Course qualification and name: Statement of Attainment in Skills for Work and Training

Course Number: 9069   **Version:** 4

Course Outcomes:

This course provides a pathway to work, community participation, and further education and training (eg. Year 10 equivalent CGVE, Certificate III in Employment, Education and Training, and training package qualifications, including entry to apprenticeships). It may also be contextualised for overseas qualified professionals seeking development or consolidation of employability skills in English within a vocational context.

Learners will develop a core of employability skills.
In addition, depending on elective units of competency chosen, learners may also achieve one or more of the following outcomes:
*   enhance job opportunities and employment pathways
*   develop communication skills for accessing and maintaining employment
*   enhance community participation
*   contribute effectively to a diverse society
*   identify RPL opportunities for work and life experiences
*   gain skills to retrain or enter the workforce with vocational competencies at AQF level 2
*   provide articulation into further education and training at AQF levels 2 and 3
*   develop team skills while working with people in a group, in a multicultural context and using written and spoken skills
*   identify realistic education/employment options and appropriate educational pathways
*   develop employability and vocational skills and relevant experience to achieve chosen options and develop self confidence
*   identify further education and training pathways in a variety of education areas.

The structure of this course enables customisation for delivery to specific target groups and can be locally 'badged' and marketed to one or more identified groups eg Aboriginal people, mature aged workers, people with language background other than English (LBOTE), people seeking career change or skills enhancement, people seeking paid or unpaid work, people with disability, second chance learners, women, Youth at Risk.

The course structure includes:
*   units of competency addressing the full range of employability skills based on TAFE NSW developed units from the AEET Framework. These units of competency can be identified by a TAFE NSW code with the prefix NSWT. The units of competency can be contextualised to meet the needs of learners. Units of competency at levels 1 and 3 have been included for bridging and enhancement of skills where required in delivery
*   units of competency relating to employability skills from current training package qualifications. These units of competency can be identified by their Training Package code
*   vocational units of competency from current training package qualifications, to help learners achieve course outcomes.

What you must do to complete the course:

The course structure below shows what you must do to complete this course. The units/modules are arranged in groups and sometimes also in subgroups.

You must complete each group as specified as well as following the course
completion instructions.   If a course contains optional groups there will be a
statement at the top of the course indicating how many you must do. At the
top of any group containing optional subgroups there will be a statement saying
how many you must do.

This course consists of five groups.

Group 1 contains five subgroups of units of competency clustered into groups of
Employability Skills. The first four subgroups develop National Employability
Skills and the fifth subgroup develops TAFE NSW AEET Framework Employability
Skills - Initiative and Enterprise, Personal Safety and Security and
Sustainability. At least 50 hours of units of competency must be achieved from
one subgroup or a combination of subgroups from this group.

Group 2 contains TAFE NSW AEET FRAMEWORK content/specialist elective units of
competency. Units of competency from this group can count towards course
completion.

Group 3 contains bridging, TAFE NSW AEET FRAMEWORK Level 1, units of competency.
Units of competency from this group may count towards course completion.

Group 4 contains enrichment,TAFE NSW AEET FRAMEWORK Level 3, units of
competency. Units of competency from this group may count towards course
completion.

Group 5 contains vocational units of competency from Training Packages,
clustered into a number of subgroups. These subgroups indicate clusters of
units of competency that are appropriate for integrated and/or project based
delivery with one or more units of competency from Groups 1 and 2, or for stand
alone vocational study of one or more units. Units of competency from this
group may count towards course completion.

Learners who wish to achieve the NSW WorkCover approved Senior First Aid
Certificate need to enrol in HLTFA301B - Apply First Aid.

Overall, at least 75 hours of elective units of competency must be achieved,
with at least 50 hours coming from Group 1 and the remaining minimum of 25 hours
coming from Groups 1, 2, 3, 4, or 5.

Learner support - Students requiring support to meet their learning goals will
need to co-enrol in the Learner Support Course (9999).

