AIET

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COURSE GUIDE 2023

Vocational Education & Training Delivered to Secondary School Students

AIET - RTO 121314

www.aiet.edu.au

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ABOUT US

AIET partners with schools to provide quality vocational education and training (VET) to students as part of their senior secondary certificate of education. Our friendly team boasts years of experience in the VET in schools space and is committed to our focus on support, providing teachers and coordinators with industry-leading assessments and resources, and ongoing flexibility to suit the unique needs of secondary schools and their students.

Our programs are designed in consultation with industry and offer a range of flexible assessment strategies and frameworks. VET strengthens a school's curriculum by giving students the opportunity to gain knowledge that complements their other senior secondary studies, and provides practical workplace skills for careers that students are passionate about.

AIET programs are designed to reflect best practice in the workplace and meet the skills needs of each industry qualification, while providing flexibility for students and teachers alike. Our support processes for teachers and VET Coordinators make it easier for schools to deliver quality VET programs, inside a simple and easy to navigate platform.

AIET encourages Structured Workplace Learning (SWL) as a valuable component of any VET program.

SWL involves on-the-job training in which students are required to master a designated set of skills and competencies related to VET programs. SWL complements the training undertaken at the school. It provides the context for:

- *Enhancement of skills development*
- *Practical application of industry knowledge*
- *Increased employment opportunities*

All hours listed are Nominal Hours, taken from the relevant Purchasing / Nominal Hours Guide.

AUR20720 CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

QUALIFICATION: 12 units of competency (7 Core, 5 Elective)

COURSE DURATION: 2 years

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

AUR20720 CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace		25	20
AURAFA103	Communicate effectively in an automotive workplace		20	20
AURAFA104	Resolve routine problems in an automotive workplace		20	20
AURASA102	Follow safe working practices in an automotive workplace		20	20
AURETR103	Identify automotive electrical systems and components		25	10
AURLTA101	Identify automotive mechanical systems and components		25	15
AURTTK102	Use and maintain tools and equipment in an automotive workplace		20	30

ELECTIVE UNITS AVAILABLE

AURTTA127	Carry out basic vehicle servicing operations	40	35
AURETR115	Inspect, test and service batteries	10	20
AURETK003	Operate electrical test equipment	40	35
AURETR006	Solder electrical wiring and circuits	20	20
AURVTW010	Set up and use welding equipment	40	35
AURTTB007	Remove and replace brake assemblies	20	20
AURTTE007	Dismantle and assemble single cylinder four-stroke petrol engines	40	35
AURTTE008	Dismantle and assemble multi-cylinder four-stroke petrol engines	40	35
AURTTJ003	Remove and replace wheel and tyre assemblies	10	10
AURETR048	Construct and test basic electronic circuits	40	35
AURLTJ113	Remove, inspect and refit light vehicle wheel and tyre assemblies	20	20

CPC10120 CERTIFICATE I IN CONSTRUCTION

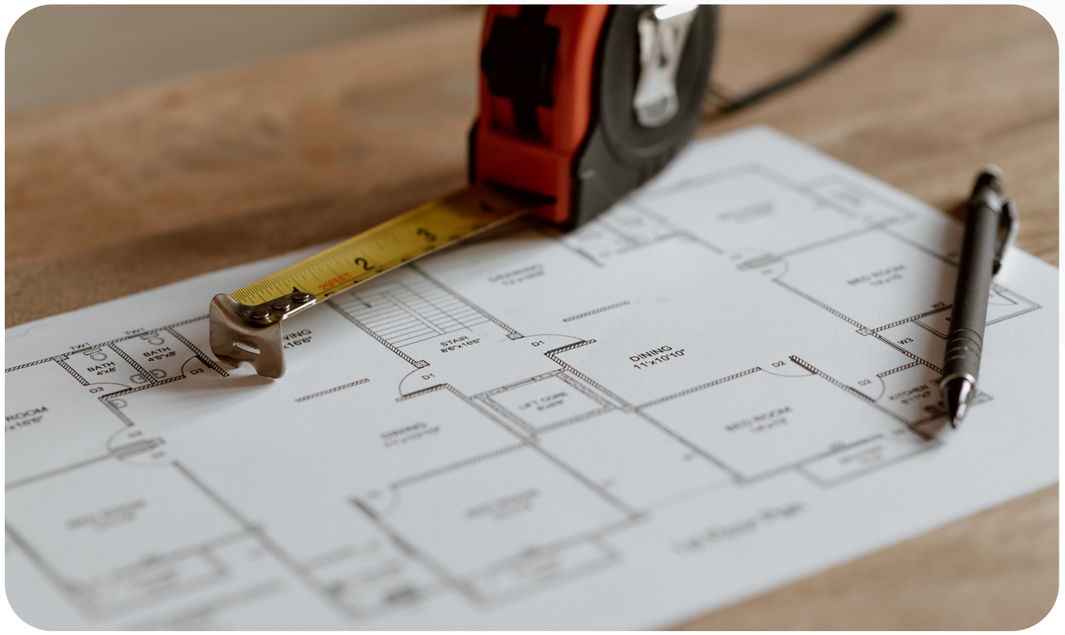
QUALIFICATION: 11 units of competency (8 Core, 3 Elective)

COURSE DURATION: 1 year

This qualification introduces the student to the construction industry, its culture, occupations, job roles and workplace expectations.

The units of competency cover essential work health and safety requirements, the industrial and work organisation structure, communication skills, work planning, and basic use of tools and materials.

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



CPC10120 CERTIFICATE I IN CONSTRUCTION

UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry		20	32
CPCCOM1012	Work effectively and sustainably in the construction industry		20	16
CPCCCM2005	Use construction tools and equipment		96	40
CPCCCM2004	Handle construction materials		16	16
CPCCOM1013	Plan and organise work		20	16
CPCCCM1011	Undertake basic estimation and costing		16	14
CPCCVE1011	Undertake a basic construction project		40	24
CPCCWHS1001	Prepare to work safely in the construction industry		6	6

ELECTIVE UNITS AVAILABLE

CPCCOM1014	Conduct workplace communication	20	16
CPCCOM1015	Carry out measurements and calculations	20	16
CPCCCM2006	Apply basic levelling procedures	8	16
CPCCOM2001	Read and interpret plans and specifications	36	32

Not available as a VCE VET program in Victoria, schools may seek block credit arrangements with the VCAA.

CPC20220 CERTIFICATE II IN CONSTRUCTION PATHWAYS

QUALIFICATION: 10 units of competency (5 Core, 5 Elective)

COURSE DURATION: 2 years

This qualification provides students with the knowledge and skills that will enhance their employment prospects in the building and construction industry. Students will gain a broad knowledge of building, bricklaying, and tile laying. Most of the course involves practical tasks and projects giving students sound skills. The aim of the Certificate II in Construction Pathways is to provide students with basic industry specific skills and knowledge to enable transition into an apprenticeship within the building and construction industries at the certificate III level.

