OTHER DETAILS

Work Placement: One or more Units of Competency in this qualification have a work placement requirement. These requirements may be able to be completed at your school, subject to RTO approval and depending on the facilities and equipment at your delivery location. If you believe that your school meets these requirements, please contact your RTO.

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.

Victorian Schools: The Units of Competency labelled '+' (right) are the compulsory Units 3&4 scored assessment units for 'VCE VET Hospitality'.



SIT20322 CERTIFICATE II IN HOSPITALITY

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|---------------------|---|--------|-----|-----|
| BSBTWK201 | Work effectively with others | Core | 40 | 35 |
| SITHIND006 | Source and use information on the hospitality industry | Core | 25 | 15 |
| SITHIND007 | Use hospitality skills effectively | Core | 0 | 30 |
| Work Placement: | 12 complete service periods | | | |
| SITXCCS011 | Interact with customers | Core | 20 | 20 |
| SITXCOM007 | Show social and cultural sensitivity | Core | 20 | 20 |
| SITXWHS005 | Participate in safe work practices | Core | 12 | 15 |
| SITXFSA005 | Use hygienic practices for food safety | A | 15 | 15 |
| SITHCCC024 | Prepare and present simple dishes | B | 25 | 20 |
| Pre-requisite unit: | SITXFSA005 Use hygienic practices for food safety | | | |
| SITHCCC025 | Prepare and present sandwiches | B | 10 | 15 |
| Pre-requisite unit: | SITXFSA005 Use hygienic practices for food safety | | | |
| SITHCCC028 | Prepare appetisers and salads | B | 25 | 30 |
| Pre-requisite unit: | SITXFSA005 Use hygienic practices for food safety | | | |
| SITHKOP009 | Clean kitchen premises and equipment | B | 13 | 10 |
| Pre-requisite unit: | SITXFSA005 Use hygienic practices for food safety | | | |
| BSBSUS211 | Participate in sustainable work practices | B | 20 | 30 |
| SITXFIN007 | Process financial transactions + | B | 25 | 35 |
| HLTAID011 | Provide first aid | B | 18 | 18 |
| Additional note: | We recommend this unit is delivered by an external provider | | | |
| SITHFAB021 | Provide responsible service of alcohol | B | 10 | 20 |
| Additional note: | Subject to state restrictions | | | |
| SITHFAB022 | Clean and tidy bar areas | B | 15 | 15 |
| SITHFAB024 | Prepare and serve non-alcoholic beverages + | B | 20 | 15 |
| Pre-requisite unit: | SITXFSA005 Use hygienic practices for food safety | | | |
| SITHFAB025 | Prepare and serve espresso coffee | B | 30 | 40 |
| Pre-requisite unit: | SITXFSA005 Use hygienic practices for food safety | | | |
| SITHFAB027 | Serve food and beverage + | B | 80 | 140 |
| Pre-requisite unit: | SITXFSA005 Use hygienic practices for food safety | | | |
| SITXCCS014 | Provide service to customers | Import | 25 | 25 |
| SITHFAB036 | Provide advice on food + | Import | 40 | 40 |



SIT20421 CERTIFICATE II IN COOKERY

The Certificate II in Cookery qualification develops the skills of basic food preparation and cookery. Students learn to effectively prepare a range of simple dishes, with a focus on safe and hygienic practices. It will enable students to work in entry level positions in various hospitality enterprises where food is prepared and served.



COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **15 units of competency (8 core, 7 elective)**, of which:

- 5 units must be from the electives listed
- the remaining 2 units must be from the electives listed, or any currently endorsed Training Package or accredited course.



OTHER DETAILS

Work Placement: One or more Units of Competency in this qualification have a work placement requirement. These requirements may be able to be completed at your school, subject to RTO approval and depending on the facilities and equipment at your delivery location. If you believe that your school meets these requirements, please contact your RTO.

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.

Victorian Schools: The Units of Competency labelled '+' (right) are the compulsory Units 3&4 scored assessment units for 'VCE VET Cookery' (Hospitality).



SIT20421 CERTIFICATE II IN COOKERY

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|--|---|------|-----|----|
| SITHCCC023 | Use food preparation equipment | Core | 25 | 25 |
| Pre-requisite unit: SITXFSA005 Use hygienic practices for food safety | | | | |
| SITHCCC027 | Prepare dishes using basic methods of cookery | Core | 45 | 55 |
| Pre-requisite unit: SITXFSA005 Use hygienic practices for food safety: | | | | |
| SITHCCC034 | Work effectively in a commercial kitchen + | Core | 60 | 55 |
| Pre-requisite unit: SITXFSA005 Use hygienic practices for food safety | | | | |
| Pre-requisite unit: SITHCCC027 Prepare dishes using basic methods of cookery | | | | |
| Work Placement: 12 complete service periods in a commercial kitchen | | | | |
| SITHKOP009 | Clean kitchen premises and equipment | Core | 13 | 10 |
| Pre-requisite unit: SITXFSA005 Use hygienic practices for food safety | | | | |
| SITXFSA005 | Use hygienic practices for food safety | Core | 15 | 15 |
| SITXINV006 | Receive, store and maintain stock | Core | 20 | 20 |
| Pre-requisite unit: SITXFSA005 Use hygienic practices for food safety | | | | |
| SITXWHS005 | Participate in safe work practices | Core | 12 | 15 |
| <hr/> | | | | |
| SITHCCC024 | Prepare and present simple dishes | A | 25 | 20 |
| Pre-requisite unit: SITXFSA005 Use hygienic practices for food safety | | | | |
| SITHCCC025 | Prepare and present sandwiches | A | 10 | 15 |
| Pre-requisite unit: SITXFSA005 Use hygienic practices for food safety: | | | | |
| SITHCCC028 | Prepare appetisers and salads + | A | 25 | 30 |
| Pre-requisite unit: SITXFSA005 Use hygienic practices for food safety | | | | |
| SITHCCC029 | Prepare stocks, sauces and soups + | A | 35 | 35 |
| Pre-requisite unit: SITXFSA005 Use hygienic practices for food safety | | | | |
| SITHCCC030 | Prepare vegetable, fruit, eggs and farinaceous dishes + | A | 50 | 45 |
| Pre-requisite unit: SITXFSA005 Use hygienic practices for food safety | | | | |
| SITXFSA006 | Participate in safe food handling practices | A | 40 | 35 |
| HLTAID011 | Provide First Aid | D | 18 | 18 |
| Additional note: We recommend this unit is delivered by an external provider | | | | |
| SITXCCS011 | Interact with customers | D | 20 | 20 |



SIT20122 CERTIFICATE II IN TOURISM

This qualification is for students who have a passion for tourism and enjoy meeting and talking with a diverse group of people. Certificate II in Tourism provides students with the ideal pathway to work in multiple tourism industry facilities, travel agencies, restaurants, theme parks, transport companies and much more.

Students gain the knowledge to undertake routine tasks in using business technology, providing advice on Australian tourism destinations, providing visitor information, and understanding cultural sensitivity.



