



VOCATIONAL EDUCATION AND TRAINING

# **COURSE GUIDE 2012**

Making the decision to begin studying or return to tertiary study is a big one. It's exciting, full of possibilities and some challenges. At Charles Darwin University we appreciate that our students come from all walks of life and from all over the world. Our students have differing ideas about what they want from their training experience and we work to satisfy those needs.

CDU is a dual sector university, which means we offer Vocational Education and Training (VET) courses from Certificate I through to Diploma as well as Higher Education degrees from Bachelors to Doctorates. We have eight campuses and centres throughout the Northern Territory.

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## Why study with CDU?

Charles Darwin University (CDU) is the Northern Territory's leading education provider. We deliver training and education to more than 22,000 students. People come from throughout the Territory, all states of Australia as well as overseas to study at one of CDU's eight campuses or centres.

Most CDU students study Vocational Education and Training (VET) courses that qualify them to work in a wide range of occupations and careers. At CDU, VET courses can also provide pathways to studying at Higher Education level.

Our VET courses will help you to develop a range of work skills that are often in high demand in the current marketplace. No matter who you are or where you are in your life, CDU can help to change your world.

Delivery of VET courses is flexible and varies according to demand, location and circumstance. Students are encouraged to refer to the University's website at [W: www.cdu.edu.au/courses](http://www.cdu.edu.au/courses) for the most up-to-date list of courses on offer.

## Choosing your course

### COURSE KEY

#### **Certificate I in Automotive** Course title

<b>COURSE CODE</b> <b>AUR10105</b>	<small>Course code</small>
<b>LOCATION</b> C, A, K	<small>Campuses on which this course is offered. Refer to the campus key on this page.</small>
<b>MODE</b> I, M	<small>Study options. I-Internal E-External M-Mixed mode</small>
<b>VET TEAM</b> Automotive, Maritime and Driver Education Trades (Central)	<small>VET Team responsible for delivering this course.</small>

This course guide details the courses on offer at CDU. If you are unsure about what you might like to study, a good place to start is to think about the kind of work that interests you and the kind of work that maximises your skills and talents. Next, find out what qualifications are required to get into the career you want. For example, you may already be working in an industry closely related to your chosen study area, so talk to people who already have the appropriate qualifications.

#### Key to campuses

A	Alice Springs
C	Casuarina
P	Palmerston
J	Jabiru
K	Katherine
R	Remote
T	Tennant Creek
N	Nhulunbuy
Y	Yulara
App	Apprenticeship
W	Workplace/on-the-job only
App*	Apprenticeship only
Ref	Referred clients only

Regardless of whether you are a new or a continuing student – if you want to study in 2011, you need to enrol. Once you have selected the course(s) in which you would like to enrol, you should arrange a time with the relevant team leader or delegate to discuss and complete your enrolment. You can find the enrolment form on the web at W: [cdu.edu.au/studentportal/adminforms.html#vet](http://cdu.edu.au/studentportal/adminforms.html#vet). Remember, you need a staff member to approve your enrolment.

If you speak English as a second language and require help preparing for VET study, visit the Adult Migrant English Program website for further information.

W: [www.cdu.edu.au/cduvet/language-literacy/amep.html](http://www.cdu.edu.au/cduvet/language-literacy/amep.html).

### What fees do I need to pay?

Fees apply to most students undertaking VET courses at CDU. Information on nominal hours for each course can be found on the CDU website. Australian students living in the Northern Territory (NT) are eligible to enrol in NT Government-subsidised places. Those living outside the Northern Territory will normally pay a higher fee. Specific fees are posted on the CDU website.

Some higher level courses eg. Certificate IV or Diploma may not be subsidised and will cost more. Contact CDU for more information on course fees.

Some people may be exempt from fees for various reasons eg. those who are unemployed, have a low income or live in a remote location. When you are enrolling you can check if this applies to you.

International students are charged fees at different rates to domestic students, and are not normally eligible for NT Government-subsidised places. Please contact CDU to find out about international fees or check the website

W: [www.cdu.edu.au/international](http://www.cdu.edu.au/international).

If you have trouble paying the fees in a single amount, the University has an instalment plan available for all VET students whose fees are at least \$100. If you would like to find out more information about this, please contact CDU.

### Enrolment checklist

- Decide on your preferred course
- Call 1800 238 838 for advice on which VET team to contact
- Download an enrolment form from W: [www.cdu.edu.au/studentnet/adminforms.html#vet](http://www.cdu.edu.au/studentnet/adminforms.html#vet)
- Meet with the coordinator for the course, with your enrolment form
- The coordinator must approve your enrolment

## VET in School (VETiS)

As a Registered Training Organisation (RTO), Charles Darwin University offers a variety of Vocational Education and Training (VET) programs for secondary school students across the Northern Territory.

VET in Schools (VETiS) is a chance for secondary school students to develop employability skills while receiving their secondary education.

Not only can VET support students in becoming 'work ready', it also allows them to experience a variety of professions while they continue to attend secondary school.

To study a VET course, you must be 15 years of age at the time of enrolment unless:

- You are at secondary school and CDU has the school principal's endorsement for you to participate as a 14-year-old
- You are at school in a remote community and are 14 years of age at the time of enrolment
- You are at school in a remote community and CDU has the school principal's endorsement for you to participate as a 13-year-old.

CDU has a policy regarding the age of children allowed on campus. Any child under the age of 15 years who is attending a CDU campus or centre must be accompanied by a responsible adult provided by the secondary school or parents/guardians.

### VETiS qualifications available at CDU

All CDU VETiS programs are negotiated through Secondary Schools. You will need to contact your School VET Co-ordinator to establish which programs you can enrol in.

Not all courses are available to secondary school students through VET in Schools programs.

When a course or individual units of competency are offered as a VETiS program, they are only offered on a part time basis.

- When undertaking any course as a VETiS program, the details of units offered, duration and realistic achievement will be provided at the time that the prospective student completes a DET 'Expression of Interest to undertake a VET program' form. These are distributed by your School VET Co-ordinator.
- VETiS programs are offered to Secondary School students as a process of enabling informed career choices to be made and to allow for a head start to that career.
- VETiS programs should be viewed as a training pathway that will lead to a future career. The achievement of that career is unlikely to be achieved while still at Secondary School.

The VET program delivery is flexible and varies according to client demand. Some courses are available only under an Australian apprenticeship.

### School-based apprenticeships

School Based Apprenticeships (SBA) enables students to gain a nationally accredited qualification while being employed in their selected area of interest. This is achieved simultaneously whilst completing their Northern Territory Certificate of Education (NTCET).

Students usually attend training one day a week and are paid to work for their employer either one or two days per week or in a block. Once they have completed school they can finish their apprenticeship on a full time basis.

To enquire about School Based Apprenticeships please talk to your School VET Co-ordinator.

### VETiS contacts

For more information about VETiS programs, contact  
E: [vet-enquiries@cdu.edu.au](mailto:vet-enquiries@cdu.edu.au)

## Other information

### Skills recognition – recognition of prior learning (RPL) and credit transfer

CDU acknowledges that many people have acquired knowledge and skills through previous training, work or life experience and will consider this when a person enrolls. CDU has established a one-stop shop for Recognition of Prior Learning. Please freecall 1800 085 209 to discuss your individual options for RPL.

Likewise with skills achieved at another registered training organisation, students may apply for exemption or recognition of some units W: [www.cdu.edu.au/studentnet/adminforms.html](http://www.cdu.edu.au/studentnet/adminforms.html).

### Course options

#### Certificate I

Certificate I qualifications cover basic skills required in some industries. They are usually offered in remote locations or through schools and are rarely available to urban groups as a stand alone qualification

#### Certificate II

Certificate II qualifications are generally an introductory level.

#### Certificate III

Certificate III qualifications provide a skill qualification for a job and are the level of an apprenticeship.

#### Certificate IV

Certificate IV qualifications are often seen as the first level qualification for a supervisory position. Successful achievement at this level entitles a student to four units advanced standing in an undergraduate course.

### Diploma

Diplomas are a high level qualification and successful achievement at this level entitles a student to eight units advanced standing in an undergraduate course.

### Short Courses

Short courses can be a group of units which lead to a particular skill or a non-accredited course which focuses on a particular skill.

### Length of courses

Because people study in so many different ways, we can only give a general guide here. Where people are studying full-time, they could take a shorter time to complete their course.

- Certificates I, II, III and IV on average take from six months to one year
- Diplomas may take from 1 year to 18 months
- Apprenticeships take three years on average

### Methods of study

There are several study options to choose from with CDU. We encourage you to talk to CDU about what is the best method for you.

- Full-time
- Part-time
- Self-paced
- On-line using Learnline
- On the job
- Seminar
- Block or day release for apprentices
- A combination of the above

Please contact CDU prior to enrolling to find out what is available in your chosen field and to discuss your options.

### Please note

At the time of going to print some of these qualifications were being reviewed.

As a result, some of these courses may be renamed. We recommend you check the CDU website for up-to-date listings.

W: [www.cdu.edu.au/courses](http://www.cdu.edu.au/courses)

## Frequently asked questions

### What is Vocational Education and Training (VET)?

If you've come from interstate, you're probably familiar with TAFE. In the NT, Charles Darwin University (CDU) VET courses are the equivalent. VET courses offer hands-on, practical skills that are occupation focussed.

### When should I enrol?

We have two peak enrolment times – January/ February and July/August, but many courses accept continuous enrolments, so contact the VET team any time.

### How much does it cost to study at CDU?

Refer to fees section on the CDU website.

### Can I do VET courses part-time?

Most VET courses offer flexible study options, allowing you to fit study in with your other commitments.

### What is an Apprenticeship?

This refers to a training style which combines work and study. You must have an employer and you must sign a contract of training with Australian Apprenticeships NT. For further information refer to [www.aacnt.com.au](http://www.aacnt.com.au).

### Do I need to enrol in a whole course?

No. You can enrol in a single unit or a group of units – it is entirely up to you.

## Services and support

### Career development

Once you are a student at CDU, the Careers and Employment team can help you to consider your career options and prepare for job search and employment. Services are also provided for local, national and international employers to promote career opportunities to our students.

### Child care

The University Child Care Centre is located within easy walking distance of the Casuarina campus. The centre is nationally accredited, with places for up to 50 children from ages 0 to five years. It is open 50 weeks a year.

### Computer facilities

Every CDU student is given a free CDU Internet account and an official CDU email address at enrolment to assist with study. Our IT services include access to the internet, library databases, and our online learning and course management system. The IT help desk provides support and advice for users.

### Counselling

Counselling services are available to all students who are experiencing difficulties that affect their academic studies. This can be done either in person, by phone or email. The student facilitator is available for an appointment to discuss any issues causing you concern with your academic and/or personal life.

### Disability services

We are committed to providing teaching, learning and support to assist students with disabilities to make a successful transition to university. Students with a disability should advise CDU beforehand so we can prepare to meet special needs.

### Indigenous Academic Support Unit

This unit helps Indigenous students to adapt to the university environment. It helps students to meet academic requirements of courses, find a tutor if needed and provide answers to almost any question.

### Library

The library has more than 300,000 items including print, electronic microform, computer software, compact disc and other audiovisual material, and online access to 17,000 journals. Casuarina, Palmerston and Alice Springs campuses have libraries. Library staff provide assistance and training in using library and information resources.

### Equity Services

The Support and Equity Services staff assist with counselling, disability support, an accommodation register, student loans, and complaints and grievances.



VOCATIONAL EDUCATION AND TRAINING

# COURSES



## ARTS, ENTERTAINMENT, SPORTS AND RECREATION

### Certificate II in Creative Industries (Media)

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**COURSE CODE**

**CUF20107**

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**LOCATION**

A

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**MODE**

I

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

School of Creative Arts  
and Humanities

This qualification provides students with the practical skills and knowledge to perform a range of tasks in the creative industry sector. You will learn to develop and apply creative arts industry knowledge and apply critical thinking techniques. You will learn skills in audio and sound, techniques for presenting information on radio and assist with a basic camera shoot. You can choose to learn to evaluate the nature of design in a specific industry context, general knowledge of lighting and general maintenance using hand tools and hand held power tools.

This course is currently only available at Alice Springs Campus as a VETiS program.

#### Career Opportunities

This qualification allows students to develop skills and knowledge to prepare for work, but there are few specific employment outcomes at this level. Possible job titles relevant to this qualification include:

- community radio production assistant
- community television production assistant

### Certificate III in Media

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**COURSE CODE**

**CUF30107**

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**LOCATION**

C, A, R

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**MODE**

I, M

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**DURATION**

1 YR P/T

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**VET TEAM**

School of Creative Arts  
and Humanities

This qualification reflects the role of a skilled operator in the film, television, radio or digital media industries who applies a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

This course is only offered as a VETiS program in Casuarina.

#### Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- archival media technician
- camera/lighting assistant
- community radio program maker/presenter
- editing assistant
- interactive media author assistant
- production assistant

### Certificate IV in Interactive Digital Media

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**COURSE CODE**

**CUF40207**

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**LOCATION**

C

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**MODE**

I

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**DURATION**

1 YR F/T

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**VET TEAM**

School of Creative Arts  
and Humanities

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts in the digital content industry. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

#### Career Opportunities

After achieving the Certificate IV in Interactive Digital Media CUF40207, possible job titles relevant to this qualification include:

- digital artist
- interactive media author
- media asset producer
- web designer

## ARTS, ENTERTAINMENT, SPORTS AND RECREATION

(cont)

### Certificate IV in Design

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**COURSE CODE**

**CUV40303**

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**LOCATION**

C

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**MODE**

I

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**DURATION**

1 YR

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**VET TEAM**

School of Creative Arts  
and Humanities

The Certificate IV in Design provides a pathway to a career in design. Students gain skills in image manipulation and type creation using the industry standard software packages that cover print and web design. The course includes the history and theory of design, how the industry operates, and the theory and application of colour in the design and printing industries. Classes in drawing techniques and hand illustration give students invaluable experience communicating concepts through illustrations and a variety of media.

#### Career Opportunities

After achieving the Certificate IV in Design, possible job titles relevant to this qualification include:

- digital artist
- graphic designer
- layout artist
- web designer

### Certificate II in Music Industry

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**COURSE CODE**

**CUS20109**

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**LOCATION**

R, A

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**MODE**

I, M

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**DURATION**

1 YR F/T

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**VET TEAM**

School of Creative Arts  
and Humanities

This qualification reflects the role of individuals who perform a range of mainly routine tasks in the music industry, work under direct supervision, and use limited practical skills and fundamental operational knowledge in a defined context. It is a preparatory qualification that can be used as a pathway into specialist Certificate III qualifications within the music industry.

This course is currently offered to VET in School (VETiS) students in intensive mode and remote locations across the Northern Territory.

#### Career Opportunities

This qualification provides a platform for further study in music and sound production

- technical assistant (roadie)

### Certificate III in Music

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**COURSE CODE**

**CUS30109**

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**LOCATION**

C, A, R

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**MODE**

I, M

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**DURATION**

1 YR F/T

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**VET TEAM**

School of Creative Arts  
and Humanities

This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context in the music industry, using some discretion and judgement and relevant theoretical knowledge. They may provide support to a team.

This course is currently available at Alice Springs Campus only as a VETiS program.

#### Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- musician
- singer-songwriter

## ARTS, ENTERTAINMENT, SPORTS AND RECREATION

(cont)

### Certificate IV in Music

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**COURSE CODE**

**CUS40109**

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**LOCATION**

C

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**MODE**

I

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**DURATION**

1 YR F/T

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**VET TEAM**

School of Creative Arts  
and Humanities

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

#### Career Opportunities

Possible job titles relevant to this qualification include:

- musician
- singer-songwriter

### Certificate III in Fitness

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**COURSE CODE**

**SRF30206**

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**LOCATION**

C

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**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Tourism, Hospitality  
and Recreation  
(Top End)

This course is appropriate for a person wanting a career in the fitness industry as a fitness instructor. Content areas include: exercise science, developing fitness programs, first aid, nutrition, gym instructional skills and health and safety issues relating to fitness. The fitness industry is growing rapidly nationally and internationally, with great potential for employment as an instructor and with further studies, for developing an independent business as a personal trainer. Thirty (30) hours of practical placement within a gym is also required.

#### Career Opportunities

- gym instructor
- group fitness instructor
- aqua instructor

### Certificate IV in Fitness

-----  
**COURSE CODE**

**SRF40206**

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**LOCATION**

C

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**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Tourism, Hospitality  
and Recreation  
(Top End)

This qualification provides students with knowledge and skills to work independently as a fitness instructor with a variety of groups or individuals at a broad range of environments. Content areas include: risk analysis, postural appraisal, nutrition, legal principles and personal training. This course is appropriate for a person with a current Certificate III in Fitness qualification who wishes to expand skills and knowledge and specialise in fitness areas. The career of fitness is growing rapidly nationally and internationally, with great potential for employment as an instructor and for developing an independent business as a personal trainer.

#### Career Opportunities

- fitness instructor
- personal trainer

## ARTS, ENTERTAINMENT, SPORTS AND RECREATION

(cont)

### Certificate II in Sport and Recreation

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**COURSE CODE**

**SRO20106**

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**LOCATION**

C

-----  
**MODE**

M

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**DURATION**

1 YR F/T

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**VET TEAM**

Tourism, Hospitality  
and Recreation  
(Top End)

This qualification is part of the outdoor recreation training package. The course is for students who wish to pursue a career in sports, and aims to allow students a pathway into all areas of sport.

**Career Opportunities**

Could lead to career opportunities in the sporting area such as:

- development officer
- Indigenous sports officers
- sports administration
- future coaching careers in specific sports

### Certificate III in Sport and Recreation

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**COURSE CODE**

**SRO30106**

-----  
**LOCATION**

C

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**MODE**

M

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**DURATION**

1 YR F/T

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**VET TEAM**

Tourism, Hospitality  
and Recreation  
(Top End)

This qualification is for students seeking knowledge and skills of coaching and administration in sport.

**Career Opportunities**

Could lead to career opportunities in the sporting area such as:

- development officer
- Indigenous sports officers
- sports administration
- future coaching careers in specific sports

### Certificate IV in Sport Development

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**COURSE CODE**

**SRS40506**

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**LOCATION**

C

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**MODE**

M

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**DURATION**

1 YR F/T

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**VET TEAM**

Tourism, Hospitality  
and Recreation  
(Top End)

This qualification is suitable for people working in the sports industry as Development Officers, Sports Administrators, Indigenous Sports Development Officers, Level 2 Coaches seeking formal sports qualifications.

