

Certificate III in

Community Services (Aged Care Work)

National Course Code: **CHC30199**

General Information

The Certificate III in Community Services (Aged Care Work) is designed to provide an accredited training program for people wishing to pursue a career as an Aged Care Worker. The course provides training and skill development in areas identified as competencies essential to practice as an Aged Care Worker.

Career Opportunities

Aged Care Workers are a unique classification of workers who work mainly in hostels, supported accommodation and other community and residential settings. The Community Services and Health Industry Training Board has identified the need for accredited training for Aged Care Workers.

Mode of Study and Location

This course is offered at the SMB, Horsham and Ararat Campuses on a part-time basis. Traineeships may be available for those eligible.

Entry Requirements

Selection will be based on consideration of merit, including a written application and assessment.

Police Checks

Students will be required to undertake a police check prior to industry placement.

Course Structure

The course consists of a set of compulsory core competencies plus elective competencies selected by the school, and also includes on the job training.

Course Content

Unit Code	Modules - Compulsory Competencies
CHCAC3A	Orientation to Aged Care Work
CHCCOM2A	Communicate Appropriately with Clients & Colleagues
CHCS0A	Deliver Service to Clients
CHCINF1A	Process and Provide Information
CHCORG3A	Participate in the Work Environment
CHCORG4A	Follow the Organisation's Occupational Health & Safety Policies

Elective Competencies from the following:

CHCAC2A	Assist with Aged People's Personal Needs
CHCAC4A	Assist in the Provision of an Appropriate Environment
CHCAC6A	Provide Services to Aged People
CHCAD1A	Advocate for Clients
CHCADMIN2A	Provide Administrative Support
CHCAOD2A	Orientation to the Alcohol and Other Drugs Sector
CHCCD12A	Undertake Work in the Community Services Industry
CHCCD7A	Support Community Resources
CHCCM1A	Undertake Case Management
CHCCS6A	Assess & Deliver Services to clients with Complex Needs
CHCCWI1A	Operate under a Case Work Framework
CHCDIS1A	Orientation to Disability Work
CHCDIS3A	Provide services to people with disabilities
THHGHS01A	Follow Workplace Hygiene Procedures
CHCGROUP2A	Support Group Activities
CHCMH1A	Orientation to Work in the Mental Health Sector
CHCNET1A	Participate in Networks
CHCP&R1A	Participate in Policy Development

Total Nominal Hours **400**

Assessment

Competency based training is concerned with assisting people to gain specific competencies which are required in the workplace. This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed by performing set tasks at specified standards, under prescribed conditions.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

Ararat Campus

Patti McGregor
School of Human Services – Health Services
Telephone (03) 5355 3025

Horsham Campus

Athol Fraser
School of Human Services – Health Services
Telephone (03) 5362 2732

SMB Campus - Ballarat

Geraldine McDonald
School of Human Services – Health Services
Telephone (03) 5327 8250

Certificate IV in

Health (Nursing)

National Course Code: **1936**
State Code: **21358VIC**

General Information

The course is designed to provide a broad based training program to enable students to acquire the competencies necessary to gain registration as a Division 2 Registered Nurse (State Enrolled Nurse).

Career Opportunities

There are many nursing opportunities in the Public and Private Health Sector, Community Allied Health, Aged and Extended Care facilities. Graduates work as Division 2 Nurses under the supervision of Division 1 Nursing staff.

The Certificate IV in Health (Nursing) course is nationally recognised, and completed units of study may be credited towards the Bachelor of Nursing (Division 1) course.

Mode of Study and Location

This course is conducted at the Horsham Campus over one year of full-time study. At the SMB Campus this course is offered part-time for two years or full-time for one year.

Entry Requirements

Numeracy, literacy and comprehension test.

Course Structure

The course is conducted on-campus and includes the competencies listed under Course Content.