COURSE DURATION: 2 years (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **11 units of competency (5 core, 6 elective)**, consisting of:

- 3 units from Group A
- 3 units from the listed units, elsewhere in the SIT Training Package, or any other current Training Package or accredited course





SIT20122 CERTIFICATE II IN TOURISM

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|---|---|--------|-----|----|
| SITTIND003 | Source and use information on the tourism and travel industry | Core | 25 | 25 |
| SITXCCS009 | Provide customer information and assistance | Core | 20 | 20 |
| SITXCCS011 | Interact with customers | Core | 20 | 20 |
| SITXCOM007 | Show social and cultural sensitivity | Core | 20 | 20 |
| SITXWHS005 | Participate in safe work practices | Core | 12 | 15 |
| SIRXPDK001 | Advise on products and services | A | 30 | 25 |
| SITXCCS010 | Provide visitor information | A | 35 | 20 |
| CUAEVP211 | Assist with the staging of public activities or events | A | 50 | 50 |
| SITXCOM008 | Provide a briefing or scripted commentary | A | 20 | 20 |
| SITTTVL001 | Access and interpret product information | A | 65 | 55 |
| BSBCMM211 | Apply communication skills | C | 40 | 35 |
| BSBTWK201 | Work effectively with others | C | 40 | 35 |
| SITXCOM006 | Source and present information | C | 10 | 10 |
| BSBTEC201 | Use business software applications | C | 60 | 55 |
| SITXFIN007 | Process financial transactions | C | 25 | 35 |
| SITHFAB021 | Provide responsible service of alcohol | C | 10 | 20 |
| Additional note: Subject to state restrictions | | | | |
| SITHFAB025 | Prepare and serve espresso coffee | C | 30 | 40 |
| Pre-requisite unit: SITXFSA005 Use hygienic practices for food safety | | | | |
| SITXFSA005 | Use hygienic practices for food safety | C | 15 | 15 |
| SIRXSLS001 | Sell to the retail customer | Import | 20 | 40 |

OTHER DETAILS

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.



SIT30522 CERTIFICATE III IN EVENTS

Coordinating festivals, weddings, conferences, special events or functions requires certain skills. This qualification aims to provide the student with skills and knowledge and a real insight into the events industry. This qualification reflects the role of individuals who use a range of well-developed events administration or operational skills and knowledge to complete event-related work activities.

Events are diverse in nature and this qualification provides a pathway to work for event or exhibition organisations operating in a range of industries including the tourism and travel, hospitality, sport, cultural and community sectors.



COURSE DURATION: 2 years (5-7 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **13 units of competency (6 core, 7 elective)**, consisting of:

- 2 units from Group A
- 3 units from Group A or Group B
- 2 units from Group A, Group B, elsewhere in the SIT Training Package, or any other current Training Package or accredited course





SIT30522 CERTIFICATE III IN EVENTS

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|------------|--|--------|-----|----|
| BSBTWK201 | Work effectively with others | Core | 40 | 35 |
| SITEEVT020 | Source and use information on the events industry | Core | 25 | 30 |
| SITEEVT022 | Provide event production support | Core | 31 | 20 |
| SITXCCS014 | Provide service to customers | Core | 25 | 25 |
| SITXCOM007 | Show social and cultural sensitivity | Core | 20 | 20 |
| SITXWHS005 | Participate in safe work practices | Core | 12 | 15 |
| <hr/> | | | | |
| SITEEVT021 | Administer event registrations | A | 80 | 70 |
| SITXMPR010 | Create a promotional display or stand | A | 30 | 20 |
| BSBTEC201 | Use business software applications | B | 60 | 55 |
| BSBTEC301 | Design and produce business documents | B | 80 | 70 |
| CUASTA211 | Develop basic staging skills | B | 20 | 20 |
| CUASTA212 | Assist with bump in and bump out of shows | B | 80 | 80 |
| BSBSUS211 | Participate in sustainable work practices | B | 20 | 30 |
| SITXFIN007 | Process financial transactions | B | 25 | 35 |
| CUAEVP211 | Assist with the staging of public activities or events | Import | 50 | 50 |



ICT20120 CERTIFICATE II IN APPLIED DIGITAL TECHNOLOGIES

The Certificate II in Applied Digital Technologies provides students with the skills and knowledge to undertake workplace tasks that require digital and technology skills in varied contexts.

Students learn to use and apply a range of technologies, devices and software in preparation for work. They develop the practical skills to work with a range of software and operating systems, operate devices and digital media packages, and develop content for a work setting.



COURSE DURATION: 1 years (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **12 units of competency (6 core, 6 elective)**, of which:

- at least 3 must be from Group A
- of the remaining electives:
 - all may be from the electives listed
 - up to 2 may be from elsewhere in this or any other currently endorsed training package qualification or accredited course at AQF Level 1, 2 or 3





ICT20120 CERTIFICATE II IN APPLIED DIGITAL TECHNOLOGIES

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|--|------|-----|----|
| BSBSUS211 | Participate in sustainable work practices | Core | 20 | 30 |
| BSBTEC202 | Use digital technologies to communicate in a work environment | Core | 20 | 20 |
| BSBWHS211 | Contribute to the health and safety of self and others | Core | 20 | 15 |
| ICTICT213 | Use computer operating systems and hardware | Core | 60 | 60 |
| ICTICT214 | Operate application software packages | Core | 60 | 60 |
| ICTICT215 | Operate digital media technology packages | Core | 40 | 40 |
| BSBTEC101 | Operate digital devices | A | 20 | 20 |
| BSBTEC203 | Research using the internet | A | 30 | 25 |
| BSBTEC301 | Design and produce business documents | A | 80 | 70 |
| BSBTEC302 | Design and produce spreadsheets | A | 35 | 30 |
| BSBTEC303 | Create electronic presentations | A | 20 | 20 |
| BSBXCS301 | Protect own personal online profile from cyber security threats | A | 30 | 25 |
| BSBXCS303 | Securely manage personally identifiable information and work-place information | A | 40 | 35 |
| ICTICT216 | Design and create basic organisational documents | A | 40 | 40 |
| ICTICT223 | Install software applications | A | 20 | 15 |
| ICTICT224 | Integrate commercial computing packages | A | 60 | 25 |
| ICTSAS217 | Connect a home based local wireless network | A | 30 | 30 |
| ICTSAS218 | Obtain and connect hardware peripherals | A | 20 | 25 |
| BSBCRT201 | Develop and apply thinking and problem solving skills | B | 30 | 25 |
| BSBOPS201 | Work effectively in business environments | B | 30 | 25 |
| BSBPEF201 | Support personal wellbeing in the workplace | B | 50 | 45 |
| CUADIG212 | Develop digital imaging skills | B | 50 | 40 |
| CUADIG211 | Maintain interactive content | B | 30 | 30 |



ICT30120 CERTIFICATE III IN INFORMATION TECHNOLOGY

The Certificate III in Information Technology provides students with the skills and knowledge for a range of information and communications technology (ICT) roles, including animation, basic cloud computing, basic cyber awareness, digital media skills and generalist IT support services.

They develop the capacity to work collaboratively and creatively in a job role, including the application of skills in networking, programming, systems, and web development.



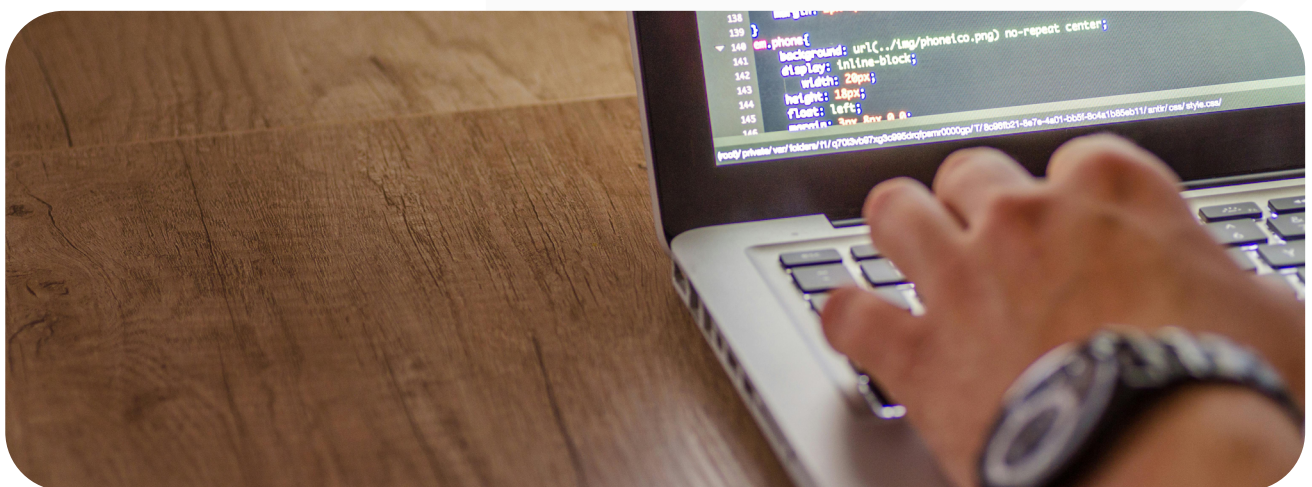
COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **12 units of competency (6 core, 6 elective)**, consisting of:

- at least 4 units must be selected from the elective units listed
- up to 2 units may be selected from the remaining listed elective units or from this or any other currently endorsed training package qualification or accredited course at Australian Qualifications Framework (AQF) Level 2, 3 or 4



OTHER DETAILS

Victorian Schools: The Units of Competency labelled '+' (right) are the compulsory Units 3&4 scored assessment units for 'VCE VET Information Technology' (Information and Communications Technology)



ICT30120 CERTIFICATE III IN INFORMATION TECHNOLOGY

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|--|------|-----|----|
| BSBCRT301 | Develop and extend critical and creative thinking skills | Core | 40 | 40 |
| BSBXCS303 | Securely manage personally identifiable information and work-place information | Core | 40 | 35 |
| BSBXTW301 | Work in a team | Core | 40 | 35 |
| ICTICT313 | Identify IP, ethics and privacy policies in ICT environments | Core | 50 | 45 |
| ICTPRG302 | Apply introductory programming techniques | Core | 40 | 40 |
| ICTSAS305 | Provide ICT advice to clients | Core | 40 | 35 |
| CUAANM301 | Create 2D digital animations | A | 35 | 60 |
| CUAANM302 | Create 3D digital animations | A | 75 | 75 |
| ICTCLD301 | Evaluate characteristics of cloud computing solutions and services | B | 40 | 35 |
| BSBXCS301 | Protect own personal online profile from cyber security threats | C | 30 | 25 |
| CUADIG211 | Maintain interactive content | D | 30 | 30 |
| CUADIG303 | Produce and prepare photo images | D | 20 | 60 |
| CUADIG304 | Create visual design components | D | 30 | 40 |
| CUADIG311 | Prepare video assets | D | 30 | 30 |
| CUADIG312 | Author interactive sequences | D | 40 | 40 |
| CUAPOS211 | Perform basic vision and sound editing | D | 60 | 50 |
| ICTSAS308 | Run standard diagnostic tests | E | 20 | 15 |
| ICTSAS309 | Maintain and repair ICT equipment and software | E | 20 | 25 |
| ICTSAS311 | Maintain computer hardware | E | 20 | 20 |
| ICTICT215 | Operate digital media technology packages | F | 40 | 40 |
| ICTICT216 | Design and create basic organisational documents | F | 40 | 40 |
| ICTICT309 | Create ICT user documentation | F | 20 | 20 |
| ICTICT312 | Use advanced features of applications | F | 40 | 35 |
| ICTPRG430 | Apply introductory object-oriented language skills | H | 60 | 60 |
| ICTPRG435 | Write scripts for software applications | H | 40 | 40 |
| ICTICT213 | Use computer operating systems and hardware | I | 60 | 60 |
| ICTICT214 | Operate application software packages | I | 60 | 60 |
| ICTSAS217 | Connect a home based local wireless network | I | 30 | 30 |
| ICTSAS310 | Install, configure and secure a small office or home office network | I | 50 | 50 |
| ICTSAS312 | Provide basic system administration | I | 20 | 25 |
| ICTWEB304 | Build simple web pages | J | 40 | 50 |
| ICTWEB306 | Develop web presence using social media | J | 30 | 25 |



MSL20122 CERTIFICATE II IN SAMPLING AND MEASUREMENT

This qualification is designed to launch a science career as there is a strong demand for sample collection and laboratory skills across diverse industries such as mining, food manufacturing, construction, and pharmaceutical production. This program provides the foundation-level skills necessary to proficiently collect, handle, and transport samples.

Students develop essential knowledge in data recording, storage, simple calculations, and result presentation. Successful completion of this qualification equips students with the ability to gather samples for various industry testing scenarios. It also lays a solid foundation for further studies in environmental sciences, health, or trades.



COURSE DURATION: 1 year (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **8 units of competency (3 core, 5 elective)**, consisting of:

- at least 2 units from Group A
- at least 1 additional unit from Group A or B
- 2 units from the electives listed or any endorsed Training Package or accredited course





MSL20122 CERTIFICATE II IN SAMPLING AND MEASUREMENT

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|---|------|-----|----|
| MSL912002 | Work within a laboratory or field workplace | Core | 40 | 40 |
| MSL922002 | Record and present data | Core | 40 | 60 |
| MSL943004 | Participate in laboratory or field workplace safety | Core | 40 | 40 |
| MSL952003 | Collect routine site samples | A | 30 | 20 |
| MSL972002 | Take routine site measurements | A | 30 | 40 |
| BSBCMM211 | Apply communication skills | B | 40 | 35 |
| MSL913004 | Plan and conduct laboratory/field work | B | 40 | 40 |
| MSL933009 | Contribute to the achievement of quality objectives | B | 30 | 60 |
| MSL953005 | Receive and prepare samples for testing | B | 30 | 40 |
| MSL973015 | Prepare culture media | B | 30 | 20 |
| MSL973025 | Perform basic tests | B | 60 | 80 |
| MSL973026 | Prepare working solutions | B | 50 | 80 |
| MSMENV272 | Participate in environmentally sustainable work practices | B | 30 | 20 |
| MSL973027 | Perform techniques that prevent cross-contamination | B | 40 | 40 |
| MSL973028 | Perform microscopic examination | B | 40 | 40 |



MSL30122 CERTIFICATE III IN LABORATORY SKILLS

This qualification is designed as the entry-level requirement for laboratory personnel across all industries. This program prepares individuals for job roles such as laboratory technicians and instrument operators. As laboratory technicians, students engage in basic laboratory work within a specific scientific discipline. Following set procedures, they utilise their technical skills and basic scientific knowledge to prepare and test samples meticulously. Operating test equipment and instruments, students also make limited adjustments and accurately process and record data.

Through this qualification, students develop essential communication skills, learn laboratory and field work planning, and contribute to quality objectives. They also gain a comprehensive understanding of safety protocols, sample preparation, basic testing, and environmentally sustainable work practices.



COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **13 units of competency (5 core, 8 elective)**, consisting of:

- at least 4 units from Group A
- at least 3 additional units from Group A or B
- 1 unit from the electives listed or any endorsed Training Package or accredited course





MSL30122 CERTIFICATE III IN LABORATORY SKILLS

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|---|--------|-----|----|
| BSBCMM211 | Apply communication skills | Core | 40 | 35 |
| MSL913004 | Plan and conduct laboratory/field work | Core | 40 | 40 |
| MSL922002 | Record and present data | Core | 40 | 60 |
| MSL933009 | Contribute to the achievement of quality objectives + | Core | 30 | 60 |
| MSL943004 | Participate in laboratory or field workplace safety | Core | 40 | 40 |
| MSL953005 | Receive and prepare samples for testing | A | 30 | 40 |
| MSL973025 | Perform basic tests | A | 60 | 80 |
| MSL973026 | Prepare working solutions + | A | 50 | 80 |
| MSL973015 | Prepare culture media + | A | 30 | 20 |
| MSL973027 | Perform techniques that prevent cross-contamination + | A | 40 | 40 |
| MSL973028 | Perform microscopic examination + | A | 40 | 40 |
| MSL952003 | Collect routine site samples | B | 30 | 20 |
| MSL912002 | Work within a laboratory or field workplace | B | 40 | 40 |
| MSL972002 | Take routine site measurements | B | 30 | 40 |
| MSMENV272 | Participate in environmentally sustainable work practices | Import | 30 | 20 |

OTHER DETAILS

Victorian Schools: If you are wanting to deliver a scored VCE VET Units 3&4 program, please contact AIET to discuss Victorian Scored Assessment Task options.

