



readcloud VET

COURSE GUIDE 2025

Vocational Education & Training Delivered to Secondary School Students

readcloudvet.com

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

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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.

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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
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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.



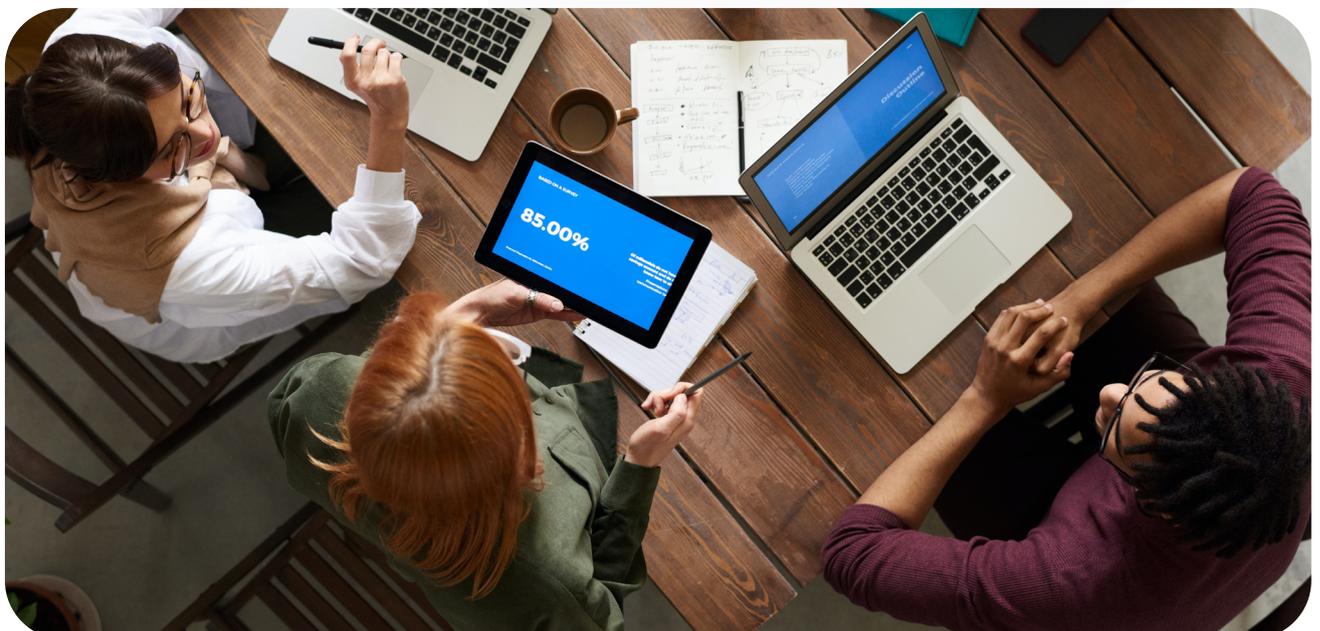
COURSE DURATION: 1 year (3-4 Classroom hours per week)



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
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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
FSKWGT006	Write simple workplace information	Import	15	15
FSKWGT009	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.



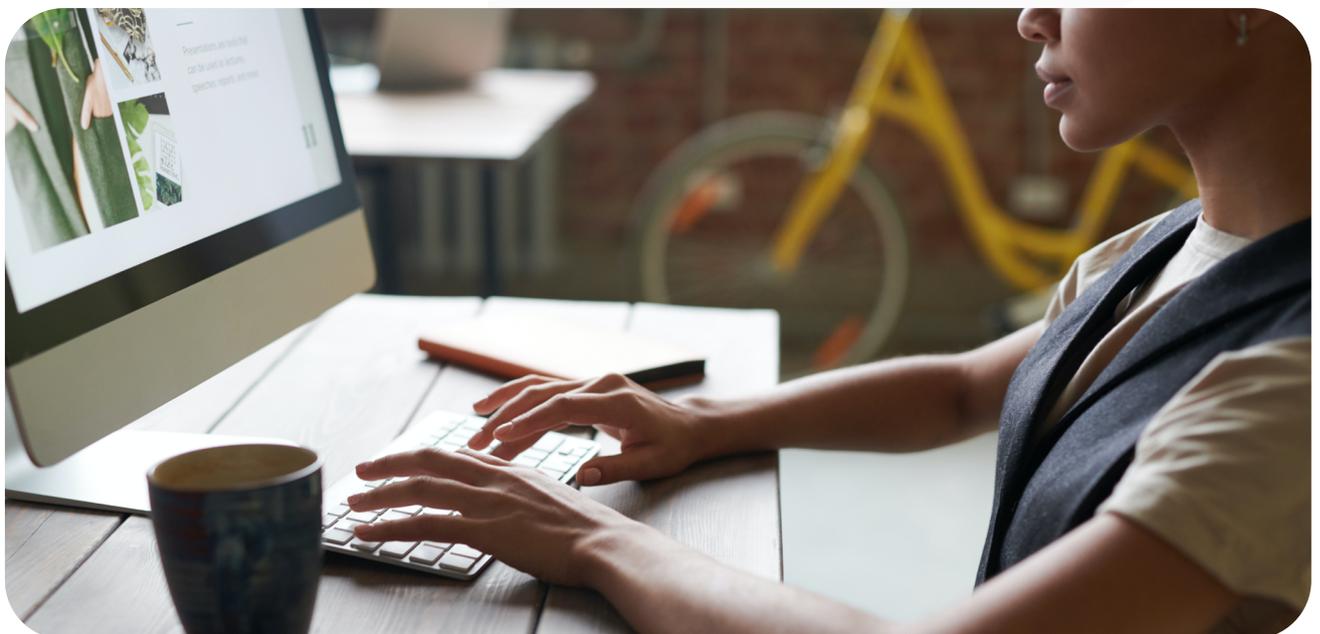
COURSE DURATION: 2 years (3-4 Classroom hours per week)



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
<hr/>				
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
<hr/>				
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.