Course Content

Unit Code	Modules
VBM585	Professional nursing
HLTCOM4A	Communication skills
CHCORG4A	Workplace safety
BSBCM205A	Use business technology
VBM587	Client assessment
VBM588	Deliver Nursing Care
VBM589	Introduction to research
VBN590	Residential Aged Care
VBM591	Infection prevention & wound management
VBM592	Health Education
VBM593	Rehabilitation nursing and community nursing
VBM594	Palliative care
VBM595	Workteam preceptor
CHCDIS3A	People with disabilities
VBM596	Mental health
HLTIR3A	Cultural diversity 1

Total Nominal Hours **850**

Assessment

Competency based training is concerned with assisting people to gain specific competencies which are required in the workplace. This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed by performing set tasks at specified standards, under prescribed conditions.

Written examinations, classroom presentations, researched essays and practical 'on the job' assessments are continuous throughout the course.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

Horsham Campus

Sue Pierce
School of Human Services – Health Services
Telephone (03) 5362 2676

SMB Campus - Ballarat

Geraldine McDonald
School of Human Services – Health Services
Telephone (03) 5327 8250

Certificate III in

Beauty

National Course Code: **WRB30199**

General Information

The general aims of the course are to provide:

- an understanding of disease transmission in a salon environment;
- practical skills and techniques relevant to services offered by beauticians;
- product and equipment knowledge;
- an understanding of the laws, regulations, Acts, professional Associations and Unions governing the profession;
- the level of communication skills and awareness of human behaviour needed to manage the personal contact of beauty;
- a basic knowledge of the anatomy and function of skin, hair and nails.

Career Opportunities

The course aims to produce professional Beauticians, who have an established work orientation, and the knowledge, skills and demonstrated capacity for self-directed application (including the selection and use of appropriate techniques and equipment) required to perform tasks of some complexity, involving the use of applied theoretical knowledge and motor skills.

This course partially articulates into the Certificate IV in Beauty Therapy.

Mode of Study and Location

This program is offered on a full-time basis over approximately 588 hours at the SMB Campus.

Entry Requirements

Applicants require to have at least successfully completed a Year 11 course and be competent in basic numeracy and literacy. Opportunities also exist for mature age entry.

Applicants will need to be able to demonstrate attitudes of responsibility, maturity, professionalism and sensitivity, which are essential to the industry.

Applicants are required to undergo a selection process that involves completion of a questionnaire designed to test aptitude for the beauty industry in general terms.

Questionnaire responses will be graded and the most promising applicants will be interviewed to assess their personal suitability for the Beauty industry in terms of the aforementioned attitudes.

The interview will also endeavour to ascertain the perceived ability of the applicant to complete the course.

Course Structure

The course is written in competency-based terms and is designed such that the various subject areas are sequenced in a logical progression to maximise student learning.

Several subjects have been identified as providing essential pre-requisite, or co-requisite, knowledge for the various competency areas. These have been made modules in their own right, as they have applicability across most of the competency areas. Where clear links exist, this fact is emphasised in the document.

The course structure is based on an integration of the practical skills and background theory subjects.

Course Content

Unit Code	Modules
WRB 01A	Communicate with clients
WRB 02A	Work Effectively in a Salon Environment
WRB 03A	Apply Safe Working Practices
WRB 04A	Perform Salon Cleaning Duties
WRB 05A	Merchandise Beauty Products
WRB 06A	Sell Beauty Products
WRB 07A	Conduct Financial Transactions
WRB 08A	Provide Service to Clients
WRB 13A	Advise on Beauty Services
WRB 14A	Pierce Ears
WRB 15A	Provide Lash and Brow Treatments
WRB 16A	Provide Temporary Epilation and Bleaching Treatments
WRB 17A	Provide Manicure and Pedicure Service
WRB 18A	Apply Nail Enhancement
WRB 19A	Use Electrical Equipment for Nails
WRB 20A	Apply Nail Art
WRB 21A	Design and Apply Make Up

Total Nominal Hours **588**

Assessment

Students will be assessed progressively through the course. The method of assessment is through practical work assignments and tests.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Montage Hair & Beauty Centre

School of Human Services – Health Services

Telephone (03) 5327 8070

Certificate II in

Hairdressing

National Course Code: **WRH20100**

General Information

The Montage Hair & Beauty Centre located at the SMB campus provides training in Hairdressing at the Certificate II level.