* This unit has a prerequisite

CPC20220 CERTIFICATE II IN CONSTRUCTION PATHWAYS

UNITS OF COMPETENCY

CORE UNITS

		(HRS) VIC	WA
CPCCOM1012	Work effectively and sustainably in the construction industry	20	16
CPCCOM1013	Plan and organise work	20	16
CPCCOM1015	Carry out measurements and calculations	20	16
CPCCVE1011	Undertake a basic construction project*	40	24
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	20	32

ELECTIVE UNITS AVAILABLE

CPCCBL2001	Handle and prepare bricklaying and blocklaying materials*	16	16
CPCCBL2002	Use bricklaying and blocklaying tools and equipment	30	30
CPCCCA2002	Use carpentry tools and equipment	96	52
CPCCCA2011	Handle carpentry materials	16	16
CPCCWF2002	Use wall and floor tiling tools and equipment	96	60
CPCCCM2004	Handle construction materials	16	16
CPCCCM2006	Apply basic levelling procedures	8	16
CPCCCM2009	Carry out basic demolition	32	16
CPCCCM2012	Work safely at heights	8	16
CPCCCO2013	Carry out concreting to simple forms	20	24

22338VIC CERTIFICATE II IN BUILDING AND CONSTRUCTION PRE-APPRENTICESHIP (CARPENTRY STREAM)

QUALIFICATION: 20 units of competency (10 Core, 10 Elective)

COURSE DURATION: 2-3 years

This qualification provides students with the knowledge and skills that will enhance their employment prospects in the building industry. Trade outcomes are predominantly achieved through an Australian Apprenticeship and this certificate II allows for inclusion of skills suited for entry to off-site occupations, such as joinery and shop-fitting as well as carpentry, bricklaying, and other occupations in general construction.

22338VIC CERTIFICATE II IN BUILDING AND CONSTRUCTION PRE-APPRENTICESHIP (CARPENTRY STREAM)

UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
CCPCCCM1012A	Work effectively and sustainably in the construction industry		20	16
CPCCCM1014A	Conduct workplace communication		20	16
CPCCCM1015A	Carry out measurements and calculations		20	16
CPCCCM2006	Apply basic levelling procedures		8	16
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry		20	32
CPCCWHS1001	Prepare to work safely in the construction industry		6	6
HLTAID002	Provide basic emergency life support		12	10
VU22014	Prepare for work in the building and construction industry		16	N/A
VU22015	Interpret and apply basic plans and drawings		25	N/A
VU22016	Erect and safely use working platforms		24	N/A

ELECTIVE UNITS AVAILABLE (CARPENTRY STREAM)

VU22022	Identify and handle carpentry tools and equipment		100	N/A
VU22023	Perform basic setting out		24	N/A
VU22024	Construct basic sub-floor		48	N/A
VU22025	Construct basic wall frames		48	N/A
VU22026	Construct a basic roof frame		40	N/A
VU22027	Install basic external cladding		24	N/A
VU22028	Install basic window and door frames		24	N/A
VU22029	Install interior fixings		40	N/A
VU22030	Carry out basic demolition for timber structures		20	N/A
VU22031	Construct basic formwork for concreting		20	N/A

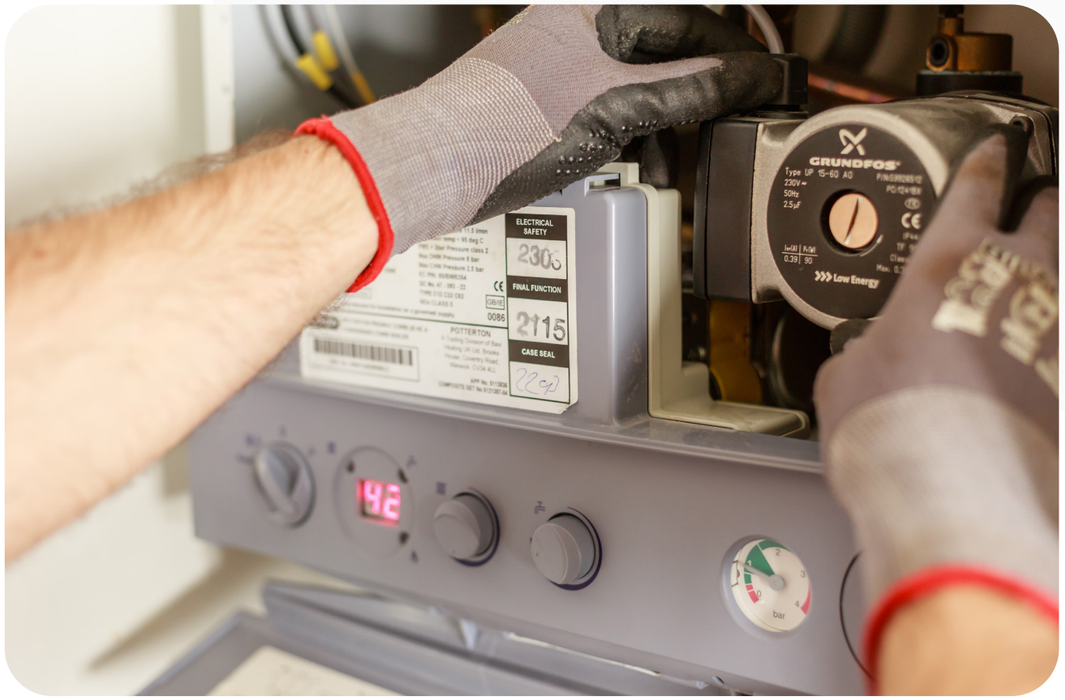
This qualification is currently undergoing review and may be updated for programs in 2023. Please see our website for the most recent update of this course guide.

22569VIC CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP)

QUALIFICATION: 19 units of competency (19 Core)

COURSE DURATION: 2 years

This pre-apprenticeship qualification is designed for students who are considering a career in the plumbing industry. It will prepare them for employment as an apprentice in the plumbing trade. The course equips students with the skills and knowledge to enhance their employment prospects, with a strong emphasis on sustainability and safe plumbing principles. It helps to develop social and personal skills relevant to the workplace, as well as provide an understanding of the nature of the work and conditions.



