Please Note:

Information is current at the date of distribution. However, due to further possible changes as a result of Training Packages and Board of Studies updates, there may be variations to a course description by the time of course delivery. Notification of changes will be made in due time.

Definite changes are scheduled for Hospitality, Entertainment Industry for 2014.

For more information on possible outcomes please visit the Board of Studies NSW website: [http://www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)
WSR RTO 90221 Course Descriptions for 2014 - Version May 8 2013
### HSC COURSE DESCRIPTIONS 2014

This may change due to Training Package and Board of Studies updates. Notification of variations will be made in due time.

| Course: Business Services (240 indicative hours) | 4 Preliminary and/or HSC units in total |
| Board Developed Course | Category B status for Australian Tertiary Admission Rank (ATAR) |

This curriculum framework includes courses which are accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational qualifications. This is known as dual accreditation.

#### Units of Competencies

<table>
<thead>
<tr>
<th>Compulsory</th>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCCM201A Communicate in the workplace</td>
<td>BSBWOR203B Work effectively with others</td>
</tr>
<tr>
<td>BSBCUS201B Deliver a service to customers</td>
<td>BSBWOR204A Use business technology</td>
</tr>
<tr>
<td>BSBIND201A Work effectively in a business environment</td>
<td>BSBINM202A Handle mail</td>
</tr>
<tr>
<td>BSBINM201A Process and maintain workplace information</td>
<td>BSBITU102A Develop keyboard skills</td>
</tr>
<tr>
<td>BSBSUS201A Participate in environmentally sustainable work practices</td>
<td>BSBSUS201A Create and use spreadsheets</td>
</tr>
<tr>
<td>BSBWOR202A Organise and complete daily work activities</td>
<td>BSBITU203A Communicate electronically</td>
</tr>
<tr>
<td>BSBITU201A Produce simple word processed documents</td>
<td>BSBADM311A Maintain Business resources</td>
</tr>
</tbody>
</table>

### Students may apply for Recognition of Prior Learning provided suitable evidence is submitted.

#### Qualifications

Students who are assessed as competent in the above units will be eligible for Certificate II in Business BSB20112.

There are eight Employability Skills: communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning and technology. A summary of the employability skills developed through this qualification can be downloaded from [http://employabilityskills.training.com.au](http://employabilityskills.training.com.au)

#### Pathways to Industry

Skills gained in this industry transfer to other occupations. Working in the business services industry involves:

- customer (client) service
- organising information and records in both paper and electronic forms
- teamwork
- using technologies
- creating documents

#### Examples of occupations in the business services industry:

- office manager
- personnel clerk
- project manager
- sales clerk/officer
- secretary
- manager/owner of a small business
- payroll clerk/officer personal assistant

#### Mandatory Course Requirements

Students must complete a minimum of 70 hours work placement. Students who do not meet these requirements will be ‘N’ determined as required by the Board of Studies.

#### Competency-Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor that they can effectively carry out tasks to industry standard. Students will be progressively assessed as ‘competent’ or ‘not yet competent’ in individual units of competency. When a student achieves a unit of competency it is signed off by the assessor.

#### Appeals

Students may lodge an appeal about assessment decisions through their VET teacher.

#### External Assessment (optional HSC examination)

The Higher Record of Achievement (RoSA) examination for Business Services (240 indicative hours) will involve a written examination consisting of multiple-choice items, short answers and extended response items. The questions will be based on units of competency and HSC Requirements and Advice detailed in the syllabus. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification but may be used in the calculation of the ATAR.

<table>
<thead>
<tr>
<th>Course Costs</th>
<th>$20 Preliminary</th>
<th>$20 HSC</th>
<th>Refund Arrangements on a pro-rata basis</th>
</tr>
</thead>
</table>

A school-based traineeship is available in this course, for more information: [http://www.sbatinnsw.info/](http://www.sbatinnsw.info/)

For more information on possible outcomes please visit the Board of Studies NSW website: [http://www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)

WSR RTO 90221 Course Descriptions for 2014 - Version May 8 2013
HSC COURSE DESCRIPTIONS 2014
This may change due to Training Package and Board of Studies updates. Notification of variations will be made in due time.