This course provides students with the theoretical and practical skills associated with Certificate II, which articulates into Certificate III in Hairdressing.

Career Opportunities

Successful completion of training may lead into Certificate III in Hairdressing Apprenticeship of Full Time study, which in turn relates to opportunities of a career in the Hairdressing industry.

Mode of Study

The Certificate II in Hairdressing is offered on a full time basis at the SMB campus.

Entry Requirements

Participants will be required to have literacy and numeracy skills at the level 2 competency, as defined in the Certificate in General Education for Adults.

Course Structure

The duration of the course is 174 hours offered on a full time basis.

Course Content

Unit Code	Module
WRH 01A	Maintain a safe, clean and efficient work environment
WRH 02A1	Communicate in the workplace
WRH 03A	Receive and direct clients
WRH 04A	Prepare clients for salon services
WRH 05A	Coordinate salon tasks
WRH 06A	Remove chemicals from hair
WRH 07A	Schedule and check-out clients
WRRS 1A	Sell products and services

Total Nominal Hours **174**

Assessment

Students will be assessed progressively during the course. The structure of the course allows the students to work at their own pace which may enable them to accelerate through the course.

Competency Based Training

Competency Based Training is concerned with assisting people to gain specific competencies, which are required in the workplace.

This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed as Competent or Not Competent by performing set tasks at specified standards, under prescribed conditions.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Montage Hair & Beauty Centre
School of Human Services – Health Services
Telephone (03) 5327 8070

Certificate III in

Hairdressing

National Course Code: **WRH30100**

General Information

The Montage Hair & Beauty Centre located at the SMB Campus provides full-time training in hairdressing at the Certificate III level.

The course provides students with the theoretical and practical skills associated with the Certificate, and has a strong practical component allowing students to develop the skills necessary to work in a salon environment.

Career Opportunities

On successful completion of training, the qualified hairdresser has a variety of employment opportunities.

- Salon ownership or management
- Technical advisers for various companies demonstrating products to other hairdressers.
- Opportunities as hairdressers in tourist resorts.

Mode of Study and Location

The Certificate III in Hairdressing is offered on a full-time basis at the SMB Campus.

Entry Requirements

Participants will be required to have literacy and numeracy skills at level 2 competency, as defined in the Certificate in General Ed for Adults.

Course Structure

The duration of the course is up to 2000 hours, which may be structured to suit the individual. Students may start at any time.

Course Content

Some subject areas that are covered within the course include:

Unit Code	Module
WRH 01A	Maintain a safe, clean and efficient work environment
WRH 02A1	Communicate in the workplace
WRH 03A	Receive and direct clients
WRH 04A	Prepare clients for salon services
WRH 05A	Coordinate salon tasks
WRH 06A	Remove chemicals from hair
WRH 07A	Schedule and check-out clients
WRRS 1A	Sell products and services
WRH 09A	Consult with clients and diagnose hair
WRH 10A	Treat hair and scalp
WRH 11A	Cut hair
WRH 12A	Dress (style) hair
WRH 13A	Perform permanent Wave and chemical relaxation services
WRH 14A	Colour hair
WRH 15A	Coordinate salon team
HOO 34	Salon simulation

Total Nominal Hours **2000**

Extensive training in communication skills and business management also form part of the training.

Assessment

Students will be assessed progressively during the course. The structure of the course allows the students to work at their own pace which may enable them to accelerate through the course.

Competency Based Training

Competency Based Training is concerned with assisting people to gain specific competencies, which are required in the workplace.