**Career Opportunities**

Could lead to career opportunities in the sporting area such as:

- development officer
- Indigenous sports officers
- sports administration
- future coaching careers in specific sports

## ARTS, ENTERTAINMENT, SPORTS AND RECREATION

(cont)

### Aqua Instructors Specialisation

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**COURSE CODE**

**VTP130**

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**LOCATION**

C

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**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Tourism, Hospitality  
and Recreation  
(Top End)

Completion of the Aqua Instructor Specialisation enables students with a current Certificate III Fitness qualification the ability to include water-based fitness training for their clients. This course will also provide an additional registration category to the Fitness Australia Registration and students are eligible to gain 7CECs with the successful completion of this course. Teaching aqua increases a trainer's clientele base which may includes, elderly, pre-natal, rehabilitation, sporting athletes and teams. Clients will no longer need to cancel sessions due to injury as it provides the perfect rehabilitation training.

#### Career Opportunities

Students who complete this VTP may enter the Certificate III in Fitness and gain the qualification to become an aqua instructor.

### Group Fitness Specialisation

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**COURSE CODE**

**VTP137**

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**LOCATION**

C, A, P, R

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**MODE**

M

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**DURATION**

3 MTHS P/T

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**VET TEAM**

Tourism, Hospitality  
and Recreation  
(Top End)

Obtaining the Group Fitness specialisation enables a fitness professional to improve the health and wellbeing of clients in a fun and motivational environment. This three-day workshop provides students with a variety of information and experience with the many different class styles available today in the fitness industry. Learn all there is to know about choreography, music, class plans and formats, potentially dangerous exercises and motivational skills to ensure clients reach their health and fitness goals in a safe, fun and effective environment. This unit consists of a three-day workshop with active participation in a variety of classes from a variety of instructors. All instructors are passionate about group fitness and willing to share their experience and assist students in realising their true potential and achieve their dreams of instructing group fitness. All learning styles are catered for throughout the workshop with both practical learning, written activities and listening to various lecturers with a vast knowledge and experience in group fitness instruction.

#### Career Opportunities

Completion of this course enables the qualified Certificate III Fitness professional to deliver group fitness and circuit classes to a range of participants.

**ARTS,  
ENTERTAINMENT,  
SPORTS AND  
RECREATION**  
(cont)

**Certificate  
I in Textiles,  
Clothing and  
Footwear**

**COURSE CODE**

**LMT11107**

**LOCATION**

C

**MODE**

I

**DURATION**

0.5 YRS F/T

**VET TEAM**

School of Creative Arts  
and Humanities

This course is designed as an introductory qualification to the Textiles, Clothing and Footwear Industry. It will also articulate into later study of Textiles, Clothing and Footwear qualifications.

This course is only offered as a VETiS program

**Career Opportunities**

After achieving the Certificate I in Textiles Clothing and Footwear, there is the opportunity for further study in this area or enter employment as an assistant to sample machinist, a production machinist or design room assistant.

**Certificate II  
in Clothing  
Production  
(Intermediate)**

**COURSE CODE**

**LMT20607**

**LOCATION**

C

**MODE**

I

**DURATION**

1 YR F/T

**VET TEAM**

School of Creative Arts  
and Humanities

This qualification is suitable for high school students who are interested in obtaining an understanding of various processes related to the Fashion and Clothing industry. In a simulated workplace situation students will be provided with a thorough introduction into the basics of sewing, cutting and patternmaking.

This course is only offered as a VETiS program

**Career Opportunities**

The course aims to provide vocational training in the practical areas of clothing production. Opportunities exist as an employee or subcontractor.

After completion of the course, students may work in various production areas as a machinist, cutter or finisher of the ready-to-wear industry. At this level, graduates would be able to be employed as an assistant and/or work under guidance.

**Certificate I in  
Visual Arts and  
Contemporary  
Craft**

**COURSE CODE**

**CUV10103**

**LOCATION**

A, R

**MODE**

I, M

**DURATION**

0.5 YRS F/T

**VET TEAM**

School of Creative Arts  
and Humanities

This course provides a practical introduction to the visual arts. Students gain training across a range of visual arts areas to provide the basis for further studies or progression into higher award courses. Areas of study include creating images, objects and forms under the direction of artist teachers. Students study a minimum of three visual arts areas: fine arts, ceramics, computer graphics, and design and craft with glass, paper and textiles.

**Career Opportunities**

A starting point to training as an:

- artist
- textile designer

## ARTS, ENTERTAINMENT, SPORTS AND RECREATION

(cont)

### Certificate II in Visual Arts and Contemporary Craft

-----  
**COURSE CODE**

**CUV20103**

-----  
**LOCATION**

A, R

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**MODE**

I, M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

School of Creative Arts  
and Humanities

This is a practical studio-based course that provides a basic understanding of various art mediums including drawing, painting, printmaking, photography, sculpture, fibre textiles and video art, with introductions to visual art theory and art self-development and practice.

#### Career Opportunities

A starting point to training as a:

- professional artist
- teacher
- curator
- arts administrator
- photographer
- web designer
- video producer
- textile designer
- festival organiser
- art critic
- community arts management

### Certificate III in Visual Arts and Contemporary Craft

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**COURSE CODE**

**CUV30103**

-----  
**LOCATION**

A, R

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**MODE**

I, M

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**DURATION**

1 YR F/T

-----  
**VET TEAM**

School of Creative Arts  
and Humanities

This course introduces students to the practical, technical and creative skills used in a range of visual arts areas, and prepares them for further study. Gain practical experience in the safe use of studio-based skills and learn about the history of art practices in the context of the visual arts and contemporary crafts community/industry. Students learn to construct images following their own artistic ideas under the direction of art teachers, develop fundamental drawing, design and composition skills and an awareness of contemporary arts/crafts practices, and prepare a portfolio for entry into further training or self-employment/employment opportunities in the visual arts industry. Students buy materials and cover other costs that may arise during the course.

#### Career Opportunities

- gallery curator's assistant
- ceramics studio assistant
- textile studio assistant

## ARTS, ENTERTAINMENT, SPORTS AND RECREATION (cont)

### Certificate IV in Visual Arts and Contemporary Craft

**COURSE CODE**

**CUV40103**

**LOCATION**

C, A, R

**MODE**

I, M

**DURATION**

1 YR F/T

**VET TEAM**

School of Creative Arts  
and Humanities

Develop your personal creativity by learning the skills to enable you to practise professionally in the arts. This qualification is flexible and designed to meet a broad range of industry needs through completion of units within the fine arts stream. It is the launching point for further study in the arts and professional practice.

#### Career Opportunities

Employment may be sought in the following occupations:

- freelance visual artist
- advertising careers
- designer careers
- assisting in an art or a design studio
- sculptor

## AUTOMOTIVE

### Certificate I in Automotive

**COURSE CODE**

**AUR10105**

**LOCATION**

C, A, K

**MODE**

I, M

**DURATION**

0.5 YRS F/T

**VET TEAM**

Automotive, Maritime  
and Driver Education  
Trades (Central)

This course is for beginners who would like to learn how a motor vehicle works. It is also appropriate for people looking to pursue a career in the automotive industry as it provides students with practical skills and knowledge used in the automotive mechanical trade. It provides a working knowledge of safety requirements, theory and use of hand tools and equipment and the production of power for motor vehicles. At the completion of this course students will be able to service their own vehicle and do minor mechanical repairs.

Students learn skills in carrying out servicing engine operations, using and maintaining workplace tools and equipment, removing and tagging engine system components, using and maintaining basic measuring devices and testing, servicing and charging batteries. They will also learn how to apply safe work practices, complete daily work activities, prepare for work and carry out workshop activities.

#### Career Opportunities

In completion, students will have received training that will make them more attractive to find a job such as a:

- motor mechanic
- service station operator or assistant
- spare parts retailer
- panel beater
- auto-electrician
- commercial vehicle mechanic



**AUTOMOTIVE**

(cont)

**Certificate II  
in Automotive  
Mechanical  
(Air  
Conditioning)****COURSE CODE****AUR20705****LOCATION**

C, A, K

**MODE**

I, M

**DURATION**

2 YRS P/T

**VET TEAM**Automotive, Maritime  
and Driver Education

Trades (Central)

This course is the nationally recognised qualification for becoming an Automotive Air Conditioning Mechanic. This qualification covers: occupational health and safety, environmental responsibilities in the workplace, working effectively with others, communicating effectively in the workplace and using tools, repairing, servicing and testing all elements of automotive mechanical air conditioning systems.

This qualification combined with the appropriate workplace training, will enable the student to obtain an Australian Refrigeration Council (ARctick) Handling Licence. They will also have fulfilled the requirements of the Australian Competency Standards for working in the Automotive Retail Service and Repair sector on Automotive Air Conditioning.

**Career Opportunities**

Completion of the Certificate II in Automotive Mechanical could lead to a position as an Australian apprentice in the automotive industry or an entry level employment in the automotive industry.

**Certificate II  
in Automotive  
Vehicle  
Servicing****COURSE CODE****AUR20505****LOCATION**

C, A, K

**MODE**

I, M

**DURATION**

1 YR P/T

**VET TEAM**Automotive, Maritime  
and Driver Education

Trades (Central)

This qualification will provide students with the practical skills and knowledge to follow workplace Occupational Health and Safety requirements, use and maintain workplace tools and equipment, contribute to workplace communication and establish relations with customers. Students learn skills in servicing engines, cooling systems, petrol fuel systems, clutch assemblies, transmissions (manual and automatic), steering and suspension systems, and associated components.

**Career Opportunities**

Completion of the Certificate II in Automotive Vehicle Servicing could lead to a position as an Australian apprentice in the automotive industry or an entry level employment in the automotive industry.

## AUTOMOTIVE (cont)

### Certificate III in Automotive Electrical Technology

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**COURSE CODE**

**AUR30308**

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**LOCATION**

C

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**MODE**

I, M

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**DURATION**

3 YRS P/T

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**VET TEAM**

Automotive, Maritime  
and Driver Education

This apprenticeship Certificate III in Automotive Electrical Technology is the nationally recognised qualification for becoming an automotive electrician. This qualification covers: occupational health and safety, customer relations, work effectively with others, communicate effectively in the workplace and using tools, repairing, servicing and testing all elements of electrical systems, repairing ignition system, and repairing starting system.

This qualification, combined with the appropriate workplace training, will enable the Australian apprentice to become an accredited automotive electrician. They will have fulfilled the requirements of the Australian Competency Standards for working in the automotive Retail Service and Repair sector.

#### Career Opportunities

This qualification, combined with the appropriate workplace training, will enable graduates to work as an accredited automotive electrician in the automotive industry.

### Certificate III in Automotive Mechanical Technology

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**COURSE CODE**

**AUR30405**

-----  
**LOCATION**

C, A

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**MODE**

I, M

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**DURATION**

3 YRS P/T

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**VET TEAM**

Automotive, Maritime  
and Driver Education  
  
Heavy Equipment and  
Metal Trades  
  
Trades (Central)

This qualification is for people working in the automotive industry who would like a career as an automotive vehicle mechanic. Students select a light vehicle pathway for motor vehicles weighing up to 4.5 tonnes, or a heavy vehicle pathway with either road transport or mobile equipment options available. Students learn how to diagnose service and repair faults in vehicle/equipment engine, transmission, suspension, steering, brake and electrical systems and components.

#### Career Opportunities

The qualification is recognised nationally for employment in the Automotive Mechanical Repair trade.

**AUTOMOTIVE**

(cont)

**Certificate III  
in Automotive  
Vehicle Body**-----  
**COURSE CODE****AUR30805**-----  
**LOCATION**

C

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**MODE**

M

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**DURATION**

3 YRS P/T

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**VET TEAM**Automotive, Maritime  
and Driver Education

This qualification is for vehicle body panel beating/vehicle painting Australian apprentices or people who have entered into a relevant training agreement. Australian apprentices learn how to prepare a range of materials, equipment and motor vehicles safely for the application of a range of paint finishes including clear over base, multi layer/pearl, air dry enamel/polyurethane. They will also learn how to colour match.

**Career Opportunities**

The qualification is recognised nationally for employment as a vehicle painter in the automotive industry.

**Certificate IV  
in Automotive  
Technology**-----  
**COURSE CODE****AUR40208**-----  
**LOCATION**

A

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**MODE**

M

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**DURATION**

1.5 YRS P/T

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**VET TEAM**

Trades (Central)

This course is for automotive mechanics working in the automotive repair industry who want a career as a technician with advanced diagnostic and repair skills. Students learn advanced diagnostic skills and further develop their technical knowledge, repair and overhaul techniques as applied to automotive systems and components.

After completing this course students must complete a minimum of three supervised conversions in the workplace to gain licensing for installing and repairing LPG conversions on motor vehicles and forklifts. This is a requirement of Work Safe.

**Career Opportunities**

Successful completion of this course will enhance prospects for graduates to obtain a post-trade qualification above Certificate III level and to satisfy licensing requirements for LPG conversion in the NT.

**BUILDING AND  
CONSTRUCTION****Certificate III  
in Cabinet  
Making**-----  
**COURSE CODE****LMF32109**-----  
**LOCATION**

C

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**MODE**

I

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**DURATION**

3 YRS P/T

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**VET TEAM**Construction, Drafting  
and Industry Skills  
Training

This qualification is for people working in furniture making and those involved in the manufacture and installation of fitted furniture typically in a kitchen, bathroom and related context. Installation skills may be applied to new or renovation work. All cabinet maker outcomes require customer communication skills in order to ensure customer requirements are met.

This qualification is available to existing employees in the industry wanting to gain a formal qualification, school leavers who can enter the program as an apprentice and mature aged people who may be adult apprentices. It is not compulsory for the student to be an apprentice.

**Career Opportunities**

This qualification may be accessed by direct entry. Credit may be granted towards this qualification by those who have completed LMF20309 Certificate II in Furniture Making.

This course also provides students with sufficient knowledge and skills for employment opportunities in the furnishing industry as a cabinet maker.

## BUILDING AND CONSTRUCTION

(cont)

### Certificate III in Carpentry

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**COURSE CODE**

**CPC30208**

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**LOCATION**

C, A

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**MODE**

I

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**DURATION**

3 YRS P/T

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**VET TEAM**

Construction, Drafting and Industry Skills Training

Trades (Central)

This qualification provides a trade outcome in carpentry, covering work in residential and commercial applications. Occupational titles may include carpenter and joiner. The qualification has compulsory requirements that cover common skills for the construction industry, as well as a specialist field of work.

#### Career Opportunities

Qualified tradesperson in the field of carpentry, such as a self employed carpenter, foreman, construction management.

### Certificate I in Construction

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**COURSE CODE**

**CPC10108**

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**LOCATION**

C, A

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**MODE**

I, M

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**DURATION**

1 YR P/T

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**VET TEAM**

Construction, Drafting and Industry Skills Training

Trades (Central)

This qualification provides an introduction to the construction industry, its culture, occupations, job roles and workplace expectations. The units of competency cover essential occupational 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.

The qualification is suited to VET in Schools programs or students with no previous connection to the construction industry or relevant employment history. There are no specific job outcomes to this qualification, but the skills achieved will assist in successfully undertaking a Certificate II pre-vocational program or job outcome qualification, or will facilitate entry into an Australian apprenticeship.

The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context. A substantial period of work placement is recommended to ensure the unit outcomes are met.

#### Career Opportunities

Students will be able to pursue a career in building and construction as a tradesman assistant or the skills achieved will assist in successfully undertaking a CPC20108 Certificate II in Construction or will facilitate entry into an Australian apprenticeship.

## BUILDING AND CONSTRUCTION

(cont)

### Certificate II in Construction

-----  
**COURSE CODE**

**CPC20108**

-----  
**LOCATION**

A, C

-----  
**MODE**

M, I

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**DURATION**

0.5 YRS P/T

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**VET TEAM**

Construction, Drafting and Industry Skills Training

Trades (Central)

This qualification provides an occupational outcome and a range of support tasks applicable to most construction work sites and has compulsory units of competency that are required in many Certificate III qualifications. The elective options are structured to allow choice from a range of units aligned at Certificate III level and in total could provide meaningful credit in a construction industry Australian apprenticeship.

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (SAC 2006) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement. Although this unit is not included in this qualification it can be completed on request. For further information please contact the team.

#### Career Opportunities

Occupational titles may include:

- trades assistant
- builder's labourer and
- construction assistant

### Certificate IV in Building and Construction (Building)

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**COURSE CODE**

**CPC40110**

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**LOCATION**

A, C

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**MODE**

M

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**DURATION**

1 YR P/T

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**VET TEAM**

Trades (Central)

This qualification is designed to meet the needs of builders and managers of small to medium-sized building businesses. The builder may also be the appropriately licensed person with responsibility under the relevant building licensing authority in the state or territory. Builder licensing varies across states and territories and additional requirements to attainment of this qualification may be required. This qualification covers building theory and practice related to low rise buildings and associated light steel structures. Graduates will have developed specialist skills and knowledge in areas such as plan interpretation, drafting, quantities take-off, estimating, scheduling, construction technology, OHS, site supervision, surveying, cost control, and business management.

This qualification is part of the required evidence to obtain a NT Builders License through the NT Building Practitioners Board.

#### Career Opportunities

Occupational titles may include builder and construction manager.

## BUILDING AND CONSTRUCTION

(cont)

### Certificate II in Drainage

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**COURSE CODE**

**CPC20708**

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**LOCATION**

C

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**MODE**

I

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**DURATION**

1 YR P/T

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**VET TEAM**

Construction, Drafting and Industry Skills Training

Students who successfully complete this course have achieved the necessary skills and knowledge to be employed at entry level in the pipe laying industry. This qualification provides an occupational outcome in draining and has compulsory and elective requirements that include units common to other qualifications in the plumbing industry, as well as specialist drainage units of competency.

#### Career Opportunities

Occupational titles may include drainer.

### Certificate II in Furniture Making

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**COURSE CODE**

**LMF20309**

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**LOCATION**

C

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**MODE**

I

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**DURATION**

1 YR P/T

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**VET TEAM**

Construction, Drafting and Industry Skills Training

This qualification develops the skills and knowledge required by those working in a production environment in the manufacture of free-standing furniture or built-in cabinets, and those providing on-site assistance in the installation of furniture or cabinets.

This qualification applies to non trade work involved in the manufacture of furniture or fitted cabinets such as those used in kitchens and bathrooms. Skills are also included that cover assisting in the installation or renovation of kitchens and bathrooms and other fitted cabinets.

#### Career Opportunities

Job roles covered by this qualification include assistant cabinet maker, assistant installer of built-in cabinets, and production operator within a cabinet making enterprise. Cabinets include free-standing and built-in furniture.

### Certificate III in Gas Fitting

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**COURSE CODE**

**CPC32708**

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**LOCATION**

C

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**MODE**

I

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**DURATION**

2 YRS P/T

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**VET TEAM**

Construction, Drafting and Industry Skills Training

Students successfully completing this course and apprenticeship will have achieved the necessary skills and qualifications to register as a provisional gasfitter. This certificate allows the recipient to be freely employed in the plumbing services industry. Start dates for the course vary depending on numbers but generally are around January through to December. Early enrolment is preferred as enrolment spaces are limited.

