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This Course Guide is current as at 1st JUNE 2021 and subject to change without notice. AIET may limit elective units available.

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WHY CHOOSE VET?

VET qualifications will stand your students in good stead to take on their chosen career. They focus on the occupational skills and competencies students need.

VET opens doors to both traditional and surprising career opportunities. No matter a students interests or skill set, there’s a job and VET course to suit.

This course guide outlines the programs offered by AIET. Partner schools must choose units for their qualification from within this course guide.

LOOK FOR THESE ICONS:

- Qualification requirements (Core, Elective)
- Course duration
- Pathways information

NOMINAL HOURS:

This course guide contains the nominal hours (Victoria/Western Australia) for each unit of competency.

For example: AURETK003 Operate electrical test equipment (40/35)

2022 RATES

SCHOOL ANNUAL AUSPICING

- $2500 per qualification
- 4 or more courses - $2000 each
- 7 or more courses - $1500 each

STUDENT FEE

- $195 per student annually

ALL INCLUSIVE

These prices include all auspicing services, support, resources and assessments provided online.

A full list of schedule of fees can be found on the AIET website
STEPS TO DELIVER VET AT YOUR SCHOOL

STEP ONE
Register your Expression of Interest
Go to the AIET website and register your interest for 2022

STEP TWO
AIET will contact you to discuss your needs
If your school then decides to auspice then you register aiet.edu.au/registration

STEP THREE
Get your teachers approved
Get your teachers to submit their Trainer Profiles at aiet.edu.au/teacher-profile

STEP FOUR
CONTRACT
Great! Let's get going!

STEP FIVE
ORIENTATION
The AIET Team will work with your teachers to get them onboard and ready prior to commencing your programs
This qualification reflects the role of individuals who perform a limited range of tasks relating to identifying and inspecting mechanical and electrical components and systems of light vehicles, heavy vehicles, outdoor power equipment, bicycles, marine craft and motorcycles. This qualification also covers the skills and knowledge required to perform minor maintenance and repair of an automotive vehicle body. The range of technical skills and knowledge is limited.
AUR2072O Certificate II in Automotive Vocational Preparation

UNITS OF COMPETENCY

Core Units
AURAEAO02 Follow environmental and sustainability best practice in an automotive workplace (25/20)
AURAF1O3 Communicate effectively in an automotive workplace (20/20)
AURAF1O4 Resolve routine problems in an automotive workplace (20/20)
AURASAIO2 Follow safe working practices in an automotive workplace (20/20)
AURETRIO3 Identify automotive electrical systems and components (25/10)
AURLTIO1 Identify automotive mechanical systems and components (25/15)
AURTTKIO2 Use and maintain tools and equipment in an automotive workplace (20/30)

Elective Units
AURTIA27 Carry out basic vehicle servicing operations (40/35)
AURETRI15 Inspect, test and service batteries (10/20)
AURETKO03 Operate electrical test equipment (40/35)
AURETRO06 Solder electrical wiring and circuits (20/20)
AURTTO07 Remove and replace brake assemblies (20/20)
AURTTE007 Dismantle and assemble single cylinder four-stroke petrol engines (40/35)
AURTTE008 Dismantle and assemble multi-cylinder four-stroke petrol engines (40/35)
AURTJ003 Remove and replace wheel and tyre assemblies (20/20)
AURVTWO10 Set up and use welding equipment (40/35)
AURETRO48 Construct and test basic electronic circuits (40/35)
CHC22015 Certificate II in Community Services

QUALIFICATION: 9 UNITS OF COMPETENCY (5 Core, 4 Elective)

COURSE DURATION: 1 YEAR

PATHWAYS: CERTIFICATE III IN COMMUNITY SERVICES, CERTIFICATE III IN INDIVIDUAL SUPPORT

This qualification may be used as a pathway for workforce entry as community services workers who provide a first point of contact and assist individuals in meeting their immediate needs.

At this level, work takes place under direct, regular supervision within clearly defined guidelines.

UNITS OF COMPETENCY

Core Units

CHCCOM001 Provide first point of contact (35/30)
CHCCOM005 Communicate and work in health or community services (30/50)
CHCDIVO01 Work with diverse people (40/30)
HLTWH001 Participate in workplace health and safety (20/20)
BSBWOR202 Organise and complete daily work activities (20/15)

Elective Units Available

CHCCDE003 Work within a community development framework (65/50)
CHCDIVO2 Promote Aboriginal and/or Torres Strait Islander cultural safety (25/30)
CHCVLO001 Be an effective volunteer (25/20)
HLTINFO01 Comply with infection prevention and control policies and procedures (25/30)
CHCCCS016 Respond to client needs (60/30)
CHCECEO4 Promote and provide healthy food and drinks (35/30)
SITXFSAO01 Use hygienic practices for food safety (15/15)
CHCGRPO01 Support group activities (30/25)
This qualification reflects the role of entry level community services workers who support individuals through the provision of person-centred services.

Work may include day-to-day support of individuals in community settings or support the implementation of specific community-based programs.

**UNITS OF COMPETENCY**

**Core Units**

- CHCCSO16  Respond to client needs (60/55)
- CHCCOMO05  Communicate and work in health or community services (30/50)
- CHCDIVO01  Work with diverse people (40/30)
- HLTWHSO02  Follow safe work practices for direct client care (25/25)
- HLTWHSO06  Manage personal stressors in the work environment (25/35)

**Elective Units Available**

- CHCDEEOO3  Work within a community development framework (65/50)
- CHCDEEOO4  Implement participation and engagement strategies (85/45)
- CHCCOMO01  Provide first point of contact (35/30)
- CHCDIVO02  Promote Aboriginal and/or Torres Strait Islander cultural safety (25/30)
- CHCVOL001  Be an effective volunteer (25/20)
- HLTAIDO03  Provide first aid (18/18)
- CHCGRP001  Support group activities (30/25)
- BSBPEF2O2  Plan and apply time management (20/15)
- BSBWOR2O2  Organise and complete daily work activities (20/15)
CPC10120 Certificate I in Construction

**QUALIFICATION:** 11 UNITS OF COMPETENCY (8 Core, 3 Elective)

**COURSE DURATION:** 1 YEAR

**PATHWAYS:** CERTIFICATE II IN CONSTRUCTION PATHWAYS, CERTIFICATE III IN CARPENTRY (APPRENTICE)

This qualification provides an introduction 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.
CPC1O12O Certificate I in Construction

UNITS OF COMPETENCY

Core Units
CPCCWH52001 Apply WHS requirements, policies and procedures in the construction Industry (20/32)
CPCCOM1012 Work effectively and sustainably in the construction industry (20/16)
CPCCCM1005 Use construction tools and equipment (96/40)
CPCCCM1004 Handle construction materials (16/16)
CPCCOM1013 Plan and organise work (20/16)
CPCCOM1011 Undertake Basic Estimation and Costing (16/14)
CPCCVE1011 Undertake a basic construction project (40/24)
CPCCWH51001 Prepare to work safely in the construction industry (6/6)