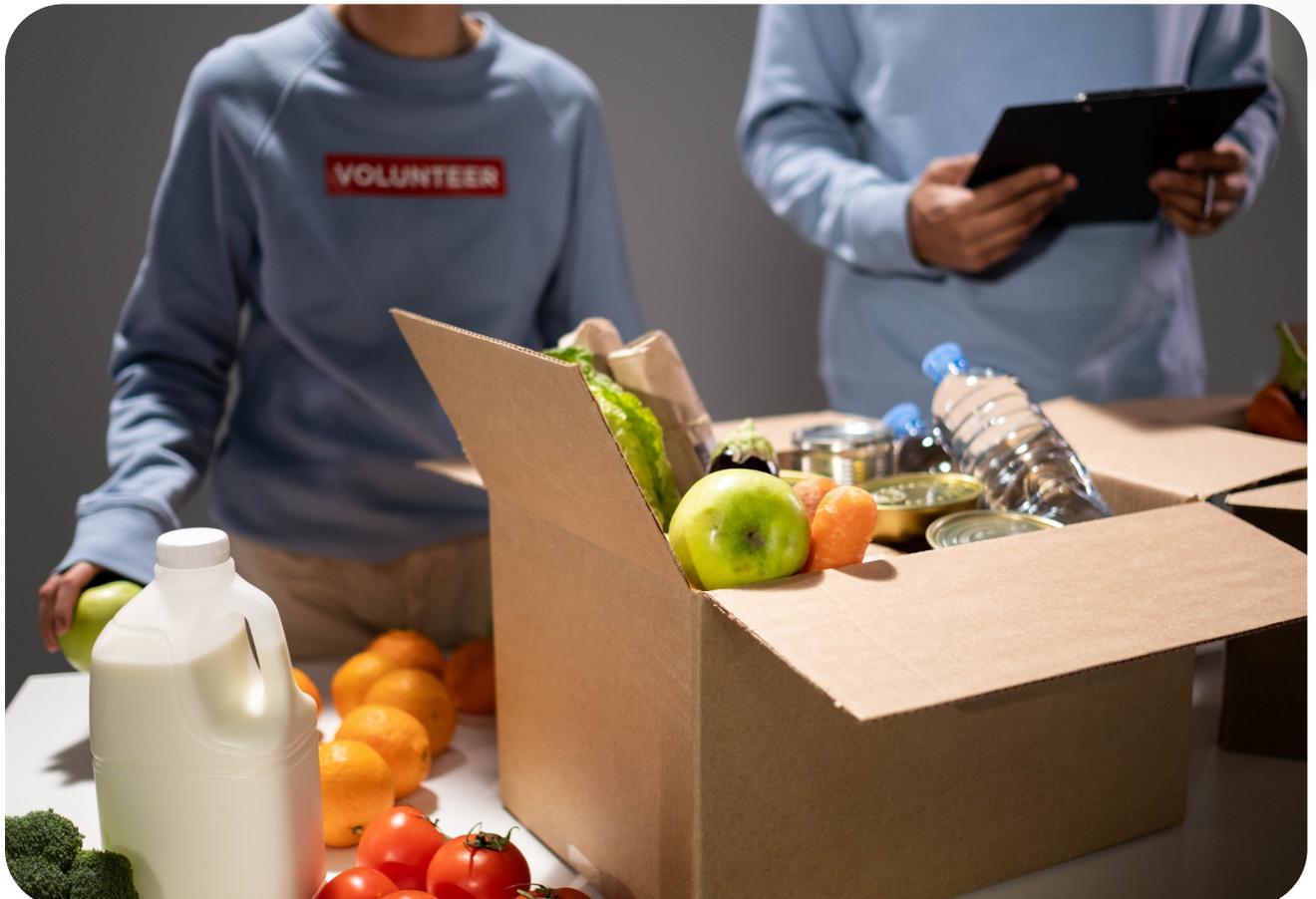
COURSE DURATION: 1 year (3-4 Classroom hours per week)



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
<hr/>				
CHCCDE003	Work within a community development framework	Elective	65	50
CHCECE004	Promote and provide healthy food and drinks	Elective	35	30
<small>Work Placement:</small>	<small>Access to a regulated education and care service</small>			
CHCVOL001	Be an effective volunteer	Elective	25	20
<small>Work Placement:</small>	<small>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:</small>	<small>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
CHCCS016	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
<small>Work Placement:</small>	<small>Minimum work requirement of 20 hours in an organisation with a structured volunteer program</small>			
HLTAID011	Provide first aid	Elective	18	18
<small>Additional Note</small>	<small>We recommend this unit is delivered by an external provider</small>			
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.



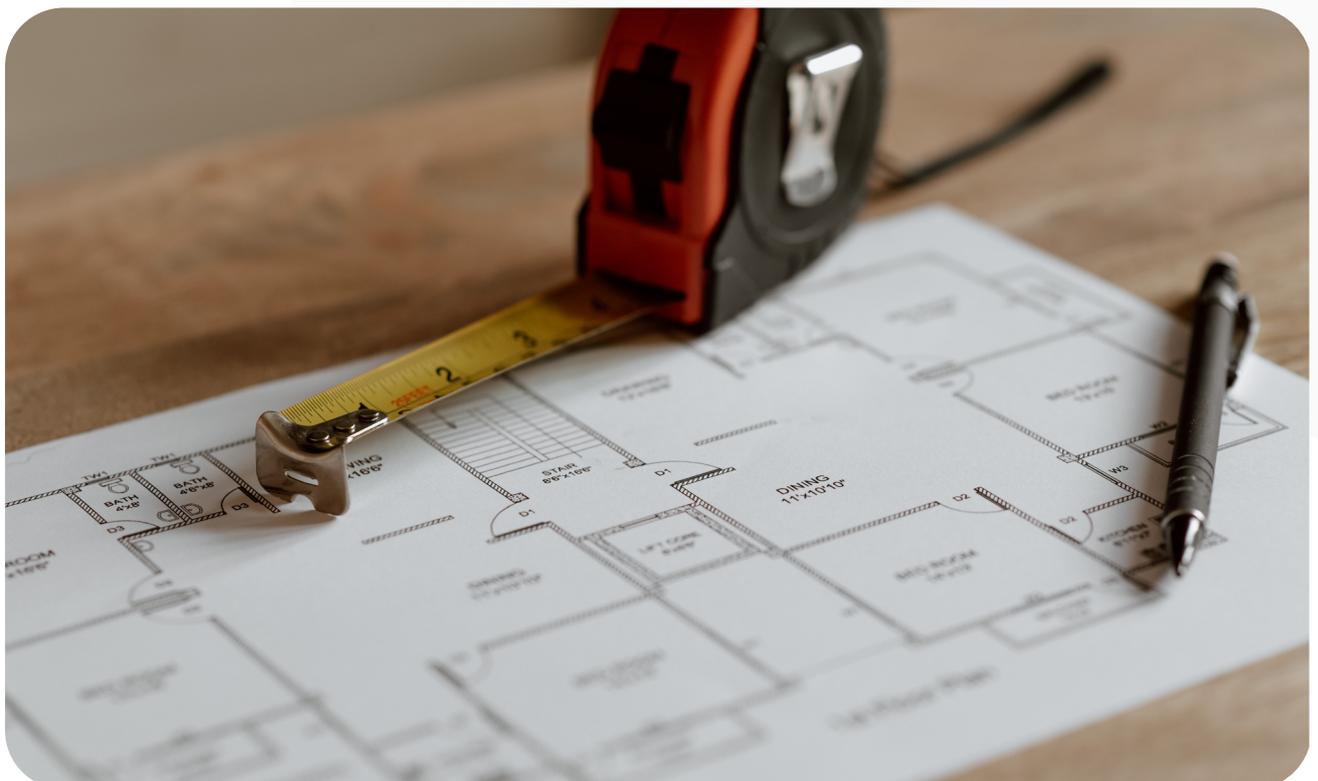
COURSE DURATION: 1 year (3-4 Classroom hours per week)



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
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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
<hr/>				
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.