22569VIC CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP)

UNITS OF COMPETENCY

CORE UNITS		(HRS) VIC	WA
CPCCWHS1001	Prepare to work safely in the construction industry	6	6
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	20	32
CPCCCM1015	Carry out measurements and calculations	20	16
CPCPCM2039A	Carry out interactive workplace communication	10	12
CPCCCM2001	Read and interpret plans and specifications	32	32
BSBWRT311	Write simple documents	30	30
CUAACD303	Produce technical drawings	50	70
HLTAID002	Provide basic emergency life support	12	10
VU23046	Apply basic sheet metal practices	50	N/A
VU23047	Cut and penetrate building materials and structures	30	N/A
VU23048	Fabricate simple plumbing pipe systems	30	N/A
VU23049	Identify career pathways in the plumbing industry	30	N/A
VU23050	Perform basic oxyacetylene welding and cutting	20	N/A
VU23051	Prepare to work in the plumbing industry	20	N/A
VU23052	Use and apply basic levelling equipment for plumbing	8	N/A
VU23053	Use basic electric welding equipment and techniques	20	N/A
VU23054	Use basic plumbing hand tools	50	N/A
VU23055	Use basic power tools	20	N/A
VU23056	Use plumbing pipes, fittings and fixtures to simulate plumbing installations	30	N/A

This qualification will be available for delivery in 2024. Please contact AIET for further information regarding the future delivery of this qualification.

22499VIC CERTIFICATE II IN ELECTROTECHNOLOGY (PRE-VOCATIONAL)

QUALIFICATION: 15 units of competency (13 Core, 2 Electives)

COURSE DURATION: 2 years

This qualification prepares students to enter the electrotechnology industry. It covers competencies at work entry level providing grounding in safety and basic skills and knowledge for work in many electrotechnology disciplines. The training is mainly project based and gives industry relevant hands-on experience in a realistic simulated environment. It also includes training in the fundamentals of electrical, telecommunication, refrigeration, and air conditioning systems as well as workshop experience in fabrication and assembly techniques, wiring, cabling, basic installation skills and use of test equipment. The student will learn how to read circuit diagrams, take electrical measurements, and perform electrical calculations.

22499VIC CERTIFICATE II IN ELECTROTECHNOLOGY (PRE-VOCATIONAL)

UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
CPCCWHS1001	Prepare to work safely in the construction industry		6	6
HLTAID003	Provide first aid		18	20
UEENEEE101A	Apply occupational health & safety regulations, codes & practices in the workplace		20	18
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components		40	36
UEENEEE103A	Solve problems in ELV single path circuits		40	36
UEENEEE105A	Fix and secure electrotechnology equipment		20	18
UEENEEJ104A	Establish the basic operating conditions of air conditioning systems		20	18
VU22333	Perform intermediate engineering computations		40	N/A
VU21544	Install a sustainable extra low voltage energy power system		30	N/A
VU22670	Provide an overview of the electrotechnology industry		30	N/A
VU22671	Use test instruments in the electrotechnology industry		20	N/A
VU22672	Carry out basic electrotechnology project		40	N/A
VU22673	Carry out basic network cabling for extra low voltage (ELV) equipment and devices		30	N/A

ELECTIVE UNITS AVAILABLE

UEENEEP024A	Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply		20	18
UEENEEP026A	Conduct in-service safety testing of electrical cord connected equipment and cord assemblies		20	18

UEE22020 CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START)

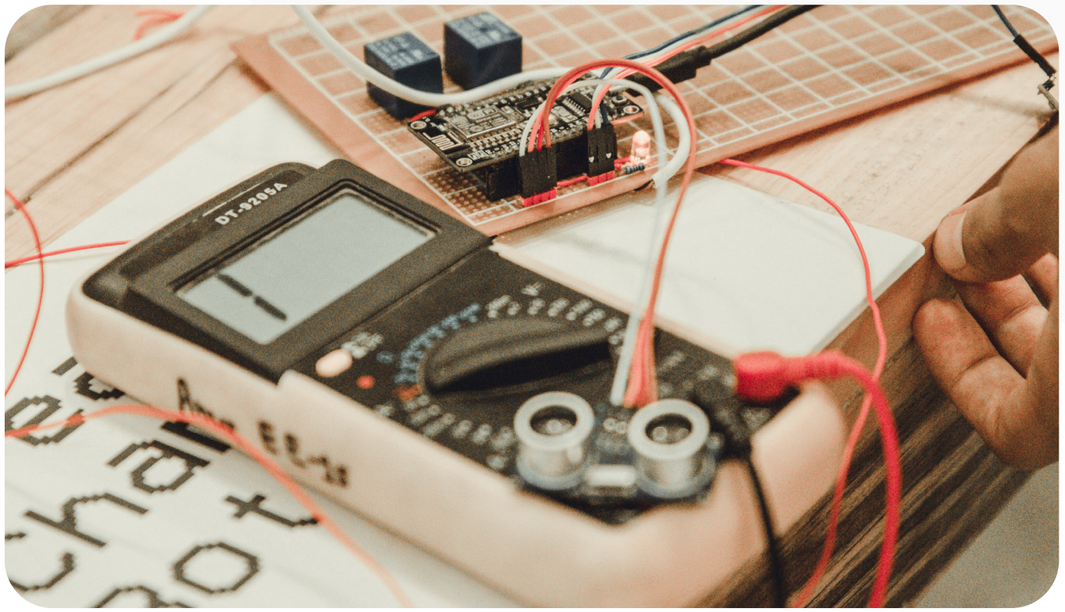
QUALIFICATION: 8 core units of competency & 120 general elective weighted points***

COURSE DURATION: 2 years

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

* This unit has a prerequisite

*** This qualification is measured in weighted points instead of Nominal Hours



CORE UNITS

		(HRS)	VIC	WA
CPCCWHS1001	Prepare to work safely in the construction industry		10	6
UEECD0007	Apply work health and safety regulations, codes and practices in the workplace		20	18
UEECD0009	Carry out routine work activities in an energy sector environment*		40	36
UEECD0021	Identify and select components, accessories and materials for energy sector work activities*		20	18
UEECD0038	Provide solutions and report on routine electrotechnology problems		60	54
UEECD0046	Solve problems in single path circuits*		40	36
UEECD0052	Use routine equipment/plant/technologies in an energy sector environment*		40	36
UEERE0021	Provide basic sustainable energy solutions for energy reduction in residential premises		40	36

ELECTIVE UNITS AVAILABLE

BSBOPS203	Deliver a service to customers	20	40
HLTAID009	Provide cardiopulmonary resuscitation	10	4
UEECD0035	Provide basic instruction in the use of electrotechnology apparatus	20	18
UEECO0002	Maintain documentation	20	18
UEEAS0001	Assemble electronic components*	40	36
UEEAS0004	Select electronic components for assembly*	20	18
UEECD0008	Carry out preparatory energy sector work activities*	60	54
UEECD0019	Fabricate, assemble and dismantle utilities industry components*	40	36
UEECD0020	Fix and secure electrotechnology equipment*	20	18
UEECD0033	Produce products for carrying out energy sector work activities*	40	54
UEECD0034	Produce routine tools/devices for carrying out energy sector work activities*	40	36
UEERL0001	Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply*	20	18

MEM20413 CERTIFICATE II IN ENGINEERING PATHWAYS

QUALIFICATION: 12 units of competency (4 Core, 8 Elective)

COURSE DURATION: 2 years

The qualification is suited to students interested in exposure to an engineering or related working environment with a view to entering employment in this area. This qualification will equip students with knowledge and skills which will enhance their prospects of employment. The student will undertake basic engineering projects and use hand tools, power tools and workshop machines.

