



CODES AND COMPETENCIES - Semester 2, 2010

As at 18 May 2010

Architectural Drafting Pathway	2
Automotive – Certificate I (1 Semester).....	2
Automotive – Advanced.....	2
Bar & Wine – Cert II Hospitality - AHTS	2
Bar & Wine – Cert II Hospitality – TIME	3
Certificate II in Business (partial cert) Virtual Enterprise.....	3
Children’s Services – A	3
Driver Education	4
Event Management (Function & Events)	4
Event Management (Music)	4
Fibre Fashion & Texture	4
Fitness Pathway	5
Floristry	5
Cert II Hairdressing	5
Hospitality (Operations) – Certificate I – AHTS	6
Hospitality (Operations) – Certificate I – SITE	6
Hospitality (Operations) – Certificate I – TIME	6
Interior Decorating & Design.....	7
Cert I Hospitality - Kitchen Operations – Modbury / Nazareth	7
Cert II Hospitality - Kitchen Operations – TOP UP Modbury / Nazareth/Adelaide High	7
Makeup Services– Statement of Attainment (partial Cert II).....	8
Massage for Health & Sport	8
Master of Ceremonies.....	8
Nursing	8
Pharmacy	8
Photography – Introduction	9
Retail Operations – Certificate I	9
Screen & Media	9
Songwriting & Performance	9
Studio Recording	10
Cert II Tourism – Events	10

Semester 2, 2010

Architectural Drafting Pathway RTO – Douglas Mawson TAFE RTO No – 40161 Course Code – BCG10103 (<i>part of Cert I in General Construction</i>)		Hours
BCGVE2001B	Produce construction drawings	24
BCGCM2001B	Read and interpret plans and specifications	36
Total		60

Certificate I in Automotive (1 Semester) RTO – VTech Automotive Training RTO No – SA05005 Course Code – AUR10105 (<i>Cert I Automotive</i>)		Hours
Compulsory Common Core		
AURC270103A	Apply Safe working Practices	20
AURC172003A	Identify Environmental regulations and best practices in a workplace or business	20
AURC270688A	Work effectively with others	20
BSBCMN103A	Apply basic communication skills	20
AURE118671A	Test, service and maintain battery storage systems	10
AURT200108A	Carry out servicing operations	20
AURT270278A	Use and maintain workplace tools and equipment	20
Total		130

Certificate I in Automotive – ADVANCED RTO – VTECH Automotive Training RTO No – SA05005 Course Code – AUR10105 (<i>Cert I Automotive – Pre Apprenticeship</i>)		Hours
AURT217606A	Balance tyres and wheels	10
AURT225667A	Use and maintain basic measuring equipment	15
AURP201570A	Service engines and associated components (outdoor power equipment)	20
AURP301566A	Repair engines and associated components (outdoor power equipment)	30
AURS338103A	Apply automotive parts interpretation process	40
Total		115

Certificate II Hospitality Operations (Bar & Wine) RTO – Adelaide Hospitality & Tourism School RTO No – 0137 Course Code – SIT20207		Hours
SITHFAB001A	Clean and Tidy Bar Areas	10
SITHFAB002A	Operate a Bar	30
SITHFAB009A	Provide responsible Service of Alcohol	10
SITHFAB005A	Provide Table Service of Alcoholic Beverages	50
Total		100

Semester 2, 2010

Certificate II Hospitality Operations (Bar & Wine) RTO – TIME (Training Innovation – Management & Enterprise) RTO No – 40058 Course Code – SIT20207		Hours
SITHFAB001A	Clean and Tidy Bar Areas	10
SITHFAB002A	Operate a Bar	30
SITHFAB009A	Provide responsible Service of Alcohol	10
SITHFAB005A	Provide Table Service of Alcoholic Beverages	50
SITHFAB012A	Prepare and Serve Espresso Coffee	30
SITHFAB004A	Provide food and beverage service	100
SITHFAB020A	Apply food and beverage skills in the workplace	40
SITFIN001A	Process Financial transactions	20
Total		290

Certificate II Business (partial Certificate) Virtual Enterprise RTO – Open Access College and Marden Senior College RTO No – 40046 Course Code – BSB20101 (Cert II Business)		Hours
BSBINM202A	Handle mail	15
BSBWOR203A	Work effectively with others (Assessment only)	15
BSBCMM201A	Communicate in the workplace	40
BSBWOR204A	Use business technology	20
BSBITU201A	Produce simple word processed documents	60
Total		150

