Schools need to be aware that the programs outlined in this document are all managed through the provisions of the DoE VETiS procedures, unless stated otherwise. DoE VETiS do not place constraints on Schools utilising their own financial resources to organise additional training. Schools may contact the CDU Senior VET Adviser to discuss any proposal for programs outside of the approved VETiS offerings. All VETiS issues, requests or questions should be directed to the CDU Senior VET Adviser Lyle Mellors on Ph: 0423 096 127 or E: lyle.mellors@cdu.edu.au

Important: CDU VETiS Lecturers have been instructed that all VETiS classes need to commence in the week beginning Monday 1st February. All students will be expected in VETiS Class on the date indicated and must continue to attend throughout the duration of the program. Programs with spaces will be advertised the weeks following but must be closed by week 3.

Please note: our programs have varying student selection processes triggered by the Expression of Interest form. These may include an interview or general knowledge assessment. Students will be contacted directly by each CDU VET Area, with students and schools notified of the outcome.


DoE Structured Work Placement (SWP) – CDU recommends that all students participating in VETiS deemed ‘Work Ready’ should participate in the DoE SWP the last week of each Term. Please note, majority of students are not work ready in Term 1. CDU VETiS Classes will not run during these SWP Dates unless notified otherwise by the individual CDU VET Area.

Please forward all DoE Expressions of Interest forms to vetis@cdu.edu.au; If you have any questions please do not hesitate to contact me by email trisha.mellow@cdu.edu.au or Ph: 0437 528 384

<table>
<thead>
<tr>
<th>Code &amp; Program Name</th>
<th>Description and Module/Units to be delivered</th>
<th>CDU Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDF1011 Certificate I in Food Processing (Retail Baking)</td>
<td>This qualification allows learners to develop basic skills and knowledge to prepare for work in the Bakery Field, and will make you more attractive to employers when seeking an apprenticeship.</td>
<td>Team Leader/Lecturer Robert Schwerdt Ph: 8946 7913 or 0421135890 <a href="mailto:Robert.schwerdt@cdu.edu.au">Robert.schwerdt@cdu.edu.au</a></td>
</tr>
<tr>
<td>Program 1 Every Tuesday</td>
<td>Program 1 Every Tuesday Dates: 2nd Feb – 24th May 2016 Time: 8.30am – 3pm Delivery Location: St Johns College Bakery, location map will be provided</td>
<td>Coordinator/Lecturer Bill Denniss Ph: 8946 7837 <a href="mailto:bill.denniss@cdu.edu.au">bill.denniss@cdu.edu.au</a></td>
</tr>
<tr>
<td>Program 2 Dates: 26th July – 1st Nov 2016 Time: 8.30am – 3pm Delivery Location: St Johns College Bakery, location map will be provided</td>
<td>Uniform: A complete. Clean laundered and ironed uniform and correct footwear must be worn at all times while attending class. White Polo Shirt (Collard), Black Long Pants, Closed in Footwear, White Bib Apron &amp; White Bakers Cap. Please Note: The Apron &amp; Bakers Hat can be purchased from CDU from your Lecturer for $20.00 on the first day of class.</td>
<td>Selection Process: Students will be invited in for a group interview. Date: Tues 24th Nov 2015 Time: 9am – 10am Location: Building B, Bakery CDU Palmerston Campus</td>
</tr>
<tr>
<td>Full Certificate: Yes Program Offered in Second Semester: Yes Nominal Hours: 250</td>
<td>Selection Process: Applicants who have submitted an ‘Expression of Interest’ form will be contacted directly by the Team and provided the student selection process.</td>
<td></td>
</tr>
<tr>
<td>FDFFS1001A Follow work procedures to maintain food safety 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FDF0HS1001A Work Safely 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FDFOP1009A Follow work procedures to maintain quality 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FDFOP1010A Communicate workplace information 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSAENV272B Participate in environmentally sustainable work practices 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FDFOP1004A Prepare basic mixes 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FDFOP1005A Operate basic equipment 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FDFRB1001A Finish products 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FDFRB2004A Provide production assistance for bread products 60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### SIT10213 Certificate I in Hospitality (Cookery)

**Program 1 – Class Full**
- **Block Dates:** 8th – 12th Feb & 15th – 19th Feb 2016
- **Time:** 8.30am – 3pm
- **Delivery Location:** Palmerston Senior College Commercial Kitchen, map will be supplied.
- **Duration:** 2 x 1 Week Blocks
- **Excursion to CDU:** 10th Feb 2016
- **Supporters Lunch:** 19th Feb, Karawa Restaurant, CDU Palmerston Campus

**Program 2**
- **Block Dates:** 19th – 23rd & 26th – 30th Sept 2016
- **Time:** 8.30am – 3pm
- **Delivery Location:** Palmerston Senior College Commercial Kitchen, map will be supplied.
- **Duration:** 2 x 1 Week Blocks
- **Excursion to CDU:** 21st Sept 2016
- **Supporters Lunch:** 30th Sept, Karawa Restaurant, CDU Palmerston Campus

This qualification provides the basic skills and knowledge for an individual to be performing functions requiring basic operational knowledge and limited practical skills in a commercial kitchen. Work would be undertaken in various hospitality settings where food is prepared, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops. Individuals may work with some autonomy or in a team but usually under close supervision. This qualification leads into the Certificate II in Hospitality Kitchen Operations.

- **BSBWOR203B**  Work effectively with others 15
- **SITXCCS101**  Provide information and assistance 20
- **SITXFSA101**  Use hygienic practices for food safety 15
- **SITXWHS101**  Participate in safe work practices 12
- **SITHCCC101**  Use food preparation equipment 25
- **SITHCCC102**  Prepare simple dishes 25

**Uniform:** A complete. Clean laundered and ironed uniform and correct footwear must be worn at all times while attending class. White Polo Shirt (Collard), Black Long Pants, Closed in Footwear, White Bib Apron & White Bakers Cap.

**Please Note:** The Apron & Bakers Hat can be purchased from CDU from your Lecturer for $20.00 on the first day of class

**Selection Process:** Applicants who have submitted an ‘Expression of Interest’ form will be contacted directly and schools notified.