MEM20413 CERTIFICATE II IN ENGINEERING PATHWAYS

UNITS OF COMPETENCY

CORE UNITS

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

ELECTIVE UNITS AVAILABLE

MEM16006A	Organise and communicate information	20	18
MEM16008A	Interact with computing technology	20	18
MEM18001C	Use hand tools	20	18
MEM18002B	Use power tools/hand held operations	20	18
MEMPE001A	Use engineering workshop machines	60	55
MEMPE002A	Use electric welding machines	40	35
MEMPE003A	Use oxy-acetylene and soldering equipment	40	35
MEMPE004A	Use fabrication equipment	40	35
MSAPMSUP106A	Work in a team	30	26

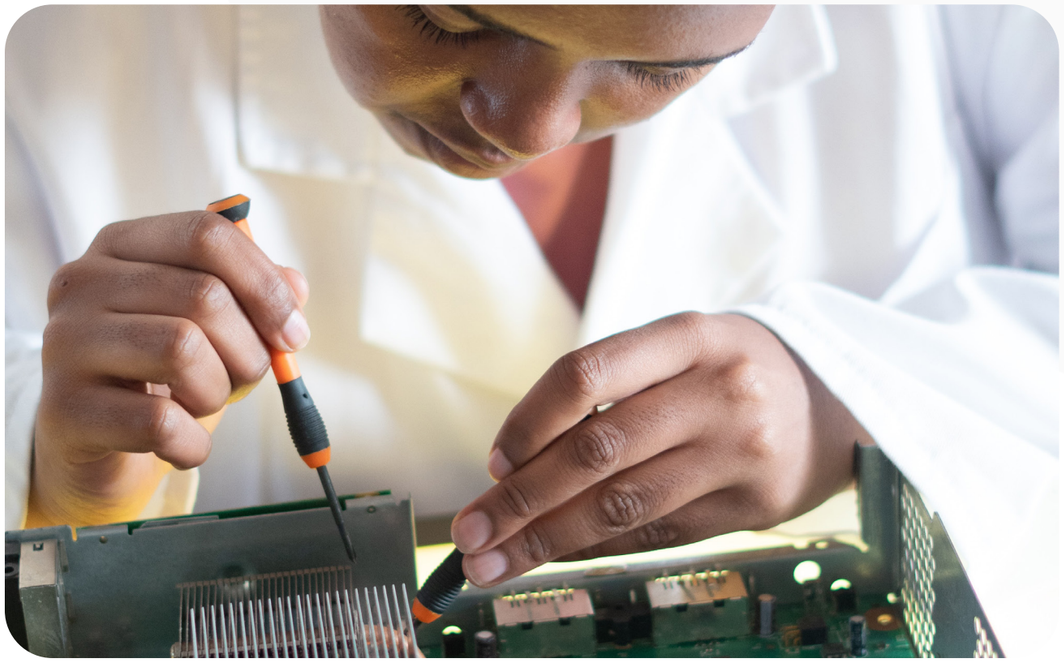
22470VIC CERTIFICATE II IN ENGINEERING STUDIES

QUALIFICATION: 11 units of competency (7 Core, 4 Elective)

COURSE DURATION: 2 years

The aim of this qualification is to provide students with skills and knowledge in machine processing, fabrication techniques and using power tools and computers for engineering related work activities. It provides pre-employment training and pathways in the engineering, manufacturing or related industries and accommodates entry into the wider engineering industry.

* This unit has a prerequisite



22470VIC CERTIFICATE II IN ENGINEERING STUDIES

UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
MEM13014A	Apply principles of occupational health and safety in work environment		10	4
MEM18001C	Use hand tools		20	18
VU22329	Report on a range of sectors in the manufacturing, engineering and related industries		30	N/A
VU22330	Select and interpret drawings and prepare three dimensional (3D) sketches and drawings		20	N/A
VU22331	Perform basic machining processes		40	N/A
VU22332	Apply basic fabrication techniques		40	N/A
MEMPE006A	Undertake a basic engineering project		80	70

ELECTIVE UNITS AVAILABLE

VU22333	Perform intermediate engineering computations	40	N/A
MEM18002B	Use power tools/hand held operations	20	18
VU22334	Produce basic engineering components and products using fabrication and machining operations*	60	N/A
VU22335	Perform metal machining operations*	60	N/A
VU22336	Perform metal fabrication operations*	60	N/A
VU22337	Perform basic welding and thermal cutting processes to fabricate engineering structures*	60	N/A
VU22338	Configure and program a basic robotic system	60	N/A
VU22339	Create engineering drawings using computer aided systems*	60	N/A

MSF20516 CERTIFICATE II IN FURNITURE MAKING PATHWAYS

QUALIFICATION: 12 units of competency (5 Core, 7 Elective)

COURSE DURATION: 2 years

The overall aim of this qualification is to provide students with the opportunity to gain comprehensive entry level training in the furnishing industry. It covers broad based and core skills in cabinet making required to produce free standing furniture or built-in cabinets. This qualification is ideal for students who enjoy designing and creating practical and innovative products and working with wood.