Victorian Schools: The Units of Competency labelled '+' (above) are the compulsory Units 3&4 scored assessment units.



10949NAT CERTIFICATE II IN APPLIED LANGUAGE

The Certificate II in Applied Language aims to provide participants with the language skills and cultural knowledge to enable them to communicate in social and workplace situations in a language other than English.

Students develop the intercultural sensitivity and capacity to function in environments where there is a range of cultural and languages background present. They learn the basic linguistic competency required to understand and use an additional language in social and workplace settings. This course can be applied to any language.



COURSE DURATION: 1 year (2.5-3 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **4 units of competency**, all of which are compulsory.





10949NAT CERTIFICATE II IN APPLIED LANGUAGE

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-------------|---|------|-----|----|
| NAT10949001 | Conduct basic oral communication for social purposes in a language other than English | Core | 70 | 70 |
| NAT10949002 | Conduct basic workplace oral communication in a language other than English | Core | 70 | 70 |
| NAT10949003 | Read and write basic documents for social purposes in a language other than English | Core | 70 | 70 |
| NAT10949004 | Read and write basic workplace documents in a language other than English | Core | 70 | 70 |

OTHER DETAILS

Compulsory Units: This qualification does not have any elective units. All Units of Competency are listed above as core and must be completed to achieve the qualification.

Available Languages: The following languages are available for selection with Ripponlea Institute, for the 11074NAT Certificate II in Applied Language qualification, but we welcome contact from other languages.

- Arrernte
- Chinese
- French
- Hebrew
- Indonesian
- Italian
- Japanese
- Malayalam
- MurrinhPatha
- Spanish
- Yiddish
- Yolnu Matha



11074NAT CERTIFICATE III IN APPLIED LANGUAGE

The Certificate III in Applied Language aims to provide participants with the language skills and cultural knowledge to enable them to communicate in social and workplace situations in a language other than English.

Students develop the intercultural sensitivity and capacity to function in environments where there is a range of cultural and languages background present. They learn the linguistic competency required to routinely understand and use an additional language in social and workplace settings. This course can be applied to any language.



COURSE DURATION: 1 year (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **4 units of competency**, all of which are compulsory.



PRE-REQUISITE ENTRY REQUIREMENTS:

The **10949NAT Certificate II in Applied Language** qualification, or approved equivalent, is a prerequisite for entry into this qualification.





11074NAT CERTIFICATE III IN APPLIED LANGUAGE

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-------------|---|------|-----|----|
| NAT11074001 | Conduct routine oral communication for social purposes in a language other than English | Core | 80 | 80 |
| NAT11074002 | Conduct routine workplace oral communication in a language other than English | Core | 80 | 80 |
| NAT11074003 | Read and write routine texts for social purposes in a language other than English | Core | 80 | 80 |
| NAT11074004 | Read and write routine workplace texts in a language other than English | Core | 80 | 80 |

OTHER DETAILS

Compulsory Units: This qualification does not have any elective units. All Units of Competency are listed above as core and must be completed to achieve the qualification.

Available Languages: The following languages are available for selection with Ripponlea Institute, for the 11074NAT Certificate III in Applied Language qualification, but we welcome contact from other languages.

-
- Arrernte
 - Chinese
 - French
 - Hebrew
 - Indonesian
 - Italian
 - Japanese
 - Malayalam



CUA20620 CERTIFICATE II IN MUSIC

The Certificate II in Music prepares students to perform a range of tasks in the music industry, using practical elements and fundamental operational knowledge in environments that require foundational skills in music performance, music making or composition, sound production or music business.

The program is suited to students with an interest in music who are keen to develop their skills as a musician or producer with the aim to perform, use music technology and be involved with live music events.

Career and pathways opportunities may lead to roles such as studio assistant, performer or session musician, entry-level producer, stagehand, songwriter, and road crew member.



COURSE DURATION: 1 year (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **8 units of competency (3 core, 5 elective)**, of which:

- at least 1 must be from Group A
- of all the remaining units:
 - all may be from Group A and/or Group B
 - 1 may be from this or any other currently endorsed Certificate I or above training package qualification or accredited course





CUA20620 CERTIFICATE II IN MUSIC

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|---|------|-----|----|
| BSBTWK201 | Work effectively with others | Core | 40 | 35 |
| BSBWHS211 | Contribute to the health and safety of self and others | Core | 20 | 15 |
| CUAIND211 | Develop and apply creative arts industry knowledge | Core | 20 | 20 |
| CUAMCP211 | Incorporate technology into music making | A | 50 | 45 |
| CUAMLT202 | Apply knowledge of music culture to music making | A | 25 | 25 |
| CUAMLT211 | Develop musical ideas and knowledge | A | 25 | 25 |
| CUAMPF111 | Develop skills to play or sing music | A | 70 | 63 |
| CUAMPF112 | Perform simple musical parts in ensembles | A | 70 | 70 |
| CUAMPF211 | Perform simple musical pieces | A | 70 | 63 |
| CUAMPF212 | Incorporate music technology into performances | A | 35 | 34 |
| CUAMPF213 | Perform simple repertoire in ensembles | A | 50 | 45 |
| CUAMPF214 | Perform music from simple written notation | A | 30 | 30 |
| CUASOU211 | Develop basic audio skills and knowledge | A | 40 | 35 |
| CUASOU212 | Perform basic sound editing | A | 30 | 25 |
| CUASOU213 | Assist with sound recordings | A | 35 | 30 |
| CUASOU214 | Mix sound in a broadcasting environment | A | 20 | 20 |
| CUASOU303 | Repair and maintain audio equipment | A | 40 | 40 |
| BSBESB301 | Investigate business opportunities | B | 25 | 25 |
| BSBPEF202 | Plan and apply time management | B | 20 | 15 |
| CUADES201 | Follow a design process | B | 50 | 40 |
| CUADIG211 | Maintain interactive content | B | 30 | 30 |
| CUARES201 | Collect and organise content for broadcast or publication | B | 20 | 30 |
| CUASTA212 | Assist with bump in and bump out of shows | B | 80 | 80 |
| ICTWEB306 | Develop web presence using social media | B | 30 | 25 |

OTHER DETAILS

Focus vs Specialisation: Unlike the Certificate III & IV in Music, the Certificate II qualification does not allow for specialisations. Whilst you may select specific elective units to create an intended focus, this will not be listed in the qualification title.



CUA30920 CERTIFICATE III IN MUSIC

The Certificate III in Music assists students in developing a wide range of competencies in varied work contexts of the music industry, as well as in environments that require skills in music performance, music creation or composition, sound production or music business.

The qualification is suited to students with a broad interest in music who are keen to further develop skills in their area of interest, from preparing for performances, recording, and mixing music or repairing and maintaining audio equipment for live music events. Career and pathways opportunities may lead to roles such as studio assistant, performer or session musician, producer, arranger, stagehand, broadcaster and sound & lighting technician.



COURSE DURATION: 1 year (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **11 units of competency (3 core, 8 elective)**, of which:

- at least 6 must be from the elective units listed, with no more than 2 of these units from Group E
- up to 2 may be from the listed elective units (with the exception of Group E) or from this or any currently endorsed Certificate II or above training package qualification or accredited course



SPECIALISATION OPTIONS:

Specialisations are available but are not mandatory to achieve this qualification. COSAMP can offer the following specialisation options:

- To achieve a 'Performance' specialisation, a minimum of 4 units from Group A, coded CUAMPF, must be selected
- To achieve a 'Creation and Composition' specialisation, a minimum of 4 units from Group B must be selected
- To achieve a 'Sound Production' specialisation, a minimum of 4 units from Group C, coded CUASOU, must be selected
- If neither of the above specialisation guidelines are met, there will be no specialisation and the qualification title will not have any bracketed text

OTHER DETAILS

Victorian Schools: The Units of Competency labelled '+' (right) are the compulsory VCE VET Units 3&4 scored assessment units for 'Performance'. Those labelled '#' are for 'Sound Production'.