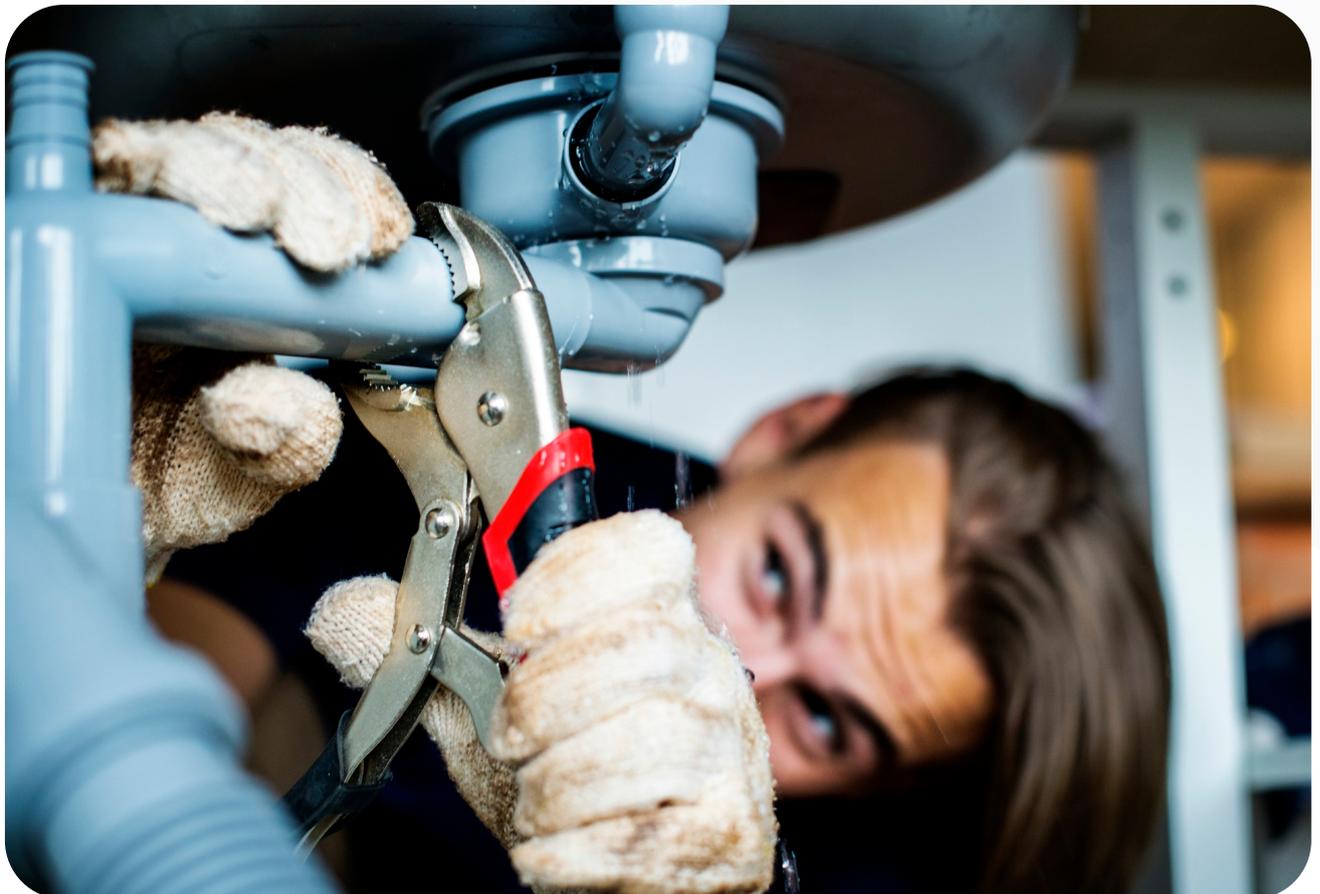


COURSE DURATION: 2 years (5-6 Classroom hours per week)



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
<small>Additional note:</small>	<small>We recommend this unit is delivered by an external provider</small>			
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.

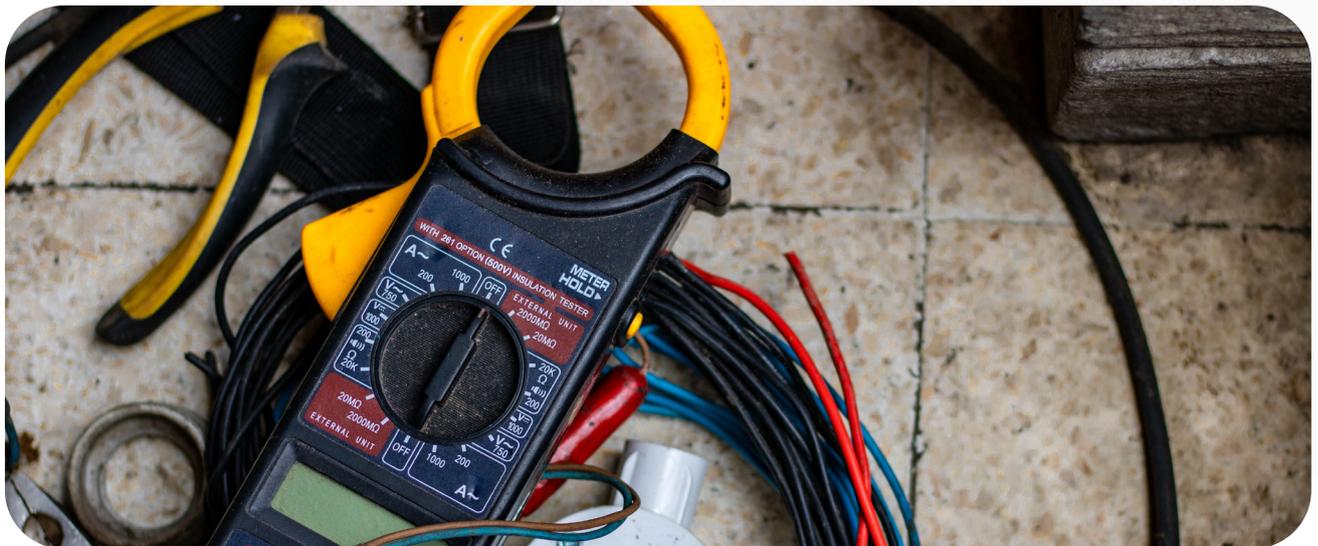


COURSE DURATION: 2 years (4-5 Classroom hours per week)



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
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UEENEEPO24A	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				
UEENEEPO26A	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.