#### Career Opportunities

Successful completion of this qualification may lead to employment as a gas fitter.

## BUILDING AND CONSTRUCTION

(cont)

### Certificate III in Plumbing

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**COURSE CODE**

**CPC32408**

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**LOCATION**

C

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**MODE**

I

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**DURATION**

4 YRS P/T

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**VET TEAM**

Construction, Drafting  
and Industry Skills  
Training

Students successfully completing this course and apprenticeship will have achieved the necessary skills and qualifications to register as a journeyman plumber. This certificate will allow the recipient to be freely employed in the plumbing services industry. Start dates for the course vary depending on numbers but generally are around March through to July. Early enrolment is preferred as enrolment spaces are limited.

#### Career Opportunities

Tradesperson in the plumbing industry.

### Certificate IV in Plumbing and Services

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**COURSE CODE**

**CPC40909**

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**LOCATION**

C

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**MODE**

I, M

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**DURATION**

FLEXIBLE DELIVERY

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**VET TEAM**

Construction, Drafting  
and Industry Skills  
Training

This qualification is intended for people who wish to progress to a Certificate IV qualification that will enhance employment and career opportunities. The Certificate IV in Plumbing and Services - Operations qualification has an entry requirement of the completion of a relevant trade qualification or equivalent.

There is also an opportunity to gain the requirements to obtain an Advanced Tradesman Licence. The Northern Territory - Plumbers and Drainers Licensing Board requires, as a minimum 10 units of competence and the completion of two years' work experience while registered as a journeyman plumber. An advanced tradesman's licence allows the holder to contract for plumbing/draining work in his own right. He may also carry out plumbing/draining work himself, and direct/supervise the work of apprentices, journeymen and trades assistants, but does not allow you to certify work. To certify work you must be registered as a Certifying Plumber and Drainer with the Building Practitioners Board.

Two specific units must be completed to be eligible for a NT Gasfitter's licence. These units are included in the course.

This qualification provides an outcome for specialist plumbing services tradespeople and operators seeking to deepen their technical skills (Plumbing and services - Operations stream)

#### Career Opportunities

Completion of this course enhances a career path as a manager of a plumbing contracting business or as a detail designer of plumbing services.

## BUILDING AND CONSTRUCTION

(cont)

### Certificate III in Roof Plumbing

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**COURSE CODE**

**CPC32608**

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**LOCATION**

C

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**MODE**

I

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**DURATION**

2 YRS P/T

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**VET TEAM**

Construction, Drafting and Industry Skills Training

Students successfully completing this course and apprenticeship will have achieved the necessary skills and qualifications to have gained a nationally recognised Certificate III in Roof Plumbing.

#### Career Opportunities

Tradesperson in the plumbing industry/building construction industry.

### Certificate IV in Residential Drafting

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**COURSE CODE**

**39207QLD**

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**LOCATION**

C

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**MODE**

I

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**DURATION**

1 YR F/T, EQUIV P/T

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**VET TEAM**

Construction, Drafting and Industry Skills Training

This course is offered full-time over one year or part-time over two or three years. Students interested in working as a drafter, CAD operator or building designer should consider undertaking this course.

It is offered internally at CDU's Casuarina campus. There are no external units and full-time students attend classes four days a week. This allows for part-time employment in the industry, which is highly recommended. Suitable part-time options are also available. Part-time students are expected to complete the course within four years.

#### Career Opportunities

Suitably qualified drafters, CAD operators and building designers are in demand locally. Graduates can expect to readily gain employment, either full time, part time, casual, sub-contract or self employed. It is possible to work from home or a remote office. Graduates may find employment with a drafting office, an architect, a builder or manufacturer, and their position and remuneration will depend on their interest, expertise and experience. Students who continue their studies and complete the Diploma of Building Design and Technology will work on larger projects, have more responsibility, less supervision, and will receive greater remuneration.



## BUILDING AND CONSTRUCTION

(cont)

### Diploma of Building Design and Technology

**COURSE CODE**

39208QLD

**LOCATION**

C

**MODE**

I

**DURATION**

2 YRS F/T, EQUIV P/T

**VET TEAM**

Construction, Drafting and Industry Skills Training

The Diploma of Building Design and Technology focuses on developing student skills using new technology to design, draw and present building plans. These advanced design skills can equip students for a career as an architectural technician or building designer, or lead to a diverse range of other career options in the building and construction industries.

The Diploma of Building Design and Technology covers:

- principles of building construction
- building design
- drawing plans using manual and computer-generated technical drawings
- interpreting client briefs
- presenting plans

#### Career Opportunities

- architectural technician
- building designer
- building designers/draftsperson with construction companies
- various roles within building design practices and architectural practices
- CAD managers
- building design office managers
- positions with companies associated with building such as window manufacturers, truss companies, re-cast manufacturers, etc.
- people who set up their own building design practice, for either residential or commercial buildings
- estimators within the construction industry

### NT White Card

**COURSE CODE**

VTP172

**LOCATION**

C, A

**MODE**

I, M

**DURATION**

1 DAY

**VET TEAM**

Construction, Drafting and Industry Skills Training  
Electrotechnology  
Trades (Central)

This unit of competency specifies the outcomes required to undertake Occupational Health and Safety (OHS) induction training within the construction industry. It requires the ability to demonstrate personal awareness of OHS legislative requirements, and the basic principles of risk management and prevention of injury and illness in the construction industry. Licensing requirements will apply to this unit of competency depending on the regulatory requirements of each jurisdiction.

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (SAC 2006) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement. This is the legislative requirement enforced by NT WorkSafe

#### Career Opportunities

NT White Card allows holder to access building and construction sites.

## BUSINESS AND CLERICAL

### Certificate I in Business

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**COURSE CODE**

**BSB10107**

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**LOCATION**

C, A, K, J, N, R, T, Y

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**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Business General  
(Top End)

Business and  
Information Technology  
(Central)

This qualification allows individuals to develop basic skills and knowledge to prepare for work. They may undertake a range of simple tasks under close supervision. The range of technical skills and knowledge is limited.

#### Career Opportunities

This is an entry level qualification that can assist in beginning a career, for those seeking a career transition with vocation experience in industries or environments outside business and is available to VETiS programs. Job roles and titles may vary across different industry sectors.

### Certificate II in Business

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**COURSE CODE**

**BSB20107**

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**LOCATION**

C, A, K, J, N, R, T, Y

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**MODE**

M

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**DURATION**

0.5 YRS F/T

-----  
**VET TEAM**

Business General  
(Top End)

Business and  
Information Technology  
(Central)

This course prepares a person to perform in a range of varied activities in an office/business environment. At some campuses the course is delivered in a simulated business environment giving opportunities to learn working with teams and work ethics.

#### Career Opportunities

Career opportunities will vary across different industry sectors. Possible job titles include:

- administration assistant
- clerical workers
- data entry operator
- information desk clerk
- office junior
- receptionist

### Certificate III in Business

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**COURSE CODE**

**BSB30110**

-----  
**LOCATION**

C, A, K, J, N, R, T, Y

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**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Business General  
(Top End)

Business and  
Information Technology  
(Central)

This qualification reflects the role of people who apply a broad range of competencies in a varied work context using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

#### Career Opportunities

Possible job titles relevant to this qualification include

- customer service advisor
- data entry operator
- general clerk
- payroll officer
- typist
- word processing operator

## BUSINESS AND CLERICAL

(cont)

### Certificate IV in Business

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**COURSE CODE**

**BSB40207**

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**LOCATION**

C

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**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Business General  
(Top End)

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

#### Career Opportunities

Job roles and titles vary across industry sectors, but could include:

- administrator
- project officer

### Diploma of Business

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**COURSE CODE**

**BSB50207**

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**LOCATION**

C, A

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**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Business General  
(Top End)

Business and  
Information Technology  
(Central)

These programs are designed for students who wish to pursue a career in management, marketing, sales, business and market research. Students will develop a full understanding of the business, marketing and management concepts, coordinated organisational approach; and a concern for profits and how these can be related to all other courses (subjects) in the program. The qualification highlights specialised aspects of business management such as management strategy, marketing services, product management and research.

#### Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- executive officer
- program consultant
- program coordinator

### Certificate III in Business Administration

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**COURSE CODE**

**BSB30407**

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**LOCATION**

C, A, K, T, Y

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**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Business General  
(Top End)

Business and  
Information Technology  
(Central)

The course is delivered in simulated business environments at major campuses in which emphasis is placed on employability skills and knowledge to work in administrative positions in the private/public sectors. This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgement. They may provide technical advice and support to a team.

#### Career Opportunities

Job roles and titles vary across different industry sectors, but possible job titles may include:

- accounts receivable/payable clerk
- clerk
- data entry operator
- junior personal assistant
- receptionist
- office administrator/assistant
- word processing operator

## BUSINESS AND CLERICAL

(cont)

### Certificate IV in Business Administration

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**COURSE CODE**

**BSB40507**

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**LOCATION**

C, A

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**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Business General  
(Top End)

Business and  
Information Technology  
(Central)

This qualification reflects the role of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

#### Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- accounts supervisor
- executive personal assistant
- office administrator
- project assistant

### Diploma of Business Administration

-----  
**COURSE CODE**

**BSB50407**

-----  
**LOCATION**

C, P, A, K, N

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**MODE**

M

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**DURATION**

0.5 YRS F/T

-----  
**VET TEAM**

Business General  
(Top End)

Business and  
Information Technology  
(Central)

This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgement, leadership and relevant theoretical knowledge. They may provide technical advice and support to a team and management strategies.

#### Career Opportunities

Possible job titles relevant to this qualification include:

- personal assistant
- administrative assistant
- office manager
- supervisor
- office administrator/assistant
- word processing operator

### Certificate II in Customer Contact

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**COURSE CODE**

**BSB20207**

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**LOCATION**

C

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**MODE**

M

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**DURATION**

0.5 YRS

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**VET TEAM**

Business General (Top  
End)

This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

#### Career Opportunities

- Call/Contact Centre Agent
- Customer Service Representative
- Telesales Representative

## BUSINESS AND CLERICAL

(cont)

### Certificate IV in Frontline Management

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**COURSE CODE**

**BSB40807**

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**LOCATION**

C, P, A

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**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Business Advanced

Business and Information Technology (Central)

This qualification reflects the role of people who are the first line of management in a wide range of organisational and industry contexts. It is offered as a series of workshops or online self-paced learning.

#### Career Opportunities

- supervisor
- coordinator
- leading hand
- team leader

### Certificate IV in Human Resources

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**COURSE CODE**

**BSB41007**

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**LOCATION**

C, P, A

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**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Business Advanced

Business and Information Technology (Central)

This qualification reflects the role of individuals who work in a range of support positions in human resources management. It is offered as a series of workshops or online self-paced learning.

#### Career Opportunities

- human resources assistant
- human resources officer
- payroll officer

### Diploma of Human Resources Management

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**COURSE CODE**

**BSB50607**

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**LOCATION**

C, P

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**MODE**

M, E

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Business Advanced

This qualification reflects the role of people who possess a sound theoretical knowledge base in human resource management and a range of managerial skills. It is offered as a series of workshops or online self-paced learning.

#### Career Opportunities

- Human resource officer
- Change advisor/manager
- Change consultant

## BUSINESS AND CLERICAL

(cont)

### Diploma of Management

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**COURSE CODE**

**BSB51107**

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**LOCATION**

C, P

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**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Business Advanced

Business and  
Information Technology  
(Central)

This qualification reflects the role of individuals who are engaged to manage the work of others and to add value to or review management practices. It is offered as a series of workshops or online self-paced learning.

**Career Opportunities**

- middle manager
- manager

### Certificate IV in Marketing

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**COURSE CODE**

**BSB41307**

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**LOCATION**

C, P, A

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**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Business Advanced

Business and  
Information Technology  
(Central)

This qualification reflects the role of individuals who use well-developed marketing skills and a broad knowledge base in a wide variety of marketing contexts. It is offered as a series of workshops or online self-paced learning. Classes will depend on numbers.

**Career Opportunities**

- direct marketing officer
- market research assistant
- marketing coordinator/officer
- public relations officer

### Certificate IV in Occupational Health and Safety

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**COURSE CODE**

**BSB41407**

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**LOCATION**

C, P, A

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**MODE**

M

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**DURATION**

1 YR F/T

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**VET TEAM**

Business Advanced

Business and  
Information Technology  
(Central)

A Certificate IV in Occupational Health and Safety, BSB41407, is now the minimum requirement for OHS management in most workplaces and is designed to enable participants to contribute to organisations' Occupational Health and Safety Management Systems. This course is ideal for those responsible for OHS in their workplace and also for those who wish to become WorkSafe accredited trainers and assessors, human resource (HR) practitioners, safety officers or supervisors with significant OHS responsibilities. Certificate IV in OHS aims to give participants the underpinning knowledge of the basic role of an Occupational Health and Safety specialist.

**Career Opportunities**

- OHS officer
- OHS advisor

## BUSINESS AND CLERICAL

(cont)

### Certificate IV in Project Management

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**COURSE CODE**

**BSB41507**

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**LOCATION**

C, P, A

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**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Business Advanced

Business and Information Technology (Central)

This qualification is designed to reflect the role of project or contract officers for an organisation. It is offered as a series of workshops or online self-paced learning. Classes will depend on numbers.

#### Career Opportunities

- project coordinator
- project management officer
- team member
- project or program administrator
- project officer

### Diploma of Project Management

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**COURSE CODE**

**BSB51407**

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**LOCATION**

C, P, A

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**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Business Advanced

Business and Information Technology (Central)

The Diploma of Project Management focuses on developing the practical skills and knowledge required to manage or lead projects by applying project processes, specifically the design, management and closure of projects. The units of competency in this course are from the Business Services Training Package (BSB07) and links to the Project Management Body of Knowledge (PMBBOK). Each unit examines phases of the project life cycle and completion of the units provides both theoretical and practical learning. Relevant theoretical aspects combined with the application of various examples of tools and techniques, are reinforced during simulated practical real life exercises and work place practice to develop a high level of relevance and validity to the learning experience.

Students will be able to work satisfactorily as a project manager with guidance from a project director. Classes will depend on numbers.

#### Career Opportunities

- project leader
- project management facilitator
- project or program administrator

## BUSINESS AND CLERICAL

(cont)

### Certificate IV in Small Business Management

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**COURSE CODE**

**BSB40407**

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**LOCATION**

C, A

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**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Business General  
(Top End)

Business and  
Information Technology  
(Central)

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of small business contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others, and have responsibility for the output of others.

#### Career Opportunities

Job roles and titles vary across different industry sectors, but largely students will be able to operate a small business as small business manager.

## COMMUNITY SERVICES, HEALTH, EDUCATION AND LIBRARY STUDIES

### Certificate III in Aged Care

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**COURSE CODE**

**CHC30208**

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**LOCATION**

C

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**MODE**

I

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**DURATION**

3 MTHS F/T, EQUIV  
P/T

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**VET TEAM**

Community Services  
and Health

This qualification addresses work primarily in residential facilities under direct or regular supervision within clearly defined organisation guidelines and service plans. These workers carry out activities to maintain personal care and/or other activities of living for people in an aged care setting, carry out activities related to an individualised plan, and report directly to a supervisor and are not responsible for other workers.

#### Career Opportunities

- accommodation support worker
- field officer
- assistant in nursing
- home care assistant
- care assistant
- in-home respite worker
- care service employees
- nursing assistant
- care worker
- personal care assistant
- community care worker
- personal care giver
- community house worker
- personal care worker
- community support worker
- support worker
- disability service officer (in some jurisdictions)



## COMMUNITY SERVICES, HEALTH, EDUCATION AND LIBRARY STUDIES

(cont)

### Certificate III in Children's Services

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**COURSE CODE**

**CHC30708**

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**LOCATION**

A, T, Y, C, J, K, N, P, R, App

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**MODE**

I, M

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**DURATION**

1 YR F/T

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**VET TEAM**

Children's Services and Education Support

This qualification is for learners wishing to enter the children's services industry as well as existing workers in the children's services industry wishing to gain a qualification. This course covers workers who use organisation policies, procedures and individual children's profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes. Depending on the setting, workers may work under direct supervision or autonomously.

#### Career Opportunities

- child care assistant
- outside school hours care assistant
- playgroup supervisor
- recreation assistant
- family day care worker
- nanny
- child care worker
- mobile assistant

Some jurisdictions may require CHC41208 Certificate IV in Children's Services (Outside school hours care) for these work roles.

### Certificate IV in Children's Services (Outside School Hours Care)

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**COURSE CODE**

**CHC41208**

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**LOCATION**

C

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**MODE**

I, M

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**DURATION**

1 YR F/T

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**VET TEAM**

Children's Services and Education Support

This qualification covers workers who conduct vacation programs as well as before and after school care activities for children of school age. Outside school hours care workers plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes. They may work under direct supervision or autonomously and may have some supervisory responsibilities for volunteers and other workers.

#### Career Opportunities

Occupational titles may vary depending on jurisdiction and legislation and may include:

- assistant OSHC coordinator
- recreation assistant
- mobile assistant
- recreation leader
- OSHC assistant
- senior play leader
- outside school hours care supervisor/coordinator
- team leader
- play leader
- cation care supervisor
- program leader

## COMMUNITY SERVICES, HEALTH, EDUCATION AND LIBRARY STUDIES

(cont)

### Diploma of Children's Services (Early Childhood Education and Care)

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**COURSE CODE**

**CHC50908**

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**LOCATION**

A, T, Y, C, P, J, K, R, N, App

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**MODE**

I

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**DURATION**

1 YR F/T

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**VET TEAM**

Children's Services and Education Support

This qualification covers workers in children's services who are responsible for planning, implementing and managing programs in early childhood services, in accordance with licensing, accreditation and duty of care requirements. At this level workers have responsibility for supervision of other staff and volunteers. In most states it is the highest qualification required at director or service manager level for children's service centre-based care. It is noted that while this qualification equips workers to work with children from 0-5 years of age, some workplaces and jurisdictions require workers to have skills and knowledge to work with children in both early and middle childhood (i.e. aged 0-12 years). Where workers are required to work across the span of development from 0-12 years, candidates should receive training and/or assessment across this broader span of development and in addition to the qualification, be awarded a Statement of Attainment for achievement of the middle childhood development skill set.