This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed as Competent or Not Competent by performing set tasks at specified standards, under prescribed conditions.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Montage Hair & Beauty Centre
School of Human Services – Health Services
Telephone (03) 5327 8070

Certificate III in

Hairdressing

Apprenticeship

National Course Code: **WRH30100**

General Information

What does a Hairdresser do?

A Hairdresser uses a number of different methods to create hairstyles that suit and please clients.

It is a pleasant and stimulating occupation for the person who is creative, likes manipulatory work and enjoys close personal contact with people.

Equal opportunities are available to both males and females who seek to make hairdressing their career.

What are the conditions of work like?

Hairdressers are required to work a 38-hour week. Many salons open late on any night of the week. The hours spent at school are counted as part of their 38-hour week. Apprenticeship wages are a percentage of the award wage for qualified hairdressers and increase each year.

Career Opportunities

On successful completion of an apprenticeship, the qualified hairdresser has a variety of employment opportunities:

- salon ownership or management;
- technical advisers for various companies demonstrating products to other hairdressers;
- opportunities as hairdressers in tourist resorts throughout Australia;

Mode of Study and Location

Self Paced Learning

The course is conducted at the SMB Campus and takes the apprentice through a range of self-paced training objectives that relate to skills commonly required by all persons in the hairdressing industry.

Entry Requirements

Apprentices must have employment in a Hairdressing Salon before undertaking this training.

Course Structure

Students must complete 740 hours of course work, which can be completed at their own pace.

Course Content

Some subject areas that are covered within the course include:

Unit Code	Module
WRH 01A	Maintain a safe, clean and efficient work environment
WRH 02A1	Communicate in the workplace
WRH 03A	Receive and direct clients
WRH 04A	Prepare clients for salon services
WRH 05A	Coordinate salon tasks
WRH 06A	Remove chemicals from hair

WRH 07A	Schedule and check-out clients
WRRS 1A	Sell products and services
WRH 09A	Consult with clients and diagnose hair
WRH 10A	Treat hair and scalp
WRH 11A	Cut hair
WRH 12A	Dress (style) hair
WRH 13A	Perform permanent Wave and chemical relaxation services
WRH 14A	Colour hair
WRH 15A	Coordinate salon team

Total Nominal Hours **740**

Assessment

Minimum levels of achievement must be attained before progression to next module.

The method of assessment is through practical work, assignments and tests, and may be a combination of workplace or campus based assessment.

Competency Based Training

Competency Based Training is concerned with assisting people to gain specific competencies required in the workplace.

This course has been designed to meet the particular skills and knowledge appropriate to this vocational area.

A student will be assessed as Competent or Not Competent by performing set tasks at specified standards, under prescribed conditions.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat
 Montage Hair & Beauty Centre
 School of Business Services – Health Services
 Telephone (03) 5327 8070

Certificate II in

Nail Technology

National Course Code: **WRB20199**

General Information

The Montage Hair & Beauty Centre located at the SMB campus provides training in Nail Technology at the Certificate II level.

This course provides students with the theoretical and practical skills associated with the Certificate and has a strong practical component allowing students to develop the skills necessary to work in a salon environment.

Career Opportunities

On successful completion of training the qualified Nail Technician has a variety of employment opportunities.

- Salon ownership or management
- Technical advisers for various companies
- Opportunities as Nail Technicians in tourist resorts

Mode of Study and Location

The certificate II in Nail Technology is offered on a part time basis at the SMB Campus.

Entry Requirements

Participants will be required to have literacy and numeracy skills at the level 2 competency, as defined in the Certificate in General Education for Adults.

Course Structure

The course is written in competency based terms and is designed such that the various subject areas are sequenced in a logical progression to maximise student learning.

Several subjects have been identified as providing essential prerequisite, or corequisite, knowledge for the various competency areas. These have been made modules in their own right, as they have applicability across most of the competency areas. Where clear links exist, this fact is emphasised in the document.

The course structure is based on an integration of the practical skills and background theory subjects.