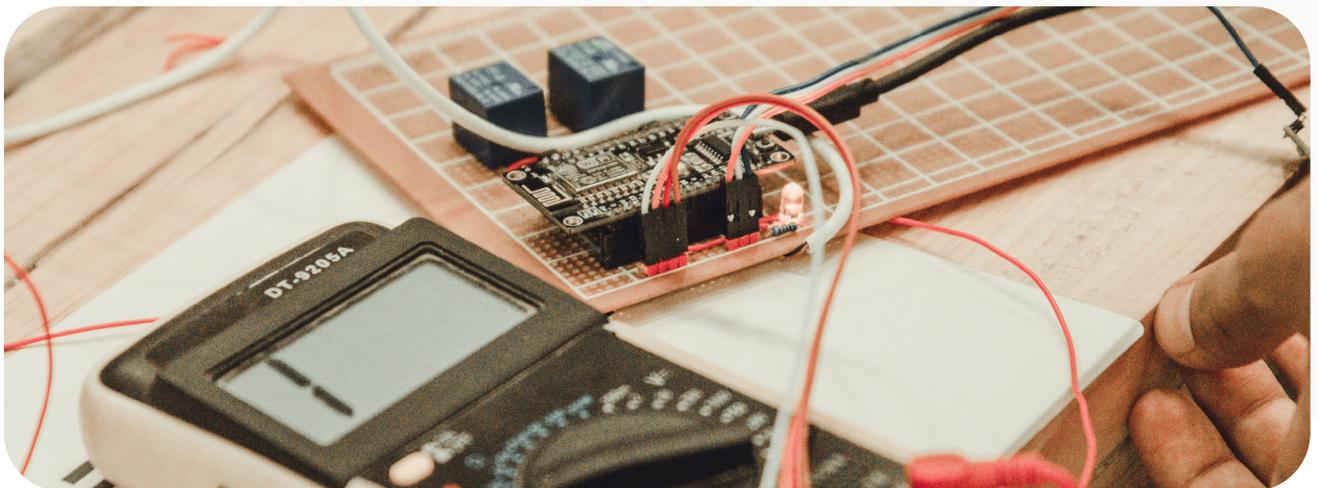
COURSE DURATION: 2 years (4-5 Classroom hours per week)



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
.....				
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.



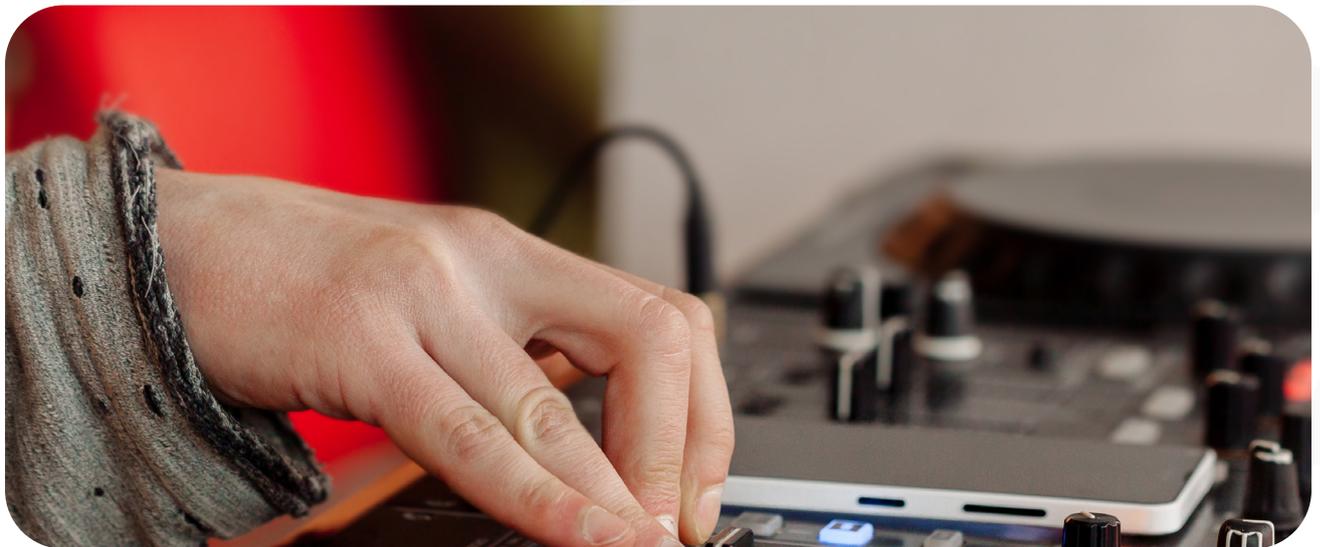
COURSE DURATION: 1 year (3-4 Classroom hours per week)



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
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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.