Course: Construction (240 indicative hours) 4 Preliminary and/or HSC units in total Category B status for Australian Tertiary Admission Rank (ATAR)

This course comes from the CPC08v7 Training Package that will be delivered from 2010. The Industry Curriculum Framework course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational qualifications. This is known as dual accreditation.

**CPC20211 Certificate II in Construction Pathways**

**Units of Competency**

**Core**
- CPCCOHS2001A Apply OHS requirement, policies and procedures in the construction industry. (external delivery)
- CPCCCCM1012A Work effectively in the General Construction Industry
- CPCCCCM1013A Plan and organise work
- CPCCCCM1014A Conduct workplace communication
- CPCCCCM1015A Carry out measurements and calculations
- CPCCCCM2001A Read and interpret plans and specifications

**Electives**
- CPCCOH51001A Work safely in the Construction Industry
- CPCCCA2011A Handle carpentry materials

**Additional units required to attain a HSC credential in this course**

**Pathways to Industry**
Skills gained in this industry transfer to other occupations. Working in the construction industry involves

- constructing buildings
- modifying buildings
- contracting
- measuring materials and sites
- communicating with clients
- managing personnel and sites
- building
- bricklaying
- carpentry
- concreting
- consulting
- contracting
- glazing
- joinery
- plastering
- structural
- engineering
- shop fitting
- sign writing
- roofing
- steel reinforcing

**Mandatory Course Requirements**
Students must complete a minimum of 70 hours work placement.

Students who do not meet these requirements will be 'N' determined as required by the Board of Studies.

Students who achieve competency in **CPCCOH51001A – Work Safely in the Construction Industry**, will be issued with a WorkCover NSW Construction Induction Card (Externally sourced). This is a requirement before commencing workplace.

**Competency-Based Assessment**
Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor that they can effectively carry out competency. When a student achieves a unit of competency it is signed off by the assessor.

**Appeals**
Students may lodge an appeal about assessment decisions through their VET teacher.

**External Assessment (optional HSC examination)**
The Higher Record of Achievement (RoSA) examination for Construction (240 indicative hours) will involve a written examination consisting of multiple-choice items, short answers and extended response items. The questions will be based on the compulsory units of competency and HSC Requirements and Advice detailed in the syllabus. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification but may be used in the calculation of theATAR.

**Course Costs**

- $50 Preliminary and $50 HSC
- Refund Arrangements on a pro-rata basis

A school-based traineeship and apprenticeship are available in this course, for more information: [http://www.sbatmnsw.info/](http://www.sbatmnsw.info/)

For more information on possible outcomes please visit the Board of Studies NSW website: [http://www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)

WSR RTO 90221 Course Descriptions for 2014 - Version May 8 2013
**HSC COURSE DESCRIPTIONS 2014**

This will change due to Training Package and Board of Studies updates. Notification of variations will be made in due time.

<table>
<thead>
<tr>
<th>Course: Hospitality (240 indicative hours) Multi-skilling</th>
<th>4 Preliminary and/or HSC units in total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Developed Course</td>
<td>Category B status for Australian Tertiary Admission Rank (ATAR)</td>
</tr>
</tbody>
</table>

This curriculum framework includes courses which are accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational qualifications. This is known as dual accreditation.

### Units of Competency

**Core**
- BSBWOR203B Work effectively with others
- SITHIND201 Source and use information on the hospitality industry
- SITHIND202 Use hospitality skills effectively
- SITXCCS202 Interact with customers
- SITXFSA101 Use hygienic practices for food safety
- SITXWHS101 Participate in safe work practices

**Electives** to be advised and will come from the following areas:
- Food and Beverage Stream
- Commercial Cookery and Catering
- Food Safety

Students may apply for Recognition of Prior Learning provided suitable evidence is submitted.

### Qualifications

Students who are assessed as competency in all of the above units of competency will be eligible for the Certificate II in Hospitality SIT20212. Students who gain achievement in some of the above units will be eligible for a Statement of Attainment showing partial completion of Certificate II in Hospitality (SIT20212).

