PRODUCT CATALOGUE
VETiS AUSPICING
TRAINING
2013
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AUSPICING

Auspicing in the VET sector involves an organisation entering into partnership with an RTO in order to have the training and assessment that it undertakes recognised under the National Training Framework.

As a Registered Training Organisation, The Australian Institute of Training and Education (AIET) can provide auspicing for schools teaching VETIs. AIET will provide support to teachers teaching VET subjects, and provide a system to monitor and evaluate the assessment process and judgements about competence and issue qualifications and /or statements of attainment for the training provided.

Currently, the Australian Institute of Education and Training is able to auspice the following qualifications and should be able to offer additional qualifications as listed below for 2013, once they have been added to our scope of registration.

MEDIA
CUF20107 Certificate II in Creative Industries (Media)
CUF30107 Certificate III in Media

BUSINESS
BSB20107 Certificate II in Business
BSB30110 Certificate III in Business
21956VIC Certificate II in Small Business (Operations/Innovation)

SPORT AND RECREATION
SIS20310 Certificate II in Sport and Recreation
SIS20210 Certificate II in Outdoor Recreation

BEAUTY
SIB30110 Certificate III in Beauty Services

RETAIL
SIR20212 Certificate II in Retail Services

BUILDING AND CONSTRUCTION
21844VIC Certificate II in Building and Construction

HOSPITALITY
SIT20307 Certificate II in Hospitality (Kitchen Operations)

COMMUNITY SERVICES
CHC20108 Certificate II in Community Services Work
CHC30712 Certificate III in Children’s Services
GENERAL
22012VIC Certificate I in Vocational Preparation

SHORT COURSES
LEVEL 2 FIRST AID - HLTFA301C Apply first aid.
LEVEL 1 FIRST AID - HLTFA201B Provide basic emergency life support.
CIC TRAINING – CPCCOHS101A Work safely in the construction industry
FOOD HANDLING - SITXOHS002A Follow workplace hygiene procedures

EXPECTED ADDITIONS for 2013
ICA20111 Certificate II in Information, Digital Media and Technology
ICA30111 Certificate III in Information, Digital Media and Technology
SIS30510 Certificate III in Sport and Recreation
SIH20111Certificate II in Hairdressing
SIH30111Certificate III in Hairdressing
ICP20205 Certificate II in Printing and Graphic Arts (Desktop Publishing)

ANAPHYLAXIS MANAGEMENT – 22099VIC Course in first aid management of anaphylaxis
The Australian Institute of Education and Training also offers:

➢ TAE40110 Certificate IV in Training and Assessment

This qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector.

Achievement of this qualification or an equivalent by trainers and assessors is a requirement of the Standards for National VET Regulator (NVR) Registered Training Organisations 2011. Teachers teaching VET subjects are required to have this qualification or an equivalent in order to train and assess in VET subjects.

The Australian Institute of Education and Training provides two options for you to complete the Certificate IV in Training and Assessment.

Full training program

One of the most common options is to attend the full training program. This option is generally advisable for participants who do not have any formal training qualification, and have not delivered nationally-recognised training in the past few years.

Recognition of Prior Learning

There are a variety of options available to participants to complete the TAE40110 using the RPL pathway.

You may have:
- TAA40104 Certificate IV in Training and Assessment
- BSZ40198 Certificate IV in Assessment and Workplace Training

If you have one of the above qualifications, plus recent training and assessment experience, you can qualify for the RPL pathway.

For more information please contact us on 03 9387 2051.
➢ **FIRST AID**

**Level 1 First Aid**
**Level 2 First Aid**

Both First Aid options can be provided to your students at competitive rates.

For more information please contact us on 03 9387 2051.

➢ **CIC – Construction Induction training**

The unit CPCCOHS101A Work safely in the construction industry provides basic OHS training for people working in the construction industry. A Construction Induction Card (CIC) (previously known as a white card) will be issued on satisfactory completion of this unit. All people carrying out any type of work on a construction site must have a Construction Induction Card.