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### SIT10213 & SIT20213 Barista - Skill Sets

**Semester 1**

**Program 1**
- **Block Dates:** 19th – 22nd April, 2016
- **Time:** 8.30am – 3pm
- **Location:** Karawa Restaurant, Building B, Palmerston campus

**Program 2**
- **Block Dates:** 26th – 29th April, 2016
- **Time:** 8.30am – 3pm
- **Location:** Karawa Restaurant, Building B, Palmerston campus

This qualification aims to provide students the practical skills to prepare and serve a variety of coffees such as lattes, cappuccinos and other espresso-based beverages. Students who complete this course could gain employment serving espresso coffee and other hot beverages to patrons in restaurants, cafes, coffee shops and dining establishments.

- **SITXWHS101**  Participate in Safe Work Practices 12
- **SITXOHS002A**  Follow Workplace Hygienic Procedures 15
- **SITHFAB2014**  Prepare and Serve Espresso Coffee 30
- **SITHFAB010C**  Prepare and Serve Non Alcoholic Beverages 20

**Uniform:** Students must wear closed shoes, neat and tidy clothing

**Selection Process:**
- **Group Interview**
  - **Date:** Monday 23rd November 2015
  - **Time:** 2.30pm – 4pm
  - **Location:** CDU Palmerston Campus Building B, Karawa Restaurant, meet in the Foyer.

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<table>
<thead>
<tr>
<th>Team Leader</th>
<th>Lecturer</th>
<th>Ph</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Schwerdt</td>
<td>Matthew Cook</td>
<td>8946 7913 or 0421135890</td>
<td><a href="mailto:Robert.schwerdt@cdu.edu.au">Robert.schwerdt@cdu.edu.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8946 7846</td>
<td><a href="mailto:Matthew.cook@cdu.edu.au">Matthew.cook@cdu.edu.au</a></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Team Leader</th>
<th>VETiS Coordinator/Lecturer</th>
<th>Ph</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timothy Francis</td>
<td>Michelle Rojo</td>
<td>8946 7946</td>
<td><a href="mailto:Timothy.francis@cdu.edu.au">Timothy.francis@cdu.edu.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8946 7502</td>
<td><a href="mailto:Michelle.rojo@cdu.edu.au">Michelle.rojo@cdu.edu.au</a></td>
</tr>
</tbody>
</table>
AHC10210 Certificate I in Agrifood Skill Sets
Student can enrol in some or all of the Skill Sets

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Skill Sets 1 Term 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Block 1 Date: 5th – 11th Feb 2016</td>
</tr>
<tr>
<td></td>
<td>Block 2 Date: 7th – 10th March 2016</td>
</tr>
</tbody>
</table>

| Skill Sets 2 Term 2 |
| Block Date: 18th – 21st April 2016 |
| Block Date: 16th – 19th May 2016 |

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Skill Sets 3 Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Block Date: 8th – 11th Aug 2016</td>
</tr>
<tr>
<td></td>
<td>Block Date: 5th – 8th Sept 2016</td>
</tr>
</tbody>
</table>

| Skill Sets 4 Term 4 |
| Block Date: 17th – 20th Oct 2016 |
| Block Date: 31st Oct – 3rd Nov 2016 |

Time: 8.30am – 3pm
Location: Building Pink 3 Horticulture Area
CDU Casuarina Campus

Full Certificate: No Skill Sets only, however successful students who complete all skill sets can gain full certificate.
Duration: Semester
Total Nominal Hours: 240

Selection Process:
Applicants who have submitted an ‘Expression of Interest’ form will be contacted directly and schools notified.

This qualification is an entry-level qualification aimed at individuals entering the agriculture, horticulture and conservation and land management industries. It allows individuals to develop basic skills and knowledge to prepare for work. They may undertake a range of simple tasks under close supervision. The range of technical skills and knowledge is limited, but includes an introduction. Career Opportunities: the skills achieved will assist in entry level work, or support the student undertaking a Certificate I & II program, or facilitate entry into an Australian Apprenticeship.

Skill Set 1 - Horticulture Workplace Machinery
AHCOHS101A Work Safely 10
AHCWRK101A Maintain the Workplace 10
AHCMOM203A Operate basic machinery and equipment 20
AHCMOM101A Assist with Routine Maintenance of Machinery & Equipment 20
MEM18001C Use Hand Tools 20

Skill Set 2 - Healthy Habits – Growing Chemical Free Gardens
AHCOHS101A Work Safely 10
AHCWRK101A Maintain the Workplace 10
AHCORG101A Support Organic Production 20
AHCPHT101A Support Horticulture Production 15
AHCIrg101A Support Irrigation Work 10

Skill Set 3 - Nursery Work
AHCOHS101A Work Safely 10
AHCWRK101A Maintain the Workplace 10
AHCNSY201A Pot up plants 20
AHCNSY101A Support Nursery Work 15
AHCCHM101A Follow Basic Chemical Safety Rules 10

Skill Set 4 - Soft Landscaping – Greening your Space
AHCOHS101A Work Safely 10
AHCWRK101A Maintain the Workplace 10
AHCpgd101A Support Gardening Work 10
AHCLSC101A Support landscape work 15
MEM18001C Use Hand Tools 20

Please Note: Students are required to wear an outdoor work shirt, shorts or Jeans and fully covered shoes. All Students must bring a hat, sunscreen & water bottle.
### AHC10110 Certificate I in Conservation Land Management – Class Full

**Block Delivery**
- Days: 4 Days per Block
- Block 1: Mon 7th March – 10th March 2016
- Block 2: Tues 29th March – 1st April 2016
- Block 3: Mon 26th April – 29th April 2016
- Times: 9am – 3pm
- Location: Building Pink 8, Casuarina Campus

**Full Certificate:** Yes
**Duration:** Semester 1
**Offered in Second Semester:** No
**Nominal Hours:** 105

This qualification is an entry-level qualification aimed at individuals entering the conservation and land management industries. It allows individuals to develop basic skills and knowledge to prepare for work. They may undertake a range of simple tasks under close supervision. The range of technical skills and knowledge is limited.