MSF20516 CERTIFICATE II IN FURNITURE MAKING PATHWAYS

UNITS OF COMPETENCY

CORE UNITS

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

ELECTIVE UNITS AVAILABLE

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

SHB20121 CERTIFICATE II IN RETAIL COSMETICS

QUALIFICATION: 15 units of competency (9 Core, 6 Elective)

COURSE DURATION: 1-2 years

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

** This unit requires a work placement

UNITS OF COMPETENCY

CORE UNITS

		(HRS) VIC	WA
SHBBCCS004	Demonstrate retail skin care products	25	25
SHBBCCS005	Advise on beauty products and services	30	25
SHBBMUP009	Design and apply make-up	45	40
SHBXCCS007	Conduct salon financial transactions	25	25
SHBXIND003	Comply with organisational requirements within a personal services environment**	45	50
SHBXIND005	Communicate as part of a salon team	30	25
SHBXWHS003	Apply safe hygiene, health and work practices	40	35
SIRXIND003	Organise personal work requirements	30	15
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms	50	45

ELECTIVE UNITS AVAILABLE

SHBBINF002	Maintain infection control standards	75	90
BSBSUS211	Participate in sustainable work practices	20	30
SHBBRES003	Research and apply beauty industry information	20	18
SIRRINV001	Receive and handle retail stock	35	35
SIRRMER001	Produce visual merchandise displays	35	30
SHBBMUP008	Apply eyelash extensions	40	25
SIRXSLS001	Sell to the retail customer	20	40
ICTWEB306	Develop web presence using social media	30	25
SHBBFAS004	Provide lash and brow services	30	15
SHBBMUP010	Design and apply make-up for photography	30	30
SHBBBOS007	Apply cosmetic tanning products	20	12

SHB20216 CERTIFICATE II IN SALON ASSISTANT

QUALIFICATION: 12 units of competency (8 Core, 4 Elective)

COURSE DURATION: 1-2 years

This qualification is ideal for students interested in a career in hairdressing. Upon successful completion, students will be well prepared to apply for a hairdressing apprenticeship. This qualification allows students to develop their creative and practical skills within a real salon setting, is very hands-on and is focused on developing employability skills. Students will learn how to prepare clients for salon services, safe use of hairdressing tools and equipment, hair styling techniques and products, all whilst gaining knowledge of the hair and beauty industry.

** This unit requires a work placement

SHB20216 CERTIFICATE II IN SALON ASSISTANT

UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
BSBWHS201	Contribute to health and safety of self and others		20	20
SHBHBAS001	Provide shampoo and basin services**		40	10
SHBHDES001	Dry hair to shape		40	25
SHBHIND001	Maintain and organise tools, equipment and work areas		20	5
SHBXCCS001	Conduct salon financial transactions		25	25
SHBXCCS003	Greet and prepare clients for salon services**		10	10
SHBXIND001	Comply with organisational requirements within a personal services environment**		45	50
SHBXIND002	Communicate as part of a salon team		30	25

ELECTIVE UNITS AVAILABLE

SHBHBAS002	Provide head, neck and shoulder massages for relaxation	20	20
SHBHCLS001	Apply hair colour products	30	20
SHBHDES002	Braid hair	30	10
SHBHIND002	Research and use hairdressing industry information	15	15
SIRRINV001	Receive and handle retail stock	35	35
SIRRMER001	Produce visual merchandise displays	35	30
SIRXSLS001	Sell to the retail customer	20	40

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

SHB30121 CERTIFICATE III IN BEAUTY SERVICES

QUALIFICATION: 18 units of competency (14 Core, 4 Elective)

COURSE DURATION: 2 years

This qualification is for students wishing to enter the personal services industry providing beauty treatments and services. The role of a beautician is to provide a range of beauty services including nail, waxing, lash and brow, and basic make-up services. Students will learn about working as part of a team and independently, using initiative and discretion where required, building a client base, and advising clients about attaining the best possible outcome from each service.

* This unit has a prerequisite

SHB30121 CERTIFICATE III IN BEAUTY SERVICES

UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
SHBBBOS007	Apply cosmetic tanning products		20	12
SHBBCCS005	Advise on beauty products and services		30	25
SHBBFAS004	Provide lash and brow services		30	15
SHBBHRS010	Provide waxing services		100	130
SHBBMUP009	Design and apply make-up		45	40
SHBBNLS007	Provide manicure and pedicare services*		60	60
SHBBNLS011	Use electric file equipment for nail services		30	15
SHBXCCS007	Conduct salon financial transactions		25	25
SHBXCCS008	Provide salon services to clients		30	15
SHBXIND003	Comply with organisational requirements within a personal services environment		45	50
SHBXWHS003	Apply safe hygiene, health and work practices		40	35
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms		50	45
SIRXSLS001	Sell to the retail customer		20	40
SHBBRES003	Research and apply beauty industry information		20	20

ELECTIVE UNITS AVAILABLE

SHBBINF002	Maintain infection control standards	75	90
SHBBMUP008	Apply eyelash extensions	40	25
SHBBMUP010	Design and apply make-up for photography	30	30
SHBXCCS009	Greet and prepare clients for salon services	10	10
SHBBNLS008	Apply gel and dip powder nail enhancements	80	75
SHBBNLS010	Apply nail art	15	10

AHC20416 CERTIFICATE II IN HORTICULTURE

QUALIFICATION: 15 units of competency (5 Core, 10 Elective)

COURSE DURATION: 2 years

This qualification underpins a range of work functions and job roles that can lead to a horticultural trade qualification. This qualification offers students the opportunity to acquire a wide range of skills such as testing soil, identifying pests and diseases in plants, propagation, potting up plants and pruning shrubs and small trees. This is a great qualification for students who want to work outdoors in a variety of areas and introduces students to a career in areas such as gardening, landscaping, and nurseries.

AHC20416 CERTIFICATE II IN HORTICULTURE

UNITS OF COMPETENCY

CORE UNITS

		(HRS) VIC	WA
AHCPCM201	Recognise plants	40	40
AHCPMG201	Treat weeds	40	35
AHCPMG202	Treat plant pests, diseases and disorders	30	35
AHCSOL202	Assist with soil or growing media sampling and testing	30	25
AHCWHS201	Participate in work health and safety processes	20	40

ELECTIVE UNITS AVAILABLE

AHCCHM201	Apply chemicals under supervision	30	35
AHCMOM203	Operate basic machinery and equipment	20	24
AHCNSY201	Pot up plants	20	35
AHCNSY202	Care for nursery plants	30	25
AHCNSY203	Undertake propagation activities	30	35
AHCNSY204	Maintain indoor plants	20	30
AHCPGD201	Plant trees and shrubs	20	30
AHCPGD203	Prune shrubs and small trees	35	30
AHCWRK201	Observe and report on weather	25	24
AHCWRK205	Participate in workplace communications	30	24
AHCWRK209	Participate in environmentally sustainable work practices	20	20
MEM18001C	Use hand tools	20	18
MEM18002B	Use power tools/hand held operations	20	18

This qualification is currently undergoing review and may be updated for programs in 2023. Please see our website for the most recent update of this course guide.