➢ **Anaphylaxis Management**

22099VIC Course in first aid management of anaphylaxis provides knowledge and skills required to assist a person suffering an anaphylactic reaction until the arrival of medical assistance. This course is recognised by the Victorian Government for the purpose of the Children’s Services Regulations.

➢ **Food Handling**

This is an online course that provides the skills and knowledge required to apply good hygiene practices to a range of service industry operations. People working in the food industry are required to have completed the unit - SITXOHS002A Follow workplace hygiene procedures.
Completion of the Certificate III in Beauty Services requires students to be assessed as competent in 20 units, 9 core units and 11 electives.

This qualification reflects the role of individuals who are competent in interacting with customers, providing a range of beauty services which may include make-up, waxing, nail technology, lash and brow treatments, and demonstrating and selling retail skin care and other cosmetic products. Work would be undertaken in beauty therapy salons and in the wider beauty industry.

Some of these units are in common with the Certificate II in Hairdressing, so it is possible for students to combine the two qualifications together, or select some units from either of the qualifications as elective units.

Equally, it is possible for students to complete the full Certificate III in Beauty Services over a period of two years, and receive block credit recognition for the qualification.

Schools offering the Certificate III in Beauty Services will need to set up a Beauty Salon at their school, which may be combined into the same facility as a Hairdressing salon. The cost to establish these facilities is not prohibitive. Further information can be sought from us at the Australian Institute of Education and Training. It is recommended, but not mandatory, that students complete a period of Work Experience / Structured Workplace Learning at a Beauty Salon to get an idea of what it is like to work in a salon.

*New Release for 2013*

Core units

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>SIBBCCS301A</td>
<td>Apply the principles of skin biology to beauty treatments</td>
</tr>
<tr>
<td>SIBBRES201A</td>
<td>Research and apply beauty industry information</td>
</tr>
<tr>
<td>SIBXCCS201A</td>
<td>Conduct financial transactions</td>
</tr>
<tr>
<td>SIBXCCS202A</td>
<td>Provide service to clients</td>
</tr>
<tr>
<td>SIRXCLM001A</td>
<td>Organise and maintain work areas</td>
</tr>
<tr>
<td>SIRXCOM001A</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>SIRXIND001A</td>
<td>Work effectively in a retail environment</td>
</tr>
<tr>
<td>SIRXOHS001A</td>
<td>Apply safe working practices</td>
</tr>
<tr>
<td>SIRXSL5001A</td>
<td>Sell products and services</td>
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</tbody>
</table>
*New edition will be available for 2013*

The VCE VET Building and Construction program provides students with the knowledge and skills that will enhance their employment prospects in the building and construction industry.

The VCE VET Building and Construction program provides partial completion of the 21844VIC Certificate II in Building and Construction (Bricklaying, Carpentry, Painting and Decoration – Pre-Apprenticeship) in three trade specific streams; bricklaying, carpentry and painting and decorating. Additional training is required to complete the pre-apprenticeship. The training undertaken may lead to a career path within the Building and Construction industry. Trade qualifications are available in General Construction: Painting and Decorating, Bricklaying/Blocklaying or Carpentry – Framework/Formwork/Finishing. This program provides a pathway into a building and construction apprenticeship.

The first workbook contains all of the core units. The second book contains the elective units required to complete the carpentry stream. Book 2 is very practical and project-based.

An Answers CD-Rom is currently available for Book1 and Book 2.
Certificate II in Business

The Certificate II in Business is designed to be completed in one year as part of the VET in the VCE program. It can also be completed as part of a VCAL program. Students who complete the required 12 units will receive a Certificate II in Business.

The Certificate II in Business provides a pathway to the Certificate III in Business, or into apprenticeships or work in the Business industry. It provides knowledge and practical skills necessary to work efficiently in a wide range of business and office environments. Possible job roles include administrative / office assistant, receptionist, information officer, customer service officer, etc.