Elective Units Available
CPCCOM1014 Conduct workplace communication (20/16)
CPCCOM1015 Carry out measurements and calculations (20/16)
CPCCCM1006 Apply basic levelling procedures (8/16)
CPCCOM2011 Read and interpret plans and specifications (36/32)
This qualification provides a pathway to the primary trades in the construction industry with the exception of plumbing. Trade outcomes are predominantly achieved through an Australian Apprenticeship and this qualification allows for inclusion of skills suited for entry to off-site occupations, such as joinery as well as carpentry, bricklaying and other occupations in general construction.
CPC2O22O Certificate II in Construction Pathways

UNITS OF COMPETENCY

Core Units
CPCCOM1012 Work effectively and sustainably in the Construction Industry (20/16)
CPCCOM1013 Plan and organise work (20/16)
CPCCOM1015 Carry out measurements and calculations (20/16)
CPCCVE1011 Undertake a basic construction project (40/24)
CPCCWHS2001 Apply WHS requirements, policies and procedures in the Construction Industry (20/32)

Electives
CPCCCM2009 Carry out basic demolition (32/16)
CPCCBL2001 Handle and prepare bricklaying and blocklaying materials (16/16)
CPCCBL2002 Use bricklaying and blocklaying tools and equipment (30/30)
CPCCCA2002 Use carpentry tools and equipment (96/52)
CPCCCA2011 Handle carpentry materials (16/16)
CPCCCA3028 Erect and dismantle formwork for footings and slabs on ground (24/24)
CPCCWF2001 Handle wall and floor tiling materials (32/16)
CPCCWF2002 Use wall and floor tiling tools and equipment (96/60)
CPCCCM2004 Handle construction materials (16/16)
CPCCCM2006 Apply basic levelling procedures (8/16)
CPCCCM2012 Work safely at heights (8/16)
CPCCCO2013 Carry out concreting to simple forms (20/24)
CPCCWHS1001 Prepare to work safely in the construction industry (6/6)
This qualification provides a pathway to the primary trades in the construction industry with the exception of plumbing. Trade outcomes are predominantly achieved through an Australian Apprenticeship and this Certificate II allows for inclusion of skills suited for entry to off-site occupations, such as joinery and shop-fitting as well as carpentry, bricklaying and other occupations in general construction.
22338VIC Certificate II in Building and Construction Pre-apprenticeship (Carpentry Stream)

UNITS OF COMPETENCY

Core Units
CCPCCCM1012A Work effectively and sustainably in the construction industry (20)
CPCCCM1014A Conduct workplace communication (20)
CPCCCM1015A Carry out measurements and calculations (20)
CPCCCM2006 Apply basic levelling procedures (8)
CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry (20)
CPCCWHS1001 Prepare to work safely in the construction industry (6)
HLTAID002 Provide basic emergency life support (12)
VU22014 Prepare for work in the building and construction industry (16)
VU22015 Interpret and apply basic plans and drawings (25)
VU22016 Erect and safely use working platforms (24)

Carpentry Stream Elective Units
VU22022 Identify and handle carpentry tools and equipment (100)
VU22023 Perform basic setting out (24)
VU22024 Construct basic sub-floor (48)
VU22025 Construct basic wall frames (48)
VU22026 Construct a basic roof frame (40)
VU22027 Install basic external cladding (24)
VU22028 Install basic window and door frames (24)
VU22029 Install interior fixings (40)
VU22030 Carry out basic demolition for timber structures (20)
VU22031 Construct basic formwork for concreting (40)
CUA20220 Certificate II in Creative Industries

**QUALIFICATION:** 10 UNITS OF COMPETENCY (3 Core, 7 Elective)

**COURSE DURATION:** 1-2 YEARS

**PATHWAYS:** CERTIFICATE III IN SCREEN AND MEDIA, CERTIFICATE III IN VISUAL ARTS

This qualification reflects the role of individuals with the skills and knowledge to perform in a range of varied activities in the creative industries where there is a defined range of contexts.

It applies to work in different work environments that include entertainment customer service, staging, television and radio production, broadcasting production, lighting and sound, theatre, scenery and set construction, screen and media, and film production. Individuals complete tasks with limited complexity and with required actions clearly defined.
CUA2O22O Certificate II in Creative Industries

UNITS OF COMPETENCY

Core Units
BSBTWK2O1  Work effectively with others (40/35)
CUAIIND211  Develop and apply creative arts industry knowledge (20/20)
CUAWHS312  Apply work health and safety practices (10/20)

Elective Units Available
BSBCRT2O1  Develop and apply thinking and problem solving skills (30/25)
CHCDIVO01  Work with diverse people (40/30)
CUAACD1O1  Use basic drawing techniques (50/40)
CUAACD2O1  Develop drawing skills to communicate ideas (60/70)
CUADES2O1  Follow a design process (40/40)
CUADIG211  Maintain interactive content (30/30)
CUADIG212  Develop digital imaging skills (50/40)
CUAFOH211  Undertake routine front of house duties (60/50)
CUALGT211  Develop basic lighting skills (30/25)
CUAPPOS211  Perform basic vision and sound editing (40/50)
CUAPRP2O1  Develop Basic Prop Construction Skills (20/20)
CUASMT311  Work effectively backstage during performances (100/90)
CUASTA211  Develop basic staging skills (80/20)
CUASTA212  Assist with bump in and bump out of shows (80/80)
ICTICT215  Operate digital media technology packages (40/40)
ICTWEB2O1  Use social media tools for collaboration and engagement (20/20)

*Nominal hours have not yet been released and may be subject to change
This qualification reflects the role of individuals who use basic skills and knowledge for work in skilled assistant or skilled assistant operator roles in the screen, media and entertainment industries. It applies to work in interactive digital media, film and television, radio, lighting and sound, content creation and technical broadcasting environments.

**UNITS OF COMPETENCY**

**Core Units**
- BSBCRT311 Apply critical thinking skills in a team environment (20/20)
- CUAIND311 Work effectively in the creative arts industry (50/50)
- CUAWH312 Apply work health and safety practices (20/15)

**Elective Units Available**
- CUAD3201 Follow a design process (40/40)
- CUAD3302 Explore and apply the creative design process to 2D forms (50/50)
- CUAD3401 Create 2D digital animations (35/60)
- CUAD3501 Author interactive sequences (40/40)
- CUAD3601 Create visual design components (30/40)
- CUAWT311 Write content for a range of media (40/50)
- CUAACD201 Develop drawing skills to communicate ideas (60/70)
- CUAANM302 Create 3D digital animations (75/75)
- CUACAM211 Assist with a basic camera shoot (30/30)
- CUAD311 Prepare video assets (30/30)
- CUAD3203 Produce and prepare photo images (20/60)
- CUAD311 Maintain interactive content (40/30)
- CUAPSO211 Perform basic vision and sound editing (40/50)
- CUAES201 Collect and organise content for broadcast or publication (20/30)
- ICTWEB306 Develop web presence using social media (30/25)

*Nominal hours have not yet been released and may be subject to change*
CUA2O12O Certificate II in Dance

**QUALIFICATION:** 10 UNITS OF COMPETENCY (6 Core, 4 Elective)

**COURSE DURATION:** 1-2 YEARS

**PATHWAYS:** CERTIFICATE III IN DANCE, CERTIFICATE IV IN DANCE TEACHING AND MANAGEMENT

This qualification reflects the role of individuals developing basic technical skills and knowledge to prepare for work in the live performance industry.