- **AHCOHS101A** Work safely 10
- **AHCWRK101A** Maintain the workplace 10
- **AHCCHM101A** Follow basic chemical safety rules 10
- **AHCMOM101A** Assist with routine maintenance of machinery and equipment 20
- **AHCMOM202A** Operate Tractors 40
- **AHCNAR101A** Support natural area conservation 15

**Please Note:** Students are required to wear an outdoor long sleeved work shirt, trousers or Jeans, garden gloves and work boots. All Students must bring a hat, sunscreen & water bottle. Some units may be subject to change as advice flows from DoE regarding eligibility of school students to undertake some specialist units due to age restrictions.

**Team Leader/Lecturer**
- Danie Luttig
- Ph: 8946 7865
- Danie.Luttig@cdu.edu.au

**Lecturer:** Waleve Jolly
- Ph: 8946 7970
- Mobile: 0447 134 996
- Waleve.jolly@cdu.edu.au

**Selection Process:**
Applicants who have submitted an ‘Expression of Interest’ form will be contacted directly and schools notified.

### SFI20111 Certificate II in Aquaculture

**Day:** Every Tuesday & Wednesday
- **S1 Dates:** 2nd Feb – 22nd June 2016
- **S2 Dates:** 26th July – 2nd Nov 2016
- **Times:** 8.30am – 3pm
- **Location:** Building Pink 3, Aquaculture Area, CDU Casuarina Campus

**Duration:** Year
**Full Certificate:** Yes
**Nominal Hours:** 355

This qualification represents the base entry point into this sector of the seafood industry and provides people with a range of core and underpinning skills and knowledge relevant to work as a field hand in the aquaculture sector. Work at this level is usually undertaken under general supervision and follows routine processes and procedures. Career Opportunities: Aquaculture - Farm Hand

- **SFICORE101C** Apply basic food handling and safety practices 20
- **SFICORE103C** Communicate in the seafood industry 30
- **SFICORE105B** Work effectively in the seafood industry 30
- **SFICORE106B** Meet workplace OHS requirements 20
- **SFIQUA201C** Collect broodstock and seedstock 25
- **SFIQUA205C** Feed stock 20
- **SFIQUA206C** Handle stock 15
- **SFIQUA209C** Manipulate stock culture environment 20
- **SFIQUA213C** Monitor stock and environmental conditions 30
- **SFIQUA214B** Produce algal or live-feed cultures 30
- **SFIQUA215B** Carry out on-farm post-harvest operations 25
- **SFIQUA216B** Harvest cultured or held stock 15
- **SFIQUA217B** Maintain stock culture, and other farm structures 25
- **SFIQUA221A** Control predators and pests 20
- **SFISTOR204A** Prepare, pack and dispatch stock for live transport 30

**Please Note:** Students are required to wear an outdoor work shirt, shorts or Jeans and fully covered shoes. All Students must bring a hat, sunscreen & water bottle.

**Team Leader/Lecturer**
- Chadd Mumme
- Ph: 8946 7257
- Chadd.mumme@cdu.edu.au
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SIR10112 Certificate I in Retail Services</strong>&lt;br&gt;PRE-REQUISITES – NIL</td>
<td>Entry level qualification for the retail industry. It applies to those wishing to develop skills and knowledge to work and is a pathway in to the Certificate II in Retail Operations. Careers Retail Sales Customer Service Operator &amp; Checkout Operator</td>
<td>Block Delivery - Semester 1&lt;br&gt;Block Date: please contact Trainer&lt;br&gt;Times: 9am – 3pm&lt;br&gt;Location: Block A - lecture theatre P2.47 opposite the main reception. CDU Palmerston Campus&lt;br&gt;Full Certificate: Yes&lt;br&gt;Duration: Year&lt;br&gt;Offered in 2nd Semester: No&lt;br&gt;Nominal Hours: 145</td>
</tr>
<tr>
<td><strong>SIR20212 Certificate II in Retail Services</strong>&lt;br&gt;Students must be Year 10 or higher&lt;br&gt;PRE-REQUISITES APPLY - Students must have part-time employment. Certificate requires assessment to be on the job.</td>
<td>This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions as work undertaken in various retail store settings, such as specialty stores, supermarkets, department stores and retail outlets. Individuals may work with some autonomy or in a team but usually under supervision.</td>
<td>Block Delivery – Semester 2&lt;br&gt;Block Date: Please contact Trainer&lt;br&gt;Times: 9am – 3pm&lt;br&gt;Location: Block A - lecture theatre P2.47 opposite the main reception. CDU Palmerston Campus&lt;br&gt;Duration: Year&lt;br&gt;Full Certificate: Yes&lt;br&gt;Nominal Hours: 385</td>
</tr>
<tr>
<td><strong>Selection Process:</strong> Applicants who have submitted an ‘Expression of Interest’ form will be contacted directly by the Retail Team and provided the student selection process.</td>
<td><strong>Please Note:</strong> Training is delivered initially as a 1 week block with students receiving special instruction and a work book. The remainder of the program with support is a - learn as you work (LAS) method. Learn as you work is a self-study work book based program.</td>
<td><strong>Please Note:</strong> Training is delivered initially as a 1 week block with students receiving special instruction and a work book. The remainder of the program with support is a - learn as you work (LAS) method. Learn as you work is a self-study work book based program.</td>
</tr>
</tbody>
</table>
### BSB20112 Certificate II in Business

**Students must be Year 10 or higher**

#### Program 1
- **Day:** Every Tuesday
- **Time:** 9am – 3pm
- **S1 Dates:** 2nd Feb 2016 – 21st June 2016
- **S2 Dates:** 26th July – 1st Nov 2016
- **Location:** Building TBC, CDU Casuarina Campus

**Full Certificate:** Yes  
**Duration:** Year  
**Offered in Second Semester:** No  
**Nominal Hours:** 335

**Selection Process:**  
**Tuesday 24th Nov 2015**  
**Time:** 8.30am – 10.30am  
**Location:** Red 6, Room 2, CDU Casuarina Campus

This course prepares a person to perform in a range of varied activities in an office/business environment. At CDU the course is delivered in a simulated business environment giving opportunities to learn working with teams and work ethics.  
**Career Opportunities:** Job roles and titles vary across different industry sectors. It includes a range of simple tasks undertaken under close supervision and is an entry level qualification.