Course Content

WRB 01A	Communicate with clients
WRB 02A	Work effectively in a salon/store environment
WRB 03A	Apply safe working practices
WRB 04A	Perform salon/store cleaning duties
WRB 05A	Merchandise beauty products
WRB 06A	Sell beauty products
WRB 07A	Conduct financial transactions
WRB 08A	Provide service to clients
WRB 17A	Provide manicure and pedicure services
WRB 18A	Apply nail enhancement
WRB 19A	Use electrical equipment for nails
WRB 20A	apply nail art

Total Nominal Hours **378**

Assessment

Students will be assessed progressively through the course. The method of assessment is through practical work assignments and tests.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Montage Hair & Beauty Centre
School of Human Services – Health Services
Telephone (03) 5327 8070

Certificate III in

Fitness

National Course Code: **SRF30201**

General Information

An industry recognised introductory course designed to provide students with a fitness leader specialisation as a VICFIT accredited fitness instructor

Career Opportunities

Graduates will be eligible for employment as multi-skilled fitness instructors in the fitness, recreation and sports industries.

Mode of Study and Location

SMB Campus

Full time, approximately 25 hours for 24 weeks. There will be a mixture of class lectures, practical work and practical placement in a fitness centre.

There will be a flexible delivery option developed where some subjects will be available off campus and the rest face to face contact. Contact the Program Coordinator for further details.

Entry Requirements

There are no specific entry requirements. Selection is through a course information/ selection process on the second Wednesday in December.

Course Structure

The course consists of 504 hours of full time study in both theoretical and practical classes. All units must be successfully completed to pass the course. Classes are delivered Monday to Friday between 9.00 – 5.00. in the Hillman Recreation Building.

Course Content

Competencies required to complete the Fitness Industry Training Package:

Unit Code	Sport and Recreation Core Units
SRXCLS002A	Deliver Service to Clients
SRXCLS003A	Coordinate Interaction with Clients
SRXCOM002A	Receive and Pass on Information to Facilitate Effective Routine Communication
SRXCOM003A	Collect and Provide Information to Facilitate Communication Flow
SRXEME001A	React Safely in an Emergency and Help Prevent Emergencies
SRXEME002A	Participate in the Control of Minor Emergencies
SRXEME003A	Respond to Emergency Situations
SRXIND003A	Apply Sport and Recreation Law

SRXIND004A	Establish and Maintain an Effective Industry Network
SRXOHS001A	Follow Defined Occupational Health & Safety Policies & Procedures Related to the Work Being Undertaken in order to ensure Own Safety & that of Others
SRXORG001A	Organise Work
SRXORG002A	Work Effectively in a Sport and Recreational Organisation
SRXORG003A	Coordinate Work and Work Priorities in a Sport and Recreation Network
SRXRIS001A	Undertake Risk Analysis of Activities
SRXTEC001A	Operate a Computer to Gain Access to and Retrieve Data using Keyboard Skills
SRXTEC002A	Operate a Computer and Printer to Produce and
SRXTEC003A	Design, Develop and Produce Documents, Reports and Worksheets using Advanced Functions
SRXTEM001A	Work in Teams
SRXTEM002A	Support the Work of a Team
SRXTEM003A	Work Autonomously
SRXTEM004A	Deal with Conflict

Unit Code

SRFFIT001A	Provide Orientation to Clients Prior to Undertaking a fitness program
SRFFIT002A	Apply Basic Exercise Science to Fitness Activities
SRFFIT003A	Undertake Client Induction and Screening
SRFFIT004A	Develop Basic Fitness Programs
SRFFIT005A	Apply Basic Exercise Science to Exercise Instruction
SRFFIT006A	Use and Maintain Core Fitness Industry Equipment
SRSTR001A	Implement Sports First Aid Procedures and Apply Sports First Aid
SRXCAI001A	Assist in Preparing Sport and Recreation Sessions for Clients
SRXCAI002A	Assist in Conducting Sport and Recreation Sessions for Clients
SRXCAI003A	Provide Equipment for Activities
SRXCAI004A	Plan a Sports and Recreation Session for Clients
SRXCAI005A	Conduct a Sport and Recreation Session for Clients
SRXFAC001A	Maintain Equipment for Activities
SRXGRP001A	Facilitate a Group