The job roles that relate to this qualification may include trainee Indigenous dancer, trainee contemporary dancer or trainee musical theatre dancer.

**UNITS OF COMPETENCY**

**Core Units**
- CUADAN211: Develop basic dance techniques (20 hours)
- CUADAN212: Incorporate artistic expression into basic dance performances (45 hours)
- CUAIND211: Develop and apply creative arts industry knowledge (20 hours)
- CUAPRF211: Prepare for live performances (35 hours)
- CUAWHS111: Follow safe dance practices (60 hours)
- CUAWHS211: Develop a basic level of physical fitness for dance performance (40 hours)

**Elective Units Available**
- CUADAN213: Perform basic jazz dance techniques (80 hours)
- CUADAN215: Perform basic contemporary dance techniques (45 hours)
- CUADAN218: Perform basic street dance techniques (45 hours)
- BSBSUS211: Participate in sustainable work practices (20 hours)
- CUAPRF314: Develop audition techniques

*Nominal hours have not yet been released and may be subject to change*
MEM2O413 Certificate II in Engineering Pathways

**QUALIFICATION:** 12 UNITS OF COMPETENCY (4 Core, 8 Elective)

**COURSE DURATION:** 2 YEARS

**PATHWAYS:** APPRENTICESHIP – CERTIFICATE III IN ENGINEERING, FABRICATION TRADE

This qualification reflects the role of individuals who use basic skills and knowledge for work in skilled assistant or skilled assistant operator roles in the screen, media and entertainment industries. It applies to work in interactive digital media, film and television, radio, lighting and sound, content creation and technical broadcasting environments. This qualification applies to a learning and assessment environment where access to structured on-the-job learning in a workplace may not be available.

This qualification will equip graduates with knowledge and skills which will enhance their prospects of employment in an engineering or related working environment.
MEM2O413 Certificate II in Engineering Pathways

UNITS OF COMPETENCY

**Core Units**
- MEM13014A  Apply principles of occupational health and safety in the work environment (10/4)
- MEMPE005A  Develop a career plan for the engineering and manufacturing industry (20/20)
- MEMPE006A  Undertake a basic engineering project (80/70)
- MSAENV272B  Participate in environmentally sustainable work practices (30/20)

**Elective Units**
- MEM16008A  Interact with computing technology (20/18)
- MEM18001C  Use hand tools (20/18)
- MEM18002B  Use power tools/hand held operations (20/18)
- MEMPE001A  Use engineering workshop machines (60/55)
- MEMPE002A  Use electric welding machines (40/35)
- MEMPE003A  Use oxy-acetylene and soldering equipment (40/35)
- MEMPE004A  Use fabrication equipment (40/35)
- MSAPMSUP106A  Work in a team (30/26)
- MEM16006A  Organise and communicate information (20/18)
The aim of this course is to provide pre-employment training and a pathway into the engineering, manufacturing or related industries.

Specifically a graduate of this course will be eligible to undertake a work-based traineeship or apprenticeship in a range of engineering, manufacturing or related areas.
2247OVIC Certificate II in Engineering Studies

UNITS OF COMPETENCY

Core Units
MEM13015  Work safely and effectively in manufacturing and engineering (40)
MEM18001  Use hand tools (20)
VU22329  Report on a range of sectors in the manufacturing, engineering and related industries (30)
VU22330  Select and interpret drawings and prepare three dimensional (3D) sketches and drawings (20)
VU22331  Perform basic machining processes (40)
VU22332  Apply basic fabrication techniques (40)
MEMPE006A  Undertake a basic engineering project (80)

Elective Units
MEM18002  Use power tools/hand held operations (20)
VU22333  Perform intermediate engineering computations (40)
VU22334  Produce basic engineering components and products using fabrication and machining operations (60)
VU22335  Perform metal machining operations (60)
VU22336  Perform metal fabrication operations (60)
VU22337  Perform basic welding and thermal cutting processes to fabricate engineering structures (60)
VU22338  Configure and program a basic robotic system (60)
VU22339  Create engineering drawings using computer aided systems (60)
FSK10219 Certificate I in Skills for Vocational Pathways

- **QUALIFICATION:** 11 UNITS OF COMPETENCY (1 Core, 10 Elective)
- **COURSE DURATION:** 1 YEAR
- **PATHWAYS:** FSK20119 CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS

This qualification is designed for individuals who need skills to prepare for a vocational pathway qualification or further foundation skills development.

It is suitable for individuals who require:

- a pathway to employment and further vocational training
- reading, writing, oral communication, learning and numeracy skills primarily aligned to the Australian Core Skills Framework (ACSF) Level 2
- entry level digital technology and employability skills
- education, training and employment goals.
FSK1O219 Certificate I
in Skills for Vocational Pathways

UNITS OF COMPETENCY

Core Units
FSKLRGOO8 Use simple strategies for work-related learning (15/15)

Elective Units Available
FSKDIGO02 Use digital technology for routine and simple workplace tasks (10/10)
FSKLRCGO04 Use short and simple strategies for work-related learning (15/15)
FSKNUMOO9 Use familiar and simple metric measurements for work (15/15)
FSKOCMOO3 Participate in familiar spoken interactions at work (10/10)
FSKWTGOO6 Write simple workplace information (10/15)
BSBXC3O1 Engage in workplace communication (40/35)
BSBTWK3O1 Use inclusive work practices (30/35)
BSBPEF2O1 Support personal wellbeing in the workplace (50/45)
FSKNUMOO8 Use whole numbers and simple fractions, decimals and percentages for work (15/15)
BSBESB3O1 Investigate business opportunities (25/25)
FSK20119 Certificate II in Skills for Work and Vocational Pathways

- **QUALIFICATION:** 14 UNITS OF COMPETENCY (1 Core, 13 Elective)
- **COURSE DURATION:** 1 YEAR
- **PATHWAYS:** ANY CERTIFICATE II OR III VOCATIONAL COURSE

This qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways.