- **BSBWHS201** Contribute to health and safety of self and others 20  
- **BSBIND201** Work effectively in a business environment 30  
- **BSBCMM201** Communicate in the workplace 40  
- **BSBITU201** Produce simple word processed documents 60  
- **BSBITU202** Create and use spread sheets 30  
- **BSBITU203** Communicate electronically 20  
- **BSBSUS201** Participate in environmentally sustainable work practices 20  
- **BSBWOR202** Organise and complete daily work activities 20  
- **BSBWOR203** Work effectively with others 15  
- **BSBWOR204** Use business technology 20  
- **BSBITU303B** Create electronic presentations 20  
- **BSBCUS201** Deliver service to customers 40

**Team Leader/Lecturer**  
Fran Gusthart  
Ph: 8946 7660  
Fran.Gusthart@cdu.edu.au

**Lecturer**  
Tricia Berry  
Ph: 8946 8845  
Tricia.Berry@cdu.edu.au

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### BSB30115 Certificate III in Business

**Students must be Year 11 or higher**  
**PRE-REQUISITES:** Must have completed Certificate II in Business

#### Program 1
- **Day:** Every Wednesday
- **Time:** 9am – 3pm
- **S1 Dates:** 3rd Feb 2016 – 22nd June 2016
- **S2 Dates:** 27th July – 2nd Nov 2016
- **Location:** Building TBC, CDU Casuarina Campus

**Full Certificate:** Yes  
**Duration:** Year  
**Offered in Second Semester:** No  
**Nominal Hours:** 420

This course builds on the knowledge and skills acquired in the Certificate II in Business. It prepares a person to confidently perform a range of varied activities within an office/business environment. At CDU the course is delivered in a simulated business environment giving opportunities to learn working with teams and work ethics.  
**Career Opportunities:** Administration job roles and titles vary across different industry sectors.

- **BSBWHS302** Apply knowledge of WHS legislation in the workplace 20  
- **BSBCUS301** Deliver and monitor a service to customers 35  
- **BSBDIV301** Work effectively with diversity 30  
- **BSBSUS201** Participate in environmentally sustainable work practices 20  
- **BSBINN301** Promote innovation in a team environment 40  
- **BSBITU302** Create electronic presentations 20  
- **BSBITU303** Design and produce text documents 90  
- **BSBITU304** Produce spread sheets 35  
- **BSBITU307** Develop keyboarding speed and accuracy 50  
- **BSBPRO301** Recommend products and services 20  
- **BSBWOR301** Organise personal work priorities and development 30  
- **BSBWRT301** Write simple documents 30

**Selection Process:** Applicants who have submitted an ‘Expression of Interest’ form will be contacted directly by the Team.

**Team Leader/Lecturer**  
Fran Gusthart  
Ph: 8946 7660  
Fran.Gusthart@cdu.edu.au

**Lecturer**  
- TBC
**SIT20213 Certificate II in Hospitality Operations**  
(Food & Beverage Service)  
Students must be Year 10 or higher and a minimum of 15yrs of age

**Program 1 – Term 1 & 2**  
Day: Every Tuesday  
Dates: 2nd Feb – 21st June 2016  
Time: 9am – 3pm  
Location: Karawa Restaurant, Building B, CDU Palmerston Campus

**Program 2 – Term 2 & 3**  
Day: Every Monday  
Dates: 11th April – 26th Sept 2016  
Time: 9am – 3pm  
Location: Karawa Restaurant, Building B, CDU Palmerston Campus

<table>
<thead>
<tr>
<th>Full Certificate: Yes</th>
<th>Duration: 2 Terms</th>
<th>Nominal Hours: 282</th>
</tr>
</thead>
</table>

**Selection Process**

1st Group Interview  
When: Friday 20th November 2015  
Time: 2.30pm – 4pm  
Location: CDU Palmerston Campus  
Building B, Karawa Restaurant, meet in the Foyer.

*Please bring a pen and wear closed shoes

2nd Group Interview  
(For students who were unable to attend the first interview)  
When: Tuesday 24th November 2015  
Time: 2.30pm – 4pm  
Location: CDU Palmerston Campus  
Building B, Karawa Restaurant, meet in the Foyer.

This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic operational knowledge and limited practical skills in a defined context. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops.

Career Opportunities: This qualification provides the skills for employment in positions such as a bar attendant, bottle shop attendant, food & beverage attendant, waiter.

**BSB Wor203B**  
Work effectively with others 15

**SITXFSA101**  
Use hygienic practices for food safety 15

**SITXWHS101**  
Participate in safe work practices 12

**SITHFAB206**  
Serve food and beverage 80

**SITHFAB201**  
Provide responsible service of alcohol 10

**SITHIND201**  
Source and use information on the hospitality industry 25

**SITHIND202**  
Use hospitality skills effectively 0

**SITXCCS202**  
Interact with customers 20

**SITXCOM201**  
Show Social & Cultural Sensitivity 20

**SITHFAB202**  
Operate a bar 35

**SITHFAB203**  
Prepare and serve Non-Alcoholic Beverages 20

**SITHFAB204**  
Prepare & Serve Espresso Coffee 30

**Uniform**: A complete, clean, ironed uniform and correct footwear must be worn at all times while attending class. Information on the type of uniform required will be provided during the selection process.

**Application Process**: Applicants who have submitted an ‘Expression of Interest’ form will be contacted directly by the Team and provided the student selection process.

Team Leader  
Timothy Francis  
Ph: 8946 7946  
Timothy.francis@cdu.edu.au

Coordinator/Lecturer  
Michelle Rojo  
Ph: 8946 7502  
Michelle.rojo@cdu.edu.au
### SIH2011 Certificate II in Hairdressing

**Students must be Year 10 or higher**

<table>
<thead>
<tr>
<th>Days: Every Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1 Dates: 2nd Feb – 21st June 2016</td>
</tr>
<tr>
<td>S2 Dates: 26th July – 1st Nov 2016</td>
</tr>
<tr>
<td>Time: 8.30am – 3pm</td>
</tr>
<tr>
<td>Location: Hairdressing Salon, Building A, opposite cafeteria, CDU Palmerston Campus</td>
</tr>
</tbody>
</table>

**Application Process:**
- Student Group Interview
- Thursday 19th November
- 9am – 11am
- Location: Wait in front of Hairdressing Salon, Building A, opposite cafeteria, CDU Palmerston Campus

*Please wear closed shoes
If you cannot attend please email the Lecturer

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This course is designed for those people who want a career in hairdressing. Students who complete this course will have completed the training requirements of a salon assistant and will be able to work in a salon under supervision. This Certificate II in Hairdressing qualification does involve structured work placement and may also lead to an apprenticeship (Certificate III in Hairdressing). The units of study completed in Certificate II will be credited towards the apprenticeship training program.