There are eight Employability Skills: communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning and technology. A summary of the employability skills developed through this qualification can be downloaded from http://employabilityskills.training.com.au.

### Pathways to Industry

Skills gained in this industry transfer to other occupations. Working in the hospitality industry involves:
- Supporting and working with colleagues to meet goals and provide a high level of customer service
- Prepare menus, managing resources, preparing, cooking and serving a range of dishes

### Examples of occupations in the hospitality industry:

- breakfast cook
- barista
- trainee chef
- café assistant
- short order cook
- fast food cook

### Mandatory Course Requirements

Students must complete a minimum of 70 hours work placement. Students who do not meet these requirements will be ‘N’ determined as required by the Board of Studies.

### Competency – Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor that they can effectively carry out competency. When a student achieves a unit of competency it is signed off by the assessor.

### Appeals

Students may lodge an appeal about assessment decisions through their VET teacher.

### External Assessment (optional HSC examination)

The Higher Record of Achievement (RoSA) examination for Hospitality (240 indicative hours) will involve a written examination consisting of multiple-choice items, short answers and extended response items. The questions will be based on units of competency and HSC Requirements and Advice detailed in the syllabus. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification.

### Course costs

- **Course costs** $50 Preliminary and $50 HSC
- Refund Arrangements on a pro-rata basis

A school-based traineeship and apprenticeship are available in this course, for more information: [http://www.sbatinnsw.info/](http://www.sbatinnsw.info/)
## HSC COURSE DESCRIPTIONS 2014

This may change due to Training Package and Board of Studies updates. Notification of variations will be made in due time.

### Course: Information and Digital Technology (240 indicative hours)

<table>
<thead>
<tr>
<th>Units of Competencies</th>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory and Stream</td>
<td></td>
</tr>
<tr>
<td>BSBOHS302B</td>
<td>ICAWEB201A</td>
</tr>
<tr>
<td>ICAICT202A</td>
<td>Use social media tools for collaboration and engagement</td>
</tr>
<tr>
<td>ICAICT302A</td>
<td>BSBSUS301A</td>
</tr>
<tr>
<td>ICASAS301A</td>
<td>Implement and monitor environmentally sustainable work practices</td>
</tr>
<tr>
<td>ICAICT203A</td>
<td>ICAICT301A</td>
</tr>
<tr>
<td>ICAICT308A</td>
<td>Create user documentation</td>
</tr>
<tr>
<td>ICAWEB302A</td>
<td>ICAWEB303A</td>
</tr>
<tr>
<td></td>
<td>Produce digital images for the web</td>
</tr>
</tbody>
</table>

This curriculum framework includes courses which are accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational qualifications. This is known as dual accreditation.

**Units of Competencies**

- **Mandatory and Stream**
  - BSBOHS302B: Participate effectively in OHS communication and consultative processes
  - ICAICT202A: Work and communicate effectively in an IT environment
  - ICAICT302A: Install and optimise operating system software
  - ICASAS301A: Run standard diagnostic tests
  - ICAICT203A: Operate application software packages
  - ICAICT308A: Use advanced features of computer applications
  - ICAWEB302A: Build simple websites using commercial programs

**Electives**

- ICAWEB201A: Use social media tools for collaboration and engagement
- BSBSUS301A: Implement and monitor environmentally sustainable work practices
- ICAICT301A: Create user documentation
- ICAWEB303A: Produce digital images for the web

**Students may apply for Recognition of Prior Learning provided suitable evidence is submitted.**

### Qualifications

Students who are assessed as competent in the above units of competency will be eligible for Statement of Attainment towards ICA30111 Certificate III in Information, Digital Media and Technology.