SIT20322 CERTIFICATE II IN HOSPITALITY

QUALIFICATION: 12 units of competency (6 Core, 6 Elective)

COURSE DURATION: 2 years

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

* This unit has a prerequisite

SIT20322 CERTIFICATE II IN HOSPITALITY

UNITS OF COMPETENCY

CORE UNITS

		(HRS) VIC	WA
BSBTWK201	Work effectively with others	40	35
SITHIND006	Source and use information on the hospitality industry	25	TBC
SITHIND007	Use hospitality skills effectively	0	TBC
SITXCCS011	Interact with customers	20	TBC
SITXCOM007	Show social and cultural sensitivity	20	TBC
SITXWHS005	Participate in safe work practices	12	TBC

ELECTIVE UNITS AVAILABLE

SITXFSA005	Use hygienic practices for food safety	15	TBC
SITHCCC024	Prepare and present simple dishes*	25	TBC
SITHCCC025	Prepare and present sandwiches*	10	TBC
SITHCCC028	Prepare appetisers and salads*	25	TBC
SITHKOP009	Clean kitchen premises and equipment*	13	TBC
BSBSUS211	Participate in sustainable work practices	20	30
SITXFIN007	Process financial transactions	25	TBC
HLTAID011	Provide first aid *This unit must be delivered by an external provider*	18	18
SITHFAB021	Provide responsible service of alcohol *Subject to state restrictions*	10	TBC
SITHFAB024	Prepare and serve non-alcoholic beverages*	20	TBC
SITHFAB025	Prepare and serve espresso coffee*	30	TBC
SITHFAB027	Serve food and beverage*	80	TBC
SITXCCS014	Provide service to customers	25	TBC

This qualification has been updated and is waiting on endorsement.
Please see our website for the most recent update of this course guide.

HOSPITALITY, TOURISM & EVENTS

SIT20421 CERTIFICATE II IN COOKERY

QUALIFICATION: 13 units of competency (7 Core, 6 Elective)

COURSE DURATION: 1-2 years

The Certificate II in Cookery qualification develops the skills of basic food preparation and cookery. Students learn to effectively prepare a range of simple dishes, with a focus on safe and hygienic practices.

It will enable students to work in entry level positions in various hospitality enterprises where food is prepared and served.

* This unit has a prerequisite

** This unit requires a work placement

SIT20421 CERTIFICATE II IN COOKERY

UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
SITHCCC023	Use food preparation equipment*		25	TBC
SITHCCC027	Prepare dishes using basic methods of cookery*		45	TBC
SITHCCC034	Work effectively in a commercial kitchen*		60	TBC
SITHKOP009	Clean kitchen premises and equipment*		13	TBC
SITXFSA005	Use hygienic practices for food safety		15	TBC
SITXINV006	Receive, store and maintain stock*		20	TBC
SITXWHS005	Participate in safe work practices		12	TBC

ELECTIVE UNITS AVAILABLE

SITHCCC024	Prepare and present simple dishes*	25	TBC
SITHCCC025	Prepare and present sandwiches*	10	TBC
SITHCCC028	Prepare appetisers and salads*	25	TBC
SITHCCC029	Prepare stocks, sauces and soups*	35	TBC
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes*	50	TBC
SITXFSA006	Participate in safe food handling practices	40	TBC
HLTAID011	Provide first aid *This unit must be delivered by an external provider*	18	18
SITXCCS011	Interact with customers	20	TBC

This qualification has been updated and is waiting on endorsement.
Please see our website for the most recent update of this course guide.

HOSPITALITY, TOURISM & EVENTS

SIT20122 CERTIFICATE II IN TOURISM

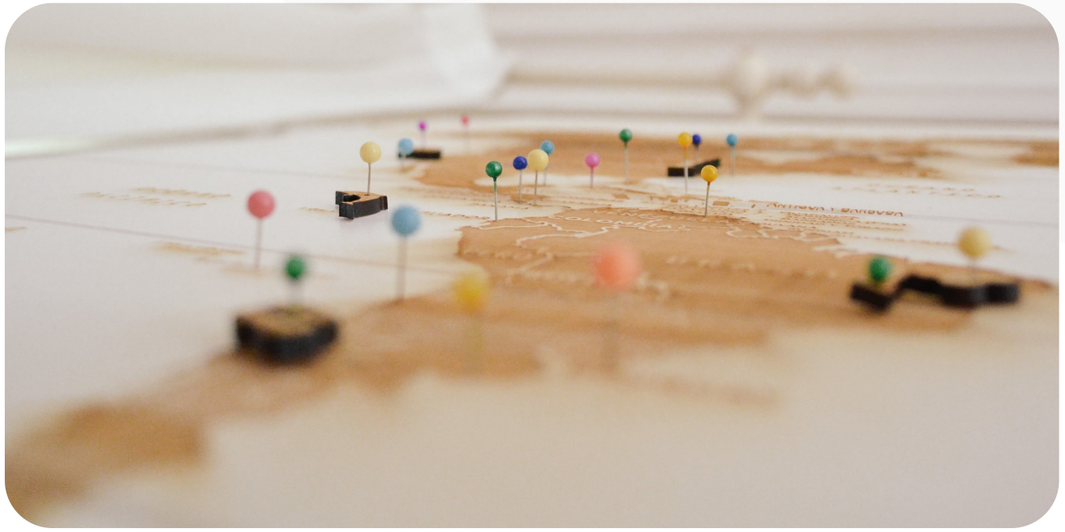
QUALIFICATION: 11 units of competency (5 Core, 6 Elective)

COURSE DURATION: 1-2 years

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

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

* This unit has a prerequisite



SIT20122 CERTIFICATE II IN TOURISM

UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
SITTIND003	Source and use information on the tourism and travel industry		25	TBC
SITXCCS009	Provide customer information and assistance		20	TBC
SITXCCS011	Interact with customers		20	TBC
SITXCOM007	Show social and cultural sensitivity		20	TBC
SITXWHS005	Participate in safe work practices		12	TBC

ELECTIVE UNITS AVAILABLE

SIRXPDK001	Advise on products and services	30	TBC
SITXCCS010	Provide visitor information	35	TBC
CUAEVP211	Assist with the staging of public activities or events	50	50
SITXCOM008	Provide a briefing or scripted commentary	20	TBC
SITTTVL001	Access and interpret product information	65	TBC
BSBCMM211	Apply communication skills	40	35
BSBTWK201	Work effectively with others	40	35
SITXCOM006	Source and present information	10	TBC
BSBTEC201	Use business software applications	60	55
SITXFIN007	Process financial transactions	25	TBC
SITHFAB021	Provide responsible service of alcohol *Subject to state restrictions*	10	TBC
SITHFAB025	Prepare and serve espresso coffee*	30	TBC
SITXFSA005	Use hygienic practices for food safety	15	TBC

This qualification has been updated and is waiting on endorsement.
Please see our website for the most recent update of this course guide. Not available as a VCE VET program in Victoria, schools may seek block credit arrangements with the VCAA.