**Career Opportunities:**
There is no distinction between men's and women's hairdressing in this course. The aspects of hairdressing covered include reception, basic blow drying skills, industry knowledge, braiding techniques, client focus, communication, shampooing and removal of colour products from the hair.

- BSBSUS201A Participate in environmentally sustainable work practices 20
- SIHHBAS201A Perform shampoo and basin services 40
- SIHHCCS201A Greet and prepare clients for salon services 10
- SIHHHDS201A Dry hair to shape 40
- SIHHIND201A Maintain and organise tools, equipment and work areas 20
- SIHHOHS201A Apply salon safety procedures 20
- SIRXCOM001A Communicate in the workplace 40
- SIRXIND001A Work effectively in a retail environment 45
- SIHHBAS202A Perform head, neck and shoulder massage 20
- SIHHCLS201A Apply hair colour products 30
- SIHHHIND202A Develop hairdressing industry knowledge 15
- SIHHHDS202A Apply hair braiding techniques 30
- SIRXRPK002A Recommend hair, beauty and cosmetic products and services 25

**Please Note:**
This program will be offered through Simulated Workplace in block intensive mode and will incorporate hands on practical activities. Students must participate in two one week blocks of in salon work placement.

**Please Note:**
Students will be expected to purchase a uniform that is part of their personal protective equipment (PPE) to comply with WH&S requirements, CDU Hairdressing can purchase these directly from the supplier at a discounted rate, the cost is currently $108.00

Students must wear this uniform to class every week, students must wear enclosed shoes.

---

**Team Leader/Lecturer**
Linda Manning
Ph: 8946 7843
Linda.manning@cdu.edu.au

Lecturer Linda Wickens
Ph: 8946 7889
Linda.Wickens@cdu.edu.au

Hair Salon Ph: 8946 7943
**SIB20210 Certificate II in Nail Technology**

*Students must be Year 10 or higher*

**Days:** Every Tuesday  
**S1 Dates:** 2nd Feb – 21st June 2016  
**S2 Dates:** 26th July – 1st Nov 2016  
**Time:** 8.30am – 3pm  
**Location:** Beauty Salon, Building B, Entry Rear Car park, CDU Palmerston Campus

**Full Certificate:** Yes  
**Offered in Second Semester:** No  
**Nominal Hours:** 355

**Selection Process:**  
**Student Group Interview**  
**Thursday 19th November**  
**9am – 11am**  
**Location:** Wait in front of Hairdressing Salon, Building A, opposite cafeteria, CDU Palmerston Campus  
*Please wear closed shoes  
If you cannot attend please email the Lecturer

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIBBNLS201A</td>
<td>Work in a Nail Services Framework 15</td>
<td>15</td>
</tr>
<tr>
<td>SIBBNLS202A</td>
<td>Provide Manicure and Pedicure Services 30</td>
<td>30</td>
</tr>
<tr>
<td>SIBBNLS203A</td>
<td>Apply Ultraviolet Gel Nail Enhancement 30</td>
<td>30</td>
</tr>
<tr>
<td>SIBXCCS201A</td>
<td>Conduct Financial Transactions 10</td>
<td>10</td>
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<tr>
<td>SIBXCCS202A</td>
<td>Provide Service to Clients 15</td>
<td>15</td>
</tr>
<tr>
<td>SIRXCCLM001A</td>
<td>Organise and Maintain Work Areas 10</td>
<td>10</td>
</tr>
<tr>
<td>SIRXCOM001A</td>
<td>Communicate in the Workplace 40</td>
<td>40</td>
</tr>
<tr>
<td>SIRXOHSS001A</td>
<td>Apply Safe Working Practices 20</td>
<td>20</td>
</tr>
<tr>
<td>SIBBNLS204A</td>
<td>Apply Acrylic Nail Enhancement 15</td>
<td>15</td>
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<tr>
<td>SIRXIND001A</td>
<td>Work Effectively in a Retail Environment 45</td>
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<tr>
<td>SIBBRES201A</td>
<td>Research and apply beauty industry information 20</td>
<td>20</td>
</tr>
<tr>
<td>SIBBNLS205A</td>
<td>Apply nail art 15</td>
<td>15</td>
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<tr>
<td>SIRXINV001A</td>
<td>Perform Stock Control 35</td>
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<tr>
<td>SIRXMER005A</td>
<td>Create a display 35</td>
<td>35</td>
</tr>
<tr>
<td>BSBSUS201A</td>
<td>Participate in environmentally sustainable work practices 20</td>
<td>20</td>
</tr>
</tbody>
</table>

**Please note:** Changes may occur to these units and hours due to the scheduled implementation of a new National Training Package in 2016 still awaiting final approvals.

**Please Note:** This program will be offered through Simulated Workplace in block intensive mode and will incorporate hands on practical activities. Students must participate in two one week blocks of in salon work placement.

**Please Note:** Students will be expected to purchase a uniform that is part of their personal protective equipment (PPE) to comply with WH&S requirements, CDU Hairdressing can purchase these directly from the supplier at a discounted rate, the cost is currently $108.00  
Students must wear this uniform to class every week, students must wear enclosed shoes.

---

Team Leader  
Linda Manning  
Ph: 8946 7843  
*Linda.manning@cdu.edu.au*

Lecturer Tamara Porter  
Ph: 8946 7858  
*Tamara.porter@cdu.edu.au*
CPC20211 Certificate II in Construction (Pathways) - Class Full

Students must be Year 10 or higher

Day: Every Tuesday & Wednesday
S1 Dates: 2nd Feb – 22nd June 2016
S2 Dates: 26th July – 2nd Nov 2016
Time: 8.30am - 3pm
Location: Building Purple 1, CDU Casuarina Campus

Full Certificate: Yes
Duration: Year
Offered in Second Semester: No
Nominal Hours: 326

Selection Process:
Student Group Interview
Tuesday 17th November 2015
Time: 8.30am – 10.30am
Location: Building Red 6, Room 5, CDU Casuarina Campus.