*New edition will be available for 2013*

**Compulsory:**
BSBOHS201A  Participate in OHS processes

**Electives:**
BSBCUS201A  Deliver a service to customers
BSBIND201A  Work effectively in a business environment
BSBINM201A  Process and maintain workplace information
BSBINM202A  Handle mail
BSBINN201A  Contribute to workplace innovation
BSBCMM201A  Communicate in the workplace
BSBITU201A  Produce simple word processed documents
BSBITU202A  Create and use spreadsheets
BSBITU203A  Communicate electronically
BSBSMB201A  Identify suitability for micro business
BSBSUS201A  Participate in environmentally sustainable work practices
BSBWOR202A  Organise and complete daily work activities
BSBWOR203A  Work effectively with others
BSBWOR204A  Use business technology
FNSACC301A  Process financial transactions and extract interim reports

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Certificate II in Business

by Allan Barnes and Phil Quinn

Certified Education Group 2012

*New edition will be available for 2013*
Certificate III in Business

The Certificate III in Business is designed as a two-year VET in the VCE program. Students completing the VCAA VET in the VCE program as set out in the VCE Program Guide will receive a Certificate II in Business and a statement of attainment for the Certificate III in Business. It may be possible for students to enroll directly with the Australian Institute of Education and Training to complete the additional units if required.

The Certificate II in Business provides a pathway to the Certificate III in Business, or into apprenticeships or work in the Business industry. It provides knowledge and practical skills necessary to work efficiently in a wide range of business and office environments. Possible job roles include administrative / office assistant, receptionist, information officer, customer service officer, etc

*New edition will be available for 2013*
This resource is designed for students in Vocational Education and Training in Schools (VETiS) programs enrolled in the Certificate III in Children’s Services qualification. Students completing the VCE Units 3 and 4 component of this qualification are required to complete the four compulsory units as well as two elective units.

Students who complete these six (6) units will receive a statement of attainment for the Certificate III in Children’s Services.

In order to complete the full Certificate III in Children’s Services and receive the full qualification, students are required to complete a minimum of fifteen (15) units.

Student who therefore just complete the course as per the VCE Program Guide will not complete the qualification. The Australian Institute of Education and Training offers the remaining nine (9) units as a Year 13 to students so that they can complete the full Certificate III in Children’s Services and receive the full qualification. Enquiries regarding enrolments should be made direct to the Australian Institute of Education and Training on 03 9387 2051 or through your VET Coordinator.

The units selected for this workbook include:

- CHCRH401A Work effectively in the leisure and health industry
- CHCCS421A Undertake community sector work within own community
- CHCPR301A Provide experiences to support children’s play and learning
- CHCPR303D Develop understanding of children’s interests and development needs
- CHCAD401D Advocate for clients
- CHCCW301C Operate under a casework framework
This resource is designed for students in Vocational Education and Training in Schools (VETiS) programs completing the Certificate II in Community Services qualification. Students are required to complete a minimum of nine (9) units as part of the VET in the VCE program, but will not receive a certificate of completion. The Training Package stipulates that students must complete a minimum of eleven (11) units in order to be eligible to receive the qualification. This workbook therefore contains 11 units to provide students with the opportunity to complete enough units on order to gain a completed qualification. This is above the requirements of the VCAA program, so students in consultation with their trainers can determine the number of units that they wish to complete. Students completing all of the units in this workbook will receive a certificate of completion for the Certificate II in Community Services.

This qualification may provide an appropriate pathway into higher level qualifications, such as those in aged care, disability and home and community care. Occupational titles may include: Assistant community services workers, Housekeeping assistant, Care service employee, Laundry assistant, Contact officers, Night/community patrol workers, Customer service staff, Personal care assistant, Domestic assistant, Provision of emergency relief, Home helper, Support worker.