Cert II In Community Services Work (part of) Children Services Stream - A RTO – TAFE SA – Adelaide North Elizabeth Campus RTO No – 40161 Course Code – CHC20399 (part of Cert II, III & Diploma of Children's services)		Hours
CHCCOM201C	Communicate with People Accessing the Services of the Organisation	15
HLTOHS200A	Participate in OHS process	20
CHCCN301A	Ensure Children's Health and Safety	60
CHCCS211A	Prepare for Work in the Community Sector	55
Total		150

Semester 2, 2010

Driver Education RTO – Transport Training Solutions / Allan Miller Driving School RTO No – 40118 Course Code – 30787QLD - Certificate II in Driver Competence		Hours
TLIB407C	Carry out vehicle inspection	20
TLIC107C	Drive Vehicle	30
TLIE507C	Carry out basic workplace calculations	20
TLIF107C	Follow occupational health and safety procedures	20
TLIF607C	Apply accident-emergency procedures	20
TLIF1007C	Apply fatigue management strategies	30
TLIH107D	Interpret road maps and navigate pre-determined routes	20
Total		160

Event Management – Functions & Events RTO – TIME Pty Ltd (Training Innovation-Management & Enterprise) RTO No – 40058 Course Code – SIT10207 (part of Cert I – Hosp Operations, Cert III in Business – Frontline Management), Advanced Diploma in Hospitality		Hours
SITHCCC038B	Plan Catering for an event or function	36
SITHFAB003A	Serve food and beverages to customers	110
BSBFLM303C	Contribute to effective workplace relationships	40
SITXOHS002A	Follow Workplace Hygiene Procedures	25
BSBWOR301A	Organise personal work priorities & development	30
Total		241

Event Management – Music (units of study are taken from Cert II in Music Industry Foundation) RTO – Ausmusic RTO No – 109 Course Code – CUS20101		Hours
CUECOR2A	Work with others	15
CUSADM01A	Purchase or Hire Equipment / Supplies	34
CUETGE2A	Assist with staging	65
Total		114

Certificate II in Visual Arts and Contemporary Craft (Fibre Fashion & Texture) RTO Name – Open Access College and Marden Senior College RTO Number – 40046 Course Code – CUV20103 (part of Cert II Visual Arts & Contemporary Craft)		Hours
CUVVSP14B	Apply techniques to produce drawings	50
CUSRAD01A	Collect and organise information	9
CUVVSP54B	Apply Techniques to produce textile/fibre work	50
Total		109

Semester 2, 2010

Fitness Pathway (Partial completion of Certificate II in Community Recreation)			Hours
RTO – TAFESA Regency Campus RTO No – 40161 Course Code – SRC20206 (<i>part Cert II in Community Recreation</i>)			
National Code	TAFE Code	Unit	
SRX INU 001A	XPCM	Develop knowledge of the sport & recreation industry	10
SRX OHS 001B	XPDF	Follow defined OH&S policies & procedures	10
SRX CAI 001B	XPAH	Assist in preparing sport & recreation sessions for participants	6
SRX CAI 002B	XPAK	Assist in conducting sport & recreation sessions for participants	8
SRC CAP 001A	CMWS	Apply basic exercise science to a community activity program	15
SRC CAP 002A	CMWT	Promote the benefits of healthy eating to participants	10
SRC CAP 003A	CMWW	Demonstrate basis of body functioning to an activity group	10
SRC CAP 004A	CMWX	Support delivery of group activity	10
SRC CAP 005A	CMWY	Perform warm-up stretching & cool-down techniques before and after participating in activity	15
SRX EMR 001A	XPAZ	Respond to emergency situations	15
Total			109

Floristry		Hours
RTO – Excellence in Education & Training (Trading as Cultural Immersion) RTO No – 40314 Course Code – WRF20104 – Cert II in Floristry		
SIRXOHS001A	Apply safe working practices	20
WRF020B	Care for floristry stock and merchandise	40
WRF0203B	Prepare and display floristry stock	40
Total		100

Hairdressing - Certificate II		Hours
RTO – Clipjoint Academy RTO No – 0186 Course Code – WRH20106 (<i>Cert II Hairdressing or Statement of Attainment in Cert II Hairdressing</i>)		
WRRCS1B	Communication in the Workplace	42
WRHCS204A	Maintain and Organise Work Areas	10
WRHCR201A*	Rinse & neutralise chemically curled or volumised hair	25
WRHCS207A	Develop hairdressing industry knowledge	15
WRRER1B	Work effectively in a retail environment	36
WRRS1B*	Sell products and services	16
WRHCS205A	Follow personal health and safety routines at work	20
WRHWP201A**	Assist colleagues providing multiple salon services as a team member	20
*Electives **Compulsory Elective		Total
		184