Please wear closed shoes, bring calculator & pen
If you cannot attend please email the Lecturer

2nd Group Interview
Only if you did not attend the first interview
Date: Friday 27th November 2015
Time: 8.30am – 10am
Location: Building Purple 1, CDU Casuarina Campus
Please wear closed shoes, bring calculator & pen

Please RSVP via email the Lecturer Alfred.harper@cdu.edu.au if you are attending.

This qualification provides an introduction to the construction industry, its culture, occupations, job roles and workplace expectations. The units of competency cover essential occupational 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.

Career Opportunities: Entry level career within Construction and related trades as a Trades Assistant or entry into an Australian Apprenticeship.

CPCCOHS1001A Work Safely in the Construction Industry 6
CPCCCM1013A Plan and organise work 20
CPCCCM1014A Conduct Workplace Communication 20
CPCCCM1012A Work effectively & sustainably in the Construction Industry 20
CPCCCA2002B Use Carpentry Tools & Equipment 96
CPCCCM2001A Read and Interpret Plans and Specifications 36
CPCCCM1015A Carry out Measurements & Calculations 20
CPCCCM2006B Apply Basic Levelling Procedures 8
CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry 20
CPCCJN2001A Assemble Components 32
CPCCJN2002B Prepare for off-site manufacturing process 32
CPCCCA2011A Handle Carpentry Materials 16

Uniform: Students must supply and wear steel capped boots and workshop appropriate clothing.

Team Leader
Luis Espinoza
Ph: 8946 7262
Luis.Espinoza@cdu.edu.au

Lecturer
Alf Harper
Ph: 8946 6228
Mobile: 0477 745 369
alfred.harper@cdu.edu.au
CDU Automotive Skill Sets
Students Year 9 and higher
Skill Sets: Light Vehicle Tyre Repairs & Welding for the Automotive Industry

Semester 1
Program 1 – Class Full
Day: Every Tuesday
S1 Dates: 2nd Feb – 21st June 2016
Time: 9am – 3.30pm
Location: Kormilda College, Auto Workshop

Program 2
Day: Every Wednesday
S1 Dates: 3rd Feb – 22nd June 2016
Time: 9am – 3.30pm

Semester 2
Program 1
Day: Every Tuesday
S2 Dates: 26th July – 1st Nov 2016
Time: 9am – 3.30pm
Location: Kormilda College, Auto Workshop

Program 2 - TBC
Day: Every Wednesday
S2 Dates: 27th July – 2nd Nov 2016
Time: 9am – 3.30pm
Location: Kormilda College, Auto Workshop

Full Certificate: No
Duration: Semester
Offered in Second Semester: Yes
Nominal Hours: 170hrs

These units of competency covers the skills and knowledge required to safely carry out basic light vehicle tyre repair and fitting and welding for the automotive service and repair streams. This is not a full certificate but the units completed are from Nationally Accredited Training Packages, and can be recognised as a credit transfer towards further study in this field. Career Opportunities: On completion these qualifications could make you more attractive to employers when seeking an apprenticeship as a tyre fitter or welder just to name a few.

AUR30612 Welding for the Automotive Trade – Term 1 & 3
AURASA2002 Apply Safe Working Practices In An Automotive Workplace 20
AURVTW2008 Carry out Acetylene Welding Thermal Cutting and Thermal heating procedures 30
AURVTW2003 Gas Metal Arc Welding 30
AURVTW2001 Manual Metal Arc Welding 30

AUR21013 Light Vehicle Tyre Repairs – Term 2 & 4
AURSA1001 – Apply Automotive Workplace Safety Fundamentals 10
AURLTJ2002 – Remove, Inspect, Repair and Fit Tyres and Tubes (Light Vehicles) 40
AURTJTJ2001 – Balance Wheels & Tyres 10

Uniform: Protective Personal Clothing must be worn to every class: Students will need steel capped boots Long Sleeve/Long Trousers. These should be not made of flammable material due to the welding activities.

Application Process: Applicants who have submitted an ‘Expression of Interest’ form will be contacted directly by the Team and provided the student selection process.

Team Leader
Leith Darrach
Ph: 8946 6437
Leith.darrach@cdu.edu.au

Lecturer
Lyndsay Burmester
Ph: 8946 7628
lyndsay.burmester@cdu.edu.au

Selection Process:
Student Group Interview
Tuesday 17th November 2015
Time: 3pm – 4.30pm
Location: Building Blue 5, Room 1
CDU Casuarina Campus.
Please wear closed shoes, bring a pen and calculator.

If you cannot attend please email the Lecturer.
**AUR10112 Certificate I in Automotive Vocational Preparation – Classes Full**

*Students will need steel capped boots and suitable workshop clothing*

**Program 1 – 1st Semester only**
Days: Every Tuesday  
S1 Dates: 21st Feb – 21st June 2016  
Time: 8:30am – 3pm  
Location: Building Purple 9, Casuarina Campus

**Program 2 – 1st Semester only**
Days: Every Wednesday  
S1 Dates: 3rd Feb – 22nd June 2016  
Time: 8:30am – 3pm  
Location: Building Purple 9, Casuarina Campus

**Program 3 – 1st Semester only**
Days: Every Thursday  
S1 Dates: 4th Feb – 23rd June 2016  
Time: 8:30am – 3pm  
Location: Building Purple 9, CDU Casuarina Campus

Full Certificate: Yes  
Duration: Semester  
Offered in Second Semester: No  
Nominal Hours: 120

This qualification will provide students with the practical skills and knowledge to follow workplace Work Health & Safety requirements, use and maintain workplace tools and equipment, contribute to workplace communication and establish relations with customers. With the completion of the Certificate I in Auto in first semester they are eligible to apply for the Certificate II in Auto offered in 2nd Semester.

Career Opportunities: Completion of the Certificate I in Automotive Preparation may place you in a better position to secure for an apprenticeship in the automotive industry or gain entry level employment in a variety of careers in the automotive industry.