#### Career Opportunities

Occupational titles may include:

- authorised supervisor (children's services)
- children's services coordinator
- centre manager (children's services)
- director (children's services)
- child care worker
- group/team coordinator/leader (children's services)
- children's adviser
- program leader (children's services)
- children's service director/manager
- child development worker

## COMMUNITY SERVICES, HEALTH, EDUCATION AND LIBRARY STUDIES

(cont)

### Certificate III in Community Services Work

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**COURSE CODE**

**CHC30108**

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**LOCATION**

C

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**MODE**

I, M

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**DURATION**

0.5 YRS F/T, EQUIV P/T

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**VET TEAM**

Community Services and Health

This qualification applies to community work delivered through a broad range of services that provide support to individuals and groups. This level is appropriate for support workers, case workers and client contact officers. At this level support workers and case workers may provide day-to-day support in community settings and/or provide assistance with entitlements and benefits under the broad direction of others. Emotional and practical support may be provided face to face or over the telephone to assist the client and enable an accurate referral to be achieved. This qualification is available as a broad-based qualification or with a focus on either community services or community development work.

#### Career Opportunities

- Aboriginal or Torres Strait Islander community development worker
- client contact
- recreational activities officer (weekend)
- community care worker
- residential support worker
- assistant community workers (focusing on community health primarily in an Indigenous community)
- support worker (community based with an orientation toward any or a number of the following: youth, women, families, domestic violence, child protection)
- Indigenous youth worker
- intake and referral worker (Aboriginal)
- youth case worker (community health service setting non residential)
- youth housing support worker
- youth worker

## COMMUNITY SERVICES, HEALTH, EDUCATION AND LIBRARY STUDIES

(cont)

### Certificate IV in Community Services Work

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**COURSE CODE**

**CHC40708**

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**LOCATION**

C

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**MODE**

I, M

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**DURATION**

1 YR F/T, EQUIV P/T

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**VET TEAM**

Community Services and Health

This qualification covers workers who provide a range of services and interventions to clients, and/or who implement community education and interventions. Work may take place in a range of contexts such as community-based organisations, residential rehabilitation services and outreach services. Workers may have supervisory responsibilities. The qualification defines knowledge and skills required by support workers and case workers who work autonomously under the broad guidance of others and refers to specific knowledge of a client group and appropriate intervention processes applied in residential and community settings. On completion of this qualification participants will be able to design and deliver programs that aim to enhance the well being of individuals and groups.

#### Career Opportunities

Occupational titles may include:

- case worker
- health education officer
- community services worker
- outreach officer
- community support worker
- support worker
- domestic violence worker
- welfare support worker
- early intervention homelessness worker
- welfare worker
- family support worker

### Certificate IV in Education Support

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**COURSE CODE**

**CHC41708**

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**LOCATION**

A, C, K, P, J, T, N

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**MODE**

I

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**DURATION**

1 YR F/T

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**VET TEAM**

Children's Services and Education Support

This qualification covers workers in a range of education and school settings who provide assistance and support to teachers to facilitate students' learning under broad based supervision.

#### Career Opportunities

- education assistant (special needs)
- education support worker
- inclusion support assistant
- teacher aide
- teacher assistant
- Indigenous language and culture teaching assistant

## COMMUNITY SERVICES, HEALTH, EDUCATION AND LIBRARY STUDIES

(cont)

### Certificate III in Health Service Assistance

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**COURSE CODE**

**HLT32507**

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**LOCATION**

C, A

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**MODE**

I

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**DURATION**

0.5 YRS F/T, EQUIV P/T

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**VET TEAM**

Community Services and Health

This qualification addresses work primarily in residential facilities, Hospital and community settings under direct or regular supervision within clearly defined organisation guidelines and service plans. These workers carry out activities to maintain personal care and/or other activities of living for people that need personal care, carry out activities related to an individualised care plan, and report directly to a supervisor and are not responsible for other workers.

After achieving the Certificate III Health Services Assistance, students may work in a variety of roles within the Health care industry.

#### Career Opportunities

- Assistant in Nursing
- Patient Care Assistant
- Orderly
- Ward Assistant
- Nursing Support Worker
- home care assistant
- care assistant
- in-home respite worker
- personal care assistant/giver

### Certificate III in Library/Information Services

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**COURSE CODE**

**CUL30104**

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**LOCATION**

P, App

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**MODE**

M

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**DURATION**

1 YR F/T

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**VET TEAM**

Information Technology and Library Studies (Top End)

The Certificate III in Library/Information Services provides students with the basic knowledge and skills required to work as a library assistant. The certificate forms part of the VET Museum and Library/Information Services Industry Training Package that leads to qualifications at Certificate II, III, IV and Diploma. The professionally recognised outcome of the training package is a Diploma. Although the delivery of training is structured around this outcome, students are able to exit at any qualification level, provided they have met all competencies at that level.

Usually students will enter at the Certificate III level and progress through to the Diploma. Students can achieve competency through a range of assessment methods carried out in the formal training environment at CDU, on the job, and through recognition of prior learning.

Course will run subject to student numbers.

#### Career Opportunities

Working in libraries, information agencies, records management units and archives.

## COMMUNITY SERVICES, HEALTH, EDUCATION AND LIBRARY STUDIES

(cont)

### Certificate IV in Library/Information Services

**COURSE CODE**

**CUL40104**

**LOCATION**

P, App

**MODE**

M

**DURATION**

1.5 YRS F/T

**VET TEAM**

Information Technology and Library Studies (Top End)

The Certificate IV in Library/Information Services will provide students with the basic knowledge and skills required for employment as a library assistant. The certificate forms part of the VET Museum and Library/Information Services Industry Training Package that leads to qualifications at Certificate III, IV and Diploma. The professionally recognised outcome of the training package is a Diploma. Although the delivery of training is structured around this outcome, students are able to exit at any qualification level, provided that they have met all competencies at that level.

Usually students will enter at the Certificate III level and progress through to the Diploma. Students can achieve competency through a range of assessment methods carried out in the formal training environment at CDU, on the job, and through recognition of prior learning.

Course will run subject to student numbers.

#### Career Opportunities

Working in libraries, information agencies, records management units and archives.

### Diploma of Library/Information Services

**COURSE CODE**

**CUL50104**

**LOCATION**

P, App

**MODE**

M

**DURATION**

1.5 YRS F/T

**VET TEAM**

Information Technology and Library Studies (Top End)

The Diploma of Library and Information Services will provide students with the basic knowledge and skills required for employment as a library technician. The Diploma is recognised by the Australian Library and Information Association as the entry-level qualification for employment as a library technician. The Diploma forms part of the VET Museum and Library/Information Services Industry Training Package which leads to qualifications at Certificate III, IV and Diploma level. The professionally recognised outcome of the training package is a Diploma. Although the delivery of training is structured around this outcome, students are able to exit at any qualification level, provided they have met all the competencies at that level.

Usually students will enter at the Certificate III level and progress through to the Diploma. Students can achieve competency through a range of assessment methods carried out in the formal training environment at CDU, on the job, and through recognition of prior learning.

Course will run subject to student numbers.

#### Career Opportunities

Working in libraries, information agencies, records management units and archives.

## COMMUNITY SERVICES, HEALTH, EDUCATION AND LIBRARY STUDIES

(cont)

### Certificate IV in Mental Health

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**COURSE CODE**

CHC40508

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**LOCATION**

C, A

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**MODE**

I

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**DURATION**

1 YR F/T, 3 YRS P/T

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**VET TEAM**

Community Services and Health

This qualification covers non clinical workers who provide a range of community services focusing on rehabilitation and support for people affected by mental illness/health.

This qualification defines the knowledge and skills required by support workers and case workers who work with clients experiencing mental health/illness.

After achieving the Certificate IV Mental Health, likely work roles include:

- engaging people with mental illness in community participation,
- prevention of relapse; and
- promotion of recovery through programs such as residential rehabilitation, home based outreach across government and non government services.

### Certificate IV in Population Health

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**COURSE CODE**

HLT42307

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**LOCATION**

C

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**MODE**

M

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**DURATION**

2 YRS P/T

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**VET TEAM**

Community Services and Health

This qualification covers workers who are operational in a range of Population health projects/programs. Workers at this qualification level apply competencies within routines, methods and procedures where discretion and judgment would be required under very broad guidance in the fulfillment of work likely to be allocated by a Population Health professional. These workers may be responsible for limited organisation of the work with others.

#### Career Opportunities

- Health promotion officer
- Health promotion project officer
- Aboriginal community worker
- Team Support officer
- Women's Health educator
- Aboriginal Health promotion officer
- Aboriginal Health worker
- Assistant community health worker, women's health
- Regional tobacco co-coordinator
- Tobacco action worker
- Assistant project officer
- Sexual Health promotion officer
- Outreach worker
- Community liaison officer
- Family support worker

## COMMUNITY SERVICES, HEALTH, EDUCATION AND LIBRARY STUDIES

(cont)

### Certificate IV in Youth Work

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**COURSE CODE**

**CHC41808**

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**LOCATION**

C, A, K

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**MODE**

I

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**DURATION**

1 YR F/T

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**VET TEAM**

Community Services and Health

This qualification covers workers who develop and facilitate programs for young people through a range of community based programs designed to address the social, behavioural, health, welfare, developmental and protection needs of young people.

#### Career Opportunities

- Community development worker (youth)
- Indigenous youth worker
- Recreational youth activities worker
- Residential care worker
- Support worker residential
- Youth alcohol and other drugs worker
- Youth and family resource officer
- Youth and family service worker
- Youth case worker
- Youth housing support worker
- Youth worker

## COMPUTING

### Pathways

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**COURSE CODE**

**VTP104**

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**LOCATION**

C, A

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**MODE**

I

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**DURATION**

3 WEEKS

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**VET TEAM**

Business and Information Technology (Central)

Information Technology and Library Studies (Top End)

This program provides a diverse range of students with a basic introduction to computers. The program is aimed at providing participants with an understanding of the basic computer functions and the required knowledge to operate a personal computer and basic computer applications.

Students in this program engage in computer-related activities that are becoming necessary in every day life. The program includes how to operate a personal computer, using a word processor and using the internet and email.

The course will run subject to student numbers.

#### Career Opportunities

This course will introduce students to information technology and give them some foundation knowledge in computing and the internet.

### ICA05 Course Prerequisites

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**COURSE CODE**

**VTP105**

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**LOCATION**

C, P, A

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**MODE**

I

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**DURATION**

0.5 YRS F/T INCLUDED IN CERTIFICATE III INFORMATION TECHNOLOGY

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**VET TEAM**

Business and Information Technology (Central)

Information Technology and Library Studies (Top End)

VTP105 consists of a subset of Certificate II in Information Technology competencies that provide the underpinning knowledge required to undertake the Certificate III in Information Technology or higher VET IT qualifications. This qualification is designed for students who want a fast track to a higher VET IT qualification.

This is an intensive course, so some experience with computers is a requirement.

The course will run subject to student numbers.

#### Career Opportunities

Prerequisite units for courses in Certificate III in Information Technology and above.



**COMPUTING**

(cont)

**Certificate I  
in Information  
Technology****COURSE CODE****ICA10105****LOCATION**

C, P, K, R, A, T

**MODE**

I

**DURATION**

0.5 YRS F/T

**VET TEAM**Business and  
Information Technology  
(Central)Information Technology  
and Library Studies  
(Top End)

This qualification is part of the Information and Communication Technology Training Package. It is suitable for anyone seeking basic computer skills to further their education or gain employment and aims to provide students with computer literacy skills and the skills foundation for using a computer in any industry or for personal use.

The training in this qualification is conducted with up-to-date computer hardware and software students would expect to use in industry. This qualification articulates into numerous VET courses offered nationally.

Course will run subject to student numbers.

**Career Opportunities**

This qualification will improve employment opportunities and will help you gain a good grounding in computer operations and application software and improved understanding in information, communication and technology.

**Certificate II  
in Information  
Technology****COURSE CODE****ICA20105****LOCATION**

C, P, K, A, T

**MODE**

I

**DURATION**

0.5 YRS F/T

**VET TEAM**Business and  
Information Technology  
(Central)Information Technology  
and Library Studies  
(Top End)

This qualification is part of the Information and Communication Technology Training Package. It is suitable for anyone seeking practical computer skills to further their education or gain employment and aims to provide students with computer literacy and basic practical skills for using a computer in any industry or for personal use.

The training in this qualification is conducted with up-to-date computer hardware and software the student would expect to use in industry. This qualification articulates into numerous VET courses offered nationally.

Course will run subject to student numbers.

**Career Opportunities**

This qualification will improve employment opportunities and will help you gain employment in computer operations and/or use in the application of software.

## COMPUTING (cont)

### Certificate III in Information Technology

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**COURSE CODE**

**ICA30105**

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**LOCATION**

C, P, A, App

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**MODE**

I

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Business and  
Information Technology  
(Central)

Information Technology  
and Library Studies  
(Top End)

The Certificate III in IT aims to provide students with the practical skills and knowledge to enable them to efficiently use a computer for a range of purposes, either in the workplace, for further study in VET or HE, for personal use or to gain employment. This course helps students to gain a good grounding in computer operations and application software, and an improved understanding in information, communication and technology.

This qualification articulates into numerous VET courses offered nationally. The training in this course is conducted with up-to-date computer hardware and software the student would expect to use in industry.

This qualification is suitable for Certificate II in IT graduates and school leavers and people who need computer skills to further their education or gain work in client support or PC networking.

Course will run subject to student numbers.

#### Career Opportunities

Provide students with the practical skills and knowledge necessary to efficiently use a computer for a range of purposes in the workplace, including becoming an IT support technician, for further study, for personal use or to gain work.

### Certificate IV in Information Technology (General)

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**COURSE CODE**

**ICA40105**

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**LOCATION**

C, A, App

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**MODE**

I

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**DURATION**

1 YR F/T

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**VET TEAM**

Information Technology  
and Library Studies  
(Top End)

Business and  
Information Technology  
(Central)

The Certificate IV in Information Technology (General) is suitable for people working in the IT industry and students wishing to further their IT qualification. The course covers a range of topics including programming, networking, web development, analysis and design and basic business skills. After completing this course successfully, students will be equipped with a wide ranging skills base which will mean they can be more competitive in the job market or when seeking career advancement.

This qualification will also enable people already in the IT industry to consider jobs in other areas of the IT industry.

The course will run subject to student numbers.

#### Career Opportunities

Graduates from this qualification may work as:

- IT support technician
- entry level programmer
- entry level database developer
- entry level web developer
- entry level network technician

**COMPUTING**

(cont)

**Web Design and Development****COURSE CODE****VTP152****LOCATION**

C

**MODE**

I

**DURATION**

0.5 YRS F/T

**VET TEAM**Information Technology  
and Library Studies  
(Top End)

Students gain a working knowledge of the fundamentals of web page design and development through this course. It is designed to enhance understanding of industry standards regarding implementation of w3c mark-up and CSS. Students will be able to publish websites that conform to w3c standards regarding accessibility, develop web pages that interface with a web server and a database located on that server, and gain an understanding of data structures and how to modify and add content to internet databases using MySQL and PHP.

The course will run subject to student numbers.

**Career Opportunities**

- web designer
- web developer
- department web master
- internet application programmer

**COOKERY****Certificate I in Hospitality (Kitchen Operations)****COURSE CODE****SIT10307****LOCATION**

P, A, T, R

**MODE**

I, M

**DURATION**

0.5 YRS F/T

**VET TEAM**Commercial Cookery  
and Bakery (Top End)Tourism and Hospitality  
(Central)

This qualification is part of the Hospitality Training Package. It is for people who want to work in the hospitality industry, in the kitchen. Focus is placed on the practical application, such as organising, preparing and presenting food. This qualification may also be combined with Certificate I and/or II in Hospitality.

**Career Opportunities**

Kitchen hand or apprentice chef in hotel kitchens, coffee shops, restaurants, function centres and hospitals.

## COOKERY (cont)

### Certificate II in Hospitality (Kitchen Operations)

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**COURSE CODE**

**SIT20307**

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**LOCATION**

P, A, T, R

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**MODE**

I, M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Commercial Cookery  
and Bakery (Top End)

Tourism and Hospitality  
(Central)

This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic operational knowledge and limited practical skills in a defined context. Work would be undertaken in various hospitality settings where food is prepared, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops. Individuals may work with some autonomy or in a team, but usually under close supervision.

#### Career Opportunities

Employment in an industrial or commercial kitchen as assistant cook or apprentice chef.

### Certificate III in Hospitality (Commercial Cookery)

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**COURSE CODE**

**SIT30807**

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**LOCATION**

A, P, App

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**MODE**

I, M

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**DURATION**

1 YR F/T

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**VET TEAM**

Commercial Cookery  
and Bakery (Top End)

Tourism and Hospitality  
(Central)

This qualification provides the skills and knowledge to equip people to be a qualified cook. Work is undertaken in various hospitality enterprises where food is prepared and served, including restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team.

#### Career Opportunities

The Certificate III in Hospitality (Commercial Cookery) reflects the role of a qualified cook. This course may lead to employment in a commercial kitchen, large or small restaurant, cafe, industrial kitchen or large catering operations.

**COOKERY**

(cont)

**Certificate IV  
in Hospitality  
(Commercial  
Cookery)**-----  
**COURSE CODE****SIT40407**-----  
**LOCATION**

A

-----  
**MODE**

I, M

-----  
**DURATION**

1.5 YRS F/T

-----  
**VET TEAM**Tourism and Hospitality  
(Central)

This qualification provides the skills and knowledge for a person to be competent in skilled operations and team leading or supervision. Work is undertaken in various hospitality settings such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops.

**Career Opportunities**

This course is for qualified chefs who have had a wide range of experience in commercial kitchens and who want to develop their skills in the areas of kitchen management.

Students develop a broad range of practical and theoretical skills to manage a dynamic and innovative kitchen.

This course builds on the trade cook's qualification by providing more advanced practical cookery skills. Students also develop human resource and communication skills for effective supervision, customer service, marketing, sales and team development, while exercising their own judgment and flair.

**ENGINEERING  
AND MINING****Certificate I in  
Engineering**-----  
**COURSE CODE****MEM10105**-----  
**LOCATION**

C, A

-----  
**MODE**

I, M

-----  
**DURATION**

3 MONTHS F/T

-----  
**VET TEAM**Heavy Equipment and  
Metal Trades

Trades (Central)

This qualification is part of the Metals and Engineering Training Package. It is designed for people starting work in the manufacturing, engineering and related industry areas. Students gain the base level competencies required by an operator working in these areas.

**Career Opportunities**

Entry level employment as an assistant operator in the fabrication sector of the industry or seeking apprenticeship in metals and engineering fields.

Note: Only available by special arrangements; not offered as single block course.

**Certificate II in  
Engineering**-----  
**COURSE CODE****MEM20105**-----  
**LOCATION**

C, A

-----  
**MODE**

I, M

-----  
**DURATION**

6 MONTHS F/T

-----  
**VET TEAM**Heavy Equipment and  
Metal Trades

Trades (Central)

Students will acquire skills and knowledge to be safe in the workplace, they will also learn industry-specific skills such as mechanical cutting, oxy acetylene welding, manual heating and thermal cutting, and routine manual metal arc welding, gas tungsten arc welding, gas metal arc welding.