CUA30920 CERTIFICATE III IN MUSIC

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|------------|---|-----------|-----|----|
| CUACMP311 | Implement copyright arrangements | Core | 20 | 40 |
| CUAIND313 | Work effectively in the music industry | Core | 35 | 25 |
| CUAIND314 | Plan a career in the creative arts industry | Core | 35 | 34 |
| CUAMCP211 | Incorporate technology into music making | A B C | 50 | 45 |
| CUAMCP311 | Create simple musical compositions | A B C | 35 | 30 |
| CUAMCP312 | Write song lyrics | A B C | 30 | 30 |
| CUAMCP313 | Create simple musical pieces using music technology | A B C | 35 | 35 |
| CUAMLT311 | Develop and apply aural perception skills | A B | 45 | 45 |
| CUAMLT313 | Develop musical notation skills | A B | 40 | 40 |
| CUAMPF212 | Incorporate music technology into performances | A | 35 | 34 |
| CUAMPF213 | Perform simple repertoire in ensembles | A | 50 | 45 |
| CUAMPF311 | Develop technical skills for musical performances | A | 20 | 20 |
| CUAMPF312 | Prepare for musical performances + | A | 35 | 35 |
| CUAMPF313 | Contribute to backup accompaniment as part of a group | A | 35 | 34 |
| CUAMPF314 | Make music demos | A B | 40 | 40 |
| CUAMPF315 | Develop and perform musical improvisation + | A | 35 | 34 |
| CUAMPF412 | Develop and apply stagecraft skills + | A | 70 | 63 |
| CUAMPF414 | Perform music as part of a group + | A | 70 | 63 |
| CUASOU212 | Perform basic sound editing | B C | 30 | 25 |
| CUASOU312 | Develop and apply knowledge of audio theory | B C | 60 | 55 |
| CUASOU317 | Record and mix basic music demos # | B C | 40 | 40 |
| CUASOU321 | Mix music in studio environments # | B C | 60 | 55 |
| CUASOU211 | Develop basic audio skills and knowledge | C | 40 | 35 |
| CUASOU213 | Assist with sound recordings | C | 35 | 30 |
| CUASOU214 | Mix sound in a broadcasting environment | C | 20 | 20 |
| CUASOU302 | Compile and replay audio material | C | 50 | 50 |
| CUASOU303 | Repair and maintain audio equipment | C | 40 | 40 |
| CUASOU306 | Operate sound reinforcement systems # | C | 40 | 40 |
| CUASOU308 | Install and disassemble audio equipment # | C | 40 | 40 |
| CUASOU331 | Undertake live audio operations | C | 100 | 90 |
| CUASOU319 | Restore audio tracks | C | 35 | 35 |
| CUASOU412 | Manage audio input sources # | C | 30 | 30 |
| BSBESB301 | Investigate business opportunities | D | 25 | 25 |
| ICTWEB306 | Develop web presence using social media | D | 30 | 25 |
| BSBSTR401 | Promote innovation in team environments | E | 40 | 35 |
| BSBTWK301 | Use inclusive work practices | E | 30 | 35 |
| CUALGT311 | Operate basic lighting | E | 30 | 25 |
| SITEEVT004 | Provide event staging support | E | 31 | 20 |
| CUAMPF416 | Perform music as a soloist + | Import | 70 | 63 |



CUA40920 CERTIFICATE IV IN MUSIC

The Certificate IV in Music allows students wishing to advance their existing skills and enter the music industry to develop a wide range of competencies in varied work contexts, apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources.

The qualification is designed to enhance well-developed skills and a comprehensive knowledge base in music performance, music composition and creation, sound production, or music business. It empowers students to offer leadership and mentorship to others. Career and pathway opportunities may include roles such as singer/songwriter, studio assistant, and music producer.



COURSE DURATION: 2 years (5-7 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **14 units of competency (4 core, 10 elective)**, of which:

- at least 8 must be from the elective units listed, with no more than 3 of these units from Group E
- up to 2 may be from the listed elective units (with the exception of Group E) or from this or any currently endorsed Certificate II or above training package qualification or accredited course



SPECIALISATION OPTIONS:

Specialisations are available but are not mandatory to achieve this qualification. COSAMP can offer the following specialisation options:

- To achieve a 'Creation and Composition' specialisation, a minimum of 5 units from Group B must be selected
- To achieve 'Sound Production' specialisation, a minimum of 5 Group C elective units coded CUASOU must be selected
- If neither of the above specialisation guidelines are met, there will be no specialisation and the qualification title will not have any bracketed text





CUA40920 CERTIFICATE IV IN MUSIC

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|---|-----------|-----|----|
| BSBESB301 | Investigate business opportunities | Core | 25 | 25 |
| CUACMP311 | Implement copyright arrangements | Core | 20 | 40 |
| CUAIND411 | Extend expertise in specialist creative fields | Core | 45 | 45 |
| CUAMWB402 | Manage feedback on creative practice | Core | 40 | 35 |
| CUAMCP311 | Create simple musical compositions | A B | 35 | 30 |
| CUAMCP312 | Write song lyrics | A B | 30 | 30 |
| CUAMCP313 | Create simple musical pieces using music technology | A B C | 35 | 35 |
| CUAMCP412 | Compose musical pieces | A B C | 35 | 34 |
| CUAMPF411 | Rehearse music for group performances | A | 85 | 80 |
| CUAMPF412 | Develop and apply stagecraft skills | A | 70 | 63 |
| CUAMPF414 | Perform music as part of a group | A | 70 | 63 |
| CUAMPF416 | Perform music as a soloist | A | 70 | 63 |
| CUAMLT311 | Develop and apply aural perception skills | B | 45 | 45 |
| CUASOU317 | Record and mix basic music demos | B C | 40 | 40 |
| CUASOU419 | Mix recorded music | B C | 50 | 50 |
| CUASOU212 | Perform basic sound editing | C | 30 | 25 |
| CUASOU306 | Operate sound reinforcement systems | C | 40 | 40 |
| CUASOU331 | Undertake live audio operations | C | 100 | 90 |
| CUASOU312 | Develop and apply knowledge of audio theory | C | 60 | 55 |
| CUASOU321 | Mix music in studio environments | C | 60 | 55 |
| CUASOU412 | Manage audio input sources | C | 30 | 30 |
| CUAWRT503 | Write about music | E | 50 | 51 |

OTHER DETAILS

Victorian Schools: This qualification is not available as a VCE VET program in Victoria, however schools may seek block credit arrangements with the VCAA.



CUA31020 CERTIFICATE III IN SCREEN AND MEDIA

This is a hands-on qualification that develops creative and practical production skills and enables students to work effectively in contemporary screen and media industries.

Students learn media skills including the basics of picture composition and camera technique, industry specialised vision and sound editing. The qualification introduces students to social media campaign management and content creation for the fast-growing social media sector.