AURAEA1001 Identify environmental requirements in an automotive workplace 25  
AURASA1001 Apply automotive workplace safety fundamentals 10  
AURETR1003 Apply automotive electrical system fundamentals 10  
AURLTA1001 Apply automotive mechanical system fundamentals 15  
AURTTE1002 Use and maintain workplace tools and equipment 20  
AURTTE1003 Use and maintain basic measuring devices 15  
AURTTE1003 Remove and tag engine system components 15

**Attention:** We have 3 programs if you do have a specific day your students would need to be placed on please note this day on the EOI.

**Personal Protective Equipment (PPE):** If accepted you will need to purchase and wear Steel Capped Boots and Work Wear.

**Application Process:** Applicants who have submitted an ‘Expression of Interest’ form will be contacted directly by the Team and provided the student selection process.

**Please note:** Changes may occur to these units and hours due to the scheduled implementation of a new National Training Package in 2016 still awaiting final approvals.

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**Team Leader**  
Leith Darrach  
Ph: 8946 6437  
Leith.darrach@cdu.edu.au

**Lecturer**  
Ian Britton  
Ph: 8946 6985 or  
Mob: 0400 852 151 (bh)  
Ian.britton@cdu.edu.au

**Selection Process:**  
Student Group Interview  
Tuesday 17th November 2015  
Time: 3pm – 4.30pm  
Location: Building Blue 5, Room 1  
CDU Casuarina Campus.  
Please wear closed shoes, bring a pen and calculator.

If you cannot attend please email the Lecturer
**AUR20712 Certificate II in Automotive Vocational Preparation**

**PRE-REQUISITES APPLY** – Student must have completed Cert I in Automotive and must be Year 10 or higher

### Program 1 – 2nd Semester only
- Days: Every Tuesday
- S2 Dates: 26th July – 1st Nov 2016
- Time: 8.30am – 3pm
- Location: Purple Building 9, Casuarina Campus

### Program 2 – 2nd Semester only
- Days: Every Wednesday
- S2 Date: 27th July – 2nd Nov 2016
- Time: 8.30am – 3pm
- Location: Purple Building 9, Casuarina Campus

### Program 3 – 2nd Semester only
- Days: Every Thursday
- S2 Date: 28th July – 3rd Nov 2016
- Time: 8.30am – 3pm
- Location: Purple Building 9, Casuarina Campus

**Full Certificate: Yes**

**Duration: Semester**

**Nominal Hours: 225**

This qualification will provide students will learn skills in servicing engines, cooling systems, petrol fuel systems, clutch assemblies, transmissions (manual and automatic), steering and suspension systems, and associated components.

Career Opportunities: Completion of the Certificate II in Automotive Vehicle Servicing may place you in a better position to secure an apprenticeship in the automotive industry or gain entry level employment in a variety of careers in the automotive industry.

**AURAEA2002**  Apply environmental and sustainability best practice in an automotive workplace 25

**AURAF2003**  Communicate effectively in an automotive workplace 20

**AURAF2004**  Solve routine problems in an automotive workplace 20

**AURASA2002**  Apply safe working practices in an automotive workplace 20

**AURETR1003**  Apply automotive electrical system fundamentals 10

**AURLTA1001**  Apply automotive mechanical system fundamentals 15

**AURTTEK2002**  Use and maintain workplace tools and equipment 20

**AURETR1001**  Remove and tag automotive electrical system components 10

**AURETR2015**  Inspect and service batteries 10

**AURTTEA1001**  Remove and tag steering, suspension and brake system components 15

**AURTTEA2004**  Carry out servicing operations 20

**AURTTE1003**  Remove and tag engine system components 15

**Personal Protective Equipment (PPE):** You will need to purchase and wear Steel Capped Boots and Work Wear.

**Application Process:** Applicants who have submitted an ‘Expression of Interest’ form will be contacted directly by the Team and provided the student selection process.

**Please note:** Changes may occur to these units and hours due to the scheduled implementation of a new National Training Package in 2016 still awaiting final approvals.

---

**Team Leader**
Leith Darrach
Ph: 8946 6437
Leith.darrach@cdu.edu.au

**Lecturer**
Ian Britton
Ph: 8946 6985 or Mob: 0400 852 151 (bh)
ian.britton@cdu.edu.au

**Selection Process:**
Interviews will be held at the end of 1st Semester, 2016
ICA20111 Certificate II in IT, Digital Media and Technology – Class Full
Students must be Year 10 or higher

Program 2 – Semester 1
Day: Every Tuesday
S1 Dates: 2nd Feb – 21st June 2016
Time: 9am – 3pm
Location: Library Building Room C.2.16, Palmerston Campus

Program 2 – Semester 2 Only
Day: Every Tuesday
S2 Dates: 26th July – 1st Nov 2016
Time: 9am – 3pm
Location: Library Building Room C.2.16, Palmerston Campus

Full Certificate: Yes
Duration: Semester
Offered in Second Semester: Yes
Nominal Hours: 440

Please Note: This program does not incorporate SWP. If the student continues to the Certificate III in IT an opportunity for SWP will be provided.

Selection Process:
Applicants who have submitted an ‘Expression of Interest’ form will be contacted directly by the IT Team and provided the student selection process

The Certificate II in IT aims to provide students with practical skills and knowledge to enable them to efficiently use a computer for a range of purposes, such as personal, further study or to gain employment. Students will have a good grounding in computer operations and application software, improved understanding in information, communication and technology. Successful students will have an opportunity to return in 2016 to complete the remaining units and achieve a Certificate III in IT.

BSBOHS201A  Participate in OHS 20
BSBSUS201A  Participate in environmentally sustainable work practices 20
ICAICT201A  Use computer operating systems and hardware 60
ICAICT202A  Work and communicate effectively in an IT environment 40
ICAICT203A  Operate application software packages 60
ICAICT204A  Operate a digital media technology package 40
ICAWEB201A  Use social media tools for collaboration and engagement 20
CUFDIG303A  Produce & Prepare Photo Images 20
ICAICT205A  Design basic organizational documents using computing packages 40
ICAICT206A  Install software applications 20
ICASAS206A  Detect and protect from spam and destructive software 10
ICASAS203A  Connect hardware peripherals 20
ICPMM321C  Capture a digital image 40
ICASAS209A  Connect and use a home-based local wireless network 30

Please note: Changes may occur to these units and hours due to the scheduled implementation of a new National Training Package in 2016 still awaiting final approvals.
ICA30111 Certificate III in IT, Digital Media and Technology – Class Full
PRE-REQUISITES APPLY
Continuing Student only, Students must be Year 11 and preference given to students who have successfully completed the Certificate II in IT