The units selected for this workbook include:

- CHCCS211A Prepare for work in the community sector
- CHCCOM201C Communicate with people accessing the services of the organisation
- CHCORG201A Follow policies, procedures and programs of the organisation
- CHCORG202C Work with others
- HLTOHS200A Participate in OHS processes
- HLTFA301B Apply First Aid
- CHCADMIN201C Undertake basic administrative duties
- CHCCN301A Ensure the health and safety of children
- CHCFC301A Support the development of children
- CHCRF301D Work effectively with families to care for the child
- HLTFS207B Follow basic food safety practices
The Certificate II in Creative Industries (Media) and Certificate III in Media can provide pathways into job roles such as community radio or television production assistant, editing assistant and interactive media author assistant.

Student will use software including Macromedia Flash, Adobe PhotoShop, Macromedia Dreamweaver, Adobe Premiere, and other interactive authoring software to produce a range of 2D animations, web pages and images.

This workbook contains the required units in it for students to complete the Certificate II in Creative Industries (Media) AND / OR the first year of the Certificate III in Media course.

BSBCRT101A Apply critical thinking techniques
CUFINP201A Develop and apply creative arts industry knowledge
CUSOHS301A Follow occupational health and safety procedures
BSBWOR203A Work effectively with others
CUFEG201A Maintain interactive content
CULLB307C Use multimedia
ICPMM296A Create and test a CD-ROM/DVD
CUSSOU201A Assist with sound recordings
CUSSOU09A Mix sound sources
CUFSOU204A Perform basic sound editing
ICAU2006B Operate computing packages
BSBWOR202A Organise and complete daily work activities
This qualification provides the skills and knowledge for an individual to be competent in an administrative or operational events support role. Event organisation and management takes place across the full spectrum of business and community activity. The qualification has particular relevance in the community, cultural, hospitality, sporting and tourism sectors.

Possible job titles include:
- event assistant
- event administrative assistant
- event operations assistant
- event operative
- conference assistant
- exhibitions assistant.

To achieve a Certificate III in Events, 15 units must be completed: 5 core and 10 elective.

**CORE UNITS**
- SITXCOM001A Work with colleagues and customers
- SITXCOM002A Work in a socially diverse environment
- SITXEVT001B Develop and update event industry knowledge
- SITXEVT002B Provide event staging support
- SITXOHS001B Follow health, safety and security procedures
The Student Workbook covers all of the required core units, plus five elective units, of which students need to complete three.

Students receive Block Credit Recognition for this qualification.

The Certificate II in Hairdressing is a one year course, designed to lead on to the Certificate III in Hairdressing, higher qualifications at TAFE, or an apprenticeship in the workplace.

Complete all 8 core units and select 5 elective units from the list.

**Core units**
- BSBSUS201A Participate in environmentally sustainable work practices
- SIHHBAS201A Perform shampoo and basin services
- SIHHCCS201A Greet and prepare clients for salon services
- SIHHHDS201A Dry hair to shape
- SIHHIND201A Maintain and organise tools, equipment and work areas
- SIHHOHS201A Apply salon safety procedures
- SIRXCOM001A Communicate in the workplace
- SIRXIND001A Work effectively in a retail environment

**General elective units**
- SIBXCCS201A Conduct financial transactions
- SIHHBAS202A Perform head, neck and shoulder massage
- SIHHCLS201A Apply hair colour products
- SIHHHRS201A Rinse and neutralise chemically restructured hair
- SIHHHDS202A Apply hair braiding techniques
- SIHHIND202A Develop hairdressing industry knowledge
- SIRXMER001A Merchandise products
- SIRXRPK002A Recommend hair, beauty and cosmetic products and services
- SIRXSLS001A Sell products and services
The Certificate III in Hairdressing Student Workbook Book 1 and Book 2 is available for students wanting to complete the Certificate III in Hairdressing. This qualification is generally completed over two years in an institutional setting such as at school, but students may need to complete additional hours in a salon to complete work experience to gain employment.

This course will be replaced by a new course in 2013.