It is suitable for individuals who require:

- a pathway to employment or further vocational training
- reading, writing, oral communication, learning and numeracy skills primarily aligned to the Australian Core Skills Framework (ACSF) Level 3
- entry level digital literacy and employability skills
- a vocational training and employment plan.
FSK2O119 Certificate II in Skills for Work and Vocational Pathways

UNITS OF COMPETENCY

Core Units

FSKLRG011 Use routine strategies for work-related learning (10/10)

Elective Units Available

FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work (15/15)
FSKNUM015 Estimate, measure and calculate with routine metric measurements for work (10/10)
FSKNUM017 Use familiar and routine maps and plans for work (15/15)
FSKNUM018 Collect data and construct routine tables and graphs for work (15/15)
FSKDIG003 Use digital technology for non-routine workplace tasks (15/15)
FSKLRG009 Use strategies to respond to routine workplace problems (15/15)
FSKOCMO05 Use oral communication skills for effective workplace presentations (10/10)
FSKOCMO07 Interact effectively with others at work (10/10)
FSKRDG010 Read and respond to routine workplace information (15/15)
FSKWTGO09 Write routine workplace texts (15/15)
FSKNUM019 Interpret routine tables, graphs and charts and use information and data for work (15/15)
BSBCRT311 Apply critical thinking skills in a team environment (40/45)
BSBCMM211 Apply communication skills (40/35)
BSBTEC201 Use business software applications (60/55)
BSBWHS211 Contribute to the health and safety of self and others (20/15)
BSBPEF202 Plan and apply time management (20/15)
FSNFLT211 Develop and use personal budgets (available from Semester 2)
VU21666 Participate in job seeking activities (available from Semester 2)
MSF2O516 Certificate II in Furniture Making Pathways

- **QUALIFICATION:** 12 UNITS OF COMPETENCY (5 Core, 7 Elective)
- **COURSE DURATION:** 2 YEARS
- **PATHWAYS:** APPRENTICESHIP CERTIFICATE III IN CABINET MAKING, CERTIFICATE III IN FURNITURE MAKING

This qualification applies to a learning and assessment environment where access to structured on-the-job learning in a workplace may not be available.

The qualification is intended for people interested in exposure to a furniture making or related working environment with a view to entering into employment in that area.
MSF2O516 Certificate II
in Furniture Making Pathways

UNITS OF COMPETENCY

Core Units
MSMENV272 Participate in environmentally sustainable work practices (30/20)
MSMPCI103 Demonstrate care and apply safe practices at work (30/18)
MSFGN2001 Make measurements and calculations (30/20)
MSFFP2001 Undertake a basic furniture making project (100/90)
MSFFP2002 Develop a career plan for the furnishing industry (30/25)

Elective Units Available
MSFFM2001 Use furniture making sector hand and power tools (40/38)
MSFFM2002 Assemble furnishing components (20/24)
MSFFM2003 Select and apply hardware (16/16)
MSFFP2003 Prepare surfaces (24/24)
MSFFP2004 Apply domestic surface coatings (40/35)
MSFFP2005 Join furnishing materials (10/10)
MSFFP2006 Make simple timber joints (40/35)
MEM16008A Interact with computing technology (20/18)
MSMSUP106 Work in a team (30/26)
MEM16006A Organise and communicate information (20/18)
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.
SHB2O116 Certificate II in Retail Cosmetics

UNITS OF COMPETENCY

Core Units
BSBWH201  Contribute to health and safety of self and others (20/20)
SHBBCCS001  Advise on beauty products and services (30/25)
SHBBMUP002  Design and apply make-up (45/40)
SHBXCCS001  Conduct salon financial transactions (25/25)
SHBXCCS004  Recommend products and services (20/20)
SHBXIND001  Comply with organisational requirements within a personal services environment (45/50)
SHBXIND002  Communicate as part of a salon team (30/25)
SIRRMERO01  Produce visual merchandise displays (35/30)
SIRXIND003  Organise personal work requirements (30/15)
SIRXSL5001  Sell to the retail customer (20/40)

Elective Units Available
BSBSUS201  Participate in environmentally sustainable work practices (20/20)
ICTWEB201  Use social media tools for collaboration and engagement (20/20)
SHBBBOS001  Apply cosmetic tanning products (16/12)
SHBBFAS001  Provide lash and brow services (15/15)
SHBBMUP001  Apply eyelash extensions (30/25)
SHBBMUP003  Design and apply make-up for photography (30/30)
SHBBNLS001  Provide manicure and pedicare services (50/60)
SHBBNLS002  Apply gel nail enhancements (35/27)
SHBBNLS003  Apply acrylic nail enhancements (40/25)
SHBBNLS004  Apply nail art (15/10)
SHBBSKS001  Pierce ear lobes (15/15)
SHBBHAS002  Provide head, neck and shoulder massages for relaxation (20/20)
SHBBRES001  Research and apply beauty industry information (20/18)
SIRRINV001  Receive and handle retail stock (35/35)
SHB2O216 Certificate II in Salon Assistant

**QUALIFICATION:** 12 UNITS OF COMPETENCY (8 Core, 4 Elective)

**COURSE DURATION:** 1-2 YEARS

**PATHWAYS:** SHB3O416 CERTIFICATE III IN HAIRDRESSING, SHB3O516 CERTIFICATE III IN BARBERING.

This is a preparatory qualification which provides a defined and limited range of basic skills and knowledge used in hairdressing salons by individuals who provide assistance with client services. These routine and repetitive tasks are completed under direct supervision and with guidance from hairdressers who manage the client service.
SHB20216 Certificate II in Salon Assistant

UNITS OF COMPETENCY

**Core Units**

- **BSBWHS201** Contribute to health and safety of self and others (20/20)
- **SHBHBAS001** Provide shampoo and basin services (40/10)
- **SHBHDES001** Dry hair to shape (40/25)
- **SHBHIND001** Maintain and organise tools, equipment and work areas (20/5)
- **SHBXCCSO01** Conduct salon financial transactions (25/25)
- **SHBXCCSO03** Greet and prepare clients for salon services (10/10)
- **SHBXIND001** Comply with organisational requirements within a personal services environment (45/50)
- **SHBXIND002** Communicate as part of a salon team (30/25)

**Elective Units**

- **SHBHBAS002** Provide head, neck and shoulder massages for relaxation (20/20)
- **SHBHCLS001** Apply hair colour products (30/20)
- **SHBHDES002** Braid hair (30/10)
- **SHBHIND002** Research and use hairdressing industry information (15/15)
- **SHBXCCSO04** Recommend products and services (20/20)
- **SIRRMERO01** Produce visual merchandise displays (35/30)
- **SIRRINV001** Receive and handle retail stock (35/35)
- **SIRXLS001** Sell to the retail customer (20/40)
SHB30115 Certificate III in Beauty Services

- **QUALIFICATION:** 15 UNITS OF COMPETENCY (11 Core, 4 Elective)
- **COURSE DURATION:** 2 YEARS
- **PATHWAYS:** CERTIFICATE III IN NAIL TECHNOLOGY, DIPLOMA OF BEAUTY THERAPY

This qualification reflects the role of individuals employed as beauticians to provide a range of beauty services including nail, waxing, lash and brow, and basic make-up services.