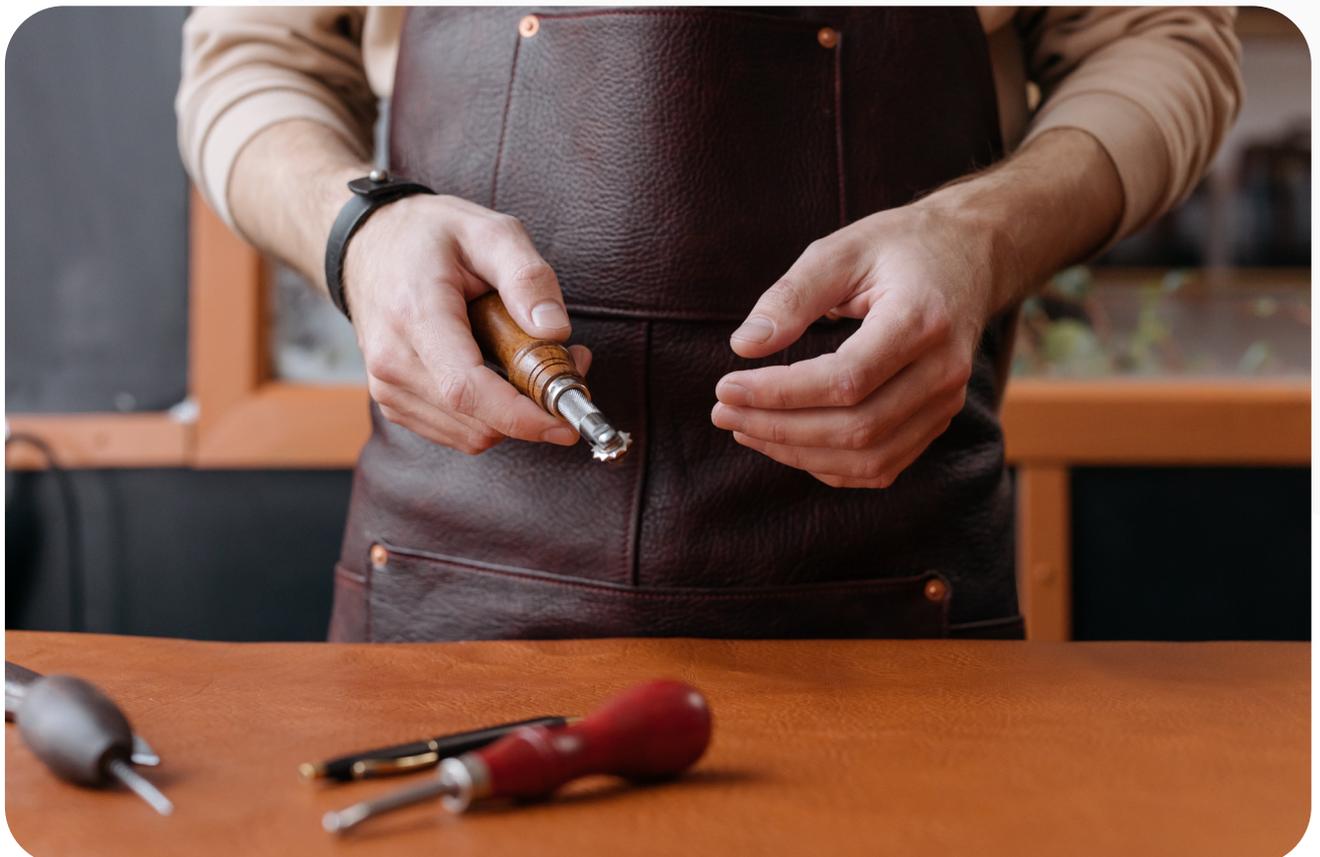
COURSE DURATION: 2 years (4-5 Classroom hours per week)



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
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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.



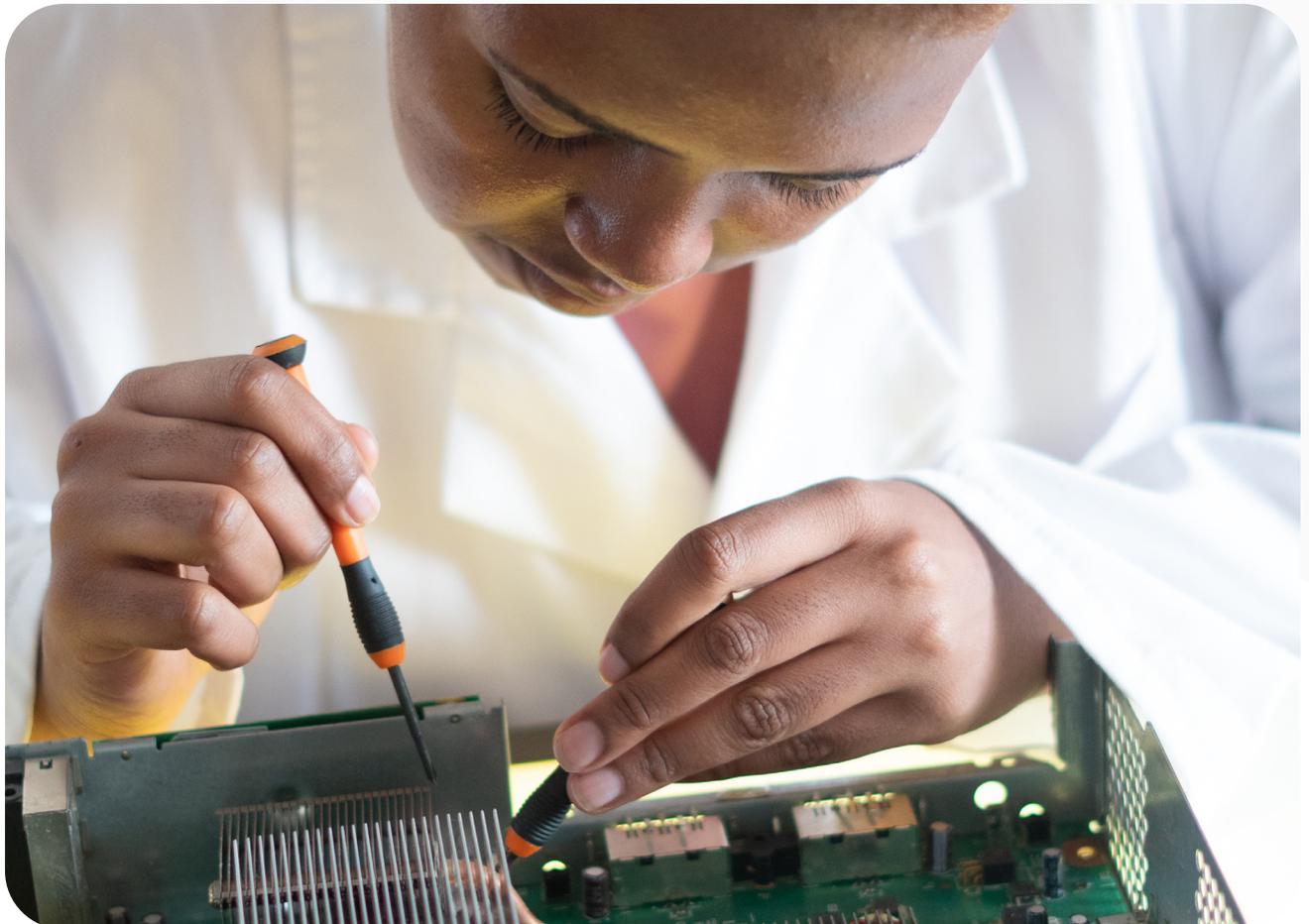
COURSE DURATION: 2 years (4-5 Classroom hours per week)



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
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VU23482	Produce basic engineering components and products using fabrication and machining operations	Elective	60	N/A
Pre-requisite unit:	VU23478 Perform basic machining processes			
VU23485	Perform basic welding and thermal cutting processes	Elective	60	N/A
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.