**Career Opportunities**

Certificate II in Engineering graduates are prepared to enter into an apprenticeship in the fitting and machining trade or the metal fabrication and welding trade.

Note: Only available by special arrangements; not offered as single block course.

## ENGINEERING AND MINING (cont)

### Certificate III in Engineering - Fabrication Trade

-----  
**COURSE CODE**

**MEM30305**

-----  
**LOCATION**

C, App\*

-----  
**MODE**

I, M

-----  
**DURATION**

3 YRS P/T

-----  
**VET TEAM**

Heavy Equipment and  
Metal Trades

This qualification covers all aspects of fabrication. 'Fabrication' refers to the full scope of work previously known as 'boiler making', 'structural steel', 'metal fabrication' and 'sheet metal'. This qualification offers apprentices greater openings for career progress due to the broad-based nature of the program, the opportunity to select their own program of study, with the support of their employer, to gain those skills directly relevant to their work and interests, and the ability to proceed through the program at their own pace.

#### Career Opportunities

Graduates of this qualification may gain work as tradespeople in the fields of sheet metal including

- general fabrication
- air conditioning
- stainless steel/aluminium welding
- fabrication industries/construction
- site/mining
- site/oil
- gas industry

### Certificate III in Engineering - Mechanical Trade

-----  
**COURSE CODE**

**MEM30205**

-----  
**LOCATION**

C, App\*

-----  
**MODE**

I, M

-----  
**DURATION**

3 YRS P/T

-----  
**VET TEAM**

Heavy Equipment and  
Metal Trades

The Certificate III in Engineering - Mechanical Trade is for apprentices in manufacturing, engineering and related industry areas. They acquire skills and knowledge to perform general machining, lathe operations, manual heating and thermal cutting and welding.

#### Career Opportunities

Graduates of this qualification may gain employment as tradespeople in areas such as:

- general engineering
- welding
- construction/mining/oil/gas industries

It also allows entry into Engineering (Post Trade), Certificate IV and Diploma of Engineering courses.

### Certificate IV in Engineering

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**COURSE CODE**

**MEM40105**

-----  
**LOCATION**

C

-----  
**MODE**

I

-----  
**DURATION**

FLEXIBLE DELIVERY

-----  
**VET TEAM**

Heavy Equipment and  
Metal Trades

The purpose of the Certificate IV in Engineering (Welding) qualification is to enhance the skills and knowledge of people in the metal and engineering fields to enable advancement to a supervisory level. Night classes are available.

#### Career Opportunities

Skilled metal worker with higher level technical and/or supervisory skills in the welding / fabrication industry.

Note: This course is not offered in single block delivery. Full certificate available by special arrangements only.

## ENGINEERING AND MINING

(cont)

### Certificate I in Resources and Infrastructure Operations

-----  
**COURSE CODE**

**RII10109**

-----  
**LOCATION**

N, R, A

-----  
**MODE**

M

-----  
**DURATION**

8 WEEKS F/T

-----  
**VET TEAM**

Trades Central

Automotive, Maritime  
and Driver Education

This nationally recognised qualification incorporates units of competency that will allow the learner to demonstrate competency in basic working skills including OH&S, small plant and equipment, measurements and calculations, use of simple hand and power tools and workplace communications.

Although the RII 10109-Certificate I in Resource and Infrastructure is a stand alone qualification, it is assumed that it will be used by the student as a pathway into employment and then further training in the resource and infrastructure industry. Trade qualifications can be obtained in this industry through an apprenticeship and the completion of a Certificate III. Units completed in this Certificate I will contribute to the Certificate III.

#### Career Opportunities

Employment can be sought in areas such as:

- mining
- construction
- general maintenance

Note: This course is currently available for group booking only.

### Certificate II in Resources and Infrastructure Work Preparation

-----  
**COURSE CODE**

**RII20109**

-----  
**LOCATION**

N, R, A

-----  
**MODE**

M

-----  
**DURATION**

FLEXIBLE DELIVERY

-----  
**VET TEAM**

Trades Central

Automotive, Maritime  
and Driver Education

This qualification reflects the roles of individuals who perform mainly routine tasks and procedures, using limited practical skills and fundamental operational knowledge, and taking some responsibility for the quality of the work outcomes.

It is expected that this qualification will be available for enrolment in 2011 subject to approval from the Department of Education and Training Northern Territory

#### Career Opportunities

Employment can be sought in areas such as:

- mining
- construction
- general maintenance

Note: This course is only available by special arrangements; not offered as single block course.

## ENGINEERING AND MINING (cont)

### Certificate II in Resource Processing

-----  
**COURSE CODE**

**RII20509**

-----  
**LOCATION**

VARIOUS

-----  
**MODE**

E (WORKPLACE)

-----  
**DURATION**

FLEXIBLE DELIVERY

-----  
**VET TEAM**

Heavy Equipment and  
Metal Trades

This nationally recognised qualification incorporates units of competency that will allow the learner to demonstrate competency in basic mine processing skills including OHS, workplace communications cleaning activities and conveyer belt operations.

Although the RII 20509-Certificate II in Resource Processing is a stand alone qualification, it is assumed that it will be used by the student as a pathway into employment and then further training in the resource and infrastructure industry. Trade qualifications can be obtained in this industry through an apprenticeship and the completion of a Certificate III. Units completed in this Certificate II will contribute to the Certificate III.

#### Career Opportunities

Employment can be sought in areas such as:

- mining
- construction
- general maintenance

Note: This course is available by special arrangements.

### Certificate III in Road Construction and Maintenance

-----  
**COURSE CODE**

**RII31409**

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**LOCATION**

C

-----  
**MODE**

M

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**DURATION**

FLEXIBLE DELIVERY

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**VET TEAM**

Automotive, Maritime  
and Driver Education

This course is designed as on site assessment through Recognition of Prior Learning (RPL) assessment only pathway. It is intended for experienced persons working in the industry-preferably 5 years experience wishing to obtain the Certificate III qualification. This course is appropriate for those working as a skilled civil construction plant operator, at worksites within:

- Civil Construction
- Coal Mining
- Drilling
- Extractive Industries
- Metalliferous mining

This qualification is generally a RPL based assessment only structure. RPL takes into account the knowledge and skills you have already gained through your previous education and work. This may be through formal or informal training, paid or unpaid work experience, and can earn you credit if relevant to this course.

#### Career Opportunities

On completion of this qualification the candidate will become a skilled in the area of road construction and maintenance – as licensed plant operators.



## ENGINEERING AND MINING

(cont)

### Certificate III in Civil Construction Plant Operations

**COURSE CODE**

**RII30809**

**LOCATION**

C

**MODE**

M

**DURATION**

FLEXIBLE DELIVERY

**VET TEAM**

Automotive, Maritime  
and Driver Education

This course is intended for experienced persons working in the industry with preferably 5 years experience, wishing to obtain the Certificate III qualification. This course is appropriate for those people who have experience as a skilled civil constructions plant operator, at worksites within:

- Civil Construction
- Coal Mining
- Drilling
- Extractive Industries
- Metalliferous mining

This qualification is generally a RPL based assessment only structure. RPL takes into account the knowledge and skills you have already gained through your previous education and work. This may be through formal or informal training, paid or unpaid work experience, and can earn you credit if relevant to this course.

#### Career Opportunities

On completion of this qualification the candidate will become a skilled operator who applies a broad range of skills in a varied work context who can use their skills in a range of areas such as measurement, interpreting plans, small plant and equipment, hand and power tools, basic levelling, drainage and excavation.

### Certificate II in Surface Extraction Operations

**COURSE CODE**

**RII20209**

**LOCATION**

VARIOUS

**MODE**

E (WORKPLACE)

**DURATION**

FLEXIBLE DELIVERY

**VET TEAM**

Heavy Equipment and  
Metal Trades

This qualification reflects the role of individuals working as an operator on sites such as an open cut coal mine, a quarry or an open cut metalliferous mine, undertaking a prescribed range of tasks involving known routines and procedures, and taking some responsibility for the quality of work outcomes.

#### Career Opportunities

Employment can be sought in areas such as:

- mining
- construction
- general maintenance

Note: This course is available by special arrangements.

## FINANCE, BANKING AND INSURANCE

### Certificate III in Accounts Administration

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**COURSE CODE**

**FNS30310**

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**LOCATION**

C, A

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**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Business Advanced

Business and  
Information Technology  
(Central)

This course is appropriate for a person working as an accounts clerk. Entry-level study for employees in industry, business and government working in accounting who perform routine duties. This qualification is the foundation for further VET studies in accounting.

**Career Opportunities**

- accounts clerk
- payroll clerk
- inventory clerk
- cashier
- bookkeeper
- accounts receivable and accounts payable clerks

### Certificate IV in Accounting

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**COURSE CODE**

**FNS40610**

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**LOCATION**

C, A

-----  
**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Business Advanced

Business and  
Information Technology  
(Central)

This course is designed to reflect the role of employees who perform duties such as: completing Business Activity Statements (BAS) and other office taxes, operational reporting, producing basic management reports, producing basic job costing reports, preparing budgets, and managing a small office.

**Career Opportunities**

- Suitable for those in finance/accounting undertaking tasks such as budgeting, inventory control, asset management and management reporting
- Senior accounts clerk
  - Finance officer
  - Senior book-keeper.

## FINANCE, BANKING AND INSURANCE

(cont)

### Certificate IV in Bookkeeping

-----  
**COURSE CODE**

**FNS40210**

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**LOCATION**

C, A

-----  
**MODE**

M

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**DURATION**

0.5 YRS F/T

-----  
**VET TEAM**

Business Advanced

This qualification reflects the role of contract bookkeepers and employees performing in the role of bookkeeper for organisations where they establish and maintain accounting systems, assist with BAS and other office taxes and undertake payroll duties.

#### Career Opportunities

Graduates of this qualification may find work in positions such as:

- Contract book-keepers
- Book-keeper – BAS responsibilities

## FOOD PROCESSING AND BAKERY

### Certificate I in Food Processing (Retail Baking)

-----  
**COURSE CODE**

**FDf10803**

-----  
**LOCATION**

P, R

-----  
**MODE**

I, M

-----  
**DURATION**

20 DAYS

-----  
**VET TEAM**

Commercial Cookery  
and Bakery (Top End)

This program provides basic training and practical skills in bread making, pastry and cake making techniques. It provides students with the skills required to gain a head start in obtaining an apprenticeship

#### Career Opportunities

Certificate I leads into FDF30603 Certificate III in Food Processing (Retail Baking-Bread) or FDF30703 Certificate III in Food Processing (Retail Baking-Combined) pathway.

A Certificate III is run as an apprenticeship program. It can be undertaken in a bakery, patisserie, supermarket or plant bakery.

Note: This qualification will be replaced with a new qualification from the FDFIO training package early in 2012.

### Certificate III in Retail Baking (Bread)

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**COURSE CODE**

**FDf30610**

-----  
**LOCATION**

P, App

-----  
**MODE**

I, M

-----  
**DURATION**

1 YR F/T

-----  
**VET TEAM**

Commercial Cookery  
and Bakery (Top End)

This course meets the needs of industry and employers by providing the apprentice/trainee with the practical and professional skills he or she requires to develop into a competent breadmaker.

#### Career Opportunities

Includes positions as breadmakers in large manufacturing bread plants and qualified people with breadmaking skills in hot bread shops, hotels, restaurants, in-store bakeries, boutique bakeries, and as self-employed breadmakers in their own business.

## FOOD PROCESSING AND BAKERY

(cont)

### Certificate III in Retail Baking (Combined)

**COURSE CODE**

**FDF30710**

**LOCATION**

P, App

**MODE**

I, M

**DURATION**

1 YR F/T

**VET TEAM**

Commercial Cookery and Bakery (Top End)

This course meets the needs of industry and employers by providing the Apprentice/Trainee with the practical and professional skills he or she requires to develop into a competent tradesperson. The course caters for the training requirements of the retail baking occupation as defined in the Nationally Approved Training Package. Training and assessment is conducted in specialist training facilities at CDU. Training is delivered to provide many benefits to an employer and apprentice including:

- new skills that can add value to the business
- the combination of traditional skills and innovative ideas
- introduction of new products, trends and services to the apprentices
- a network for apprentices to communicate and grow that stretches across the Territory
- an excellent overview of the industry including all aspects of the trade

#### Career Opportunities

Pastrycooks in specialist cake shops, breadmakers in large manufacturing bread plants and qualified people with combined breadmaking and pastrycooking skills in hot bread shops, hotels, restaurants, large department.

### Cake Decorating

**COURSE CODE**

**VTP169**

**LOCATION**

P

**MODE**

I

**DURATION**

0.5 YRS F/T

**VET TEAM**

Commercial Cookery and Bakery (Top End)

This course is for people who wish to develop the skills and knowledge required to work in the bakery or in a specific cake decorating role within the food processing or hospitality industry. Focus is placed on practical application of baking principles, cake production and decoration and finishing products.

#### Career Opportunities

This course may lead to employment as a cake decorator in small bakeries. Students who successfully complete these units will be given credit for units certain food processing and hospitality courses.

## FOOD PROCESSING AND BAKERY

(cont)

### Certificate II in Meat Processing (Meat Retailing)

**COURSE CODE**

MTM20307

**LOCATION**

A

**MODE**

I, M

**DURATION**

1.5 YRS F/T

**VET TEAM**

Tourism and Hospitality (Central)

This qualification is for people who want to work in the meat retailing sector. Students learn about health, safety, hygiene, quality and productivity. They develop an understanding of the operations and principles required in the workplace, and gain a range of competencies essential to the industry. They also gain skills relating to occupational health and safety and quality assurance - skills that apply across all sectors of the food industry.

#### Career Opportunities

The meat retailing industry provides graduates of this qualification career opportunities in traditional meat retail outlets, supermarkets, and emerging specialist meat product outlets to work as meat retail assistants.

### Certificate III in Meat Processing (Meat Retailing)

**COURSE CODE**

MTM30807

**LOCATION**

A, App

**MODE**

I, M

**DURATION**

3 YRS F/T

**VET TEAM**

Tourism and Hospitality (Central)

This Apprenticeship qualification is recognised Australia-wide by independent retailers and supermarkets. The course will teach students about work practices in retail meat enterprises in relation to health, safety, hygiene, quality and productivity. Students will also learn how to prepare, package and merchandise a range of meat products including primal and specialist cuts. Once they have gained this trade qualification, they will have an opportunity to progress to management positions and add leadership skills to their qualifications.

The qualification is suitable for an Australian apprenticeship pathway

The program is designed to give students flexible training options. There is a combination of on campus and work experience training. On-campus training includes a range of practical activities in a simulated workplace environment along with theory.

#### Career Opportunities

The Meat Retailing Industry provides career opportunities in traditional meat retail outlets, supermarkets, and emerging specialist meat product outlets.

## GENERAL EDUCATION, PRE VOCATIONAL TRAINING AND ESL

### Certificate II in Education and Skills Development

**COURSE CODE**

40625SA

**LOCATION**

P

**MODE**

I

**DURATION**

0.5 YRS F/T

**VET TEAM**

Adult Literacy and  
Numeracy

This is a Year 10 equivalent course to provide a strong foundation in General and Vocational Education including language, literacy and numeracy development. Learners are equipped with the skills and knowledge to prepare for further learning and to build employability skills, life and work skills.

#### Career Opportunities

There are no formal articulation arrangements for pathways into VET or higher education courses on completion of the Certificate II in Education and Skills Development. Counselling of students to identify study paths and any associated bridging studies is central to the successful implementation of this course as well as the potential for learners to successfully complete their course. Imported units from training packages give pathways and credit transfer to a range of vocational qualifications.

Possible entry course titles relevant to this qualification include: Hairdressing, Certificate II in Business, Pre-Trade Course, and Certificate II in Tourism and Hospitality and Certificate I in Information Technology.

### Certificate IV in Training and Assessment

**COURSE CODE**

TAE40110

**LOCATION**

C, P, K, A, T

**MODE**

M

**DURATION**

0.5 YRS F/T

**VET TEAM**

Business Advanced  
Business and  
Information Technology  
(Central)

The TAE40104 Certificate IV in Training and Assessment specifies the competencies required to deliver training in an industry area or area of subject matter expertise, and conduct competency-based assessment in a range of contexts. It is the mandatory requirement for delivering and assessing nationally accredited training programs.

People interested in completing this course may:

- be VET professionals such as work place or Registered Training Organisation (RTO) trainers and assessors, teachers/trainers, educationalists, support personnel and middle level technical managers
- be already employed in a RTO and want your existing competencies recognised
- have some experience conducting informal workplace training
- have never trained others but have a technical qualification and want to move into training as a new career
- want to pick up some of the skills offered in the units as professional development

#### Career Opportunities

- Enterprise Trainer/Assessors
- RTO Training Co-ordinators
- RTO Trainer
- RTO Assessor
- Training Advisor
- Training Needs Analyst
- Vocational Education Teacher.

## GENERAL EDUCATION, PRE VOCATIONAL TRAINING AND ESL

(cont)

### Course in Preliminary Spoken and Written English

**COURSE CODE**

**91418NSW**

**LOCATION**

C, A, P, K, N

**MODE**

I

**DURATION**

UP TO ONE YEAR  
FULL TIME STUDY

**VET TEAM**

English as a Second Language

This is a foundation course for students who have no or very limited literacy skills in English and may not have literacy skills in L1. Outcomes include: basic learning strategies to study in formal learning environments; basic skills in reading and writing, reading vocabulary items and short sentences; participation in very simple conversational exchanges; recognition of simple numbers in everyday contexts.

#### Career Opportunities

This course aims to improve students' academic skills to undertake further training and education and enhance their work opportunities.

### Certificate I in Spoken and Written English

**COURSE CODE**

**91421NSW**

**LOCATION**

C, A, P, K, N

**MODE**

I

**DURATION**

2 TERMS FULL-TIME  
OR  
4 TERMS PART-TIME

**VET TEAM**

English as a Second Language

This qualification focuses on the development of language, literacy and numeracy skills to engage effectively in work, community and further studies activities. Outcomes include developing: learning strategies; basic spoken communication skills; basic reading and writing skills; skills in recognizing numbers, reading maps, graphs and shapes.

#### Career Opportunities

This course aims to improve students' academic skills to undertake further training and education and enhance their work opportunities.

## GENERAL EDUCATION, PRE VOCATIONAL TRAINING AND ESL

(cont)

### Certificate II in Spoken and Written English

**COURSE CODE**

91422NSW

**LOCATION**

C, A, P, K, N

**MODE**

I

**DURATION**

2 TERMS FULL TIME  
STUDY AND UP TO  
1 YEAR PART-TIME  
STUDY

**VET TEAM**

English as a Second  
Language

The Certificate II in Spoken and Written English assists students with low level English skills (post-beginner) from non-English speaking backgrounds who want to develop the language and literacy skills required to undertake further education and training, seek and maintain employment, and participate in the community. Learning Outcomes include developing: learning strategies; skills to understand and participate in formal and informal spoken contexts; reading and writing skills in preparation for work, further studies and personal purposes; basic numeracy skills.