Core units

- WRBCS201B Conduct financial transactions
- WRBCS203B Provide service to clients
- WRHCL302B Colour and lighten hair
- WRHCL303B Design and perform full and partial highlighting techniques
- WRHCL304A Perform colour correction
- WRHCR302B Perform chemical curling and volumising services
- WRHCR303B Perform chemical straightening and relaxing services
- WRHCS201A Prepare clients for salon services
- WRHCS202B Maintain tools and equipment
- WRHCS204A Maintain and organise work areas
- WRHCS205A Follow personal health and safety routines at work
- WRHHC301A Design haircut structures
- WRHHC302A Apply one length/solid haircut structures
- WRHHC303A Apply graduated haircut structures
- WRHHC304A Apply layered haircut structures
- WRHHC305A Apply over-comb techniques
- WRHHD303A Design and apply short to medium-length hair design finishes
- WRHHS301A Apply the principles of hairdressing science
- WRHHS302A Consult with clients and treat hair and scalp conditions
- SIRXCOM001A Communicate in the workplace
- SIRXIND001A Work effectively in a retail environment
- SIRXOHS001A Apply safe working practices
- SIRXSLS001A Sell products and services

*new release publication available for 2013*
This resource is designed for students in Vocational Education and Training in Schools (VETiS) programs enrolled in the Certificate II in Hospitality (Kitchen Operations) qualification. Students completing the VCE Units 1 and 2 and VCE Units 3 and 4 component of this qualification are required to complete the compulsory units as well as the elective units as described in the workbooks.

Students who complete these units will receive a qualification for the Certificate II in Hospitality (Kitchen Operations).

Structured Workplace Learning / Work Experience is mandatory for this qualification.
BOOK 1

The units selected for Unit 1 are:

Unit 1 SITXOHS001A Follow health, safety and security procedures
Unit 2 SITXOHS002A Follow workplace hygiene procedures
Unit 3 SITHIND001A Develop and update hospitality industry knowledge
Unit 4 SITXCOM001A Work with colleagues and customers
Unit 5 SITXCOM002A Work in a socially diverse environment
Unit 6 SITHCCC003A Receive and store kitchen supplies
Unit 7 SITHCCC004A Clean and maintain kitchen premises
Unit 8 SITHCCC001A Organise and prepare food
Unit 9 SITHCCC002A Present food
Unit 10 SITHCCC05A Use basic methods of cookery

BOOK 2

The Units selected for Book 2 are:

SITHCCC027A Prepare, cook and serve food for food service
SITHCCC006A Prepare appetisers and salads
SITHCCC008A Prepare stocks, sauces and soups
SITHCCC009A Prepare vegetables, fruit, eggs and farinaceous dishes
SITHCCC013A Prepare hot and cold desserts
SITHCCC010A Select, prepare and cook poultry
This entry level qualification provides the foundation skills and knowledge to use information and communications technology (ICT) in any industry.

Possible job titles relevant to this qualification include:

- office assistant
- records assistant
- junior office support.

This qualification provides basic digital literacy skills to support a wide range of varying industry occupations.

This qualification requires the completion of 14 units, 7 core and 7 elective.

### Certificate II in Information, Digital Media and Technology

<table>
<thead>
<tr>
<th>Core units</th>
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<tbody>
<tr>
<td>BSBOHS201A Participate in OHS processes</td>
</tr>
<tr>
<td>BSBSUS201A Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>ICAICT201A Use computer operating systems and hardware</td>
</tr>
<tr>
<td>ICAICT202A Work and communicate effectively in an IT environment</td>
</tr>
<tr>
<td>ICAICT203A Operate application software packages</td>
</tr>
<tr>
<td>ICAICT204A Operate a digital media technology package</td>
</tr>
<tr>
<td>ICAWEB201A Use social media tools for collaboration and engagement</td>
</tr>
</tbody>
</table>
This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user.

Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media technologies.

This qualification requires the completion of 17 units, 6 core and 11 elective.

**Core units**
- BSBOHS302B Participate effectively in OHS communication and consultative processes
- BSBSUS301A Implement and monitor environmentally sustainable work practices
- ICAICT202A Work and communicate effectively in an IT environment
- ICAICT301A Create user documentation
- ICAICT302A Install and optimise operating system software
- ICASAS301A Run standard diagnostic tests
This Certificate III in Information Technology course will no longer be current after 2013.