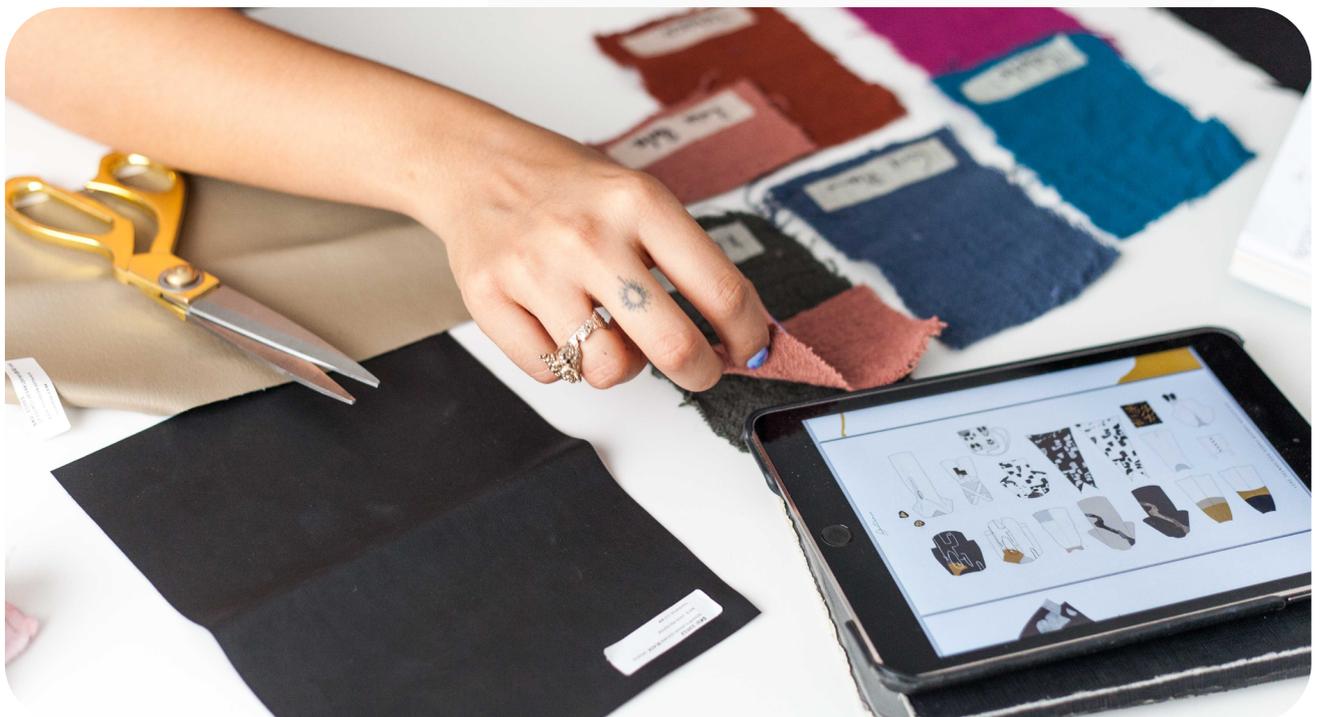
COURSE DURATION: 2 years (5-6 Classroom hours per week)



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
BSBCMM211	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
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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
FSKOCCM005	Use oral communication skills for effective workplace presentations	B	10	10
FSKOCCM006	Use oral communication skills to participate in workplace teams	B	10	10
FSKOCCM007	Interact effectively with others at work	B	10	10
FSKRDRG010	Read and respond to routine workplace information	B	15	15
FSKWGTG009	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
MSMPCI103	Demonstrate care and apply safe practices at work	Core	30	18
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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
SHBHBAS001	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
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SHBHBAS002	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
<i>Work Placement:</i> 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
<i>Pre-requisite unit:</i> 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
<i>Work Placement:</i> 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
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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
<i>Work Placement:</i> 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
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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
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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
.....				
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.



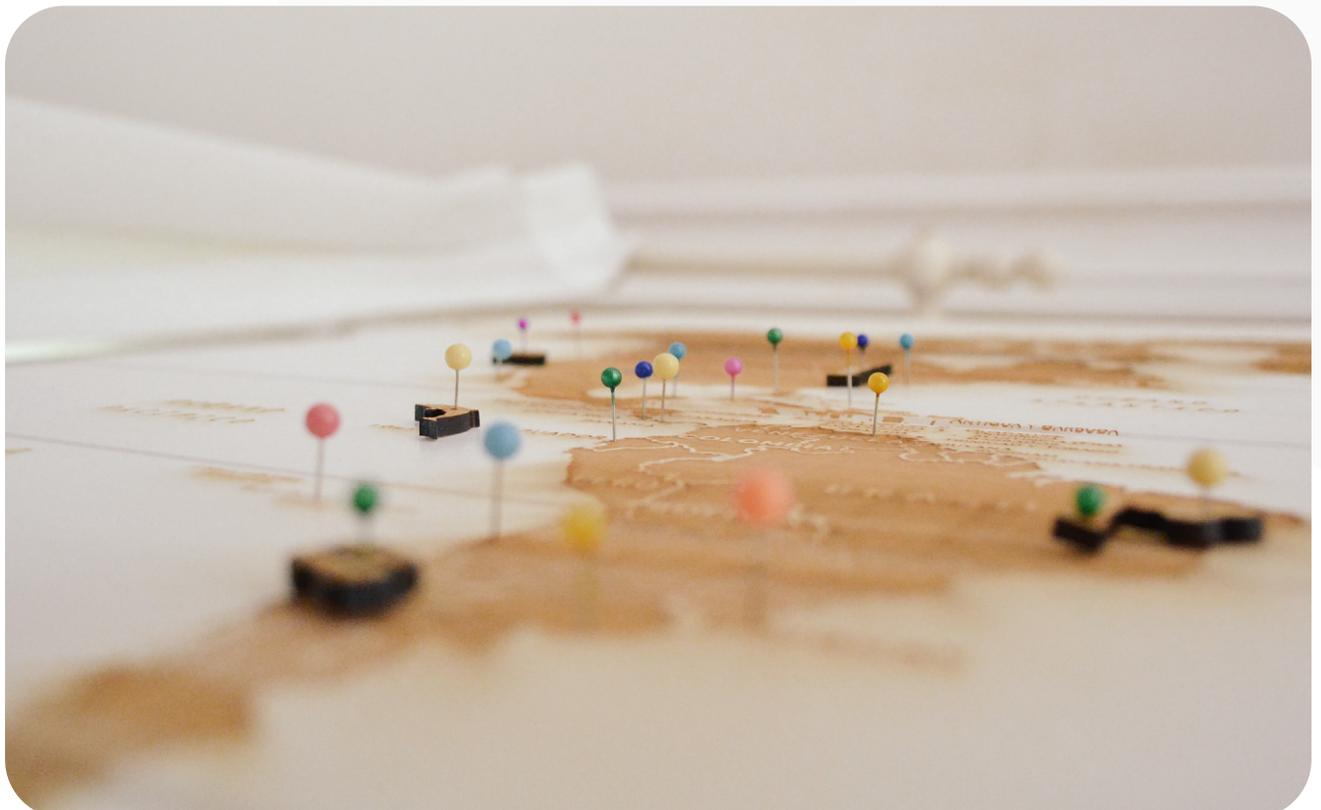
COURSE DURATION: 2 years (3-4 Classroom hours per week)