Semester 2, 2010

Certificate I in Hospitality (Operations) RTO – Adelaide Hospitality & Tourism School RTO No - 0137 Course Code – SIT10207 (Cert I in Hospitality (Operations) Food and Beverage)		Hours
SITXCOM001A	Work with Colleagues and Customers	20
SITXOHS001A	Follow Health, Safety and Security Procedures	10
SITXCOM002A	Work in a Socially Diverse Environment	20
SITHIND001A	Develop and Update Hospitality and Industry Knowledge	25
SITXOHS002A	Follow Workplace Hygiene Procedures	25
SITHFAB003A	Serve food and beverage to customers (includes Provide a link between kitchen & service areas)	110
SITHFAB010A	Prepare and serve non-alcoholic beverages (includes Prepare & Serve Espresso coffee)	15
Total		225

Certificate I in Hospitality (Operations) DAY COURSE RTO – SITE Academy RTO No - Course Code – SIT10207 (Cert I in Hospitality (Operations) Food and Beverage)		Hours
SITXCOM001A	Work with Colleagues and Customers	20
SITXOHS001A	Follow Health, Safety and Security Procedures	10
SITXCOM002A	Work in a Socially Diverse Environment	20
SITHIND001A	Develop and Update Hospitality and Industry Knowledge	25
SITXOHS002A	Follow Workplace Hygiene Procedures	25
SITHFAB003A	Serve food and beverage to customers (includes Provide a link between kitchen & service areas)	110
SITHFAB010A	Prepare and serve non-alcoholic beverages (includes Prepare & Serve Espresso coffee)	15
SITHFAB012A	Prepare & serve espresso coffee	30
Total		255

Certificate I in Hospitality (Operations) RTO – TIME RTO No – 40058 Course Code – SIT10207 (Cert I in Hospitality (Operations) Food and Beverage)		Hours
SITXCOM001A	Work with Colleagues and Customers	20
SITXOHS001A	Follow Health, Safety and Security Procedures	10
SITXCOM002A	Work in a Socially Diverse Environment	20
SITHIND001A	Develop and Update Hospitality and Industry Knowledge	25
SITXOHS002A	Follow Workplace Hygiene Procedures	25
SITHFAB003A	Serve food and beverage to customers (includes Provide a link between kitchen & service areas)	110
SITHFAB010A	Prepare and serve non-alcoholic beverages (includes Prepare & Serve Espresso coffee)	15
Total		225

Semester 2, 2010

Interior Decorating/ Decorating for Leisure		
RTO – TAFESA Marleston		
RTO No - 40161		
Course Code – 14299VIC <i>(part Cert IV in Arts – Interior Design)</i>		
		Hours
LMFSF3011B	Advise customers on interior decorating	52
	Total	52

Certificate I in Hospitality (Kitchen Operations)		Hours
RTO – SITE Academy		
RTO No – 40079		
Course Code – SIT10307 <i>(Cert I Hospitality - Kitchen Operations)</i>		
SITHCCC006A	Prepare appetisers and salads	25
SITHCCC001A	Organise and prepare food	25
SITHCCC002A	Present food	5
SITHCCC003A	Receive and store kitchen supplies	6
SITHCCC004A	Clean and maintain kitchen premises	6
SITXCOM001A	Work with colleagues and customers	20
SITXCOM002A	Work in a socially diverse environment	20
SITXOHS001A	Follow health, safety and security procedures	10
SITXOHS002A	Follow workplace hygiene procedures	25
SITHIND001A	Develop and update hospitality industry knowledge	25
	Total	167

Certificate II in Hospitality (Kitchen Operations) TOP UP		Hours
RTO – SITE Academy		
RTO No – 40079		
Course Code – SIT20307 <i>(Cert II Hospitality – (Kitchen Operations) – TOP UP)</i>		
SITHCCC005A	Use basic methods of cookery	55
SITHCCC027A	Prepare, cook and serve food for food service	60
SITXFSA001A	Implement food safety procedures	40
SITHCCC014A	Prepare pastries, cakes and yeast goods	40
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes	45
SITHASC005A	Prepare salads for Asia cuisines	28
SITHCCC010A	Select, prepare and cook poultry	30
	Total	298

Semester 2, 2010

Statement of Attainment in Makeup Services (part Certificate II in Makeup)		Hours
RTO – Media Make Up Academy and Agency RTO No – 2316 Course Code – WRB20204 (Statement of Attainment in cert II Makeup Services)		
WRBCS202A	Apply Techniques to Update Beauty Industry Knowledge	20
WRBFS201B	Demonstrate Retail Skincare Products	25
WRRLP1B	Apply Safe Working Practices	18
Total		63