Book 2 will be available next year for those students currently enrolled in Certificate III in Information Technology and wanting to complete the course in 2013.

The Certificate III in Information Technology is a two year VET in the VCE program designed to be completed at Year 11 & 12 level, but could be completed at the Year 10 & 11 level. It provides a pathway to the Certificate IV in Information Technology or Diploma in Information Technology at TAFE.

Book 2 provides units for students to complete the second year. The second workbook contains additional units required by students to complete the full Certificate III in Information Technology. Students can therefore elect to complete the units outlined in the VET in the VCE Program Guide and receive VCE recognition and a statement of attainment for the Certificate III in Information Technology, or they can complete the required additional units and receive a completed qualification for the Certificate III in Information Technology.

Core units
BSBOHS302B Participate effectively in OHS communication and consultative processes
BSBSUS301A Implement and monitor environmentally sustainable work practices
ICAICT202A Work and communicate effectively in an IT environment
ICAICT301A Create user documentation
ICAICT302A Install and optimise operating system software
ICASAS301A Run standard diagnostic tests
The Certificate III in Media workbook is the second workbook in the Media series. It is designed to be used in the second year of the course. The Certificate II in Creative Industries (Media) is designed to be used in the first year of the course.

Students can therefore complete the Certificate II in the first year of the course, and then complete the units in this workbook to finish the Certificate III in Media.

The Certificate II in Creative Industries (Media) and Certificate III in Media can provide pathways into job roles such as community radio or television production assistant, editing assistant and interactive media author assistant.

Student will use software including Macromedia Flash, Adobe PhotoShop, Macromedia Dreamweaver, Adobe Premiere and other interactive authoring software to produce a range of 2D and 3D animations, web pages and images.

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CUFANM301A</td>
<td>Create 2D digital animations</td>
</tr>
<tr>
<td>CUFWRT301A</td>
<td>Write content for a range of media</td>
</tr>
<tr>
<td>BSBDES302A</td>
<td>Explore and apply the creative design process to 2D forms</td>
</tr>
<tr>
<td>CUFDIG302A</td>
<td>Author interactive sequences</td>
</tr>
<tr>
<td>CUFDIG301A</td>
<td>Prepare video assets</td>
</tr>
<tr>
<td>CUFDIG304A</td>
<td>Create visual design components</td>
</tr>
</tbody>
</table>
This qualification provides the skills and knowledge for an individual to be competent in performing core skills in outdoor recreation environments and assisting with the conduct of a range of outdoor activities.

This qualification is suitable for an Australian apprenticeship pathway and for VET in Schools delivery.

The units contained within this booklet will allow students to complete the requirements for the Certificate II in Outdoor Recreation.

Students are required to complete 11 units to satisfy the requirements for completion of the Certificate II in Outdoor Recreation - five core units and six elective units. It is anticipated that students will complete the requirements of this course in one year. Please ensure that you also check the VCAA VET Program Guide to ensure that you meet the requirements of the VCAA as well as the requirements of the Training Package.
This qualification applies to individuals who assist in the production of professionally designed and presented documents, using desktop publishing software. They will generally work under direct supervision and use limited practical skills and fundamental operational knowledge in a defined context.

Job Roles include Assistant desktop publisher and Pre-press worker

This resource is designed for students in Vocational Education and Training in Schools (VETiS) and VCAL programs enrolled in the Certificate II in Printing and Graphic Arts (Desktop Publishing) qualification.

Students must complete all fifteen (15) units in order to qualify for completion of the Certificate II in Printing and Graphic Arts (Desktop Publishing).