This includes client consultation on beauty products and services.
SHB30115 Certificate III in Beauty Services

UNITS OF COMPETENCY

Core Units
SHBBBOSOO1 Apply cosmetic tanning products (16/12)
SHBBCCSOO1 Advise on beauty products and services (30/25)
SHBBFASOO1 Provide lash and brow services (15/15)
SHBBHRSOO1 Provide waxing services (85/130)
SHBBMUPOO2 Design and apply make-up (45/40)
SHBBNLSOO1 Provide manicure and pedicare services (50/60)
SHBBRESOO1 Research and apply beauty industry information (20/18)
SHBXCCSOO1 Conduct salon financial transactions (25/25)
SHBXCCSOO2 Provide salon services to clients (40/15)
SHBXINDOO1 Comply with organisational requirements within a personal services environment (45/50)
SHBXWHSOO1 Apply safe hygiene, health and work practices (40/35)

Elective Units Available
SSHBBMUPOO1 Apply eyelash extensions (30/25)
SHBBMUPOO3 Design and apply make-up for photography (30/30)
SHBBSKSOO1 Pierce ear lobes (15/15)
HLTAIDO11 Provide first aid (18/18)
SHBBFASOO2 Provide facial treatments and skin care recommendations (120/150)
SHBBMUPOO4 Design and apply remedial camouflage make-up (30/15)
SHBBNLSOO2 Apply gel nail enhancements (35/27)
SHBBNLSOO4 Apply nail art (15/10)
SHBBHASOO1 Provide shampoo and basin services (40/10)
SHBBHASOO2 Provide head neck and shoulder massage for relaxation (20/20)
SHBXINDOO2 Communicate as part of a salon team (30/25)
SIRRMEROO1 Produce visual merchandise displays (35/30)
AHC20416 Certificate II in Horticulture

- QUALIFICATION: 15 UNITS OF COMPETENCY (5 Core, 10 Elective)
- COURSE DURATION: 2 YEARS
- PATHWAYS: TRAINEESHIP, CERTIFICATE III IN HORTICULTURE, CERTIFICATE IV IN RETAIL NURSERY

This qualification underpins a range of work functions and job roles that can lead to a horticultural trade qualification. Graduates would assist in propagating, cultivating and harvesting plants in a horticultural nursery.
AHC2O416 Certificate II in Horticulture

UNITS OF COMPETENCY

Core Units
AHCPCM201 Recognise plants (40/40)
AHCPMG201 Treat weeds (40/35)
AHCPMG202 Treat plant pests, diseases and disorders (30/35)
AHCSOL2O2 Assist with soil or growing media sampling and testing (30/25)
AHCWHS2O1 Participate in work health and safety processes (20/40)

Elective Units Available
AHCHCM2O1 Apply chemicals under supervision (30/35)
AHCMOM2O3 Operate basic machinery and equipment (20/35)
AHCNSY2O1 Pot up plants (20/24)
AHCNSY2O2 Care for nursery plants (30/25)
AHCNSY2O3 Undertake propagation activities (30/35)
AHCNSY2O4 Maintain indoor plants (20/30)
AHCPGD2O1 Plant trees and shrubs (20/30)
AHCPGD2O3 Prune shrubs and small trees (35/30)
AHCWRK2O5 Participate in workplace communications (30/24)
AHCWRK2O9 Participate in environmentally sustainable work practices (20/20)
MEMI8001 Use hand tools (20/18)
MEMI8002 Use power tools/hand held operations (20/18)
AHCWRK2O1 Observe and report on weather (25/24)
This qualification reflects the role of individuals who have a defined and limited range of hospitality operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision.

This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.

**UNITS OF COMPETENCY**

**Core Units**

- BSBWOR203 Work effectively with others (15/20)
- SITHINDO02 Source and use information on the hospitality industry (25/15)
- SITHINDO03 Use hospitality skills effectively* (0/30)
- SITXCCSOO3 Interact with customers (20/5)
- SITXCOM002 Show social and cultural sensitivity (20/20)
- SITXWHSO01 Participate in safe work practices (12/15)

**Elective Units Available**

- SITXFINFO01 Process financial transactions (25/30)
- SITHFABO04 Prepare and serve non-alcoholic beverages (20/15)
- SITHFABO05 Prepare and serve espresso coffee (30/30)
- SITHFABO07 Serve food and beverage* (80/140)
- SITHFABO16 Provide advice on food (40/40)
- SITHFABO02 Provide responsible service of alcohol (10/20)
- SITHCCCO01 Use food preparation equipment (25/20)
- SITHCCCO02 Prepare and present simple dishes (25/20)
- SITHCCCO03 Prepare and present sandwiches (10/6)
- SITXFSA001 Use hygienic practices for food safety (15/15)

*This unit has work placement requirements. Please contact AIET to discuss your options.
SIT31016 Certificate III in Patisserie

QUALIFICATION: 22 UNITS OF COMPETENCY (17 Core, 5 Elective)

COURSE DURATION: 2 YEARS

PATHWAYS: TRAINEESHIP, CERTIFICATE III IN HOSPITALITY, DIPLOMA OF HOSPITALITY MANAGEMENT

This qualification reflects the role of pastry chefs who use a wide range of well-developed patisserie skills and sound knowledge of kitchen operations to produce patisserie products.

UNITS OF COMPETENCY

Core Units Available

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITHPATO01</td>
<td>Produce Cakes (24/30)</td>
<td></td>
</tr>
<tr>
<td>SITHPATO02</td>
<td>Produce gateaux, torten and cakes (60/60)</td>
<td></td>
</tr>
<tr>
<td>SITHPATO03</td>
<td>Produce Pastries (24/30)</td>
<td></td>
</tr>
<tr>
<td>SITHPATO04</td>
<td>Produce Yeast-Based Bakery Products (42/42)</td>
<td></td>
</tr>
<tr>
<td>SITHPATO05</td>
<td>Produce petits fours (30/30)</td>
<td></td>
</tr>
<tr>
<td>SITHPATO06</td>
<td>Produce desserts (100/80)</td>
<td></td>
</tr>
<tr>
<td>SITXFSA002</td>
<td>Participate in safe food handling practices (40/35)</td>
<td></td>
</tr>
<tr>
<td>SITXHRMO01</td>
<td>Coach others in job skills (20/30)</td>
<td></td>
</tr>
<tr>
<td>BSBSUS201</td>
<td>Participate in environmentally sustainable work practices (20/20)</td>
<td></td>
</tr>
</tbody>
</table>

Elective Units Available

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITHCCC018</td>
<td>Prepare Food to Meet Special Dietary Requirements (75/55)</td>
<td></td>
</tr>
<tr>
<td>SITHCCC019</td>
<td>Produce Cakes, Pastries and Breads (40/60)</td>
<td></td>
</tr>
<tr>
<td>SITHKOPO02</td>
<td>Plan and cost basic menus (30/25)</td>
<td></td>
</tr>
</tbody>
</table>
This qualification reflects the role of individuals working in kitchens who use a defined and limited range of food preparation and cookery skills to prepare food and menu items.