Day: Every Tuesday & Wednesday
S1 Dates: 2nd Feb 2015 – 22nd June 2016
S2 Dates: 26th July – 2nd Nov 2015
Time: 9am – 4pm
Location: Library Building Room C.2.16
CDU Palmerston Campus

Full Certificate: Yes
Duration: Year
Offered in Second Semester: No
Nominal Hours: 440

Selection Process:
Applicants who have submitted an ‘Expression of Interest’ form will be contacted directly by the IT Team and provided the student selection process

The Certificate III in IT aims to provide students with more practical skills and knowledge to enable them to efficiently use a computer for a range of purposes, either in the workplace, for further study in VET or Higher Education, for personal use or to gain employment. This course will help you gain, employment, provide a good grounding in computer operations and application software, improved understanding in information, communication and technology.

BSBWHS304A  Participate effectively in WHS communication and consultative processes 30
BSBSUS301A  Implement and monitor environmentally sustainable practices 40
ICAICT202A  Work and communicate effectively in an IT environment 40
ICAICT301A  Create user documentation 20
ICAICT302A  Install and optimise operating system software 20
ICASAS301A  Run standard diagnostic tests 20
ICANWK302A  Determine and action network problems 40
ICANWK305A  Install and manage network protocols 60
ICASAS307A  Install, configure and secure a small office/home office network 50
ICAICT303A  Connect internal hardware components 20
ICASAS303A  Care for computer hardware 20
ICASAS304A  Provide basic system administration 20
ICASAS305A  Provide IT advice to clients 40
ICASAS306A  Maintain equipment and software 20
ICAWEB302A  Build simple websites using commercial programs 40
ICAWEB303A  Produce digital images for the web 30
ICAPRG301A  Apply introductory programming techniques 40

Please note: Changes may occur to these units and hours due to the scheduled implementation of a new National Training Package in 2016 still awaiting final approvals.

Team Leader
Anthony D’Orival
Ph: 8946 6282
Anthony.dorival@cdu.edu.au

Lecturer
Neil Williams
Ph: 8946 7855
Neil.williams@cdu.edu.au
| SIT30112 Certificate III Tourism Operations | This qualification provides the skills and knowledge for an individual to be competent in a range of well-developed tourism sales, operational and tour delivery skills. Work would be undertaken in an office environment where the planning of tourism products and services takes place, in the field where tourism products are delivered or a combination of both. The field includes any destination, local or regional area, tourist precinct, site, attraction or on-board form of transportation and is suitable for an Australian apprenticeship pathway.

Career Opportunities: Individuals with this qualification are able to work in multiple tourism industry sectors and enterprise types such as tour operators (e.g. coach, camping, cruise boat, four-wheel drive or walking), attractions, cultural and heritage sites and any small tourism business. |
<table>
<thead>
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<tbody>
<tr>
<td>Must be Year 11 or higher</td>
<td></td>
</tr>
<tr>
<td>Day: Every Tuesday</td>
<td></td>
</tr>
<tr>
<td>S1 Dates: 2nd Feb – 21st June 2016</td>
<td></td>
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<tr>
<td>S2 Dates: 26th July – 1st Nov 2016</td>
<td></td>
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<tr>
<td>Time: 9am – 3pm</td>
<td></td>
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<tr>
<td>Location: Building B, Room B.1.04 Palmerston Campus</td>
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<tr>
<td>Full Certificate: Yes</td>
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<td>Duration: Year</td>
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<tr>
<td>Offered in Second Semester: No</td>
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<td>Nominal Hours: 508</td>
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<tr>
<td><strong>Selection Process</strong></td>
<td></td>
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<tr>
<td>Date: Tuesday 24th November</td>
<td></td>
</tr>
<tr>
<td>Time: 2pm - 3.30pm</td>
<td></td>
</tr>
<tr>
<td>Location: Building B, Room B, Room 1.04 CDU Palmerston Campus</td>
<td></td>
</tr>
<tr>
<td>*Please RSVP your attendance with Alison</td>
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</tbody>
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<table>
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<tr>
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<th>Course Name</th>
<th>Nominal Hours</th>
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</thead>
<tbody>
<tr>
<td>BSBITU306A</td>
<td>Design and Produce Business Documents</td>
<td>80</td>
</tr>
<tr>
<td>SITXCCS303</td>
<td>Provide Service to Customers</td>
<td>25</td>
</tr>
<tr>
<td>SITXCOM201</td>
<td>Show Social and Cultural Sensitivity</td>
<td>20</td>
</tr>
<tr>
<td>SITXWHS101</td>
<td>Participate in Safe Work Practices</td>
<td>12</td>
</tr>
<tr>
<td>SITTIND201</td>
<td>Source and use Information on the Tourism &amp; Travel Industry</td>
<td>25</td>
</tr>
<tr>
<td>SITTTSL302</td>
<td>Provide Advice on Australian Destinations</td>
<td>40</td>
</tr>
<tr>
<td>SITTTSL202</td>
<td>Access and Interpret Product Information</td>
<td>65</td>
</tr>
<tr>
<td>SITTTSL304</td>
<td>Prepare Quotations</td>
<td>30</td>
</tr>
<tr>
<td>SITTTSL306</td>
<td>Book Supplier Services</td>
<td>20</td>
</tr>
<tr>
<td>SITTTSL308</td>
<td>Operate an Online Information System</td>
<td>40</td>
</tr>
<tr>
<td>SITTTSL303</td>
<td>Sell Tourism Products and Services</td>
<td>35</td>
</tr>
<tr>
<td>SITTTSL305</td>
<td>Process Reservations</td>
<td>30</td>
</tr>
<tr>
<td>SITTTSL307</td>
<td>Process Travel-Related Documentation</td>
<td>26</td>
</tr>
</tbody>
</table>

**Application Process:** Applicants who have submitted an ‘Expression of Interest’ form will be contacted directly by the Team and provided the student selection process.

Team Leader
Timothy Francis
Ph: 8946 7946
Timothy.francis@cdu.edu.au

Coordinator/Lecturer
Alison Bonney
Ph: 8946 7841
Alison.bonney@cdu.edu.au