COURSE DURATION: 2 years (3-5 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **11 units of competency (3 core, 8 elective)**, of which:

- at least 3 must be from Group A
- of all the remaining units:
 - at least 3 be from Group A and/or Group B
 - up to 2 may be from this or any other currently endorsed Certificate II or above training package qualification or accredited course





CUA31020 CERTIFICATE III IN SCREEN AND MEDIA

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|---|--------|-----|----|
| BSBCRT311 | Apply critical thinking skills in a team environment | Core | 40 | 45 |
| CUAIND311 | Work effectively in the creative arts industry | Core | 50 | 50 |
| CUAWHS312 | Apply work health and safety practices | Core | 30 | 20 |
| CUAAIR312 | Develop techniques for presenting to camera | A | 30 | 30 |
| CUAANM301 | Create 2D digital animations + | A | 35 | 60 |
| CUAANM302 | Create 3D digital animations | A | 75 | 75 |
| CUABRD312 | Provide production support for television productions | A | 50 | 50 |
| CUADES302 | Explore and apply the creative design process to 2D forms + | A | 60 | 50 |
| CUADIG303 | Produce and prepare photo images | A | 20 | 60 |
| CUADIG304 | Create visual design components + | A | 30 | 40 |
| CUADIG311 | Prepare video assets | A | 30 | 30 |
| CUADIG312 | Author interactive sequences + | A | 40 | 40 |
| CUAPOS211 | Perform basic vision and sound editing | A | 60 | 50 |
| CUAWRT301 | Write content for a range of media + | A | 40 | 50 |
| ICTWEB306 | Develop web presence using social media | A | 30 | 25 |
| CUAACD201 | Develop drawing skills to communicate ideas | B | 60 | 70 |
| CUAAIR211 | Develop techniques for presenting information on-air | B | 30 | 30 |
| CUACAM211 | Assist with basic camera shoots | B | 30 | 30 |
| CUADES201 | Follow a design process | Import | 50 | 40 |
| CUADIG211 | Maintain interactive content | Import | 30 | 30 |

OTHER DETAILS

Victorian Schools: The Units of Competency labelled '+' (above) are the compulsory Units 3&4 scored assessment units for 'VCE VET Screen and Media' (Creative and Digital Media)



SIS20122 CERTIFICATE II IN SPORT AND RECREATION

This qualification is designed to provide students with hands-on experience, and equipping individuals with the essential skills and knowledge to thrive in community recreation centres, outdoor sporting grounds, aquatic centres, and beyond. It also serves as a steppingstone for further studies in the sporting industry.

From learning workplace health and safety practices to assisting in conducting recreation sessions, students develop a wide range of competencies as they are trained in providing quality service, responding to emergency situations, maintaining activity equipment, and staying up-to-date with industry knowledge.



COURSE DURATION: 2 years (4-5 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **10 units of competency (6 core, 4 elective)**, consisting of:

- 2 units from the listed electives
- 2 units from the listed electives, elsewhere in SIS Training Package, or any other current Training Package or accredited course





SIS20122 CERTIFICATE II IN SPORT AND RECREATION

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|---|---|----------|-----|----|
| HLTWHS001 | Participate in workplace health and safety | Core | 20 | 20 |
| SISOFLD001 | Assist in conducting recreation sessions | Core | 30 | 25 |
| SISXCCS004 | Provide quality service | Core | 25 | 25 |
| SISXEMR003 | Respond to emergency situations | Core | 20 | 20 |
| SISXFAC006 | Maintain activity equipment | Core | 5 | 15 |
| SISXIND011 | Maintain sport, fitness and recreation industry knowledge | Core | 50 | 45 |
| | | | | |
| BSBPEF301 | Organise personal work priorities | Elective | 30 | 30 |
| BSBSUS211 | Participate in sustainable work practices | Elective | 20 | 30 |
| BSBTEC201 | Use business software applications | Elective | 60 | 55 |
| HLTAID011 | Provide First Aid | Elective | 18 | 18 |
| Additional note: We recommend this unit is delivered by an external provider: | | | | |
| SISCAQU020 | Perform water rescues | Elective | 10 | 10 |
| SISOFLD002 | Minimise environmental impact | Elective | 15 | 25 |
| SISXFAC007 | Maintain clean facilities | Elective | 16 | 16 |
| SISXPLD001 | Provide hire equipment for activities | Elective | 10 | 10 |
| SISSBSB001 | Conduct basketball coaching sessions with foundation level participants | Import | 50 | 45 |
| SISSNTB001 | Conduct netball coaching sessions with foundation level participants | Import | 50 | 45 |
| SISSNTB002 | Participate in netball at an intermediate level | Import | 40 | 35 |
| SISOSRF001 | Surf small waves using basic manoeuvres | Import | 20 | 20 |
| CHCVOL001 | Be an effective volunteer | Import | 25 | 20 |
| Work Placement: Minimum work requirement of 20 hours in an organisation with a structured volunteer program | | | | |

OTHER DETAILS

Work Placement: One or more Units of Competency in this qualification have a work placement requirement. These requirements may be able to be completed at your school, subject to RTO approval and depending on the facilities and equipment at your delivery location. If you believe that your school meets these requirements, please contact your RTO.



SIS20321 CERTIFICATE II IN SPORT COACHING

Certificate II in Sport Coaching will give the student a head start on a career in the sports industry. This entry-level qualification will provide practical skills to conduct coaching sessions in community-based sports clubs and organisations.

Students gain a range of basic coaching skills required to work under the supervision of a coach to engage participants in sport. They learn how to provide equipment for activities, participate in conditioning training for sport, conduct sport coaching sessions with foundation level participants, and assist supervisors to prepare, conduct, monitor and evaluate activity sessions.

Successful completion of this qualification will qualify the student to work or volunteer in assistant coaching roles at community-based sports clubs and organisations.



COURSE DURATION: 1 year (2.5-3 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **7 units of competency (3 core, 4 elective)**, consisting of:

- 1 unit from Group A
- at least 1 unit from the electives listed in Group A or Group B
- up to 2 elective units can be selected from elsewhere in the SIS Training Package, or from any other current Training Package or accredited course





SIS20321 CERTIFICATE II IN SPORT COACHING

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|---|---|--------|-----|----|
| HLTAID011 | Provide first aid | Core | 18 | 18 |
| Additional note: We recommend this unit is delivered by an external provider | | | | |
| SIRXWHS001 | Work safely | Core | 30 | 25 |
| SISSSCO002 | Work in a community coaching role | Core | 30 | 25 |
| | | | | |
| SISSATH001 | Conduct athletics coaching sessions with foundation level participants | A | 45 | 45 |
| SISSBSB001 | Conduct basketball coaching sessions with foundation level participants | A | 50 | 45 |
| SISSNTB001 | Conduct netball coaching sessions with foundation level participants | A | 50 | 45 |
| SISSSCO001 | Conduct sport coaching sessions with foundation level participants | A | 50 | 45 |
| CHCVOL001 | Be an effective volunteer | B | 25 | 20 |
| Work Placement: Minimum work requirement of 20 hours in an organisation with a structured volunteer program | | | | |
| SISSSOF002 | Continuously improve officiating skills and knowledge | B | 20 | 20 |
| SISSSOF003 | Officiate sport competitions | B | 50 | 45 |
| SISXCAI001 | Provide equipment for activities | B | 10 | 10 |
| SISXFAC002 | Maintain sport, fitness and recreation facilities | B | 14 | 14 |
| SISSPAR009 | Participate in conditioning for sport | Import | 30 | 25 |
| SISSSPT001 | Implement sport injury prevention and management strategies | Import | 60 | 55 |
| Pre-requisite unit: HLTAID011 Provide first aid | | | | |
| SISSTOU001 | Participate in touch at an intermediate level | Import | 40 | 35 |
| ICTICT214 | Operate application software packages | Import | 60 | 60 |

OTHER DETAILS

Work Placement: One or more Units of Competency in this qualification have a work placement requirement. These requirements may be able to be completed at your school, subject to RTO approval and depending on the facilities and equipment at your delivery location. If you believe that your school meets these requirements, please contact your RTO.

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.

Victorian Schools: This qualification is not available as a VCE VET program in Victoria, however schools may seek block credit arrangements with the VCAA.



SIS20419 CERTIFICATE II IN OUTDOOR RECREATION

This qualification is packed full of adventure, and self-development. It is designed to provide the student with exciting opportunities to develop skills and knowledge in a variety of outdoor endeavours.