Course Elective Completion:

At least 75 hours of elective module/units must be completed. These may be
chosen from groups 1, 2, 3, 4, 5

Group 1 ELECTIVE AEET FRAMEWORK LEVEL 2 EMPLOYABILITY SKILLS
1 subgroup must be completed
At least 50 hours of module/units must be completed

Subgroup 1 COMMUNICATION AND TEAM SKILLS
At least 1 module/unit must be completed

NSW Module/Unit	Module/Unit Name	Nominal Hours
BSBCMM201A	Communicate in the workplace	20
BSBCUS201A	Deliver a service to customers	30
CUECOR02B	Work with others	24
NSWTCOM201A	Prepare and orally deliver stories for a purpose	30
NSWTCOM202A	Document and communicate personal and community	40
NSWTCOM205B	Plan and participate in a team presentation	20
NSWTCOM206B	Record routine written information	20
NSWTCOM207B	Demonstrate interpersonal communication skills	20
NSWTCOM211B	Use strategies to transform personal conflict	20
NSWTCOM212B	Use intercultural communication skills	20
NSWTCOM213B	Use negotiation skills in routine contexts	20
NSWTCOM214B	Communicate with customers in a range of contexts	20
NSWTESL209A	Use a limited range of English language speaking skills relevant to a specific vocational area	20
NSWTESL210A	Use a limited range of English language listening skills relevant to a specific vocational area	20
NSWTESL211A	Use a limited range of English language reading skills relevant to a specific vocational area	20
NSWTESL212A	Use a limited range of English language writing skills relevant to a specific vocational area	20
NSWTESL213A	Identify a variety of English pronunciation features	40
NSWTESL214A	Use English to participate in workplace spoken	54
NSWTESL215A	Listen and respond to English texts in the workplace	54
NSWTESL216A	Read and respond to English texts in the workplace	54
NSWTESL217A	Use English to write workplace texts	54
NSWTLSG201B	Listen and respond in a range of contexts	20
NSWTRDG201B	Read and respond to routine texts	20
NSWTSPG201B	Speak effectively in a range of contexts	20
NSWTSPG202B	Give and respond to instructions in a range of contexts	20
NSWTSPG203B	Deliver an informal presentation	20
NSWTSPG204B	Communicate cultural diversity through stories	30
NSWTSPG302B	Give complex instructions	20
NSWTTMW201B	Participate in a team	20
NSWTWTG201B	Write routine work related texts	20
NSWTWTG202B	Communicate information using visual techniques	20

Subgroup 2 PROBLEM SOLVING AND SELF MANAGEMENT SKILLS
At least 1 module/unit must be completed

NSW Module/Unit	Module/Unit Name	Nominal Hours
BSBOHS201A	Participate in OHS processes	20
NSWTCOM208B	Organise and complete a job application and interview	20
NSWTCOM210B	Analyse different views/attitudes/perspectives presented in the media	20
NSWTSFM101B	Use effective personal presentation skills	20
NSWTSFM111B	Prepare for skills recognition	30
NSWTSFM201B	Use self advocacy skills	30
NSWTSFM202B	Participate in work experience	30
NSWTSFM203B	Evaluate work experience	20
NSWTSFM206B	Devise strategies for living in Australia	20
NSWTSFM207B	Evaluate strategies for living in Australia	20
NSWTSFM208B	Identify strategies to build self esteem and personal effectiveness	20

Subgroup 3 PLANNING and ORGANISING AND LEARNING SKILLS
At least 1 module/unit must be completed

NSW Module/Unit	Module/Unit Name	Nominal Hours
BSBWOR202A	Organise and complete daily work activities	20
NSWTCOM204A	Research Aboriginal people and the media	25
NSWTCOM209B	Conduct a simple project	25
NSWTLRN201B	Develop and implement plan for education and	20
NSWTLRN202B	Devise strategies for own learning	6
NSWTLRN203B	Interpret information for study purposes	10
NSWTLRN204B	Use research and revision skills	10
NSWTPLG201B	Source and organise information for a purpose	20
NSWTPLG202B	Participate effectively in an informal meeting	20
NSWTPLG203B	Identify work placement opportunities in industry and the community	20
NSWTPLG204B	Investigate work and training practices in industry and the community	30

Subgroup 4 TECHNOLOGY SKILLS AND INITIATIVE and ENTERPRISE SKILLS
At least 1 module/unit must be completed

NSW Module/Unit	Module/Unit Name	Nominal Hours
BSBINN201A	Contribute to workplace innovation	35
NSWTINT201B	Provide leadership in routine contexts	20
NSWTINT202B	Work with a mentor	30
NSWTINT203B	Identify workplace rights and responsibilities	20
NSWTTCH201B	Read and respond to text in digital and online contexts	20
NSWTTCH202B	Communicate using emerging technologies	20
NSWTTCH203B	Use emerging technology to search and apply for a job	20