They are involved in mainly routine and repetitive tasks and work under direct supervision.
SIT2O416 Certificate II in Kitchen Operations

UNITS OF COMPETENCY

Core Units
- BSBWOR203 Work effectively with others (15/20)
- SITHCCCOO1 Use food preparation equipment (25/20)
- SITHCCCOO5 Prepare dishes using basic methods of cookery (45/50)
- SITHCCCO11 Use cookery skills effectively* (50/40)
- SITHKOPOO1 Clean kitchen premises and equipment (13/10)
- SITXFSAOO1 Use hygienic practices for food safety (15/15)
- SITXINVOO2 Maintain the quality of perishable items (10/10)
- SITXWHSO01 Participate in safe work practices (12/15)

Elective Units Available
- SITHCCCOO2 Prepare and present simple dishes (25/20)
- SITHCCCOO6 Prepare appetisers and salads (25/26)
- SITHCCCOO7 Prepare stocks, sauces and soups (35/32)
- SITHCCCOO8 Prepare vegetable, fruit, egg and farinaceous dishes (45/40)
- SITHCCCO12 Prepare poultry dishes (25/32)
- SITHCCCOO3 Prepare and present sandwiches (10/6)
- SITHCCCO19 Produce Cakes, Pastries and Breads (40/60)
- SITXFSAOO2 Participate in safe food handling practices (40/35)

*This unit has work placement requirements. Please contact AIET to discuss your options.
This qualification reflects the role of individuals who have a defined and limited range of tourism operational skills and basic industry knowledge.

This qualification provides a pathway to work in many tourism and travel industry sectors and for a diverse range of employers including travel agencies, tour wholesalers, tour operators, attractions, cultural and heritage sites, and any small tourism business.

**UNITS OF COMPETENCY**

**Core Units**
- SITTIND001: Source and use information on the tourism and travel industry (25/25)
- SITXCCSOO3: Interact with customers (20/5)
- SITXCOMOO2: Show social and cultural sensitivity (20/20)
- SITXWHSO01: Participate in safe work practices (15/15)

**Elective Units Available**
- SIRXPDK001: Advise on products and services (30/25)
- SIRXSLS001: Sell to the retail customer (20/40)
- SITHFABOO2: Provide responsible service of alcohol (10/20)
- SITHFABOO5: Prepare and serve espresso coffee (30/30)
- SITXCCSOO1: Provide customer information and assistance (20/20)
- SITXCCSOO2: Provide visitor information (35/20)
- BSBWOR203: Work effectively with others (15/20)
- SITTTSLOO2: Access and interpret product information (65/55)
- SITXCOMOO1: Source and present information (10/10)
- SITXFNOO1: Process financial transactions (25/30)
- SITXFSAOO1: Use hygienic practices for food safety (15/15)
- SITTTSLOO3: Provide advice on international destinations (45)
- SITTTSKOO4: Provide advice on international destinations (40)
SIT30516 Certificate III in Events

**QUALIFICATION:** 13 UNITS OF COMPETENCY (6 Core, 7 Elective)

**COURSE DURATION:** 2 YEARS

**PATHWAYS:** TRAINEESHIP, DIPLOMA OF EVENT MANAGEMENT, ADVANCED DIPLOMA OF EVENT MANAGEMENT

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.

**UNITS OF COMPETENCY**

**Core Units**
- **BSBWOR202** Work effectively with others (15/20)
- **SITEEVTOO1** Source and use information on the events industry (25/30)
- **SITEEVTOO2** Process and monitor event registrations (60/20)
- **SITXCCSO06** Provide service to customers (25/25)
- **SITXCOMO02** Show social and cultural sensitivity (20/20)
- **SITXWHSO01** Participate in safe work practices (12/15)

**Elective Units Available**
- **SITEEVTOO3** Coordinate on-site event registrations (40/40)
- **SITEEVTOO4** Provide event staging support (31/20)
- **SITTTSLO08** Book supplier products and services (20/25)
- **SITTTSLO06** Prepare quotations (30/20)
- **SITTTSLO02** Access and interpret product information (65/55)
- **SITTTSLO03** Provide advice on international destinations (45/85)
- **SITTTSLO04** Provide advice on Australian destinations (40/85)
- **SITHFABOO2** Provide responsible service of alcohol (10/20)
- **BSBTEC303** Create electronic presentations (20/20)
- **SITXCCSO02** Provide Visitor Information (35/20)
ICT2O12O Certificate II in Applied Digital Technologies

- **QUALIFICATION:** 12 UNITS OF COMPETENCY (6 Core, 6 Elective)
- **COURSE DURATION:** 1-2 YEARS
- **PATHWAYS:** CERTIFICATE III IN INFORMATION TECHNOLOGY, CERTIFICATE IV IN INFORMATION TECHNOLOGY

This pathways qualification provides the foundation skills and knowledge to use basic applied digital technologies in varied contexts.

The qualification is designed for those developing the necessary digital and technology skills in preparation for work.
ICT20120 Certificate II in Applied Digital Technologies

**UNITS OF COMPETENCY**

**Core Units**
- BSBSUS211 Participate in sustainable work practices (20/30)
- BSBTEC202 Use digital technologies to communicate in a work environment (20/20)
- BSBWHS211 Contribute to the health and safety of self and others (20/15)
- ICTICT213 Use computer operating systems and hardware (60/60)
- ICTICT214 Operate application software packages (40/60)
- ICTICT215 Operate digital media technology packages (40/40)

**Elective Units Available**
- BSBXCS303 Securely manage personally identifiable information and workplace information (40/35)
- CUADIG201 Maintain interactive content (30/30)
- ICTICT216 Design and create basic organisational documents (40/40)
- ICTICT206 Install software applications (20/15)
- ICTICT207 Integrate commercial computing packages (60/25)
- ICTICT210 Operate database applications (40/35)
- ICTSAS217 Connect a home based local wireless network (30/30)
- ICTSAS203 Connect hardware peripherals (20/25)
- ICTWEB306 Develop web presence using social media (30/25)
- ICTWEB304 Build simple web pages (40/50)
ICT30120 Certificate III in Information Technology

**QUALIFICATION:** 12 UNITS OF COMPETENCY (6 Core, 6 Elective)

**COURSE DURATION:** 1-2 YEARS

**PATHWAYS:** CERTIFICATE IV IN INFORMATION TECHNOLOGY
DIPLOMA OF INFORMATION TECHNOLOGY

This qualification reflects the role of individuals who are competent in a range of Information and Communications Technology (ICT) roles, including animation, basic cloud computing, basic cyber awareness, digital media skills, generalist IT support services, networking, programming, systems and web development.
ICT30120 Certificate III in Information Technology

UNITS OF COMPETENCY

Core Units
BSBCRT301  Develop and extend critical and creative thinking skills (40/40)
BSBXCS303  Securely manage personally identifiable information and workplace information (40/35)
BSBXTW301  Work in a team (40/35)
ICTICT313  Identify IP, ethics and privacy policies in ICT environments (50/45)
ICTPRG302  Apply introductory programming techniques (40/40)
ICTSAS305  Provide ICT advice to clients (40/35)

Elective Units Available
ICTSAS310  Install, configure and secure a small office or home office network (50/50)
ICTSAS304  Provide basic system administration (20/25)
ICTSAS309  Maintain and repair ICT equipment and software (20/25)
ICTICT309  Create ICT user documentation (20/20)
ICTSAS303  Care for computer hardware (20/20)
ICTSAS308  Run Standard diagnostic tests (20/15)
ICTICT312  Use advanced features of applications (40/35)
ICTPRG430  Apply introductory object-oriented language skills (60/60)
ICTPRG435  Write scripts for software applications (40/40)
ICTCLD301  Evaluate characteristics of cloud computing solutions and services (40/35)
BSBXCS301  Protect own personal online profile from cyber security threats (30/25)
ICTICT216  Design and create basic organisational documents (40/40)
MSL20118 Certificate II in Sampling and Measurement

QUALIFICATION: 8 UNITS OF COMPETENCY (4 Core, 4 Elective)

COURSE DURATION: 1-2 YEARS

PATHWAYS: TRAINEESHIP, CERTIFICATE III IN LABORATORY SKILLS, DIPLOMA OF LABORATORY TECHNOLOGY

This qualification covers the skills and knowledge required to perform a range of sampling and measurement activities as part of laboratory, production or field operations in the construction, manufacturing, resources and environmental industry sectors. Job roles include samplers and testers, production personnel, plant operators, production operators, field assistants, drivers, sample couriers and many others.