Unit Code

SRFGYM001A	Fitness Specialisation Units Instruct Fitness Activity Skills to Client Using Fitness Equipment
------------	--

Unit Code	Elective Units	
BSZ404A	Train Small Groups	
SRCCRO007A	Operate in Accordance with Accepted Instructional Practices, Styles & Legal & Ethical Responsibilities	
SRFGYM002A	Customise Gym Instructional Skills to Include Specific Areas of Expertise Current in the Fitness Industry	
SRSSAC001A	Teach and Develop Basic Skills of Strength and Conditioning	
Total Nominal Hours		504

Assessment

Units are assessed as completed in the form of:

- Written examinations
- Practical demonstrations
- Project and assignment work
- Collaborative assessment
- Portfolio of evidence
- On the job assessments

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Colin McCurry
School of Human Services – Health Services
Telephone (03) 5327 8191

Certificate IV in

Fitness

National Course Code: **SRF40201**

General Information

An industry recognised advanced course designed to provide students with a fitness leader specialisation as a VICFIT accredited personal fitness trainer.

This course follows on from the Certificate 3 in Fitness, which must be completed before commencing Certificate 4.

Career Opportunities

Graduates will be eligible for employment as multi-skilled fitness leader / personal trainer in the fitness, recreation and sports industries.

Mode of Study and Location

SMB Campus

Full time, approximately 25 hours for 15 weeks. There will be a mixture of class lectures, practical work and practical placement in a fitness centre.

There will be a flexible delivery option developed where some subjects will be available off campus and the rest face to face contact.

Contact the Program Coordinator for further details.

Entry Requirements

There are no specific entry requirements. Selection is through a course information/ selection process on the second Wednesday in December.

Course Structure

The course consists of 366 hours of full time study in both theoretical and practical classes. All units must be successfully completed to pass the course. Classes are delivered Monday to Friday between 9.00 – 5.00. in the Hillman Recreation Building.

Course Content

Competencies required to complete the Fitness Industry Training Package:

Unit Code	Sport and Recreation Core Units
SRXCLS004A	Provide Advice in Order to Meet Current and Anticipated Client Requirements
SRXCOM004A	Source and Present Information in Response to Requests

SRXOHS002A	Implement & Monitor the Organisation's Occupational Health & Safety Policies, Procedures & Programs & Maintain Occupational Health & Safety Standard
SRXORG004A	Plan, Allocate and Evaluate Work carried out by Teams, Individuals and Self
SRXORG005A	Participate in the Meeting Process
SRXORG006A	Conduct Projects
SRXTEC004A	Assist with Analysis & Use of Emerging Technology
SRXTEM005A	Lead, Manage and Develop Work Teams

Unit Code	Fitness Stream Units
SRFFIT007A	Undertake Advanced Exercise Planning and Programming
SRFFIT008A	Utilise A Broad Knowledge of Exercise Science in Exercise Planning, Programming and Instruction
SRFFIT009A	Undertake Postural Screening and Appraisal
SRFFIT010A	Utilise a Broad Range of Fitness Equipment
SRFFIT011A	Provide Exercise for Fitness Industry Clients with Special Requirements
SRFFIT012A	Utilise an Understanding of Motivational Psychology with Fitness Clients
SRFFIT013A	Provide information and exercise related to body fat
SRFCAI006A	Organise a Sport and Recreation Program
SRFCAI007A	Conduct a Sport and Recreation Program
SRFCGR002A	Provide Leadership to Groups

Unit Code	Fitness Specialisation Units
SRFPTI001A	Plan and Deliver Personal Training