Subgroup 5 AEET FRAMEWORK DEVELOPED EMPLOYABILITY SKILLS
At least 1 module/unit must be completed

NSW Module/Unit	Module/Unit Name	Nominal Hours
NSWTCOM203A	Demonstrate awareness of cultural protocols for communicating with an Aboriginal community	25
NSWTETH201B	Operate in a diverse study environment	10
NSWTETH202B	Access support services in a diverse study environment	10
NSWTETH204A	Identify ethical issues in the workplace	20
NSWTPSS201B	Maintain personal safety and security	20
NSWTSUS115A	Investigate environmentally sustainable practices in a range of contexts	10
NSWTSUS201B	Engage with a socially diverse environment in a range of diverse contexts	20
NSWTSUS202B	Investigate the principles of ecosystems and sustainability	25
NSWTSUS203B	Investigate community action to contribute to	20

Group 2 AEET FRAMEWORK CONTENT/SPECIALIST UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
NSWTABL101B	Provide information on Aboriginal cultural values	30
NSWTABL201B	Investigate Aboriginal issues	30
NSWTABL202B	Apply general understanding of Aboriginal cultures and communities	36
NSWTABL301B	Apply strategies to assert own Aboriginal identity	36

NSW Module/Unit	Module/Unit Name	Nominal Hours
NSWTDTY103B	Access adaptive technology	30
NSWTEGL201B	Write personal texts in literary forms	18
NSWTEGL202B	Conduct a simple investigation	18
NSWTEGL205B	Report on an extended investigation	18
NSWTEMP301A	Prepare for the enrolled nursing entrance test	30
NSWTHMN201B	Identify own role as member of a community	18
NSWTHMN202B	Plan to participate in a local community	36
NSWTHMN210B	Apply consumer information	36
NSWTHMN211B	Investigate employment and business issues in Australia	18
NSWTHMN212B	Investigate the role of the legal system in Australia	18
NSWTHMN213B	Investigate the political process in Australia	18
NSWTLNG213B	Use basic signed English to participate in a limited range of everyday exchanges	48
NSWTLNG214B	Use signed English to participate in routine information exchanges	36
NSWTLNG215B	Prepare for engagement with deaf or hearing impaired	24
NSWTMTH201B	Use rational number skills	18
NSWTMTH202B	Solve basic measurement problems	18
NSWTMTH204B	Use data handling in a range of contexts	9
NSWTMTH209B	Manage everyday financial decisions	36
NSWTMTH211B	Apply a range of mathematical problem solving strategies	18
NSWTSCN101B	Work safely in a science learning environment	4
NSWTSCN201B	Investigate the science of matter and electricity	18
NSWTSCN203B	Investigate scientific aspects of occupational health	18
NSWTSCN208B	Investigate the science of reproduction and reproductive	18
NSWTSCN209B	Investigate and report on a science issue in the media	18
NSWTSCN210B	Investigate and report on the suitability of household	18
NSWTWMN201B	Examine and report on the changing role of women	40

Group 3 AEET FRAMEWORK LEVEL 1 UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
BSBCMM101A	Apply basic communication skills	20
BSBLED101A	Plan skills development	20
BSBOHS201A	Participate in OHS processes	20
BSBWOR202A	Organise and complete daily work activities	20
NSWTABL102B	Investigate local Aboriginal community issues	36
NSWTABL103B	Present information on the impact of invasion and colonisation of Australia	36
NSWTCOM101B	Participate in small informal group discussions	20
NSWTCOM102B	Communicate orally with others about routine matters	20
NSWTCOM103B	Investigate forms of communication media	30
NSWTCOM106B	Use basic information literacy	20
NSWTCOM111B	Respond to signs and sources of conflict in everyday	20
NSWTCOM114B	Communicate with customers about simple routine	20
NSWTDTY101B	Identify own adaptive technology needs	10
NSWTDTY102B	Plan to use adaptive technology	18
NSWTHMN101B	Apply basic historical methods	40
NSWTINT101B	Identify features and sources of effective leadership	20
NSWTINT102B	Identify job opportunities	20
NSWTINT103B	Develop a basic awareness of workplace practices	20
NSWTINT105B	Support children in early literacy and numeracy	20
NSWTLRN102B	Formulate an initial learning plan	20
NSWTLRN103B	Identify key areas for study purposes	10
NSWTLRN104B	Identify link between current study and broader learning	20