There are eight Employability Skills: communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning and technology. A summary of the employability skills developed through this qualification can be downloaded from [http://employabilityskills.training.com.au](http://employabilityskills.training.com.au)

### Pathways to Industry

Working in the information technology industry involves:

- designing web pages
- supporting computer users
- networking computers communicating with clients
- finding solutions to software problems

### Examples of occupations in the information technology industry

- Service technician
- e-business development manager
- help desk office
- internet specialist
- IT consultant
- IT project manager
- Multimedia developer
- Network administrator
- On-line service support officer
- Programmer
- Software developer
- Systems engineer
- IT teacher / trainer
- Technical support officer
- Web designer

### Mandatory Course Requirements

Students must complete a minimum of 70 hours work placement. Students who do not meet these requirements will be 'N' determined as required by the Board of Studies.

### Competency- Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor that they can effectively carry out to industry standard. Students will be progressively assessed as ‘competent’ or ‘not yet competent’ in individual units of competency. When a student achieves a unit of competency it is signed off by the assessor.

### Appeals

Students may lodge an appeal about assessment decisions through their VET teacher.

### External Assessment (optional HSC examination)

The Higher Record of Achievement (RoSA) examination for Information Technology (240 indicative hours) will involve a written examination consisting of multiple-choice items, short answers and extended response items. The questions will be based on units of competency and HSC Requirements and Advice detailed in the syllabus. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification but may be used in the calculation of the ATAR.

### Course costs

- $20 Preliminary and $20 HSC

Refund Arrangements on a pro-rata basis

### Exclusions

- Computing Applications CEC.

A school-based traineeship is available in this course, for more information: [http://www.sbatinnsw.info/](http://www.sbatinnsw.info/)
This curriculum framework includes courses which are accredited for the HSC and provides students engaged in a School Based Apprenticeship or traineeship with the opportunity to obtain nationally recognised vocational qualifications. This is known as dual accreditation.

Units of Competencies Required

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM13014A</td>
<td>Manufacturing, Engineering and related services Industries induction</td>
</tr>
<tr>
<td>MEM09002B</td>
<td>Interpret Technical Drawings</td>
</tr>
<tr>
<td>MEM14004A</td>
<td>Plan to undertake a routine task</td>
</tr>
<tr>
<td>MEM18001C</td>
<td>Use hand tools</td>
</tr>
<tr>
<td>MEM18002B</td>
<td>Use power tools/hand held operations</td>
</tr>
<tr>
<td>MEM16007A</td>
<td>Work with others in a manufacturing, engineering or related environment</td>
</tr>
<tr>
<td>MEM12024A</td>
<td>Perform computations</td>
</tr>
<tr>
<td>MEM12023A</td>
<td>Perform engineering measurements</td>
</tr>
<tr>
<td>MEM15002A</td>
<td>Apply quality systems</td>
</tr>
<tr>
<td>MEM15024A</td>
<td>Apply quality procedures</td>
</tr>
</tbody>
</table>

Student may apply for Recognition of Prior Learning provided suitable evidence is provided.

Qualifications

Students who are assessed as competent for units of competency equivalent to 240 indicative hours and 30 points (unit weights set by industry) will be eligible for a Certificate II in Engineering MEM 20105.

There are eight Employability Skills: communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning and technology. A summary of the employability skills developed through this qualification can be downloaded from http://employabilityskills.training.com.au

Pathways to Industry

Working in the metal and engineering industry involves:

- constructing
- installing
- modifying
- repairing and maintaining machines
- assembling
- making parts
- equipment
- machines
- instruments and tools
- designing machinery parts
- computer hardware and electronic circuits
- leading projects
- using 3D graphics and drafting skills
- managing clients and staff
- overseeing quotas and information

Examples of occupations in the metal and engineering industry.

- fitter
- engineer (automotive, fabrications, production, plastics, marine, mechanical)
- refrigeration and air conditioning mechanic
- structural steel and welding supervisor
- toolmaker
- maintenance fitter
- manager/owner of a small business
- locksmith
- machinist
- plumber

Mandatory Course Requirements

Students must complete a minimum of 76 hours work placement.

Students who do not meet these requirements will be ‘N’ determined as required by the Board of Studies.