#### Career Opportunities

This course aims to improve students' academic skills to undertake further training and education and enhance their employment opportunities.

### Certificate III in Spoken and Written English

**COURSE CODE**

91423NSW

**LOCATION**

C, A, P, K, N

**MODE**

I

**DURATION**

2 TERMS FULL-TIME  
STUDY AND UP TO  
4 TERMS PART-TIME  
STUDY

**VET TEAM**

English as a Second  
Language

The Certificate III in Spoken and Written English assists students from non-English speaking backgrounds to develop intermediate level English skills. The course helps students to develop the language and literacy skills required to undertake further education and training, seek and maintain work, and take part in the community. Learning outcomes include developing: learning strategies: spoken communication skills including, oral presentations, interviews and discussions; reading and writing skills for further studies, work and personal purposes; numeracy skills

#### Career Opportunities

This qualification aims to improve students' academic skills to undertake further training and education and enhance their employment opportunities.



## GENERAL EDUCATION, PRE VOCATIONAL TRAINING AND ESL

(cont)

### Certificate IV in Spoken and Written English - Employment

**COURSE CODE**

91420NSW

**LOCATION**

C

**MODE**

I

**DURATION**

UP TO ONE YEAR  
PART TIME STUDY

**VET TEAM**

English as a Second Language

Certificate IV in Spoken and Written English - Employment is an Advanced course that provides opportunities for learners to develop English language and literacy skills to undertake training, seek and maintain employment and participate in the community. This course offers the choice of a Jobseeking specialisation or a Workplace communication specialisation.

Learner outcomes for this course include developing:

- learning strategies to establish goals, engage effectively in workplace training and develop independent learning strategies
- skills to participate effectively in spoken jobseeking and workplace contexts i.e interviews, telephone enquiries, presentations, meetings, customer service
- skills to read and critically interpret jobseeking and workplace texts
- skills to research and write jobseeking and workplace texts.

#### Career Opportunities

CSWE IV - Employment is an Advanced course providing learners with skills to prepare them for a range of vocational contexts.

### Certificate IV in Spoken and Written English - Further Studies

**COURSE CODE**

91419NSW

**LOCATION**

C

**MODE**

I

**DURATION**

2 TERMS FULL-TIME  
STUDY AND UP TO  
4 TERMS PART-TIME  
STUDY

**VET TEAM**

English as a Second Language

Certificate IV in Spoken and Written English - Further Studies provides opportunities for learners to develop English language and literacy skills to undertake: training, further study, seek and maintain employment and participate in the community.

Learner outcomes for this course include developing:

- learning strategies to establish goals, engage effectively in further study contexts and develop independent learning strategies
- skills to understand further study lectures/presentations
- skills to participate in group work and tutorial discussions
- skills to research, read and critically interpret further study texts
- skills to research and write essays and reports

#### Career Opportunities

CSWE IV - Further Studies is an advanced course which develops the skills for learners to participate in a range of further study contexts. Completion of CSWE Further Studies may prepare learners for VET programs. Tertiary Preparation Courses may be required for university entry.

**GENERAL  
EDUCATION,  
PRE VOCATIONAL  
TRAINING  
AND ESL**  
(cont)

**Certificate IV  
in English  
Proficiency**

**COURSE CODE**  
40623SA

**LOCATION**  
C

**MODE**  
I

**DURATION**  
1 YR F/T

**VET TEAM**  
English as a Second  
Language

CSWE IV – Employment is an *Advanced* course which develops the skills for learners to participate in a range of vocational contexts.

Learner outcomes for this course include developing:

- learning strategies to establish goals, engage effectively in workplace training and develop independent learning strategies
- effective pronunciation and grammar for the workplace
- skills to participate effectively in spoken jobseeking contexts, ie interview, telephone enquiry
- skills to participate effectively in common spoken workplace contexts, ie presentations, meetings, day-to-day communication, customer service, negotiation and problem solving
- skills to read and critically interpret jobseeking and workplace texts
- skills to research and write jobseeking and workplace texts

**Career Opportunities**

Successful completion of the Certificate IV in English Proficiency will facilitate access to vocational level employment, entry to Certificate III or IV vocational training courses, entry to the Diploma of English Proficiency and facilitate entry to tertiary enabling programmes as the next step to entry into higher education degree courses.

**PRIMARY  
INDUSTRIES,  
HORTICULTURE  
AND  
CONSERVATION**

**Certificate II in  
Agriculture**

**COURSE CODE**  
RTE20103

**LOCATION**  
K, App

**MODE**  
I, M

**DURATION**  
UP TO 12 MONTHS

**VET TEAM**  
Agriculture and Rural  
Operations

Enables students to gain basic knowledge and skills in agriculture. This qualification provides an entry level occupational outcome in agriculture. The qualification enables individuals to select a livestock production or cropping context as a job focus or, in the case of mixed farming enterprises, both. The campus offers a stock and station skills course specialising in beef production. This course provides the student with the skills and knowledge to perform the duties of an agriculture assistant competently.

**Career Opportunities**

- assistant animal attendant/stockperson
- assistant Farm or Station hand
- assistant Farm or Station worker
- assistant Farm or Station labourer

Note: This qualification will be replaced mid 2012 with the qualification AHC20110 Certificate II in Agriculture from the AHC10 Training Package.

## PRIMARY INDUSTRIES, HORTICULTURE AND CONSERVATION

(cont)

### Certificate III in Agriculture (Beef Production)

**COURSE CODE**

RTE30203

**LOCATION**

K, App

**MODE**

I, M

**DURATION**

UP TO 2 YRS

**VET TEAM**

Agriculture and Rural Operations

Many skilled people are needed in the beef cattle industry, including farmhands, supervisors and managers. Working with beef cattle requires handling animals with confidence and patience, and working long hours in all kinds of weather. This course enables students to expand on the knowledge and skills gained in the units in level II.

Graduates from this course have acquired a level of knowledge and skills that will equip them for work as farmhands or stationhands. A farmhand or stationhand is a skilled worker and is likely to be involved in co-ordinating a wide range of beef cattle and property operations. Work undertaken as a farmhand or stationhand includes:

- horse education
- cattle production
- constructing fences
- chemical application
- understanding livestock nutrition

**Career Opportunities**

- farmhand or station hand
- farm or station worker

Note: This qualification will be replaced mid 2012 with the qualification AHC30110 Certificate III in Agriculture from the AHC10 Training Package

### Certificate II in Animal Studies

**COURSE CODE**

ACM20110

**LOCATION**

C, K, App

**MODE**

I, M

**DURATION**

FLEXIBLE DELIVERY

**VET TEAM**

Agriculture and Rural Operations

This certificate is a general prevocational qualification aimed as an entry point into the veterinary and animal care industry. It is a requirement that work in either a veterinary clinic or in a wildlife park has commenced prior to enrolment in the course.

**Career Opportunities**

Job role titles covered by this qualification may include:

- animal care attendant
- animal shelter attendant
- kennel hand
- cattery attendant
- pet shop attendant
- assistant dog groomer.

Note: This qualification will be replaced in 2012 with the qualification ACM20110 Certificate II in Animal Studies from the AHC10 Training Package

**PRIMARY INDUSTRIES, HORTICULTURE AND CONSERVATION**  
(cont)

**Certificate I in Conservation and Land Management**

**COURSE CODE**

RTD10102

**LOCATION**

VARIOUS (REMOTE)

**MODE**

I, M

**DURATION**

0.5 YRS

**VET TEAM**

Conservation and Land Management (Top End)

Primary Industries (Central)

This qualification is part of the Conservation and Land Management Training Package. It offers students entry level parks and wildlife skills and experience, including training in the land management sector, with hands-on training across a wide range of land management units.

**Career Opportunities**

Basic skills in land management and conservation.

Note: This course is not offered on-campus.

This qualification will be replaced in mid 2012 with the qualification AHC10110 Certificate I in Conservation and Land Management from the AHC10 Training Package. Units completed under the Conservation and Land Management Package will be transferable (or transferred) across to the AHC10 Training Package when it comes into effect.

**Certificate II in Conservation and Land Management**

**COURSE CODE**

RTD20102

**LOCATION**

P, R, K

**MODE**

I, M

**DURATION**

0.5 YRS F/T, 2 YRS P/T

**VET TEAM**

Conservation and Land Management (Top End)

Primary Industries (Central)

This course offers entry level training for people wishing to work in parks and wildlife areas and includes hands-on training across a wide range of land management units.

**Career Opportunities**

After achieving the RTD20102 Certificate II in Conservation and Land Management students may undertake RTD30102 Certificate III in Conservation and Land Management.

Possible job titles relevant to this qualification include:

- ranger
- bush regeneration crew member
- field assistants
- weed technician

This qualification will be replaced mid 2012 with the qualification AHC21010 Certificate II in Conservation and Land Management from the AHC10 Training Package. Units completed under the Conservation and Land Management Package will be transferrable (or transferred) across to the AHC10 Training Package when this comes into effect.

**PRIMARY INDUSTRIES, HORTICULTURE AND CONSERVATION**  
(cont)

**Certificate III in Conservation and Land Management**

**COURSE CODE**

**RTD30102**

**LOCATION**

P, R, K

**MODE**

I, M

**DURATION**

0.5 YRS F/T, 3 YRS P/T

**VET TEAM**

Conservation and Land Management (Top End)

Primary Industries (Central)

This course offer previous Certificate II students and new entry level students training to work in parks and wildlife areas and includes hands-on training across a wide range of land management units.

**Career Opportunities**

Possible job titles relevant to this qualification include:

- ranger
- bush regeneration crew member
- field assistants
- weed technician

This qualification will be replaced mid 2012 with the qualification AHC31410 Certificate III in Conservation and Land Management from the AHC10 Training Package. Units completed under the Conservation and Land Management Package will be transferrable (or transferred) across to the AHC10 Training Package when this comes into effect.

**Certificate IV in Conservation and Land Management**

**COURSE CODE**

**RTD40102**

**LOCATION**

P, R, K

**MODE**

I, M

**DURATION**

0.5 YRS F/T, 2 YRS P/T

**VET TEAM**

Conservation and Land Management (Top End)

Primary Industries (Central)

This course offers previous Certificate III CLM (or equivalent) students training to work in parks and wildlife areas and includes hands-on and management plan training across a wide range of land management units.

**Career Opportunities**

Required qualification for T3 level Ranger.

Possible job titles relevant to this qualification include:

- ranger
- community engagement officer
- weeds field officer

This qualification will be replaced mid 2012 with the qualification AHC40910 Certificate IV in Conservation and Land Management from the AHC10 Training Package. Units completed under the Conservation and Land Management Package will be transferrable (or transferred) across to the AHC10 Training Package when this comes into effect.

**PRIMARY INDUSTRIES, HORTICULTURE AND CONSERVATION**  
(cont)

**Diploma in Conservation and Land Management**

**COURSE CODE**

RTD50102

**LOCATION**

P, R

**MODE**

I, M

**DURATION**

0.5 YRS F/T, 2 YRS P/T

**VET TEAM**

Conservation and Land Management (Top End)

Primary Industries (Central)

This course offers previous Certificate IV CLM (or equivalent) students training to work in parks and wildlife areas and includes hands-on biological survey and management planning training across a wide range of land management units.

**Career Opportunities**

Possible job titles relevant to this qualification include:

- state or federal park ranger or senior ranger
- community ranger group coordinator
- field officer for land and catchment management agencies or environmental consultants.

This qualification will be replaced mid 2012 with the qualification AHC51110 Diploma of Conservation and Land Management from the AHC10 Training Package. Units completed under the Conservation and Land Management Package will be transferrable (or transferred) across to the AHC10 Training Package when this comes into effect.

**Certificate I in Horticulture**

**COURSE CODE**

RTF10103

**LOCATION**

C, A, R

**MODE**

I, M

**DURATION**

0.5 YRS F/T

**VET TEAM**

Horticulture and Aquaculture (Top End)

Primary Industries (Central)

This qualification is part of the Amenity Horticulture Training Package. It is designed for a person wishing to work as a horticultural assistant at the start of a career in the horticulture industry. The qualification may include an introduction to equipment and machinery, caring for planted areas, using chemicals, and providing horticultural support.

This qualification is aimed towards client groups from non-English speaking backgrounds, and is delivered to specific client groups.

**Career Opportunities**

- Horticultural assistant

Note: This qualification will be replaced mid 2012 with the qualification AHC10210 Certificate I in AgriFood Operations from the AHC10 Training Package

**PRIMARY INDUSTRIES, HORTICULTURE AND CONSERVATION**  
(cont)

### Certificate II in Horticulture

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**COURSE CODE**

**RTF20103**

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**LOCATION**

C, A, R

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**MODE**

I, M

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**DURATION**

0.5 YRS F/T, 2 YRS P/T

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**VET TEAM**

Horticulture and Aquaculture (Top End)

Primary Industries (Central)

This qualification is for people who are seeking employment as a horticultural worker, who will undertake a range of tasks under limited supervision. Tasks could cover some or all of the various sectors of arboriculture, floriculture, landscape, nursery, parks and gardens, turf management and production horticulture.

#### Workplace Training

Students are offered experience and assessment in a workplace or simulated workplace environment. Workplace experience is encouraged so that students develop and achieve the necessary competency.

#### Career Opportunities

- Horticultural worker

Note: This qualification will be replaced mid 2012 with the qualification AHC20410 Certificate II in Horticulture from the AHC10 Training Package

### Certificate III in Horticulture

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**COURSE CODE**

**RTF30103**

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**LOCATION**

C, A, R

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**MODE**

I, M

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**DURATION**

1 YR F/T, 3 YRS P/T

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**VET TEAM**

Horticulture and Aquaculture (Top End)

Primary Industries (Central)

This course encourages students to implement their knowledge and skills under limited supervision, while teaching students valuable attributes such as supervision, recording and reporting, planning, and training staff. Students undertaking this course have the opportunity to select elective units of competency in either the nursery/production or landscape/parks and gardens sectors, enabling them to specialise in their chosen horticultural field.

Students undertaking this course will need to have completed a Certificate II in Horticulture qualification or equivalent, or be assessed via RPL or workplace assessment to this level.

#### Career Opportunities

Possible job titles relevant to this qualification include:

- horticulturist
- landscape maintenance
- landscape construction
- nursery production
- retail nursery
- production horticulturist at a trade level

Note: This qualification will be replaced mid 2012 with the qualification AHC30710 Certificate III in Horticulture from the AHC10 Training Package

**PRIMARY INDUSTRIES, HORTICULTURE AND CONSERVATION**  
(cont)

**Certificate IV in Horticulture**

**COURSE CODE**

**RTF40103**

**LOCATION**

C, A

**MODE**

I, M

**DURATION**

3 YRS P/T

**VET TEAM**

Horticulture and Aquaculture (Top End)

Primary Industries (Central)

The horticulture general qualification is available to all students wish to pursue a career in the horticulture industry, ranging from amenity to production horticulture. This qualification is delivered via RPL and workplace assessment and is available to students with prior industry experience

**Career Opportunities**

- Horticulture supervisor

Note: This qualification will be replaced mid 2012 with the qualification AHC40410 Certificate IV in Horticulture from the AHC10 Training Package

**Diploma in Horticulture**

**COURSE CODE**

**RTF50103**

**LOCATION**

C

**MODE**

I, M

**DURATION**

3 YRS P/T

**VET TEAM**

Horticulture and Aquaculture (Top End)

This Diploma in Horticulture qualification is available to all students wish to pursue a senior role within the horticulture industry.

This course is project based and encourages the undertaking of research and trials in areas of the student's interest. The majority of this course is undertaken self paced with additional tutorial sessions and workshops.

It is expected that students undertaking this course will have a minimum of Certificate III in Horticulture or equivalent, or be able to be assessed to this level.

It is also expected that students will be employed in the horticultural industry or have access to a horticultural enterprise.

**Career Opportunities**

- Horticulture manager  
- Small Business Owner  
- Technical Officer

Note: This qualification will be replaced mid 2012 with the qualification AHC50410 Diploma in Horticulture from the AHC10 Training Package.



**PRIMARY INDUSTRIES, HORTICULTURE AND CONSERVATION**  
(cont)

**Certificate I in Rural Operations**

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**COURSE CODE**

**RTE10103**

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**LOCATION**

C, K, A, R

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**MODE**

I, M

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**DURATION**

6 MTHS F/T

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**VET TEAM**

Agriculture and Rural Operations

Horticulture and Aquaculture

Primary Industries (Central)

This qualification is part of the Rural Production Training Package. It provides students with the skills and knowledge to work in the rural operations industry at a junior or entry-level position. Content may include: support agricultural/horticultural production crop work, prepare for work, support extensive/intensive livestock work, support horse work, support irrigation work.

This qualification is aimed towards client group from non-English speaking backgrounds, and is delivered to specific client groups.

**Career Opportunities**

Job outcomes: farm hand, farm worker. May contribute to advanced standing in Certificate II in Rural Operations.

Note: This qualification will be replaced mid 2012 with the qualification AHC10210 Certificate I in AgriFood Operations from the AHC10 Training Package.

**Certificate II in Rural Operations**

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**COURSE CODE**

**RTE20703**

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**LOCATION**

C, K, A, R

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**MODE**

I, M

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**DURATION**

0.5 YRS F/T, 2 YRS P/T

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**VET TEAM**

Agriculture and Rural Operations

Conservation and Land Management

Horticulture and Aquaculture

Primary Industries (Central)

This course is appropriate to a person working in rural based communities, farms and cattle stations who wish to further their skills in a range of broad work environments. They may be employed across a range of horticultural/agricultural positions/municipal works positions.

**Career Opportunities**

- Supervised worker in the rural sector.

Note: This qualification will be replaced mid 2012 with the qualification AHC21210 Certificate II in Rural Operations from the AHC10 Training Package

**PRIMARY INDUSTRIES, HORTICULTURE AND CONSERVATION**  
(cont)

**Certificate III in Rural Operations**

**COURSE CODE**  
RTE31903

**LOCATION**  
C, K, A, R

**MODE**  
I, M

**DURATION**  
1 YR F/T, 3 YRS P/T

**VET TEAM**  
Agriculture and Rural Operations

Primary Industries  
(Central)

The Certificate III in Rural Operations is a flexible qualification that allows units of competency from a variety of rural industries to be combined into a single qualification. It allows for the packaging of an individualised qualification for people who work across multiple areas of rural production. Graduates have a group of competencies tailored to their unique work situation and skills.

**Career Opportunities**

General farm workers, council workers performing gardening/horticultural tasks, pastoral workers, and any other position that requires a wide variety of rural skills across numerous disciplines.