Unit Code	Elective Units
SRSSAC002	Teach or Develop Intermediate Skills of Strength & Conditioning
SRSSTR004A	Conduct Basic Warm Up, Stretching and Cool Down Programs
SRXCAI008A	Plan and Prepare an Individualised Long Term Training Program
SRXCAI009A	Conduct, Monitor and Adjust Individualised Long Term Training Programs

Total Nominal Hours **366**

Assessment

Units are assessed as completed in the form of:

- Written examinations
- Practical demonstrations
- Project and assignment work
- Collaborative assessment
- Portfolio of evidence
- On the job assessments

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Colin McCurry

School of Human Services – Health Services

Telephone (03) 5327 8191

Certificate IV in

Outdoor Recreation

National Course Code: **SRO40299**

General Information

An industry recognised course designed to produce bushwalking and ropes course leaders and level 1 flat water canoe instructors.

Career Opportunities

Graduates will be eligible for employment as leaders/instructors in the outdoor recreation industry. Possible employers include school camps, camps or programs and companies with outdoor recreation activities.

Mode of Study and Location

SMB Campus: full time, approximately 26-30 hours per week for 40 weeks. There will be a mixture of class lectures and in the field practical work including numerous camps of 1-6 days duration.

Entry Requirements

There are no specific entry requirements. Selection is through a course information/ selection process on the second Wednesday in December.

Course Structure

Students who wish to achieve certificates in additional activities will be given the opportunity to gain the Rock Climbing, bronze Medallion and possibly other certificates through external providers. This will be accomplished by doing extra hours during out of class times and paying extra costs to the appropriate providers. Packages will be facilitated by the course coordinator.

Course Content

Competencies required to complete the Outdoor Recreation Industry Training Package

Unit Code	Sport and Recreation Core Unit
SRXCLS002A	Deliver Service to Clients
SRXCLS003A	Coordinate Interaction with Clients
SRXCLS004A	Provide Advice in order to Meet Current and Anticipated Client Requirements
SRXCOM001A	Communicate in the Workplace
SRXCOM002A	Receive and Pass On Information to Facilitate Effective Routine Communication

SRXCOM003A	Collect and Provide New Information to Facilitate Communication Flow
SRXCOM004A	Source and Present Information in Response to Requests
SRXOHS001A	Follow Defined Occupational Health & Safety Policy & Procedures Relating to the Work Being Undertaken in order to Ensure Own Safety and that of Others in the Workplace
SRXOHS002A	Implement & Monitor the Organisation's Occupational Health & Safety Policies, Procedures & Programs in the Relevant Work Area to Achieve & Maintain Occupational Health & Safety Standards
SRXORG001A	Organise Work in Teams
SRXORG002A	Work Effectively in a Sport & Recreation Organisation
SRXORG003A	Coordinate Work and Work Priorities in a Sport and Recreation Organisation
SRXORG004A	Plan, Allocate and Evaluate Work carried out by Teams, Individuals and Self
SRXORG005A	Participate in a Meeting Process
SRXORG006A	Conduct Projects
SRXTEM001A	Work in Teams
SRXTEM002A	Support the Work of a Team
SRXTEM003A	Work Autonomously
SRXTEM004A	Deal with Conflict
SRXTEM005A	Lead Manage and Develop Work Teams
SRXTEC001A	Operate a Computer to Gain Access to and Retrieve Data using Keyboard Skills
SRXTEC002A	Operate a Computer and Printer to Produce & Print Simple Documents
SRXTEC003A	Design, Develop and Produce Documents, Reports and Work-Sheets using Advanced Functions
SRXTEC004A	Assist with Analysis & use of Emerging Technology