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
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SIRXPDK001	Advise on products and services	A	30	25
SITXCCS010	Provide visitor information	A	35	20
CUA EVP211	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
<small>Additional note:</small>	<small>Subject to state restrictions</small>			
SITHFAB025	Prepare and serve espresso coffee	C	30	40
<small>Pre-requisite unit:</small>	<small>SITXFSA005 Use hygienic practices for food safety</small>			
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
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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.



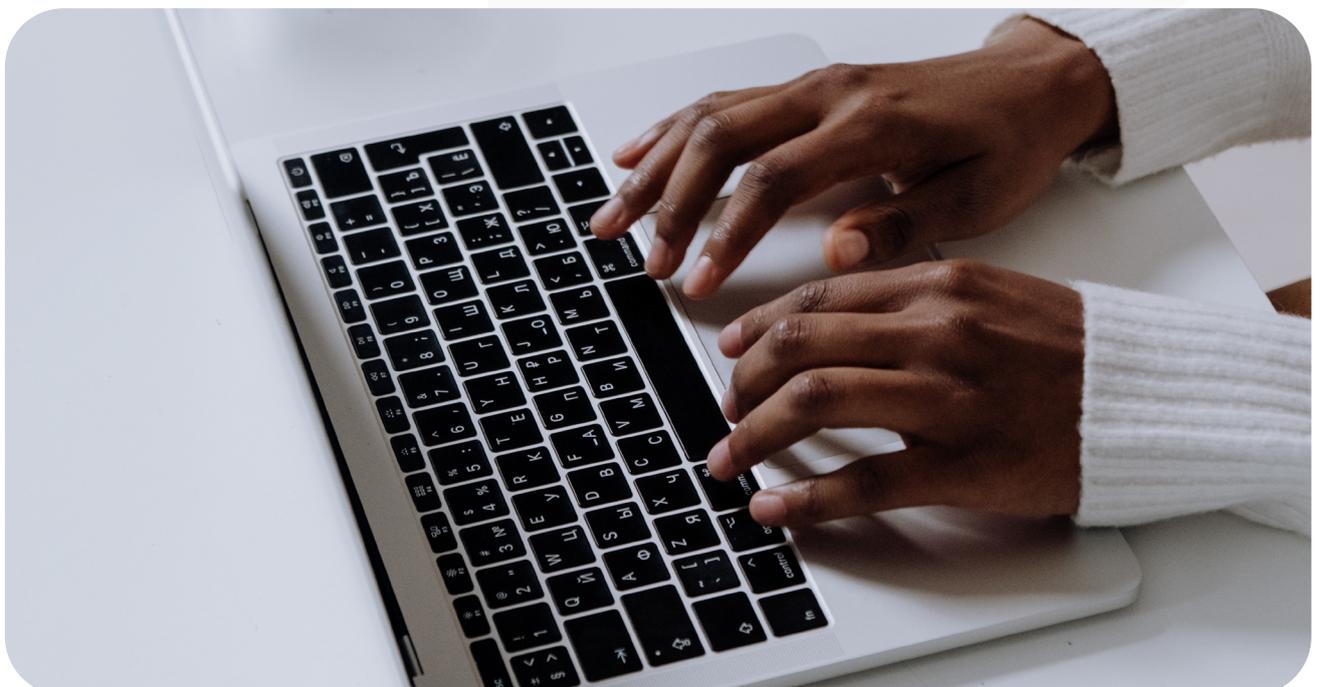
COURSE DURATION: 1 years (3-4 Classroom hours per week)



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
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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 workplace 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.



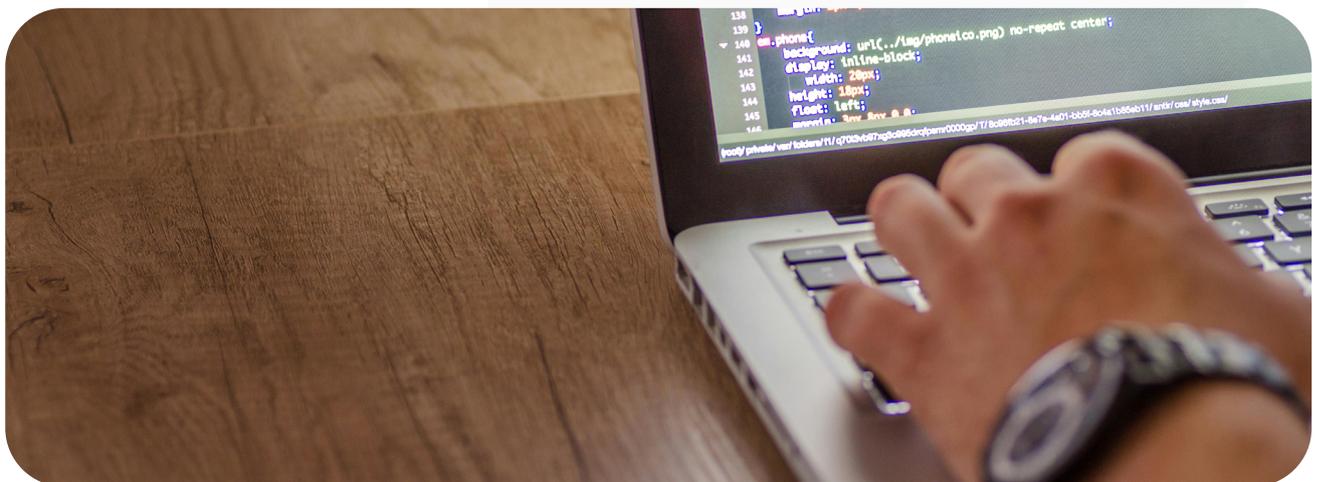
COURSE DURATION: 2 years (5-6 Classroom hours per week)