Note: This qualification will be replaced mid 2012 with the qualification AHC32810 Certificate III in Rural Operations from the AHC10 Training Package.

**Certificate II in Seafood Industry (Aquaculture)**

**COURSE CODE**  
SFI20104

**LOCATION**  
C, R

**MODE**  
I, M

**DURATION**  
0.5 YRS F/T, 2 YRS P/T

**VET TEAM**  
Horticulture and Aquaculture (Top End)

This qualification is the base entry point into this sector of the seafood industry and provides people with a range of core and underpinning skills and knowledge relevant to work as a field hand in the aquaculture sector. Work at this level is usually undertaken under general supervision and follows routine processes and procedures.

**Career Opportunities**

- aquaculture
- farm hand

Note: This qualification will be replaced mid 2012 with the qualification SFI20111 Certificate II in Aquaculture from the SFI-11 Training Package.

**Certificate III in Seafood Industry (Aquaculture)**

**COURSE CODE**  
SFI30104

**LOCATION**  
C, R

**MODE**  
I, M

**DURATION**  
1 YR F/T, 3 YRS P/T

**VET TEAM**  
Horticulture and Aquaculture (Top End)

This qualification represents the competencies relevant to people working in the aquaculture sector of the seafood industry as skilled workers or leading hands. A person operating at this level has a broad range of well-developed skills and the ability to adapt and transfer skills to new activities.

The theory component of this qualification may be completed externally, but students will be responsible for finding a suitable aquaculture location to complete the practical component. All students considering this option should contact the course coordinator for advice before enrolling.

**Career Opportunities**

- aquaculture hatchery technician
- farm technician with supervisory capacity

Note: This qualification will be replaced mid 2012 with the qualification SFI30111 Certificate III in Aquaculture from the SFI-11 Training Package.

**PRIMARY INDUSTRIES, HORTICULTURE AND CONSERVATION**  
(cont)

**Certificate IV in Seafood Industry (Aquaculture)**

**COURSE CODE**

SFI40104

**LOCATION**

C

**MODE**

I, M

**DURATION**

3 YRS P/T

**VET TEAM**

Horticulture and Aquaculture (Top End)

This qualification represents the competencies relevant to people working in the aquaculture sector of the seafood industry in the capacity of a supervisor, technical manager and/or specialist. The course comprises units from aquaculture specialist areas as well as the areas of management, farm operations, quality assurance, sales, distribution, marketing, payroll and food safety.

**Career Opportunities**

- farm manager
- aquaculture technical manager
- aquaculture consultant

Note: This qualification will be replaced mid 2012 with the qualification SFI40111 Certificate IV in Aquaculture from the SFI-11 Training Package.

**Certificate II in Seafood Industry (Fisheries Compliance Support)**

**COURSE CODE**

SFI20404

**LOCATION**

C, P, R

**MODE**

I, M

**DURATION**

0.5 YRS

**VET TEAM**

Automotive, Maritime and Driver Education

This qualification represents the competencies relevant to people working at a local level in a support role to an agency/organisation that has legislated responsibility for the management of fisheries, both wild catch and aquaculture. The qualification

has application for people in Indigenous Australian communities who accept responsibility for achieving environmentally sustainable usage of the fisheries and marine and freshwater environments in their regions. The competencies have been developed for observers who can report on change and suspected non-compliance using only observable evidence that can be recorded such as photographs and global positioning system readings. People working in this role follow strict procedures and have no authority to approach or confront anyone acting suspiciously or suspected of non-compliance.

**Certificate III in Seafood Industry (Fishing Operations)**

**COURSE CODE**

SFI31204

**LOCATION**

C, R

**MODE**

I, M

**DURATION**

1 YR F/T

**VET TEAM**

Automotive, Maritime and Driver Education

This qualification contains the competencies required by an experienced deckhand undertaking a wide range of fishing and vessel-operation tasks and includes the competencies that will lead to certification as a restricted coxswain. However, being successfully assessed against a competency does not automatically mean that regulatory licence is issued. A full coxswain is in command of a vessel of up to 12 metres in length operating in waters up to 15 nautical miles from shore.

**Careers Opportunities**

- Restricted coxswain or full coxswain

## SALES AND PERSONAL SERVICES

### Certificate III in Beauty Services

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**COURSE CODE**

**WRB30104**

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**LOCATION**

P, App

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**MODE**

I

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**DURATION**

2 YRS F/T

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**VET TEAM**

Sales and Personal Services

This course is for full-time apprentice beauty therapists who have a Training Agreement with an employer or students in a VETis program. It supplements on-the-job training in the salon. Students will demonstrate competency in the salon before achieving this qualification.

**Career Opportunities**

- beauty therapist

Note: This qualification will be replaced with the qualification SIB30110 Certificate III in Beauty Services from the SIB10 training package.

### Certificate IV in Beauty Therapy

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**COURSE CODE**

**WRB40105**

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**LOCATION**

P

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**MODE**

I

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**DURATION**

1 YR F/T

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**VET TEAM**

Sales and Personal Services

The Certificate IV in Beauty Therapy provides training for people wishing to work in the beauty industry as beauty therapists. It provides knowledge and skills relevant to the beauty industry as applied to a broad range of workplace situations including those that are complex and non-routine. It is suitable for both the school leaver and mature-age person. To achieve a certificate at this level all units must be completed and competency demonstrated in the workplace.

**Career Opportunities**

- beauty therapist

Note: This qualification will be replaced with the qualification SIB40110 Certificate IV in Beauty Therapy from the SIB10 training package.

### Certificate II in Hairdressing

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**COURSE CODE**

**WRH20109**

-----  
**LOCATION**

P, A

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**MODE**

I, M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Sales and Personal Services

Tourism and Hospitality (Central)

This course is for people who want a career in hairdressing.

Students who complete this course will have completed the training requirements of a salon assistant and will be able to work in a salon under supervision.

**Career Opportunities**

- salon assistant in a hairdressing salon

## SALES AND PERSONAL SERVICES

(cont)

### Certificate III in Hairdressing

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**COURSE CODE**

**WRH30109**

-----  
**LOCATION**

P, A, App

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**MODE**

I, M

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**DURATION**

1.5 YRS F/T

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**VET TEAM**

Sales and Personal Services

Tourism and Hospitality (Central)

This course is for apprentice hairdressers who have a Training Agreement with an employer. It supplements on-the-job training in the salon. All aspects of hairdressing are covered including reception, selling skills, client focus, communication, physiology of hair and skin, cutting, colouring, perming, styling and related chemistry. Students will complete the course and demonstrate competency in the salon to work as a senior hairdresser anywhere in Australia.

#### Career Opportunities

- senior hairdresser

### Certificate IV in Hairdressing

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**COURSE CODE**

**WRH40109**

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**LOCATION**

P

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**MODE**

I, M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Sales and Personal Services

The Certificate IV in Hairdressing expands the development of the complex technical skills and knowledge of hairdressing practitioners.

Functions at this level include the self-directed application of a broad range of knowledge and skills and the provision of technical leadership, training and support to colleagues. A hairdresser at this level may provide specialist services, including haircutting, hair design, hair colouring, complex colour correction, hair extensions, chemical reformation, and make-up application.

#### Career Opportunities

- salon owner or manager

### Certificate I in Retail Services

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**COURSE CODE**

**SIR10107**

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**LOCATION**

P, A, T, R

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**MODE**

I, M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Sales and Personal Services

Tourism and Hospitality (Central)

This qualification provides the foundation skills and knowledge for an individual to be competent in routine tasks in various retail settings. Individuals may work in a team, but always under direct supervision. Students undertaking this qualification will generally be secondary students with part-time work in the retail industry.

#### Career Opportunities

- checkout operator  
- sales assistant  
- retail customer service officer

## SALES AND PERSONAL SERVICES

(cont)

### Certificate II in Retail

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**COURSE CODE**

**SIR20207**

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**LOCATION**

P, A, R, App

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**MODE**

I, M

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**DURATION**

1 YR F/T

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**VET TEAM**

Sales and Personal Services

Tourism and Hospitality (Central)

This course is the standard entry level qualification for the retail industry. It applies to people wishing to develop skills and knowledge to work within the retail industry.

Likely functions within the retail industry for those who achieve this level of qualification include working within clearly defined contexts and under supervision. It involves interacting with customers, performing stock control, operating point of sale equipment, balancing the register and minimising theft.

#### Career Opportunities

- sales assistant
- checkout operator
- retail customer service operator

### Certificate III in Retail

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**COURSE CODE**

**SIR30207**

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**LOCATION**

P, A, R, App

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**MODE**

I, M

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**DURATION**

1 YR F/T

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**VET TEAM**

Sales and Personal Services

Tourism and Hospitality (Central)

This qualification provides the skills and knowledge for a person to be competent in retail operations and/or supervision with the need to apply discretion and judgement. Work would be undertaken in various retail store settings, such as specialty stores, supermarkets, department stores and retail fast food outlets. Individuals may have some responsibilities within a store team.

#### Career Opportunities

- sales assistant
- customer service representative
- crew leaders
- shift manager
- team leader
- department manager
- assistant store manager
- checkout supervisor
- merchandise coordinator

## SALES AND PERSONAL SERVICES

(cont)

### Certificate IV in Retail Management

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**COURSE CODE**

**SIR40207**

-----  
**LOCATION**

P, A, R, App

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**MODE**

I, M

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**DURATION**

1 YR F/T

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**VET TEAM**

Sales and Personal Services

Tourism and Hospitality (Central)

This course is for people aspiring to higher supervisory positions or middle management roles within the retail or wholesale industry. Students learn how to manage sales, service, merchandise, and sales teams franchising, e-business, buy merchandise, control inventory and store security and work-based learning/assessment. This qualification develops the first line management skills of those working in the retail industry. It applies to those who are managing a small business, or a department within a medium to large trading organisation. It provides a further career path within industry at a level that provides further opportunity through experience and application. This level assists the development of skills and knowledge to work in higher supervisory roles or middle management positions.

Content areas include: manage sales and service delivery, administer HR policy, manage merchandise and store presentation, provide a safe work environment, buy merchandise, control inventory, control store loss/inventory or manage store facilities.

#### Career Opportunities

- retail store manager
- department manager
- merchandise manager
- sales manager
- customer service manager
- shift manager

## TOURISM AND HOSPITALITY

### Certificate III in Events

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**COURSE CODE**

**SIT30607**

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**LOCATION**

P, A

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**MODE**

I, M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Tourism and Hospitality (Central)

Tourism, Hospitality and Recreation (Top End)

This qualification provides the skills and knowledge for an individual to be competent in an administrative or operational events support role.

The qualification reflects the role of skilled operators who apply a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

#### Career Opportunities

Individuals with this qualification are able to work in a range of organisations where event management takes place, and such organisations are diverse in nature. Examples include professional conference organisers, exhibition and event management companies, sporting associations, community organisations, hospitality and cultural venues.

Possible job titles include:

- event assistant
- event administrative assistant
- event operations assistant
- event operative
- conference assistant
- exhibitions assistant

## TOURISM AND HOSPITALITY

(cont)

### Certificate I in Hospitality

**COURSE CODE**  
SIT10207

**LOCATION**  
A

**MODE**  
I, M

**DURATION**  
0.5 YRS F/T

**VET TEAM**  
Tourism and Hospitality  
(Central)

This qualification provides the skills and knowledge for an individual to be competent in routine tasks in various hospitality settings such as cafes and coffee shops, where alcohol is not served. Individuals may work in a team but always under direct supervision.

#### Career Opportunities

- coffee shop or cafe attendant

### Certificate II in Hospitality

**COURSE CODE**  
SIT20207

**LOCATION**  
P, A, R, App

**MODE**  
I, M

**DURATION**  
0.5 YRS F/T

**VET TEAM**  
Tourism and Hospitality  
(Central)

Tourism, Hospitality  
and Recreation  
(Top End)

This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic operational knowledge and limited practical skills in a defined context. Work is undertaken in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops.

#### Career Opportunities

This qualification provides the skills for employment in positions such as:

- bar attendant
- bottle shop attendant
- food and beverage attendant
- waiter

### Certificate III in Hospitality

**COURSE CODE**  
SIT30707

**LOCATION**  
P, A, R, App

**MODE**  
I, M

**DURATION**  
0.5 YRS F/T

**VET TEAM**  
Tourism and Hospitality  
(Central)

Tourism, Hospitality  
and Recreation  
(Top End)

This qualification provides the skills and knowledge for a person to be competent in a range of activities and functions requiring basic operational knowledge and limited practical skills in a defined context. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team.

#### Career Opportunities

Employment in a restaurant, bar, resort, club as a bar attendant, barista, waiter or wine waiter.



## TOURISM AND HOSPITALITY

(cont)

### Certificate IV in Hospitality

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**COURSE CODE**

**SIT40307**

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**LOCATION**

P, A, R

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**MODE**

I, M

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**DURATION**

1 YR F/T

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**VET TEAM**

Tourism and Hospitality  
(Central)

Tourism, Hospitality  
and Recreation  
(Top End)

This qualification provides the skills and knowledge for students to be competent in skilled operations and team leading or supervision. Work is undertaken in various hospitality settings such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. The qualification is suitable for an Australian apprenticeship pathway. Studies can be undertaken either on campus or externally in the workplace.

#### Career Opportunities

Work is undertaken in various hospitality settings such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. The qualification is suitable for an Australian apprenticeship pathway. This qualification enables skilled workers to obtain formal recognition and provide opportunities for further studies.

### Diploma of Hospitality

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**COURSE CODE**

**SIT50307**

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**LOCATION**

P

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**MODE**

I, M

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**DURATION**

2 YRS F/T

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**VET TEAM**

Tourism, Hospitality  
and Recreation  
(Top End)

This qualification provides the skills and knowledge for a person to be competent in skilled operations and team leading or supervision. Work is undertaken in various hospitality settings such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. The qualification is suitable for an Australian apprenticeship pathway. Studies can be undertaken either on campus or externally at the workplace.

The program is designed to give students flexible training options. There is a combination of on campus and work experience training. On-campus training includes a range of practical activities in a simulated work environment.

#### Career Opportunities

Work would be undertaken in various hospitality settings such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops.

## TOURISM AND HOSPITALITY (cont)

### Certificate I in Tourism (Australian Indigenous Culture)

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**COURSE CODE**

**SIT10107**

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**LOCATION**

P, A, R

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**MODE**

I, M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Tourism and Hospitality  
(Central)

Tourism, Hospitality  
and Recreation  
(Top End)

This qualification provides the skills and knowledge for a person to be competent in basic practical tourism skills. The qualification is entry level and may provide a pathway to a range of jobs in the tourism and hospitality industries and in particular, in enterprises with an Indigenous focus. Work would be undertaken in an office environment where the planning of tourism products and services takes place, in the field where tourism products are delivered or a combination of both. The field includes any destination, local or regional area, tourist precinct, site, attraction or onboard form of transportation. The qualification reflects the role of individuals who perform a defined range of mostly routine and predictable work activities. They work under clear direction and may participate in a team. The qualification is suitable for an Australian apprenticeship pathway and for VET in Schools delivery.

#### Career Opportunities

People with this qualification are able to work in specialist tourism or cultural enterprises that deliver Australian Indigenous experiences. They may be a tour operator or operate a site or cultural or heritage centre. The qualification reflects the specific role of an Australian Indigenous person or other individual approved of by local elders who shares aspects of his or her culture with visitors in an informal way.

Possible job titles include:

- Indigenous storyteller
- assistant in an Indigenous cultural centre
- assistant Indigenous guide

## TOURISM AND HOSPITALITY

(cont)

### Certificate II in Tourism

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**COURSE CODE**

**SIT20107**

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**LOCATION**

P, A, R, App

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**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Tourism and Hospitality  
(Central)

Tourism, Hospitality  
and Recreation  
(Top End)

This qualification provides the skills and knowledge for an individual to be competent in a defined range of basic tourism technical skills. Work would be undertaken in an office environment where the planning of tourism products and services takes place, in the field where tourism products are delivered or a combination of both. The field includes any destination, local or regional area, tourist precinct, site, attraction or onboard form of transportation. The qualification reflects the role of People who perform a range of mainly routine tasks, using limited practical skills and fundamental operational knowledge in a defined context. They work under direct supervision. The qualification is suitable for an Australian apprenticeship pathway and for VET in Schools delivery.

#### Career Opportunities

People with this qualification are able to work in many tourism industry sectors and enterprise types. The qualification is flexible and is designed to meet a broad range of basic tourism industry needs. It recognises the diversity of tourism operations and the increasing industry trend for operators to provide specialised tourism products. Graduates may apply to work in retail travel agencies, tour wholesalers, tour operators of any sort (e.g. coach, camping, cruise boat, four-wheel drive or walking), attractions, cultural and heritage sites and any small tourism business requiring multi-skilled employees. In some sectors of the industry there are no job outcomes at Certificate II level. Specialist Certificate III qualifications should be selected for the appropriate job outcome, e.g. guiding, travel consultancy or tour coordination. Possible job titles include:

- office assistant for a small tour operator
- documentation clerk for a tour wholesaler
- receptionist and office assistant in a professional conference organiser
- receptionist and office assistant in a retail travel agency
- retail sales assistant in an attraction
- museum attendant

## TOURISM AND HOSPITALITY

(cont)

### Certificate III in Tourism

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**COURSE CODE**

**SIT30107**

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**LOCATION**

P, A, R, App

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**MODE**

M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Tourism and Hospitality  
(Central)

Tourism, Hospitality  
and Recreation  
(Top End)

This qualification provides the skills and knowledge for an individual to be competent in a range of well-developed tourism sales, operational and tour delivery skills. Work would be undertaken in an office environment where the planning of tourism products and services takes place, in the field where tourism products are delivered or a combination of both. The field includes any destination, local or regional area, tourist precinct, site, attraction or onboard form of transportation.

This program is delivered flexibly, and include a combination of hands-on training and tutorials.

The qualification is suitable for an Australian apprenticeship pathway.

#### Career Opportunities

Graduates work in multiple tourism industry sectors and enterprise types. The types of enterprise to which this qualification may apply include tour operators (e.g. coach, camping, cruise boat, four-wheel drive or walking), attractions, cultural and heritage sites and any small tourism business.

### Certificate III in Tourism (Guiding)

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**COURSE CODE**

**SIT30507**

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**LOCATION**

P, A, R, App

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**MODE**

I, M

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**DURATION**

0.5 YRS F/T

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**VET TEAM**

Tourism and Hospitality  
(Central)

Tourism, Hospitality  
and Recreation  
(Top End)

This qualification provides the skills and knowledge for a person to be competent in a range of well-developed guiding skills. Work is undertaken in the field where tourism products are delivered, including any destination, local or regional area, tourist precinct, site or attraction.

The qualification reflects the role of skilled operators who apply a broad range of competencies in a varied work context, using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team. The qualification is suitable for an Australian apprenticeship pathway.