<table>
<thead>
<tr>
<th>Workbook 1 Units</th>
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<tbody>
<tr>
<td>Maintain a safe work environment</td>
<td>Scan images for reproduction</td>
</tr>
<tr>
<td>Participate in environmentally sustainable work practices</td>
<td>ICPPP286A Scan images for reproduction</td>
</tr>
<tr>
<td>Communicate in the workplace</td>
<td>ICPMM321C Capture a digital image</td>
</tr>
<tr>
<td>Inspect quality against required standards</td>
<td>ICPMM322C Edit a digital image</td>
</tr>
<tr>
<td>Access and use the Internet</td>
<td>ICPPP260C Proof images</td>
</tr>
<tr>
<td>Develop a basic design concept</td>
<td>ICPPP232C Electronically combine and assemble data</td>
</tr>
<tr>
<td>Select and apply type</td>
<td>ICPPP284A Produce PDF files for online or screen display</td>
</tr>
<tr>
<td>Produce graphics using a graphics application</td>
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</table>
The Certificate II in Retail is a VET in the VCE / VCAL course as outlined in the VCAA Program Guide. Students who complete the VET in the VCE / VCAL course will receive a statement of attainment.

It may be possible for students to complete the remaining units with the Australian Institute of Education and Training to receive the full qualification.

This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic retail operational knowledge and limited practical skills in a defined context. Work would be undertaken in various retail store settings, such as specialty stores, supermarkets, department stores and retail fast food outlets. Individuals may work with some autonomy or in a team but usually under close supervision. This qualification is suitable for an Australian Apprenticeship pathway.

*SIRXCOM001A Communicate in the workplace
SIRXOHS001A Apply safe working practices
SIRXCCS002A Interact with customers
SIRXIND001A Work effectively in a retail environment
SIRXRSK001A Minimise theft
SIRXCLM001A Organise and maintain work areas
SIRXINV001A Perform stock control procedures
SIRXFINFO01A Balance point-of-sale terminal
SIRXICT001A Operate retail technology
SIRXCCS001A Apply point-of-sale handling procedures
Certificate II in Retail Make-Up and Skin Care

Core units
- SIBBFAS201A Demonstrate retail skin care products
- SIBXCCS201A Conduct financial transactions
- SIRXCLM001A Organise and maintain work areas
- SIRXCOM001A Communicate in the workplace
- SIBXFAS201A Design and apply make-up
- SIRXIND001A Work effectively in a retail environment
- SIRXMER001A Merchandise products
- SIRXOHS001A Apply safe working practices
- SIRXRPK002A Recommend hair, beauty and cosmetic products and services
- SIRXSLS001A Sell products and services

This qualification reflects the role of individuals who are competent in communicating in the workplace, interacting with customers, demonstrating and selling make-up and retail skin care products, and performing routine salon or store functions.

This qualification is suitable for an Australian Apprenticeship pathway.

To achieve a Certificate II in Retail Make-Up and Skin Care, 15 units must be completed: all 10 core units and 5 elective units.
The student workbook contains all of the units required for students to complete the Certificate II in Small Business (Operations / Innovation).

The units cover the theory and practice of setting up, running and maintaining a business (either real or simulated in nature). Projects will include things such as running school functions such as school productions, VCE Information Nights, soirees, musicals, etc., or assisting with other activities that the school runs, or else setting up and running real small businesses such as dog walking, mowing lawns, or other activities devised by students.

The aims of the VCE VET Small Business (Operations/Innovation) program are to provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in small business workplaces and to enable participants to gain a recognised credential and make a more informed choice of vocation and career paths.

The program is suitable for VET in the VCE or VCAL participants.

*New edition will be available for 2013*
Certificate II in Sport and Recreation

This qualification provides the skills and knowledge for an individual wishing to work in the sport and recreation industry in a generalist capacity. Likely functions for someone with this qualification can include providing support in the provision of sport and recreation programs, grounds and facilities maintenance, routine housekeeping, retail and customer service assistance, administrative assistance or bar and café service in locations such as fitness centre, outdoor sporting grounds or complexes or aquatic centres. All job roles are performed under supervision.

This qualification is suitable for an Australian apprenticeship pathway and for VET in Schools delivery.

The units contained within this booklet will allow students to complete the requirements for the Certificate II in Sport and Recreation.