NSW Module/Unit	Module/Unit Name	Nominal Hours
NSWTLRN104B	environment	20
NSWTLRN105B	Apply learning strategies at work	20
NSWTLRN107B	Participate in the learning environment	20
NSWTLSG101B	Listen and respond in everyday contexts	20
NSWTNMY109B	Use number skills in familiar and some unfamiliar	40
NSWTNMY110B	Use measurement in familiar and some unfamiliar	40
NSWTNMY112B	Use data handling in familiar and some unfamiliar	20
NSWTNMY113B	Make informed personal financial decisions	40
NSWTNMY114B	Manage personal financial aspects of work	40
NSWTNMY115B	Use a basic calculator	18
NSWTNMY116B	Apply a limited range of mathematical problem solving strategies	20
NSWTPBL101B	Use basic problem solving strategies	20
NSWTPLG101B	Gather, organise and record information	20
NSWTPLG102B	Organise a meeting	20
NSWTPLG103B	Plan a short project	20
NSWTPLG104B	Review a short project	20
NSWTPLG105B	Carry out a short project	20
NSWTPLG106B	Set realistic personal goals	20
NSWTPLG107A	Plan for education and employment	20
NSWTPSS102B	Apply safety awareness and literacy skills for driving	20
NSWTPSS103B	Respond to common accidents	20
NSWTRDG104B	Apply basic critical literacy skills	40
NSWTRDG105B	Read and interpret a range of familiar texts	40
NSWTRDG106B	Read and respond to short personally relevant texts	40
NSWTSFM102B	Prepare and write job application documents	20
NSWTSFM103B	Prepare for an interview	20
NSWTSFM104B	Review education and training outcomes	4
NSWTSFM105B	Identify job opportunities and training pathways	20
NSWTSFM106B	Identify essential options for living in Australia	20
NSWTSFM107B	Identify common issues related to living in Australia	20
NSWTSFM110B	Access community service providers	20
NSWTSPG101B	Speak clearly in everyday contexts	20
NSWTSPG102B	Give and respond to instructions in everyday contexts	20
NSWTSUS101B	Engage with a socially diverse environment in everyday contexts	20
NSWTTCH101B	Develop literacy using technology	20
NSWTTCH102B	Apply skills to use emerging technology	20
NSWTTCH103B	Use everyday technology	20
NSWTTCH104B	Prepare to access the Internet	25
NSWTTCH106B	Prepare for word processing	25
NSWTTCH107B	Prepare to use email	25
NSWTWMN101B	Plan strategies to access work and education for women	36
NSWTWMN102B	Identify factors which impact on the lives of women	20
NSWTWTG102B	Apply basic spelling strategies	30
NSWTWTG106B	Write for creative purposes in a familiar context	40
NSWTWTG108B	Write texts to convey information in everyday contexts	40

Group 4 AEET FRAMEWORK LEVEL 3 UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
BSBDIV301A	Work effectively with diversity	20
BSBWRT301A	Write simple documents	30
NSWTABL302B	Apply personal strategies to identify and address racist behaviour	36