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
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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
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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
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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
 - Indonesian
 - MurrinhPatha
 - Chinese
 - Italian
 - Spanish
 - French
 - Japanese
 - Yiddish
 - Hebrew
 - Malayalam
 - 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
<hr/>				
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:

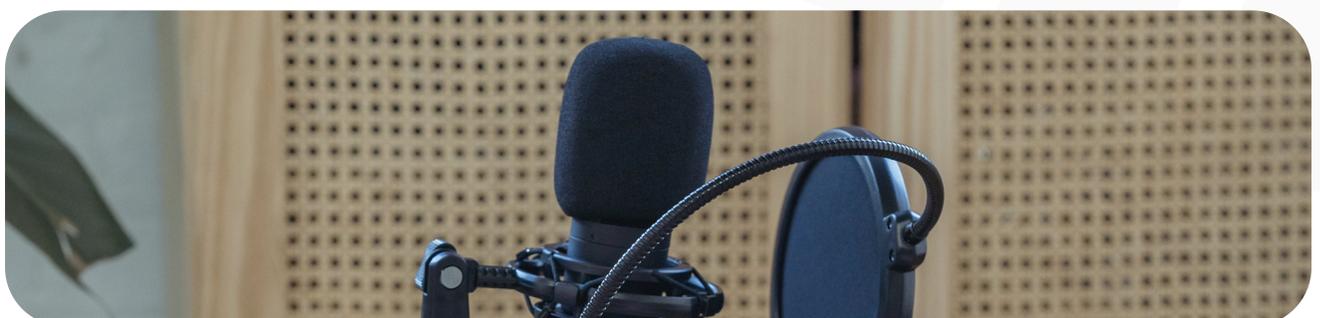
- at least 8 must be from the elective units listed, with no more than 3 of these units from Group E
- up to 2 may be from the listed elective units (with the exception of Group E) or from this or any currently endorsed Certificate II or above training package qualification or accredited course



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.



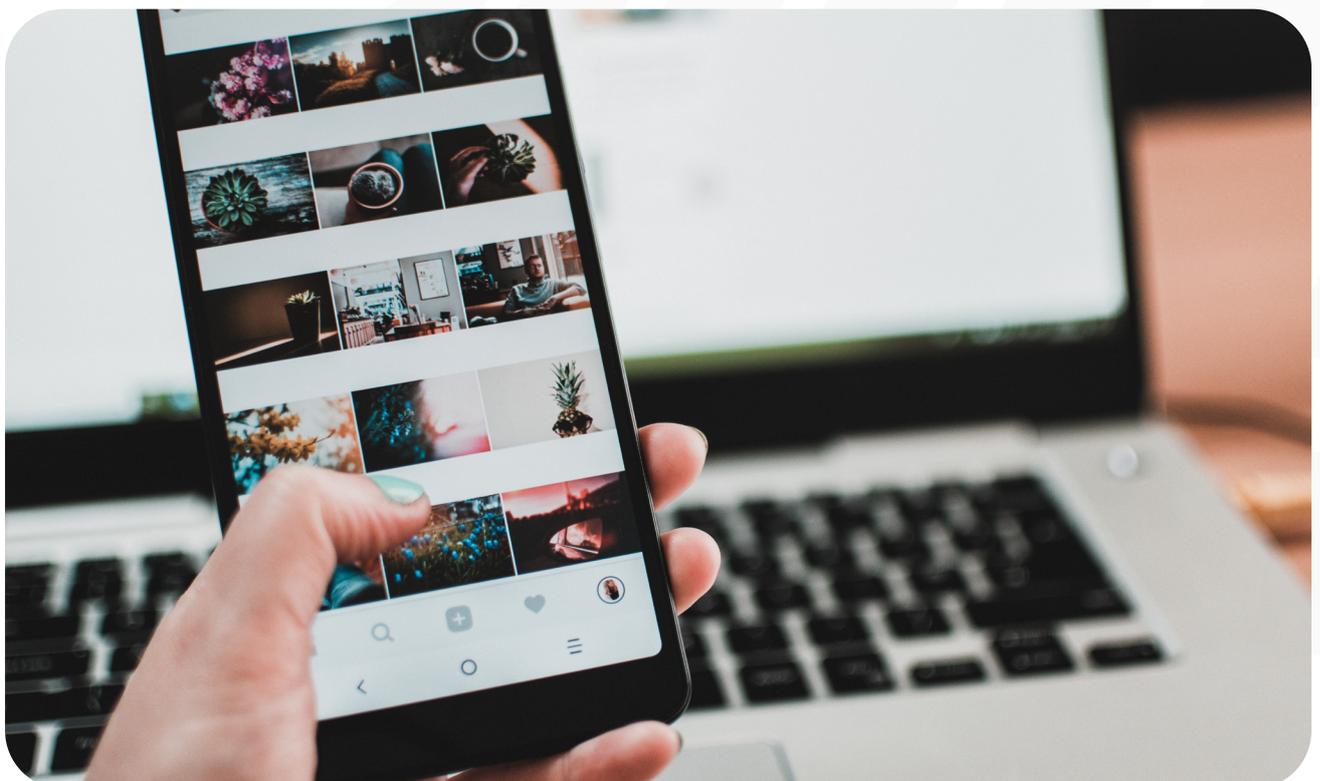
COURSE DURATION: 2 years (3-5 Classroom hours per week)



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
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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
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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
<small>Additional note:</small>	<small>We recommend this unit is delivered by an external provider:</small>			
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
<small>Work Placement:</small>	<small>Minimum work requirement of 20 hours in an organisation with a structured volunteer program</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.



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 <small>Additional note: We recommend this unit is delivered by an external provider</small>	Core	18	18
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 <small>Work Placement: Minimum work requirement of 20 hours in an organisation with a structured volunteer program</small>	B	25	20
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 <small>Pre-requisite unit: HLTAID011 Provide first aid</small>	Import	60	55
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
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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
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BSBINS302	Organise workplace information	A	30	20
BSBTEC201	Use business software applications	A	60	55
HLTAID011	Provide First Aid	A	18	18
<small>Additional note:</small>	<small>We recommend this unit is delivered by an external provider</small>			
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
SISPAR009	Participate in conditioning for sport	E	30	25
SISSCO001	Conduct sport coaching sessions with foundation level participants	E	50	45
SISSOFO02	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
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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
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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
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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

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