Massage for Health & Sport (Anma) t/as Peter & Patricia Farnsworth		Hours
RTO – Natural Health Academy of Australia (Master Builders Assoc Building) RTO No – 4891 Course Code – HLT50307 (part of the Diploma of Remedial Massage)		
HLTSHU509B	Maintain Personal Health & Awareness as a Professional Responsibility	85
BSBCMN204A	Work Effectively with Others	15
Total		100

Master of Ceremonies		Hours
RTO – Excellence in Education & Training (Trading as Cultural Immersion) RTO No – 40314 Course Code – 40623SA – Cert IV in English Proficiency		
AWBZ	Oral Presentation	30
LBWS	Meaning, Intention and Audience Field Education	30
Total		60

Nursing Introduction – Unit taken from Cert III in Aged Care Work		Hours
RTO – Nursing Industry Skills Centre RTO No – 40064 Course Code – CHC3010		
HLTAP301A	Recognise Health Body Systems in a Health Care Context	70
Total		70

Pharmacy – Community Pharmacy (partial completion of Cert II in Community Pharmacy)		Hours
RTO – The Pharmacy Guild of Australia – SA Branch RTO No – 0452 Course Code – WRP20102		
SIRXCLM001A	Organise and maintain work areas	20
SIRXCOM001A	Communicate in the workplace	45
SIRXIND001A	Work effectively in a retail environment	45
Total		110

Semester 2, 2010

Photography – Photoimaging IV (Introduction to Photography)		Hours
RTO – The Centre for Creative Photography RTO No – 40029 Course Code – CUV40403 INTRO (Statement of Attainment)		
BSBOHS201A	Participate in OHS processes	20
CUVPH105B	Use a 35mm SLR camera or digital equivalent (Level 2)	50
Total		70

Certificate I Retail Operations		
RTO – TAFE SA RTO No – 40161 Course Code – SIR10107 (Cert I in Retail Services)		
SIRXCOM001A	Communicate in the workplace	40
SIRXCLM001A	Organise and Maintain Work Areas	20
SIRXOHS001A	Apply Safe Work Practices	20
SIRXICT001A	Operate Retail Technology	20
SIRXFIN001A	Balance Point of Sale Terminal	20
SIRXRSK001A	Minimize Theft	20
SIRXIND001A	Work Effectively in a Retail Environment	45
SIRXSLS001A	Sell Products and Services	20
Total		205

Screen & Media		Hours
RTO – RTO – Open Access College and Marden Senior College RTO No – 40046 Course Code – CUF30107 (partial Cert III in Media (multimedia focus))		
CUFDIG303A	Produce and prepare photo images	20
BSBDES201A	Follow a design process	40
Total		60

Songwriting and Performance		
RTO – Music SA RTO No – 109 Course Code – CUS20101 (Cert II in Music Industry Foundation)		
CUSMCP02A	Compose a Simple Song or Tune	35
CUSSOU02A	Operate a portable audio record	35
CUETGE1A	Undertake simple lighting/sound/audiovisual activities	60
CUSMPF02A	Develop technical skills for playing or singing music	68
CUSMCP01A	Contribute creative music ideas to a project	30
Total		228

Semester 2, 2010

Introduction to Studio Recording		
RTO – Music SA		
RTO No – 109		
Course Code – CUS20101 (Cert II in Music Industry Foundation)		
CUSSOU04A	Record Sound	34
CUSSOU03A	Transfer Sound	20
CUSSOU01A	Move and Set up Instruments & Equipment	18
CUECOR02A	Work with Others	15
CUSSOU06A	Lay Soundtracks	35
	Total	122

Cert II in Tourism - Events		
RTO – SITE Academy		
RTO No – 40079		
Course Code – SIT20107		
SITXCOM001A	Work with colleagues and customers	20
SITXCOM002A	Work in a socially diverse environment	20
SITXOHS001A	Follow health, safety and security procedures	10
SITTIND001A	Develop and update tourism industry knowledge	25
SITTTSL002A	Access and interpret product information	60
SITXCOM004A	Communicate on the telephone	20
SITXADM001A	Perform office procedures	20
SITXFIN001A	Process financial transactions	20
SITXEVT003A	Process and monitor event registration	20
SITTTSL006A	Prepare quotations	30
SITXCCS002A	Provide quality customer service	30
	Total	275