NSW Module/Unit	Module/Unit Name	Nominal Hours
NSWTCOM301B	Develop communication skills for the media	25
NSWTCOM302A	Research the Aboriginal Media Industry	25
NSWTCOM303A	Analyse media representations of Aboriginal people	20
NSWTCOM304A	Consult with an Aboriginal community to develop a product or service.	20
NSWTCOM305A	Apply appropriate protocols to research practice	25
NSWTCOM306B	Write non-routine texts	20
NSWTCOM307B	Demonstrate inclusive communication skills	20
NSWTCOM309B	Conduct a routine interview	20
NSWTCOM310B	Interpret media representations of contemporary issues and people	20
NSWTCOM311B	Apply knowledge of conflict resolution	20
NSWTCOM313B	Apply negotiation skills in non-routine contexts	20
NSWTCOM314B	Communicate to deliver quality customer service	20
NSWTCOM316B	Identify and apply features of English grammar	30
NSWTCOM416A	Facilitate non-violence and conflict resolution	20
NSWTEGL301B	Apply language and learning skills	72
NSWTETH303B	Research issues and concerns relevant to people with	30
NSWTETH304B	Plan for effective interaction with people with disability	10
NSWTETH305B	Provide information on reasonable adjustment and inclusive practice	20
NSWTETH306B	Plan actions to enhance provisions for people with	40
NSWTINT301B	Provide leadership in structured contexts	20
NSWTINT302B	Mentor individuals or groups	30
NSWTINT303B	Respond effectively to change	20
NSWTLRN301B	Draw conclusions from information for study purposes	10
NSWTMTH301B	Evaluate algebraic expressions and solve equations	18
NSWTMTH302B	Expand simplify and factorise algebraic expressions	18
NSWTMTH303B	Use Pythagoras' Theorem and trigonometry to solve practical problems	18
NSWTMTH304B	Use coordinate geometry to investigate graphs	18
NSWTMTH305B	Use technology to solve mathematical problems	18
NSWTMTH306B	Use a range of problem solving strategies and report on mathematical investigations	18
NSWTNMY302B	Work with a numeracy learner	5
NSWTPLG301B	Research information for a purpose	20
NSWTPLG302B	Develop and implement a project	25
NSWTPLG303B	Use conventional procedures to plan and conduct a	20
NSWTRDG301B	Read and respond to non-routine texts	20
NSWTSPG303B	Prepare and deliver a formal presentation	20
NSWTSUS302B	Develop a personal action plan for environmental	20
NSWTTMW301B	Apply team participation skills	20
NSWTWTG301B	Write complex non-routine work related texts	20

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Group 5 VOCATIONAL UNITS
You may choose electives from this group


Subgroup 1 BUSINESS ADMINISTRATION UNITS OF COMPETENCY
You may choose electives from this group
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NSW Module/Unit	Module/Unit Name	Nominal Hours
BSBADM101A	Use business equipment and resources	15
BSBFIA303A	Process accounts payable and receivable	60
BSBIND201A	Work effectively in a business environment	20
BSBINM201A	Process and maintain workplace information	30

NSW Module/Unit	Module/Unit Name	Nominal Hours
BSBITU102A	Develop keyboard skills	30
BSBITU201A	Produce simple word processed documents	40
BSBITU202A	Create and use spreadsheets	25
BSBITU302A	Create electronic presentations	20
BSBOHS201A	Participate in OHS processes	20
BSBSMB301A	Investigate micro business opportunities	30
BSBWOR204A	Use business technology	20

Subgroup 2 BEAUTY UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
SIRXOHS001A	Apply safe working practices	15
SIRXSLS001A	Sell products and services	20
WRBBS201B	Provide manicure and pedicare services	30
WRBCS203B	Provide service to clients	30
WRBCS204A	Apply knowledge of nail science to nail services	15

Subgroup 3 CHILD AND FAMILY SERVICES UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
CHCCN301A	Ensure children's health and safety	40
CHCCN302A	Provide care for children	38
CHCCN303A	Contribute to provision of nutritionally balanced food in a safe and hygienic manner	22
CHCCOM201C	Communicate with people accessing the services of the organisation	20
CHCCS211A	Prepare for work in the community sector	30
CHCORG201A	Follow policies, procedures and programs of the	15
CHCORG202C	Work with others	18
HLTFA301B	Apply first aid	15
HLTOHS200A	Participate in OHS processes	20

Subgroup 4 VISUAL ARTS AND CONTEMPORARY CRAFT UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
CUVCOR02B	Develop and articulate concept for own work	18
CUVCOR07B	Use drawing techniques to represent the object or idea	36
CUVVSP14B	Apply techniques to produce drawings	36
CUVVSP34B	Apply techniques to produce paintings	36
CUVVSP44B	Apply techniques to produce prints	36
CUVVSP50B	Apply techniques to produce sculpture	36
LMTCL2001B	Use a sewing machine	12
LMTCL2003B	Identify fibres and fabrics	18
LMTFD2001B	Design and produce a simple garment	36
LMTGN2001B	Follow defined OHS policies and procedures	18

Subgroup 5 HORTICULTURE UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
RTC2012A	Plant trees and shrubs	20
RTC2016A	Recognise plants	20
RTC2026A	Undertake propagation activities	20
RTF2013A	Pot-on plants	20