UNITS OF COMPETENCY

Core Units
- MSL912001: Work within a laboratory or field workplace (induction) (40/40)
- MSL922001: Record and present data (40/60)
- MSMENV272: Participate in environmentally sustainable work practices (30/20)
- MSL943004: Participate in laboratory or field workplace safety (40/40)

Elective Units Available
- MSL952001: Collect routine site samples (30/20)
- MSL953003: Receive and prepare samples for testing (30/40)
- MSL972001: Conduct routine site measurements (30/40)
- MSL973019: Perform microscopic examination (40/40)
- MSL913004: Plan and conduct laboratory/field work (40/40)
- MSL973013: Perform basic tests (60/80)
- MSL973014: Prepare working solutions (50/80)
- MSL933006: Contribute to the achievement of quality objectives (30/60)
- MSL973016: Perform aseptic techniques (40/40)
- MSL913003: Communicate with other people (40/20)
MSL3O118 Certificate III in Laboratory Skills

**QUALIFICATION:** 13 UNITS OF COMPETENCY (6 Core, 7 Elective)

**COURSE DURATION:** 2 YEARS

**PATHWAYS:** CERTIFICATE IV IN LABORATORY TECHNIQUES
DIPLOMA OF LABORATORY TECHNOLOGY

This qualification covers the skills and knowledge required to perform a limited range of laboratory operations across all industry sectors and is the entry level required for laboratory personnel across all industry sectors.

**UNITS OF COMPETENCY**

**Core Units**
- MSL913003 Communicate with other people (40/20)
- MSL913004 Plan and conduct laboratory/field work (40/40)
- MSL922001 Record and present data (40/60)
- MSMENV272 Participate in environmentally sustainable work practices (30/20)
- MSL933006 Contribute to the achievement of quality objectives (30/60)
- MSL943004 Participate in laboratory or field workplace safety (40/40)

**Elective Units Available**
- MSL952001 Collect routine site samples (30/20)
- MSL953003 Receive and prepare samples for testing (30/40)
- MSL973013 Perform basic tests (60/80)
- MSL973014 Prepare working solutions (50/80)
- MSL973015 Prepare culture media (30/20)
- MSL973016 Perform aseptic techniques (40/40)
- MSL973019 Perform microscopic examination (40/40)
SIS20115 Certificate II in Sport and Recreation

**QUALIFICATION:** 13 UNITS OF COMPETENCY (8 Core, 5 Elective)

**COURSE DURATION:** 1-2 YEARS

**PATHWAYS:** CERTIFICATE III IN SPORT AND RECREATION

This qualification allows individuals to develop basic functional knowledge and skills for work in customer contact positions in the sport or community recreation industry. These individuals are competent in a range of administrative activities and functions within a team and under supervision.

### UNITS OF COMPETENCY

#### Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWOR202</td>
<td>Organise and complete daily work activities (20/20)</td>
</tr>
<tr>
<td>HLTAIDO03</td>
<td>Provide first aid (18/18)</td>
</tr>
<tr>
<td>HLTWHSO01</td>
<td>Participate in workplace health and safety (20/20)</td>
</tr>
<tr>
<td>SISXCAIO02</td>
<td>Assist with activity sessions (15/15)</td>
</tr>
<tr>
<td>SISXCCSO01</td>
<td>Provide quality service (25/25)</td>
</tr>
<tr>
<td>SISXEMRO01</td>
<td>Respond to emergency situations (18/15)</td>
</tr>
<tr>
<td>SISXINDO01</td>
<td>Work effectively in sport, fitness and recreation environments (25/40)</td>
</tr>
<tr>
<td>SISXINDO02</td>
<td>Maintain sport, fitness and recreation industry knowledge (30/20)</td>
</tr>
</tbody>
</table>

#### Elective Units Available

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICTICT203</td>
<td>Operate application software packages (60/60)</td>
</tr>
<tr>
<td>SISCAQUO02</td>
<td>Perform basic water rescues (10/10)</td>
</tr>
<tr>
<td>SISOCYTO02</td>
<td>Ride bicycles on roads and pathways, easy conditions (20/20)</td>
</tr>
<tr>
<td>SISOSRFO01</td>
<td>Surf small waves using basic manoeuvres (20/20)</td>
</tr>
<tr>
<td>SISSAFL001</td>
<td>Participate in Australian football at an intermediate level (40/35)</td>
</tr>
<tr>
<td>SISSNTBO01</td>
<td>Participate in netball at an intermediate level (40/35)</td>
</tr>
<tr>
<td>SISSPAR001</td>
<td>Participate in sport at an intermediate level (40/35)</td>
</tr>
<tr>
<td>SISXCAIO02</td>
<td>Provide equipment for activities (10/10)</td>
</tr>
<tr>
<td>SISXFACOO1</td>
<td>Maintain equipment for activities (5/15)</td>
</tr>
</tbody>
</table>
SIS20321 Certificate II in Sport Coaching

**QUALIFICATION:** 7 UNITS OF COMPETENCY (3 Core, 4 Elective)

**COURSE DURATION:** 1-2 YEARS

**PATHWAYS:** TRAINEESHIP, CERTIFICATE III IN SPORT COACHING, DIPLOMA OF SPORT COACHING

This qualification provides a pathway to work in assistant coaching roles working or volunteering at community based sports clubs and organisations in the Australian sport industry.

**UNITS OF COMPETENCY**

**Core Units**

- HLTAID011 Provide first aid (18/18)
- SIRXWHS001 Work safely (30/25)
- SISSSCOO02 Work in a community coaching role (30/25)

**Elective Units Available**

- SISSSOF003 Officiate sport competitions (50/45)
- SISSSPT001 Implement sport injury prevention and management strategies (60/55)
- CHCVOL001 Be an effective volunteer (25/20)
- SISSSAR009 Participate in conditioning for sport (30/25)
- SISSATH001 Conduct athletics coaching sessions with foundation level participants (45/45)
- SISSBSBO01 Conduct basketball coaching sessions with foundation level participants (50/45)
- SISSNTBO01 Conduct netball coaching sessions with foundation level participants (50/45)
- SISSSAR009 Participate in conditioning for sport (30/25)
- SISSSOF002 Continuously improve officiating skills and knowledge (20/20)
- SISSVOL001 Coach volleyball participants up to an intermediate level (60/55)
- SISSTOU001 Participate in touch at an intermediate level (40/35)
This qualification provides the skills and knowledge for an individual to be competent in performing core skills in outdoor recreation environments and assisting with the conduct of a range of outdoor activities.