Students work under direct supervision and with guidance from supervisors. This qualification provides a pathway into advanced outdoor leadership qualifications



COURSE DURATION: 1 year (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **11 units of competency (4 core, 7 elective)**, consisting of:

- 3 units from Group A
- 4 units from Group A, Group B, elsewhere in the SIS Training Package, or from any other current training package or accredited course





SIS20419 CERTIFICATE II IN OUTDOOR RECREATION

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|--|---|------|-----|----|
| HLTWHS001 | Participate in workplace health and safety | Core | 20 | 20 |
| SISOFLD001 | Assist in conducting recreation sessions | Core | 30 | 25 |
| SISOFLD002 | Minimise environmental impact | Core | 15 | 25 |
| SISXIND002 | Maintain sport, fitness and recreation industry knowledge | Core | 30 | 20 |
| SISCAQU002 | Perform basic water rescues | A | 10 | 10 |
| SISOABS001 | Abseil single pitches using fundamental skills | A | 20 | 20 |
| SISOBWG001 | Bushwalk in tracked environments | A | 20 | 20 |
| SISOCLM001 | Top rope climb single pitches, artificial surfaces | A | 20 | 20 |
| SISOCLM002 | Top rope climb single pitches, natural surfaces | A | 40 | 35 |
| SISOCNE001 | Paddle a craft using fundamental skills | A | 40 | 35 |
| SISOCVE001 | Traverse caves | A | 45 | 40 |
| SISOCYT001 | Set up, maintain and repair bicycles | A | 20 | 20 |
| SISOCYT002 | Ride bicycles on roads and pathways, easy conditions | A | 20 | 20 |
| SISOCYT004 | Ride off road bicycles on easy trails | A | 20 | 20 |
| SISOFLD006 | Navigate in tracked environments | A | 30 | 30 |
| SISOSKT001 | Ski on easy cross country terrain | A | 50 | 45 |
| SISOSNK001 | Snorkel | A | 20 | 20 |
| SISOSRF001 | Surf small waves using basic manoeuvres | A | 20 | 20 |
| HLTAID011 | Provide First Aid | B | 18 | 18 |
| Additional note: We recommend this unit is delivered by an external provider | | | | |
| ICTICT214 | Operate application software packages | B | 60 | 60 |
| SISXCAI001 | Provide equipment for activities | B | 10 | 10 |
| SISXCCS001 | Provide quality service | B | 25 | 25 |
| SISXFAC001 | Maintain equipment for activities | B | 5 | 15 |
| SISXFAC002 | Maintain sport, fitness and recreation facilities | B | 14 | 14 |
| SITXCOM002 | Show social and cultural sensitivity | B | 20 | 20 |
| SITXFSA001 | Use hygienic practices for food safety | B | 15 | 15 |



SIS30115 CERTIFICATE III IN SPORT AND RECREATION

This qualification is designed for individuals with well-developed skills and a passion for delivering recreational services. This program empowers students to work independently and make informed decisions guided by established plans, policies, and procedures.

Through this qualification, students gain comprehensive knowledge of the sporting industry and develop essential workplace skills. They learn about session preparation, equipment requirements, client interaction, and first aid. The flexibility of this qualification allows students to cater to their own sporting interests.

Upon completion, students can pursue opportunities in fitness centres, sporting grounds, leisure and aquatic centres, and community recreation centres.



COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **15 units of competency (6 core, 9 elective)**, consisting of:

- 7 units from the listed electives
- 2 units from the listed electives, elsewhere in SIS Training Package, or any other current Training Package or accredited course



SPECIALISATION OPTIONS:

Two Specialisations are available but are not mandatory to achieve this qualification. AIET offers the following specialisation options:

- To achieve a 'Customer Service Officer' specialisation, 5 units from Group A must be selected
- If less than 5 units from Group A are selected, there will be no specialisation





SIS30115 CERTIFICATE III IN SPORT AND RECREATION

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|--|--|------|-----|-----|
| BSBWHS308 | Participate in WHS hazard identification, risk assessment and risk control processes | Core | 50 | 30 |
| HLTWHS001 | Participate in workplace health and safety | Core | 20 | 20 |
| SISXCCS004 | Provide quality service | Core | 25 | 25 |
| SISXEMR003 | Respond to emergency situations | Core | 20 | 20 |
| SISXFAC006 | Maintain activity equipment | Core | 5 | 15 |
| SISXIND011 | Maintain sport, fitness and recreation industry knowledge | Core | 50 | 45 |
| BSBINS302 | Organise workplace information | A | 30 | 20 |
| BSBTEC201 | Use business software applications | A | 60 | 55 |
| HLTAID011 | Provide First Aid | A | 18 | 18 |
| Additional note: We recommend this unit is delivered by an external provider | | | | |
| SIRRMER001 | Produce visual merchandise displays | A | 35 | 30 |
| SIRXOSM002 | Maintain ethical and professional standards when using social media and online platforms | A | 50 | 45 |
| SIRXSL001 | Sell to the retail customer | A | 20 | 40 |
| SISXPLD004 | Facilitate groups | C | 25 | 20 |
| SISCAQU020 | Perform water rescues | B/D | 10 | 10 |
| BSBCRT311 | Apply critical thinking skills in a team environment | E | 40 | 45 |
| BSBPEF301 | Organise personal work priorities | E | 30 | 30 |
| CHCDIV001 | Work with diverse people | E | 40 | 30 |
| SISOFLD002 | Minimise environmental impact | E | 15 | 25 |
| SISSPAR009 | Participate in conditioning for sport | E | 30 | 25 |
| SISSSCO001 | Conduct sport coaching sessions with foundation level participants | E | 50 | 45 |
| SISSSOF002 | Continuously improve officiating skills and knowledge | E | 20 | 20 |
| SISXFAC007 | Maintain clean facilities | E | 16 | 16 |
| SITEEVT022 | Provide event production support | E | 31 | 20 |
| SITXFSA005 | Use hygienic practices for food safety | E | 15 | 15 |
| SISXPLD002 | Deliver recreation sessions | C | 60 | N/A |



CUA10320 CERTIFICATE I IN VISUAL ARTS

The Certificate I in Visual Arts prepares students to perform a range of tasks in different visual arts, crafts, and design environments, assisting in the development of fundamental creative and technical skills that underpin visual arts and craft practice.

Career and pathways opportunities may lead to roles such as an arts workshop assistant or junior designer and other visual arts, craft and design job roles.



COURSE DURATION: 1 year (2.5–3 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **6 units of competency (3 core, 3 elective)**, of which:

- at least 2 must be from the electives listed
- 1 may be from the remaining listed electives or any currently endorsed training package qualification or accredited course





CUA10320 CERTIFICATE I IN VISUAL ARTS

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|--|------|-----|----|
| BSBWHS211 | Contribute to the health and safety of self and others | Core | 20 | 15 |
| CUAACD101 | Use basic drawing techniques | Core | 50 | 40 |
| CUAPPR101 | Use ideas and techniques to develop creative work | Core | 50 | 40 |
| <hr/> | | | | |
| BSBPEF202 | Plan and apply time management | A | 20 | 15 |
| BSBTEC101 | Operate digital devices | A | 20 | 20 |
| CUAIND211 | Develop and apply creative arts industry knowledge | A | 20 | 20 |



CUA20720 CERTIFICATE II IN VISUAL ARTS

The Certificate II in Visual Arts is designed to provide students with the opportunity to build skills and knowledge in art and design, as well as begin preparation of a portfolio for further study, entry-level positions in the creative industry, or a career as an independent artist.

Students explore a range of techniques in sculpture, painting, printmaking, and textiles and apply these skills to independent and group projects.