Subgroup 6 INFORMATION TECHNOLOGY UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
ICAD2012B	Design organisational documents using computing	35
ICAU1128B	Operate a personal computer	15
ICAU1130B	Operate a spreadsheet application	15
ICAU1132B	Operate a presentation package	15
ICAU1133C	Send and retrieve information using web browsers and	15
ICAU2005B	Operate computer hardware	25
ICAU2231B	Use computer operating system	20
ICPMM263B	Access and use the Internet	20
ICPMM321B	Capture a digital image	50

Subgroup 7 DESKTOP PUBLISHING UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
ICPMM321B	Capture a digital image	50
ICPPP224B	Produce pages using a page layout application	30
ICPPP225B	Produce graphics using a graphics application	40

Subgroup 8 AUTOMOTIVE UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
9001B	Automotive Project 2	24
AURC172003A	Identify environmental regulations and best practice in a workplace or business	4
AURC270103A	Apply safe working practices	12
AURE218670A	Service, maintain or replace batteries	4
AURP201570A	Service engines and associated engine components (outdoor power equipment)	24
AURT100064A	Remove and tag engine system components	18
AURT270278A	Use and maintain workplace tooling and equipment	30
AURV231649A	Prepare vehicle/component/equipment for customer use	24

Subgroup 9 ABORIGINAL ARTS UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours

NSW Module/Unit	Module/Unit Name	Nominal Hours
CUVCOR02B	Develop and articulate concept for own work	18
CUVCOR07B	Use drawing techniques to represent the object or idea	36
CUVPRP02B	Develop understanding of own Aboriginal or Torres Strait Islander identity	36
CUVVSP14B	Apply techniques to produce drawings	36
CUVVSP34B	Apply techniques to produce paintings	36

Subgroup 10 DESIGN UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
BSBDES301A	Explore the use of colour	40
BSBDES302A	Explore and apply the creative design process to 2D	55
CUVCOR08B	Produce drawings to represent and communicate the	27
CUVDES04B	Integrate colour theory and design processes in response to a brief	40
ICAU2006C	Operate computing packages	40

Subgroup 11 COMMUNITY RECREATION UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
BSBCMN102A	Complete daily work activities	15
BSBIND201A	Work effectively in a business environment	20
BSBWOR203A	Work effectively with others	15
SRCCAP002A	Promote the benefits of healthy eating to participants	5
SRCCAP005A	Perform warm-up stretching and cool-down techniques before and after participation in an activity	10
SRCCRO002B	Respond to clients at risk	5
SRFFIT006B	Use and maintain core fitness industry equipment	10
SRSOGP002A	Apply rules and regulations to conduct games and	15
SRSSPT001A	Implement injury prevention and apply basic sports first	12
SRXCAI001B	Assist in preparing sport and recreation sessions for	10
SRXCAI002B	Assist in conducting sport and recreation sessions for participants	20
SRXEMR001A	Respond to emergency situations	20
SRXINU001A	Develop knowledge of the sport and recreation industry	12

Subgroup 12 CONSTRUCTION AND TILING UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
CPCCCA2002A	Use carpentry tools and equipment	36
CPCCCM1001A	Undertake basic estimation and costing	36
CPCCCM1005A	Carry out measurements and calculations	36
CPCCCM2001A	Read and interpret plans and specifications	16
CPCCCM2004A	Handle construction materials	40
CPCCCM2005A	Use construction tools and equipment	40
CPCCCM2008A	Erect and dismantle restricted height scaffolding	24
CPCCOHS1001A	Work safely in the construction industry	6
CPCCVE1001A	Undertake a basic construction project	40

Subgroup 13 LIVE PRODUCTION, THEATRE AND EVENTS UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
BSBOHS201A	Participate in OHS processes	20
CUECOR03B	Provide quality service to customers	27
CUSSOU01A	Move and set up instruments and equipment	20

Subgroup 14 TOURISM UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
SITHACS001A	Provide accommodation reception services	30
SITTIND001A	Develop and update tourism industry knowledge	30
SITXADM001A	Perform office procedures	20
SITXCOM001A	Work with colleagues and customers	20
SITXCOM002A	Work in a socially diverse environment	15
SITXCOM004A	Communicate on the telephone	5
SITXFIN001A	Process financial transactions	15
SITXOHS001A	Follow health, safety and security procedures	10