Compentency-Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor that they can effectively carry out tasks to industry standard. Students will be progressively assessed as ‘competent’ or ‘not yet competent’ in individual units of competency. When a student achieves a unit of competency it is signed off by the assessor. Appeals Students may lodge an appeal about assessment decisions through their VET teacher.

External Assessment (optional HSC examination)

The Higher Record of Achievement (RoSA) examination for Metal and Engineering (240 indicative hours) will involve a written examination consisting of multiple-choice items, short answers and extended response items. The questions will be based on units of competency and HSC Requirements and Advice detailed in the syllabus. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification but may be used in the calculation of theATAR.

Course costs TO BE CONFIRMED

Refund Arrangements on a pro – rata basis

Exclusions

- Industrial Technology – Metals and Engineering Industries
- Works developed for assessment are not to be used either in full or in part for assessment in any other subject

For more information on possible outcomes please visit the Board of Studies NSW website: http://www.boardofstudies.nsw.edu.au

WSR RTO 90221 Course Descriptions for 2014 - Version May 8 2013
### Course: Retail Services (240 indicative hours)

**Board Developed Course**

Category B status for Australian Tertiary Admission Rank (ATAR)

This curriculum framework includes courses which are accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational qualifications. This is known as dual accreditation.

#### Units of Competencies

**Mandatory**

- SIRXCCS201: Apply point-of-sale handling procedures
- SIRXCCS202: Interact with customers
- SIRXCOM101: Communicate in the workplace to support team and customer outcomes
- SIRXIND101: Work effectively in a customer service environment
- SIRXRSK201: Minimize loss
- SIRXSLS201: Sell products and services
- SIRXWHS101: Apply safe work practices

**General Selling Stream**

- SIRXMER201: Merchandise products
- SIRXSLS002A: Advise on products and services

**Electives**

- SIRXCLM101: Organise and maintain work areas
- SIRXICT001A: Operate retail technology
- SIRXFIN201: Balance and secure point-of-sale terminal
- SIRXFIN002A: Perform retail finance duties
- SIRXINV001A: Perform stock control procedures
- SIRXMER202: Plan, create and maintain displays

Students may apply for Recognition of Prior Learning provided suitable evidence is submitted.

#### Qualifications

Student who are assessed as competent in the above units of competency will be eligible for a SIR20212 Certificate II in Retail Services.

There are eight Employability Skills: communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning and technology. A summary of the employability skills developed through this qualification can be downloaded from [http://employabilityskills.training.com.au](http://employabilityskills.training.com.au)

#### Pathways to Industry

- Working in the retail industry involves:
  - customer service
  - stock control
  - teamwork
  - designing and creating displays
  - using cash registers, scanners, computers, telephones

Example of occupations in the retail industry:

- buyer
- customer service assistant
- stock controller
- department manager
- human resource manager
- marketing manager
- visual merchandise
- merchandise
- sales manager
- small business owner/manager
- manager/owner of a small business
- sales person

#### Mandatory Course Requirements

Students must complete a minimum of 70 hours work placement.

Students who do not meet these requirements will be ‘N’ determined as required by the Board of Studies.

#### Competency-Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor that they can effectively carry out tasks to industry standards. Students will be progressively assessed as ‘competent’ or ‘not yet competent’ in individual units of competency. When a student achieves a unit of competency it is signed off by the assessor.

#### Appeals

Students may lodge an appeal about assessment decisions through their VET teacher.

#### External Assessment (optional HSC examination)

The Higher Record of Achievement (RoSA) examination for Retail (240 indicative hours) will involve a written examination consisting of multiple-choice items, short answers and extended response items.

The questions will be based on units of competency and HSC Requirements and Advice detailed in the syllabus. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification but may be used in the calculation of the ATAR.

#### Course costs

<table>
<thead>
<tr>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20</td>
<td>Preliminary</td>
</tr>
<tr>
<td>$20</td>
<td>HSC</td>
</tr>
</tbody>
</table>

Refund Arrangements on a pro-rata basis

For more information on possible outcomes please visit the Board of Studies NSW website: [http://www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)

WSR RTO 90221 Course Descriptions for 2014 - Version May 8 2013