COURSE DURATION: 1 year (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **9 units of competency (4 core, 5 elective)**, of which:

- 2 must be from Group A and/or Group B
- 1 must be from Group B
- 2 may be from the remaining listed electives or any currently endorsed training package qualification or accredited course





CUA20720 CERTIFICATE II IN VISUAL ARTS

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|--|------|-----|----|
| BSBWHS211 | Contribute to the health and safety of self and others | Core | 20 | 15 |
| CUAACD201 | Develop drawing skills to communicate ideas | Core | 60 | 70 |
| CUAPPR211 | Make simple creative work | Core | 40 | 40 |
| CUARES202 | Source and use information relevant to own arts practice | Core | 30 | 40 |
| <hr/> | | | | |
| BSBPEF202 | Plan and apply time management | A | 20 | 15 |
| BSBTWK201 | Work effectively with others | A | 40 | 35 |
| ICTICT215 | Operate digital media technology packages | A | 40 | 40 |
| BSBSUS211 | Participate in sustainable work practices | A | 20 | 30 |
| CUACER201 | Develop ceramic skills | B | 50 | 40 |
| CUASCU211 | Develop sculptural skills | B | 50 | 40 |
| CUAPRI211 | Develop printmaking skills | B | 50 | 40 |
| CUADIG212 | Develop digital imaging skills | B | 50 | 40 |
| CUADRA201 | Develop drawing skills | B | 50 | 40 |
| CUAIND211 | Develop and apply creative arts industry knowledge | B | 20 | 20 |
| CUADES201 | Follow a design process | B | 50 | 40 |
| CUAPAI211 | Develop painting skills | B | 50 | 40 |



CUA31120 CERTIFICATE III IN VISUAL ARTS

This qualification supports students to develop a range of visual art skill to prepare for work in a variety of visual arts, craft and design environments. Skills are underpinned by the application of introductory art theory and history.

Students learn about creative design processes, drawing to communicate ideas, and have the opportunity to develop skills in a range of areas such as photography, digital imaging, painting, sculpture and more. Students also develop skills to work safely and effectively.



COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **12 units of competency (4 core, 8 elective)**, of which:

- 4 must be from Group A
- 2 must be from Group A and/or B
- 2 may be from the remaining listed electives or any currently endorsed training package qualification or accredited course





CUA31120 CERTIFICATE III IN VISUAL ARTS

AVAILABLE UNITS OF COMPETENCY

| UNIT CODE | UNIT TITLE | TYPE | VIC | WA |
|-----------|---|------|-----|----|
| BSBWHS211 | Contribute to the health and safety of self and others | Core | 20 | 15 |
| CUAACD311 | Produce drawings to communicate ideas | Core | 90 | 40 |
| CUAPPR311 | Produce creative work | Core | 45 | 40 |
| CUARES301 | Apply knowledge of history and theory to own arts practice | Core | 50 | 60 |
| CUAACD201 | Develop drawing skills to communicate ideas | A | 60 | 70 |
| CUADES201 | Follow a design process | A | 50 | 40 |
| CUADIG303 | Produce and prepare photo images | A | 20 | 60 |
| CUADIG315 | Produce Digital images | A | 50 | 50 |
| CUADRA311 | Produce drawings | A | 50 | 50 |
| CUAIND314 | Plan a career in the creative arts industry | A | 35 | 34 |
| CUAPAI311 | Produce paintings | A | 50 | 50 |
| CUAPHI305 | Use wet darkroom techniques to produce monochrome photographs | A | 50 | 40 |
| CUAPHI312 | Capture photographic images | A | 60 | 50 |
| CUAPPR211 | Make simple creative work | A | 40 | 40 |
| CUASCU311 | Produce sculpture | A | 50 | 50 |
| CUAPPR314 | Participate in collaborative creative projects | A | 50 | 45 |
| BSBESB301 | Investigate business opportunities | B | 25 | 25 |
| BSBPEF202 | Plan and apply time management | B | 20 | 15 |
| BSBSUS211 | Participate in sustainable work practices | B | 20 | 30 |
| BSBTWK201 | Work effectively with others | B | 40 | 35 |
| ICTICT215 | Operate digital media technology package | B | 40 | 40 |

VET PARTNERSHIPS WITH A READCLOUDVET RTO FAQs

WHAT ARE VET IN SCHOOLS PARTNERSHIPS?

Partnerships in the VET sector involve a Registered Training Organisation (RTO) entering into a partnership arrangement with a secondary school. This is termed 'auspicing'. Training is delivered and assessment conducted by VET-qualified teachers within the school, and endorsed by the RTO so that a nationally recognised qualification can be issued by the RTO.

HOW DO READCLOUDVET RTOS PARTNER WITH SECONDARY SCHOOLS?

The group of ReadCloudVET RTOs supports the secondary school to deliver the VET program. It provides the teacher with learner resources and assessment materials within the ReadCloudVET RTOs' Learning Management System.

WHAT AND HOW IS COURSE CONTENT DELIVERED?

Each Unit of Competency covers a range of skills and knowledge. Students must satisfactorily complete assessment tasks to demonstrate competency in all areas of the unit. Methods for assessing and gathering evidence may include observations, written or verbal questions, portfolios, projects, videos, photos, production of documents or items.

WHAT IS REQUIRED FOR A TEACHER TO DELIVER VET?

Teachers delivering VET must meet the national regulatory requirements. Secondary school teachers have the option to:

- Complete 3 units to attain TAESS00019 Assessor Skill Set
- Complete 5 units to attain TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set
- Complete the full TAE40122 Certificate IV in Training and Assessment

For school staff members who are not qualified secondary teachers, a full TAE40122 is required. Teachers must also complete documentation to demonstrate current industry skills (experience in workplace environments). This means recent experience outside the classroom (not only teaching).

As you prepare for delivery, a representative from your Partner RTO will review the documentation provided by each teacher to ensure they meet the minimum requirements and, if required, provide advice around what they need to do to be approved. Some qualifications have specific requirements of the VET trainer - we can support you to understand these before decisions are made or new teachers employed.

WHAT WILL MY SCHOOL NEED IN ORDER TO DELIVER VET?

In order to be approved for in VET in Schools partnership with a ReadCloudVET RTO a prospective Partner School will require:

- A VET-qualified trainer, as outlined above
- Equipment and facilities required for the course
- Teaching resources to support delivery
- Adequate weekly classroom hours allocated to the program

VET PARTNERSHIPS WITH A READCLOUDVET RTO FAQs

IF I CHANGE RTO PROVIDERS, WILL MY STUDENTS' RESULTS TRANSFER ACROSS?

If you are moving from another RTO to a ReadCloudVET RTO, make sure you have received a 'Statement of Attainment' from your previous RTO for all transferring students. Once we have received the statement of attainment certificates, we will recognise previous study through credit transfer where applicable.

HOW CAN I FIND OUT MORE ABOUT THE DIFFERENT QUALIFICATIONS AVAILABLE IN A VET PARTNERSHIP WITH READCLOUDVET?



Access our other courseguides [here](#).

WHAT SUPPORT WILL MY SCHOOL BE PROVIDED WITH?

Prior to beginning delivery, you will be assigned a dedicated School Partnership Consultant to take you through a process to 'Get VETReady'. They will answer all questions and assist with any queries. School Partnership Consultants support teachers and VET Coordinators throughout the year to access the ReadCloudVET platforms, complete administrative requirements, and finalise resulting.resulting.

HOW DO MY STUDENTS OBTAIN THEIR CERTIFICATES?

At the completion of a program, VET teachers request results and the RTO issues a Certificate if the student has achieved a competent outcome in all of the required units for the qualification. Where a student has not completed all required units, they are issued a Statement of Attainment for the units they have successfully completed.

WHAT ARE THE FEES FOR A PARTNERSHIP WITH A READCLOUDVET RTO?

We have an annual fee per qualification, plus an annual per student enrolment fee. The qualification fee is invoiced at the beginning of an agreement (generally in November or December before delivery), while the per student enrolment fee is generally invoiced in March following final enrolments.

HOW CAN I ENQUIRE, REQUEST A DEMO OR GET FURTHER INFORMATION?

Contact us at enquiries@readcloudvet.com and we will email through information and arrange a meeting (via phone, in person or online) to answer your questions.

ReadCloudVET is a division of ReadCloud Ltd, an EdTech company providing software and education solutions to schools across Australia, and brings together three RTOs that are all leaders in VET in Schools; AIET (RTO 121314), COSAMP (RTO 41549) and Ripponlea Institute (RTO 21230).

Level 1, 126 Church Street, Brighton, VIC, 3186
New school enquiries please contact enquiries@readcloud.com

Copyright © ReadCloudVET