Subgroup 15 HOSPITALITY UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
SITHCCC001A	Organise and prepare food	25
SITHCCC002A	Present food	5
SITHCCC003A	Receive and store kitchen supplies	6
SITHCCC004A	Clean and maintain kitchen premises	6
SITHCCC005A	Use basic methods of cookery	55
SITHCCC007A	Prepare sandwiches	6
SITHFAB012A	Prepare and serve espresso coffee	30
SITXCOM001A	Work with colleagues and customers	20
SITXOHS001A	Follow health, safety and security procedures	10
SITXOHS002A	Follow workplace hygiene procedures	20

Subgroup 16 PAINTING AND DECORATING UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
CPCCCM2001A	Read and interpret plans and specifications	16
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	16
CPCCVE1001A	Undertake a basic construction project	40

Subgroup 17 CONCRETING UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
CPCCCO2001A	Handle concreting materials	40

NSW Module/Unit	Module/Unit Name	Nominal Hours
CPCCCO2002A	Use concreting tools and equipment	40
CPCCCO2004A	Carry out concrete work	24
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	16
CPCCVE1001A	Undertake a basic construction project	40

Subgroup 18 AGED CARE UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
CHCAC317A	Support older people to maintain their independence	22
CHCAC318A	Work effectively with older people	40
CHCCOM302C	Communicate appropriately with clients and colleagues	30
CHCICS302A	Participate in the implementation of individualised plans	30
CHCICS303A	Support individual health and emotional well being	40
CHCOHS312A	Follow safety procedures for direct care work	30
HLTFA301B	Apply first aid	15

Subgroup 19 RETAIL
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
BSBPRO401A	Develop product knowledge	20
SIRXCCS001A	Apply point-of-sale handling procedures	20
SIRXCCS002A	Interact with customers	20
SIRXCLM001A	Organise and maintain work areas	10
SIRXFIN001A	Balance point-of-sale terminal	15
SIRXICT001A	Operate retail technology	20
SIRXINV001A	Perform stock control procedures	20
SIRXSLS001A	Sell products and services	20
SIRXSLS002A	Advise on products and services	20

Subgroup 20 COMMUNITY SERVICES UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
CHCAOD201D	Prepare for alcohol and other drugs work	40
CHCCOM302C	Communicate appropriately with clients and colleagues	30
CHCCS400A	Work within a relevant legal and ethical framework	40
CHCCS412D	Deliver and develop client services	60
CHCINF302C	Maintain the organisation's information systems	40
CHCOHS312A	Follow safety procedures for direct care work	30
CHCORG303A	Participate effectively in the work environment	22
HLTHIR403B	Work effectively with culturally diverse clients and co-	30
HLTOHS200A	Participate in OHS processes	20
SITHFAB010A	Prepare and serve non alcoholic beverages	15

Subgroup 21 OUTDOOR RECREATION UNITS OF COMPETENCY
You may choose electives from this group

NSW Module/Unit	Module/Unit Name	Nominal Hours
SROABN001A	Demonstrate simple abseiling skills on natural surfaces	18
SROBWG001A	Demonstrate bushwalking skills in tracked or easy untracked areas	36
SROCLA001A	Demonstrate simple climbing skills on artificial surfaces	40
SROCNE001A	Demonstrate simple canoeing skills	17
SRONAV001B	Navigate in tracked or easy untracked areas	36
SROODR001A	Apply basic outdoor recreation logistics	30
SROOPS001B	Implement minimal environmental impact practices	15
SRXGRO001A	Facilitate a group	15

Requirements to receive the qualification:

To achieve the Statement of Attainment in Skills for Work and Training,
at least 50 hours from Group 1 and an additional minimum of 25 hours from Groups
1, 2, 3, 4 or 5 must be achieved.

Recognition:

TAFE recognises the skills and knowledge you have gained through previous
studies, work and life experiences. We call this RECOGNITION.

If you are given recognition for a unit/module you do not need to do it. In
some cases recognition may allow you to complete your course faster.

If you want to apply for recognition for any unit/module in your course you
should obtain a copy of the Recognition Guide for that unit/module and
discuss it with your teacher.

More about Assessment

For information about assessment in TAFE NSW please see "Every Student's Guide
to Assessment in TAFE NSW" which is available on the TAFE NSW website at:
http://www.tafensw.edu.au/courses/about/assessment_guide.htm.