Students are required to complete 11 units to satisfy the requirements for completion of the Certificate II in Sport and Recreation - five core units and six elective units. It is anticipated that students will complete the requirements of this course in one year.

SISXOHS101A Follow occupational health and safety policies
HLTFA301B Apply First Aid
SISXIND101A Work effectively in sport and recreation environments
BSBWOR202A Organise and complete daily work activities
SISXEMR201A Respond to emergency situations
SISXCAI102A Assist in preparing and conducting sport and recreation sessions
ICAU2006B Operate computing packages
SISXCCS201A Provide customer service
SISXCAI101A Provide equipment for activities
SISXFAC202A Maintain sport and recreation facilities
SISXFAC201A Maintain sport and recreation equipment for activities
SISSAFL201A Perform the intermediate skills of Australian Football
SISSAFL202A Perform the intermediate tactics of Australian Football
SISSAFL203A Participate in conditioning for Australian Football
SISSAFL204A Participate in matches for Australian Football
SISSAFL205A Participate in competitions for Australian Football
SISSAFL206A Participate in training for Australian Football
SISSAFL207A Participate in chionship matches for Australian Football
SISSAFL208A Participate in training for Australian Football
SISSTH201A Teach the fundamental skills of athletics
SISSTH202A Teach fundamental basketball skills
SISSTH203A Teach fundamental basketball tactics and game strategy
**Certificate III in Sport and Recreation**

*new release publication available for 2013*

<table>
<thead>
<tr>
<th>Core units</th>
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<tbody>
<tr>
<td>BSBWOR301A Organise personal work priorities and development</td>
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<tr>
<td>HLTFA301B Apply first aid</td>
</tr>
<tr>
<td>ICAICT203A Operate application software packages</td>
</tr>
<tr>
<td>SIXCCS201A Provide customer service</td>
</tr>
<tr>
<td>SISXEMR201A Respond to emergency situations</td>
</tr>
<tr>
<td>SISXOHS101A Follow occupational health and safety policies</td>
</tr>
<tr>
<td>SISSSPT303A Conduct basic warm-up and cool-down programs</td>
</tr>
<tr>
<td>SISXCAI303A Plan and conduct sport and recreation sessions</td>
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<tr>
<td>SISXCAI306A Facilitate groups</td>
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<tr>
<td>SISXIND403A Analyse participation patterns</td>
</tr>
<tr>
<td>SISXRES301A Provide public education of the use of resources</td>
</tr>
<tr>
<td>SISXRSK301A Undertake risk analysis of activities</td>
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</tbody>
</table>

Plus additional elective units.

This qualification provides the skills and knowledge for an individual wishing to work in the sport and recreation industry in areas such as maintaining grounds and playing surfaces, providing customer service, housekeeping and or administrative assistance. This qualification also provides for multi skilled roles which combine a range of activities required to support the operation of facilities such as fitness centres, outdoor sporting grounds or complexes, aquatic centres and community recreation centres.
Electives not covered in this workbook, but available through the Training Package, include:
TLIE307C Participate in basic workplace communication, CHCVOL201A Be an effective volunteer, FNSFLIT201B Develop and use a personal budget, BSBITU101A Operate a personal computer.

A minimum of three (3) electives must be chosen with a minimum of 60 student contact hours. Other units may be chosen from any endorsed Training Package or accredited curriculum. Your trainer will negotiate the elective choices with you and the Registered Training Organisation auspicing the program (and supplying the qualification after assessment). Only those units covered in this resource are listed above.

The Certificate I in Vocational Preparation is an excellent qualification that can be offered to VCAL students. The qualification can be integrated into the delivery of the VCAL program, so that students will gain a VCAL qualification as well as the Certificate I in Vocational Preparation without doing a lot of additional work.
If there are other qualifications that you would like the Australian Institute of Education and Training to add to our Scope of Registration which are not currently offered through the ATIP program, please do not hesitate to contact us.

Please be aware that to prepare an application to add qualifications to Scope of Registration takes a minimum of six months.

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