Work would be undertaken in field locations such as camps or in indoor recreation centres or facilities, in differing environments such as water-based, dry land and mountainous terrains, using a diverse range of equipment.
SIS20419 Certificate II in Outdoor Recreation

UNITS OF COMPETENCY

Core Units
HLTWHS001  Participate in workplace health and safety (20/20)
SISOFLDO01  Assist in conducting recreation sessions (30/25)
SISOFLDO02  Minimise environmental impact (15/25)
SISXINDO02  Maintain sport, fitness and recreation industry knowledge (30/20)

Elective Units
SISOABSO01  Abseil single pitches using fundamental skills (20/20)
SISOBWGO01  Bushwalk in tracked environments (20/20)
SISOCLMO01  Top rope climb single pitches, artificial surfaces (20/20)
SISOCNEEO1  Paddle a craft using fundamental skills (40/35)
SISOCYTOO4  Ride off road bicycles on easy trails (20/20)
SISOFLDOO3  Select, set up and operate a temporary or overnight site (25/25)
SISOFLDOO6  Navigate in tracked environments (30/30)
SISOCYTOO1  Set up, maintain and repair bicycles (20/20)
SISOSKTO01  Ski on easy cross country terrain (50/45)
SISOSNKO01  Snorkel (20/20)
SISOSUPO01  Paddle a stand up board on inland flatwater (20/20)
SISOPLNO01  Finalise operation of outdoor recreation activities* (40/35)
SITXCOMOO1  Source and present information* (10/10)

*clustered
This qualification reflects the multi-skilled role of individuals in operational and customer support positions in the sport or community recreation industry.

They work in locations such as fitness centres, sporting grounds or complexes, leisure and aquatic centres and community recreation centres.
SIS30115 Certificate III in Sport and Recreation

UNITS OF COMPETENCY

Core Units
BSBWHS303  Participate in WHS hazard identification, risk assessment and risk control (50/30)
BSBWOR301  Organise personal work priorities and development (30/30)
HLTAD003   Provide first aid (18/18)
HLTWHS001  Participate in workplace health and safety (20/20)
ICTWEB201  Use social media tools for collaboration and engagement (20/20)
SISXCAIO03 Conduct non-instructional sport, fitness or recreation sessions (20/60)
SISXCAIO04 Plan and conduct programs (35/30)
SISXCCSO01 Provide quality service (25/25)
SISXEMRO01 Respond to emergency situations (18/15)

Elective Units
ICTICT203  Operate application software packages (60/60)
SISSSCOO01 Conduct sport coaching sessions with foundation level participants (50/45)
SISXCAIO06 Facilitate groups (25/20)
SISXRESO02 Educate user groups (25/25)
SISXFACO02 Maintain sport, fitness and recreation facilities (14/14)
SISXCAIO01 Provide equipment for activities (10/10)
SISXCAIO02 Assist with activity sessions (15/15)
SISXINDO06 Conduct sport, fitness or recreation events (55/40)
This qualification reflects the role of individuals who are developing the basic creative and technical skills that underpin visual arts and craft practice. It applies to work in different visual arts, craft and design environments.
CUA2O72O Certificate II in Visual Arts

UNITS OF COMPETENCY

Core Units
BSBWHSS11 Contribute to health and safety of self and others (20/15)
CUAACD201 Develop drawing skills to communicate ideas (60/70)
CUAPPRI211 Make simple creative work (40/40)
CUARES202 Source and use information relevant to own arts practice (30/30)

Elective Units Available
CUADES201 Follow a design process
CUAIND211 Develop and apply creative arts industry knowledge (20/20)
BSBPEF202 Plan and apply time management (20/15)
BSBSUS211 Participate in sustainable work practices (20/30)
BSBTWK201 Work effectively with others (40/35)
ICTWEB3O6 Develop web presence using social media (30/25)
BSBTLEC101 Operate digital devices (20/20)
CUADIG212 Develop digital imaging skills (50/40)
CUADIG315 Produce Digital images (50/50)
ICTICT215 Operate digital media technology packages (40/40)
CUACER201 Develop ceramic skills (50/40)
CUAPRI211 Develop printmaking skills (50/40)
CUAPAI211 Develop painting skills (50/40)
CUADRA201 Develop drawing skills (50/40)
MSTGN2013 Identify fibres, fabrics and textiles used in the TCF industry (80/70)
MSTTX1001 Produce a simple textile fabric or product (40/40)
CUASCU211 Develop sculptural skills (50/40)

*Nominal hours have not yet been released and may be subject to change
CUA3112O Certificate III in Visual Arts

- **QUALIFICATION:** 12 UNITS OF COMPETENCY (4 Core, 8 Elective)
- **COURSE DURATION:** 2 YEARS
- **PATHWAYS:** CERTIFICATE IV IN VISUAL ARTS, DIPLOMA OF PHOTOGRAPHY AND PHOTO IMAGING

This qualification reflects the role of individuals who are developing a range of visual art skills and who may take responsibility for own outputs in work and learning. It applies to work in different visual arts, craft and design environments. Practice at this level is underpinned by the application of introductory art theory and history.
CUA3112O Certificate III in Visual Arts

UNITS OF COMPETENCY

Core Units

- BSBWHS211 Contribute to the health and safety of self and others (20/15)
- CUAACD311 Produce drawings to communicate ideas (80/40)
- CUAPP311 Produce creative work (45/40)
- CUARES301 Apply knowledge of history and theory to own arts practice (50/60)

Elective Units Available

- BSBESB301 Investigate business opportunities (25/25)
- BSBPEF202 Plan and apply time management (20/15)
- BSBUSUS211 Participate in sustainable work practices (20/30)
- BSBTWK201 Work effectively with others (40/35)
- CUADES201 Follow a design process
- CUADIG315 Produce Digital images (50/50)
- ICTWEB3O6 Develop web presence using social media (30/25)
- CUADIG3O3 Produce and Prepare photo images (20/60)
- CUAPP211 Make simple creative work (40/40)
- CUADIG311 Prepare video assets (30/30)
- CUAPHL312 Capture photographic images (50/50)
- CUAPHL316 Capture images using drone technology (TBC)
- ICTICT215 Operate digital media technology package (40/40)
- CUAPA1311 Produce paintings (50/50)
- CUAACD201 Develop drawing skills to communicate ideas (60/70)
- CUADRA311 Produce drawings (50/50)
- MSTFD2006 Use a sewing machine for fashion design (80/70)
- MSTTXIOO1 Produce a simple textile fabric or product (40/40)
- MSTGN2013 Identify fibres, fabrics and textiles used in the TCF industry (80/70)
- CUASCU311 Produce sculpture (50/50)
- CUAIND314 Plan a career in the creative arts industry (35/34)

*Nominal hours have not yet been released and may be subject to change
COURSE GUIDE 2022

VOCATIONAL EDUCATION & TRAINING DELIVERED TO SECONDARY STUDENTS

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