#### Career Opportunities

People with this qualification are able to work in multiple tourism industry sectors and enterprise types. They may work for local tour operators, at cultural and heritage sites, and in marine and national parks or attractions. Guiding is an occupation that relies on a knowledge base and guides at this level may have a defined scope of knowledge that allows them to operate at particular destinations or sites. The depth of knowledge of a particular destination or site could be substantial.

Possible job titles include:

- tour guide
- site guide
- winery guide
- nature-based site guide

## TOURISM AND HOSPITALITY

(cont)

### Certificate IV in Tourism

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**COURSE CODE**

**SIT40207**

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**LOCATION**

P, A

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**MODE**

I, M

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**DURATION**

1 YR F/T

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**VET TEAM**

Tourism and Hospitality  
(Central)

Tourism, Hospitality  
and Recreation  
(Top End)

This qualification provides the skills and knowledge for an individual to be competent in a broad range of highly developed technical tourism sales and marketing, operational or tour delivery skills. The qualification allows for multi-skilling or for specialisation in a limited range of skills that specifically relate to either tourism operations or marketing coordination.

Individuals with this qualification are able to work in any sector of the tourism industry as senior personnel or supervisors. Tourism industry senior personnel will often specialise in certain fields; most often in operational functions or marketing roles. In the retail travel sector, personnel often specialise in corporate or leisure travel. There is a specialist qualification at Certificate IV for tour guide job roles.

#### Career Opportunities

Possible job titles for the operations specialisation include: senior operations coordinator, operations supervisor, assistant manager, tour operations reservations sales or call centre supervisor, senior or supervisory retail consultant, corporate or leisure. Possible job titles for the marketing specialisation include: sales coordinator or sales executive marketing coordinator, product coordinator, promotions officer, and account manager - corporate.

### Certificate IV in Tourism (Guiding)

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**COURSE CODE**

**SIT40107**

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**LOCATION**

P, A, R

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**MODE**

M

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**DURATION**

1 YR F/T

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**VET TEAM**

Tourism and Hospitality  
(Central)

Tourism, Hospitality  
and Recreation  
(Top End)

The qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others. The qualification is suitable for an Australian apprenticeship pathway.

#### Career Opportunities

People with this qualification are able to work in multiple tourism industry sectors and enterprise types. They may work for inbound tour operators, outbound tour wholesalers, local tour operators, at cultural and heritage sites, in marine and national parks and attractions, or may be owner/operators of small tourism businesses. Because guiding is an occupation that relies on a knowledge base, guides at this level may have specialist knowledge of particular destinations, local areas or regions, sites, tourist precincts or any subject matter. Local guides have a broad knowledge base and deliver tours across a particular city, local area or region. Specialist guides at this level operate tours to remote area destinations and others manage extended touring programs within and outside Australia.

## TOURISM AND HOSPITALITY

(cont)

### Diploma of Tourism

**COURSE CODE**  
SIT50107

**LOCATION**  
P

**MODE**  
M

**DURATION**  
2 YRS F/T

**VET TEAM**  
Tourism, Hospitality and Recreation (Top End)

This qualification provides the skills and knowledge for a person to be competent in a broad range of managerial skills in tourism operations, marketing and product development, underpinned by a range of operational competencies chosen as electives. The qualification allows for multi-skilling or for specialisation in a limited range of skills that specifically relate to operations management or marketing and product development.

The qualification reflects the role of people who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate the work of self or a team.

#### Career Opportunities

The qualification reflects the role of people who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate the work of self or a team.

## TRANSPORT AND STORAGE

### Certificate II in Transport and Logistics (Warehousing and Storage)

**COURSE CODE**  
TLI20107

**LOCATION**  
C, SA

**MODE**  
I, M

**DURATION**  
1 YR F/T, EQUIV P/T

**VET TEAM**  
National Transport and Logistics Training

This qualification provides people with the capacity to work in the warehousing industry. It provides graduates with an introductory level of knowledge and technical skills in manual handling, team working, occupational health and safety, vehicle inspection, loading and unloading goods and stocktaking, customer service, product knowledge and handling skills.

#### Career Opportunities

This qualification may lead to employment at introductory level as a store person, forklift driver and dispatch clerk within the transport and logistics warehousing and storage industry.

Note: The TLI07 training package is due to be replaced by new qualifications from the TLI10 training package early in 2012.

### Certificate II in Transport and Logistics (Logistics Operations)

**COURSE CODE**  
TLI21107

**LOCATION**  
C, SA

**MODE**  
M

**DURATION**  
1 YR F/T, EQUIV P/T

**VET TEAM**  
National Transport and Logistics Training

This course is for people who want to learn how to receive and dispatch goods, and pick and pack orders. You will also learn how to participate in stock-takes and handle dangerous goods. You will also develop skills in using the computer, customer service, and quality procedures.

#### Career Opportunities

On successful completion of this Certificate, employment may be sought as an office assistant in the transport and distribution industry.

Note: The TLI07 training package is due to be replaced by new qualifications from the TLI10 training package early in 2012.

## TRANSPORT AND STORAGE

(cont)

### Certificate III in Transport and Logistics (Logistics Operations)

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**COURSE CODE**

**TLI31107**

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**LOCATION**

C, SA, NSW, VIC, QLD, WA

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**MODE**

M

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**DURATION**

2 YRS F/T, EQUIV P/T

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**VET TEAM**

National Transport and Logistics Training

This qualification is for people who want to learn how to coordinate goods for distribution to customers. Students will also learn how to use inventory systems to conduct stock counts and apply product knowledge to organise receivals and dispatches.

#### Career Opportunities

On successful completion of this Certificate, employment may be sought to supervisory or lower management level within the transport and distribution industry including:

- administrative supervisor
- export co-ordinator
- freight scheduler/administrative supervisor
- purchasing officer
- inventory controller
- custom broker

Note: The TLI07 training package is due to be replaced by new qualifications from the TLI10 training package early in 2012.

### Certificate III in Transport and Logistics (Warehousing and Storage)

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**COURSE CODE**

**TLI30107**

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**LOCATION**

C, SA, NSW, VIC, QLD, WA

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**MODE**

I, M

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**DURATION**

2 YRS F/T, EQUIV P/T

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**VET TEAM**

National Transport and Logistics Training

This qualification is for people who want to learn how to coordinate goods for distribution to customers. Students will also learn how to use inventory systems to conduct stock counts and apply product knowledge to organise the receivables and dispatches.

#### Career Opportunities

Employment may be sought to supervisory or lower management level as warehouse manager, transport manager, distribution centre manager, purchasing and supply officer within the transport and logistics warehousing and storage industry.

Note: The TLI07 training package is due to be replaced by new qualifications from the TLI10 training package early in 2012.

## TRANSPORT AND STORAGE

(cont)

### Certificate IV in Transport and Logistics (Logistics)

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**COURSE CODE**

**TLI41107**

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**LOCATION**

C, SA, NSW, VIC, QLD, WA

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**MODE**

M

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**DURATION**

3 YRS F/T, EQUIV P/T

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**VET TEAM**

National Transport and Logistics Training

At CDU this qualification is an Assessment Only course (Recognition Prior Learning (RPL) and or Advanced Standing). It recognises student's current acquired skill sets and industry knowledge and is mapped against the TLI Training Package Competency Performance Standards, the qualification is generally required to advance in or gain recognition of involvement in integrated logistics management in the road transport, warehousing, distribution, storage industries, which may include other specific logistics and supply chain specialty Industries.

#### Career Opportunities

This qualification provides skills and knowledge to advance your career in such fields as purchasing, materials management, inventory management, warehousing, distribution, and transport and customer service.

### Certificate IV in Transport and Logistics (Warehousing and Storage)

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**COURSE CODE**

**TLI40107**

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**LOCATION**

C, SA, NSW, VIC, QLD, WA

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**MODE**

M

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**DURATION**

3 YRS F/T, EQUIV P/T

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**VET TEAM**

National Transport and Logistics Training

This certificate provides graduates with an introductory level of knowledge and technical skills in manual handling, team working, occupational health and safety, driving/MME load shifting vehicles, vehicle inspection, loading and unloading goods, stocktaking and inventory control, customer service, product knowledge and handling skills.

#### Career Opportunities

Employment may be sought to supervisory or lower management level as bulk store distribution Manager, distribution analyst, purchasing officer/supervisor, warehouse supervisor, receipt/despatch supervisor, stock/inventory controller or small business operator within the transport and logistics warehousing and storage industry.

### Diploma of Logistics

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**COURSE CODE**

**TLI50107**

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**LOCATION**

W

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**MODE**

M

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**DURATION**

FLEXIBLE DELIVERY

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**VET TEAM**

National Transport and Logistics Training

At CDU this is an Assessment Only qualification (Recognition Prior Learning (RPL) and or Advanced Standing). The qualification recognises student's current acquired skill sets and industry knowledge and is mapped against the TLI Training Package TLI 50107 Diploma of Logistics Competency Performance Standards. The qualification is generally required to advance in or gain recognition of involvement in integrated logistics management in the road transport, warehousing, distribution, storage industries, which may include other specific logistics and supply chain specialty industries.

#### Career Opportunities

This qualification provides skills and knowledge to clients so that they can advance their careers in such fields as purchasing, materials management, inventory management, warehousing, distribution, and transport and customer service.



## TRANSPORT AND STORAGE

(cont)

### Dogging Course

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**COURSE CODE**

**VTP157**

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**LOCATION**

C

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**MODE**

M

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**DURATION**

8 DAYS

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**VET TEAM**

Construction, Drafting  
and Industry Skills  
Training

This course is for people who want to work as a Dogger in the building, mining, entertainment, manufacturing or construction industries. You learn how to estimate the mass of loads, calculate safe working loads for cranes and lifting gear and apply different slinging techniques. When you successfully complete this course you can apply to do Rigging or Crane courses.

#### Career Opportunities

Successful completion of this unit can be used to meet the certification requirements stipulated by NT WorkSafe and therefore provide you with a pathway to increased opportunities for employment and career advancement in a diverse range of occupations and positions across all industries where this licence is required.

### Elevating Work Platform Course

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**COURSE CODE**

**VTP161**

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**LOCATION**

C

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**MODE**

M

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**DURATION**

30 HOURS

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**VET TEAM**

Construction, Drafting  
and Industry Skills  
Training

This course is for people who require a licence to operate a boom-type elevating work platform (EWP). CDU offers the training and assessment required to apply for an EWP licence. The training provided by CDU will include the theory and practical experience required to a level that should enable participants to meet the assessment criteria for a national high risk boom-type EWP operator licence. On successful completion of the course, participants will need to apply to NT WorkSafe or one of their Agencies to be issued a boom-type EWP licence. NT WorkSafe issue the licence at a cost determined by them.

#### Career Opportunities

Successful completion of this unit can be used to meet the certification requirements stipulated by NT WorkSafe and therefore provide you with a pathway to increased opportunities for employment and career advancement in a diverse range of occupations and positions across all industries where this licence is required.

### Licence to Operate Forklift Truck

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**COURSE CODE**

**VTP176**

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**LOCATION**

A, VARIOUS

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**MODE**

M

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**DURATION**

40 HOURS

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**VET TEAM**

Trades Central

This course is for people who require a national high risk licence to operate a forklift licence. This training will include the theory and practical experience required to a level that should enable participants to meet the assessment criteria for the national licence. On successful completion of the course, participants will need to apply to NT WorkSafe or one of their Agencies to be issued a forklift licence. NT WorkSafe issues the licence at a cost determined by them.

#### Career Opportunities

Successful completion of this unit can be used to meet the certification requirements stipulated by NT WorkSafe and therefore provide you with a pathway to increase opportunities for employment and career advancement in a diverse range of occupations and positions across all industries where this licence required.

## TRANSPORT AND STORAGE

(cont)

### Basic Rigging Course

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**COURSE CODE**

**VTP158**

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**LOCATION**

C

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**MODE**

M

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**DURATION**

FLEXIBLE DELIVERY

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**VET TEAM**

Construction, Drafting and Industry Skills Training

This Vocational Training Program packages a number of units which contain the necessary competencies to qualify for a national license to undertake work in the basic rigging occupation classified by Safe Work Australia in the 'National Standard for Licensing Persons Performing High Risk Work'. This license category includes dogging and basic rigging. A flexible program is offered with training and assessment being conducted on campus and/or on-site during weekdays, after hours and weekends.

#### Career Opportunities

This Vocational Training Program is based on units from the Transport and Logistics Training Package which includes a pathways certificate which provides clear pathways into other training packages and/or employment in other industries such as mining, construction and defence support activities. There are also many pathways into and through occupations within the Transport and Logistics Industry sectors including warehousing and storage, road transport, stevedoring, rail operations and infrastructure and logistics. Qualification categories range from Certificate I to Diploma of Logistics. By obtaining additional qualifications and relevant licenses this course offers candidates the opportunity to become multi skilled and improve their promotional opportunities and/or enhance their future employment prospects.

### Intermediate Rigging Course

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**COURSE CODE**

**VTP159**

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**LOCATION**

C

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**MODE**

M

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**DURATION**

FLEXIBLE DELIVERY

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**VET TEAM**

Construction, Drafting and Industry Skills Training

This Vocational Training Program packages a number of units which contain the necessary competencies to qualify for a national license to undertake work in the intermediate rigging occupation classified by Safe Work Australia in the 'National Standard for Licensing Persons Performing High Risk Work'. This license category includes dogging and basic rigging. A flexible program is offered with training and assessment being conducted on campus and/or on-site during weekdays, after hours and weekends.

#### Career Opportunities

This Vocational Training Program is based on units from the Transport and Logistics Training Package which includes a pathways certificate which provides clear pathways into other training packages and/or employment in other industries such as mining, construction and defence support activities. There are also many pathways into and through occupations within the Transport and Logistics Industry sectors including warehousing and storage, road transport, stevedoring, rail operations and infrastructure and logistics. Qualification categories range from Certificate I to Diploma of Logistics. By obtaining additional qualifications and relevant licenses this course offers candidates the opportunity to become multi skilled and improve their promotional opportunities and/or enhance their future employment prospects.

## UTILITIES AND ELECTRO-TECHNOLOGY

### Certificate II in Air-Conditioning Split Systems

**COURSE CODE**

UEE20107

**LOCATION**

C

**MODE**

I

**DURATION**

UP TO 6 MONTHS P/T

**VET TEAM**

Electrotechnology

The course is for people who require a restricted licence to work in the industry. It includes the installation, commissioning and de-commissioning of single head, split air-conditioning systems to a prescribed routine where the maximum plant capacity for each system does not exceed 18 kW<sub>r</sub>. This course includes wall hung, floor and ceiling suspended, cassette and ducted fan coil split systems. It excludes competencies required for service, repair, maintenance, diagnostic/fault finding and electrical work or the safe and proper installation of commercial refrigeration and air-conditioning plant and equipment.

#### Career Opportunities

Existing employees and apprentices will be able to obtain their ARCTICK licences giving them the opportunity to work as contractors in the industry.

### Certificate III in Refrigeration and Air-Conditioning

**COURSE CODE**

UEE31307

**LOCATION**

C, A, App\*

**MODE**

I

**DURATION**

4 YRS F/T

**VET TEAM**

Electrotechnology

Persons gaining this qualification and having obtained the relevant licences will be able to select, install, set up, test, fault find, repair and maintain airconditioning and refrigeration systems and equipment in buildings and premises. This qualification contains the requirements necessary to allow application for a Restricted Electrical Licence and the Arctick, Refrigeration Handling Licence.

#### Career Opportunities

This qualification provides the skills for employment as a Refrigeration and air-conditioning mechanic.

### Certificate III in Electronics and Communications

**COURSE CODE**

UEE30907

**LOCATION**

C, A, App\*

**MODE**

I

**DURATION**

4 YRS F/T

**VET TEAM**

Electrotechnology

This qualification provides competencies to select, install, set up, test, fault find, repair and maintain electronic equipment and devices at component/sub-assembly level with options in communications, audio, video and TV, personal computer and networks, security and custom installations.

#### Career Opportunities

This qualification is for personnel in the electronics and communications industry, including broadcasting, security firms, medical electronics. It provides the skills for employment in a specific sector of the electronics and communications industry.

Note: Subject to approval this qualification will be replaced with the updated qualification UEE30910 early in 2012.

## UTILITIES AND ELECTRO-TECHNOLOGY

(cont)

### Certificate II in Electro-technology (Career Start)

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**COURSE CODE**

**UEE22010**

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**LOCATION**

C

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**MODE**

I

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**DURATION**

0.5 YRS

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**VET TEAM**

Electrotechnology

This course is designed as a career start or pre-apprenticeship program. This qualification covers competencies for work entry program providing grounding in safety and basic skills and knowledge for work in any Electrotechnology discipline. The units have been chosen from the UEE07 Electrotechnology package; the selection of units provides pathways into several traditional trade occupations.

#### Career Opportunities

This qualification will lead into trade areas that include, but are not limited to, Electrical, Refrigeration and Air-Conditioning, Electronics, Instrumentation and Communication occupations.

### Certificate III in Electro-technology Electrician

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**COURSE CODE**

**UEE30807**

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**LOCATION**

C, A, App\*

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**MODE**

I

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**DURATION**

4 YRS F/T

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**VET TEAM**

Electrotechnology

Trades (Central)

People gaining this qualification will be able to select, install, set up, test, fault find, repair and maintain electrical systems and equipment in buildings and premises. The qualification contains the requirements for an electrician's licence.

#### Career Opportunities

This qualification is for personnel in the electrical industry, including domestic and commercial installations and provides the skills necessary for employment in specific sectors of the electrical industry.

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Published December 2011 | CRICOS Provider No. 00300K (NT) | CRICOS Provider No. 03286A (NSW) | RTO Provider No. 0373

FOR MORE INFORMATION

**1800 238 838**

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E: [vet-enquiries@cdu.edu.au](mailto:vet-enquiries@cdu.edu.au)

W: [cdu.edu.au/vet](http://cdu.edu.au/vet)

### **CASUARINA CAMPUS**

#### **Information Centre**

P: 1800 238 838 | F: 08 8946 6642

Postal Address: Charles Darwin University, Darwin NT 0909

Street Address: Charles Darwin University, Ellengowan Drive, Casuarina

#### **Opening Hours**

M: 8.30am – 4.00pm | T: 8.30am – 4.00pm | W: 8.30am – 6.00pm | Th: 8.30am – 4.00pm | F: 8.30am – 3.00pm

### **ALICE SPRINGS CAMPUS**

#### **Information Centre**

P: 1800 654 865 | F: 08 8959 5343

Postal Address: Charles Darwin University, PO Box 795 Alice Springs NT 0871

Street Address: Charles Darwin University, Grevillea Drive, Alice Springs

#### **Opening Hours**

M to F: 8.30am – 4.00pm