SIT30522 CERTIFICATE III IN EVENTS

QUALIFICATION: 13 units of competency (6 Core, 7 Elective)

COURSE DURATION: 2 years

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

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

SIT30522 CERTIFICATE III IN EVENTS

UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
BSBTWK201	Work effectively with others		40	35
SITEEVT020	Source and use information on the events industry		25	TBC
SITEEVT022	Provide event production support		31	TBC
SITXCCS014	Provide service to customers		25	TBC
SITXCOM007	Show social and cultural sensitivity		20	TBC
SITXWHS005	Participate in safe work practices		12	TBC

ELECTIVE UNITS AVAILABLE

SITEEVT021	Administer event registrations	80	TBC
SITXMPR010	Create a promotional display or stand	30	TBC
BSBTEC201	Use business software applications	60	55
BSBTEC301	Design and produce business documents	80	70
CUASTA211	Develop basic staging skills	20	20
CUASTA212	Assist with bump in and bump out of shows	80	80
BSBSUS211	Participate in sustainable work practices	20	30
SITXFIN007	Process financial transactions	25	TBC
CUAEVP211	Assist with the staging of public activities or events	50	50

This qualification has been updated and is waiting on endorsement.
Please see our website for the most recent update of this course guide. Not available as a VCE VET program in Victoria, schools may seek block credit arrangements with the VCAA.

HOSPITALITY, TOURISM & EVENTS

SIT31021 CERTIFICATE III IN PATISSERIE

QUALIFICATION: 21 units of competency (15 Core, 6 Elective)

COURSE DURATION: 2-3 years

This qualification reflects the role of pastry chefs who use a wide range of well-developed patisserie skills and sound knowledge of kitchen operations to produce patisserie products. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

This qualification provides a pathway to work in various organisations where patisserie products are prepared and served, including patisseries, restaurants, hotels, catering operations, clubs, pubs, cafés and coffee shops.

* This unit has a prerequisite

** This unit requires a work placement

SIT31021 CERTIFICATE III IN PATISSERIE

UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
SITHCCC023	Use food preparation equipment*		25	TBC
SITHCCC027	Prepare dishes using basic methods of cookery*		45	TBC
SITHCCC034	Work effectively in a commercial kitchen*		60	TBC
SITHKOP009	Clean kitchen premises and equipment*		13	TBC
SITHPAT011	Produce cakes*		24	TBC
SITHPAT012	Produce specialised cakes*		60	TBC
SITHPAT013	Produce pastries*		24	TBC
SITHPAT014	Produce yeast-based bakery products*		42	TBC
SITHPAT015	Produce petits fours*		30	TBC
SITHPAT016	Produce desserts*		100	TBC
SITXFSA005	Use hygienic practices for food safety		15	TBC
SITXFSA006	Participate in safe food handling practices		40	TBC
SITXHRM007	Coach others in job skills		20	TBC
SITXINV006	Receive, store and maintain stock*		20	TBC
SITXWHS005	Participate in safe work practices		12	TBC

ELECTIVE UNITS AVAILABLE

SITHCCC042	Prepare food to meet special dietary requirements*	75	TBC
SITHKOP010	Plan and cost recipes	40	TBC
SITHFAB024	Prepare and serve non-alcoholic beverages*	20	15
SITHFAB025	Prepare and serve espresso coffee*	30	30
SITHFAB027	Serve food and beverage*	80	140
SITXCCS014	Provide service to customers	25	TBC

Please see our website for the most recent update of this course guide. Not available as a VCE VET program in Victoria, schools may seek block credit arrangements with the VCAA.

HOSPITALITY, TOURISM & EVENTS

MSL20118 CERTIFICATE II IN SAMPLING AND MEASUREMENT

QUALIFICATION: 8 units of competency (4 Core, 4 Elective)

COURSE DURATION: 1-2 years

Start your science career with this entry-level qualification. There is a strong need for sample collection and laboratory skills across a variety of industries, from mining to food manufacturing and construction to pharmaceutical production. This qualification gives you the foundation-level skills to collect, handle and transport samples. Learn the practical skills and knowledge to work effectively within a laboratory or field workplace. Learn how to record and store data, perform simple calculations, and present your results. Successful completion of this qualification will teach the student how to gather samples required for a variety of industry testing situations. It will also give the student the foundation skills necessary to complete further studies in either environmental sciences, health, or trades.

MSL20118 CERTIFICATE II IN SAMPLING AND MEASUREMENT

UNITS OF COMPETENCY

CORE UNITS

		(HRS) VIC	WA
MSL912001	Work within a laboratory or field workplace (induction)	40	40
MSL922001	Record and present data	40	60
MSMENV272	Participate in environmentally sustainable work practices	30	20
MSL943004	Participate in laboratory or field workplace safety	40	40

ELECTIVE UNITS AVAILABLE

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

MSL30118 CERTIFICATE III IN LABORATORY SKILLS

QUALIFICATION: 13 units of competency (6 Core, 7 Elective)

COURSE DURATION: 2 years

This qualification is an entry level course for laboratory personnel in many industry sectors such as construction, materials testing, environmental monitoring, food testing, pathology testing and mineral assaying. Students contemplating engineering or science pathways like scientific research, biomedical science, chemical engineering, or similar will also benefit from the practical skills gained in this qualification.

MSL30118 CERTIFICATE III IN LABORATORY SKILLS

UNITS OF COMPETENCY

CORE UNITS

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

ELECTIVE UNITS AVAILABLE

MSL952001	Collect routine site samples	30	20
MSL953003	Receive and prepare samples for testing	30	40
MSL973013	Perform basic tests	60	80
MSL973014	Prepare working solutions	50	80
MSL973015	Prepare culture media	30	20
MSL973016	Perform aseptic techniques	40	40
MSL973019	Perform microscopic examination	40	40

AIET does not currently offer Scored Assessment for Victorian students for this qualification.

SIS20115 CERTIFICATE II IN SPORT AND RECREATION

QUALIFICATION: 13 units of competency (8 Core, 5 Elective)

COURSE DURATION: 1-2 years

This qualification will provide students hands-on experience to develop the skills and knowledge to work at community recreation centres, outdoor sporting grounds and aquatic centres, or progress into further studies in the sporting industry. This qualification will teach the student how to provide first aid, assist with activity sessions and work effectively in sport, fitness, and recreation environments.

SIS20115 CERTIFICATE II IN SPORT AND RECREATION

UNITS OF COMPETENCY

CORE UNITS

		(HRS) VIC	WA
BSBWOR202	Organise and complete daily work activities	20	20
HLTAID011	Provide first aid	18	18
HLTWHS001	Participate in workplace health and safety	20	20
SISXCAI002	Assist with activity sessions	15	15
SISXCCS001	Provide quality service	25	25
SISXEMR001	Respond to emergency situations	18	15
SISXIND001	Work effectively in sport, fitness and recreation environments	25	40
SISXIND002	Maintain sport, fitness and recreation industry knowledge	30	20

ELECTIVE UNITS AVAILABLE

ICTICT203	Operate application software packages	60	60
SISCAQU002	Perform basic water rescues	10	10
SISXCAI001	Provide equipment for activities	10	10
SISXFAC001	Maintain equipment for activities	5	15
SISXFAC002	Maintain sport, fitness and recreation facilities	14	14
CHCVOL001	Be an effective volunteer	25	20
SISOCYT002	Ride bicycles on roads and pathways, easy conditions	20	20
SISOSRF001	Surf small waves using basic manoeuvres	20	20
SISSAFL001	Participate in Australian football at an intermediate level	40	35
SISSNTB002	Participate in netball at an intermediate level	40	35
SISSPAR001	Participate in sport at an intermediate level	40	35

This qualification is currently undergoing review and may be updated for programs in 2023. Please see our website for the most recent update of this course guide.

SIS20321 CERTIFICATE II IN SPORT COACHING

QUALIFICATION: 7 units of competency (3 Core, 4 Elective)

COURSE DURATION: 1-2 years

Certificate II in Sport Coaching will give the student a head start on a career in the sports industry. This entry-level qualification will give the student practical skills to conduct coaching sessions in community-based sports clubs and organisations. The student will gain a range of basic coaching skills required to work under the supervision of a coach to engage participants in sport. The student will learn how to provide equipment for activities, participate in conditioning training for sport, conduct sport coaching sessions with foundation level participants, and assist supervisors to prepare, conduct, monitor and evaluate activity sessions.

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

** This unit requires a work placement

SIS20321 CERTIFICATE II IN SPORT COACHING

UNITS OF COMPETENCY

CORE UNITS		(HRS)	VIC	WA
HLTAID011	Provide first aid		18	18
SIRXWHS001	Work safely		30	25
SISSSCO002	Work in a community coaching role		30	25

ELECTIVE UNITS AVAILABLE				
SISSATH001	Conduct athletics coaching sessions with foundation level participants		45	45
SISSBSB001	Conduct basketball coaching sessions with foundation level participants		50	45
SISSNTB001	Conduct netball coaching sessions with foundation level participants		50	45
SISSSCO001	Conduct sport coaching sessions with foundation level participants		50	45
CHCVOL001	Be an effective volunteer**		25	20
SISSSOF002	Continuously improve officiating skills and knowledge		20	20
SISSSOF003	Officiate sport competitions		50	45
SISXCAI001	Provide equipment for activities		10	10
SISXFAC002	Maintain sport, fitness and recreation facilities		14	14
SISSPAR009	Participate in conditioning for sport		30	25
SISSSPT001	Implement sport injury prevention and management strategies		60	55
SISSTOU001	Participate in touch at an intermediate level		40	35
SISSVOL001	Coach volleyball participants up to an intermediate level		60	55

This qualification has been updated and is waiting on endorsement. Not available as a VCE VET program in Victoria, schools may seek block credit arrangements with the VCAA.

SIS20419 CERTIFICATE II IN OUTDOOR RECREATION

QUALIFICATION: 11 units of competency (4 Core, 7 Elective)

COURSE DURATION: 2 years

This qualification is packed full of adventure, and self-development. It is designed to provide the student with exciting opportunities to develop skills and knowledge in a variety of outdoor endeavours. Students will work under direct supervision and with guidance from supervisors. This qualification provides a pathway into advanced outdoor leadership qualifications.

SIS20419 CERTIFICATE II IN OUTDOOR RECREATION

UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
HLTWHS001	Participate in workplace health and safety		20	20
SISOFLD001	Assist in conducting recreation sessions		30	25
SISOFLD002	Minimise environmental impact		15	25
SISXIND002	Maintain sport, fitness and recreation industry knowledge		30	20

ELECTIVE UNITS AVAILABLE

SISCAQU002	Perform basic water rescues	10	10
SISOABS001	Abseil single pitches using fundamental skills	20	20
SISOBWG001	Bushwalk in tracked environments	20	20
SISOCLM001	Top rope climb single pitches, artificial surfaces	20	20
SISOCLM002	Top rope climb single pitches, natural surfaces	40	35
SISOCNE001	Paddle a craft using fundamental skills	40	35
SISOCVE001	Traverse caves	45	40
SISOCYT001	Set up, maintain and repair bicycles	20	20
SISOCYT002	Ride bicycles on roads and pathways, easy conditions	20	20
SISOCYT004	Ride off road bicycles on easy trails	20	20
SISOFLD006	Navigate in tracked environments	30	30
SISOSKT001	Ski on easy cross country terrain	50	45
SISOSNK001	Snorkel	20	20
SISOSUP001	Paddle a stand up board on inland flatwater	20	20
SISOFLD003	Select, set up and operate a temporary or overnight site *Not available in VCAA Program booklet*	25	25

SIS30115 CERTIFICATE III IN SPORT AND RECREATION

QUALIFICATION: 15 units of competency (9 Core, 6 Elective)

COURSE DURATION: 2 years

Students will develop knowledge of the sporting industry and relevant workplace skills through this qualification. Students will learn about the preparation and equipment required for sporting and recreation sessions, how to conduct these sessions, first aid and how to deal with clients. This qualification provides the opportunity to cater to students' sporting interests. Once completed, students can work in locations such as fitness centres, sporting grounds or complexes, leisure and aquatic centres and community recreation centres.

SIS30115 CERTIFICATE III IN SPORT AND RECREATION

UNITS OF COMPETENCY

CORE UNITS

		(HRS) VIC	WA
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	50	30
BSBWOR301	Organise personal work priorities and development	30	30
HLTAID011	Provide first aid	18	18
HLTWHS001	Participate in workplace health and safety	20	20
ICTWEB201	Use social media tools for collaboration and engagement	20	20
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions	20	60
SISXCAI004	Plan and conduct programs	35	30
SISXCCS001	Provide quality service	25	25
SISXEMR001	Respond to emergency situations	18	15

ELECTIVE UNITS AVAILABLE

ICTICT203	Operate application software packages	60	60
SISXCAI006	Facilitate groups	25	20
SISXFAC002	Maintain sport, fitness and recreation facilities	14	14
SISXIND006	Conduct sport, fitness or recreation events	55	40
SISXRES002	Educate user groups	25	25
SISSSCO001	Conduct sport coaching sessions with foundation level participants	50	45
SISXCAI001	Provide equipment for activities	10	10
SISXCAI002	Assist with activity sessions	15	15

This qualification is currently undergoing review and may be updated for programs in 2023. Please see our website for the most recent update of this course guide.

AIET - RTO 121314

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