Unit Code	Outdoor Recreation Stream Units
PUXEME001A	Provide Emergency Care
SRXCAI001A	Assist in Preparing Sport and Recreation Sessions for Clients
SRXCAI002A	Assist in Conducting Sport and Recreation Sessions for Clients
SRXCAI003A	Provide Equipment for Activities
SRXCAI004A	Plan a Sport and Recreation Session for Clients
SRXCAI005A	Conduct a Sport and Recreation Session for Clients
SRXEME001A	React Safely in an Emergency and Help Prevent Emergencies
SRXEME002A	Participate in the Control of Minor Emergencies

SRXEME003A	Respond to Emergency Situations	SROCRC002A	Conduct Activities on a Challenge Ropes Course with High Elements
SRXEME004A	Coordinate Emergency Response		
SRXGRP001A	Facilitate a Group		
SRXGRP002A	Provide Leadership to Groups	SROCRC003A	Supervise the Use of Challenge Ropes Course with Low Elements
SROOPS001A	Implement Minimal Environmental Impact Practices	SROCRC004A	Supervise the Use of Challenge Ropes Course with High Elements
SROOPS002A	Plan for Minimal Environmental Impact Practices	SROROP001A	Safeguard a Person Using a Single Rope Belay
SROORE001A	Prepare to Participate in a Supervised Outdoor Activity Requiring Basic Skills	SROROP002A	Use Belay Systems to Safeguard Self and Others
SROORE002A	Participate in a Supervised Outdoor Activity Requiring Basic Skills	SROROP003A	Select Suitable Natural and/or Fixed Anchors for Roping Activities
SROORE003A	Prepare to Participate in Outdoor Activities	SROROP004A	Establish Belay Systems using Natural and/or Fixed Anchors for Roping Activities
SROORE004A	Participate in Outdoor Activities	SROROP005A	Rig a Rope Pitch
SROORE005A	Prepare to Participate in Outdoor Activities in a Broad Range of Situations and Circumstances	SROROP006A	Perform Vertical Rescues for Self and Others
SROORE006A	Participate in Outdoor Activities in a Broad Range of Situations and Circumstances	SROROP007A	Select an Extensive Range of Suitable Anchors for Roping Activities
SROORE007A	Guide Groups in a Broad Range of Outdoor Recreation Situations and circumstances	SROROP008A	Establish Belay Systems for a Broad Range of Contexts
SRXEME004A	Coordinate Emergency Response	SROROP009A	Use a Broad Range of Techniques to Rig Rope Pitches
SRXRES003A	Contribute to the Planning, Monitoring and Control of Resources	SROROP010A	Perform Complex Vertical Rescue
		SRXCAI006A	Organise a Sport and Recreation Program
		SRXCAI007A	Conduct a Sport and Recreation Program
Unit Code	Outdoor Recreation Specialisation Elective: Bushwalking	Unit Code	Outdoor Recreation Elective: Canoeing.
SROBWK001A	Demonstrate Bushwalking Skills in Tracked or Easy Untracked Areas	SROCAN001A	Demonstrate Simple Canoeing, Kayaking or Sea Kayaking Skills
SROBWK002A	Demonstrate Bushwalking Skills in Difficult or Trackless Areas	SROCAN002A	Demonstrate Simple Canoeing, Kayaking or Sea Kayaking Skills to a High Standard of Technical Correctness
SROBWK003A	Demonstrate Advanced Bushwalking Skills in a Broad Range of Areas and Conditions	SROCAN003A	Perform Deep Water Rescues
SRONAV001A	Navigate in Tracked or Easy Untracked Areas	SROWW001A	Apply self rescue skills in white water
SRONAV002A	Navigate In Difficult or Trackless Areas	SROBSZ404A	Train Small Groups
SRONAV003A	Navigate In Remote or Trackless Areas in Extreme Environmental Conditions	SROORE008A	Instruct Outdoor Activity Skills
SROOPS003A	Apply Weather Information	SRXRIS001A	Undertake Risk Analysis of Activities
SROOPS004A	Interpret Weather Conditions in the Field	SRXIND003A	Apply sport and recreation law
SROOPS006A	Use and Maintain a Temporary or Overnight Site		
Unit Code	Outdoor Recreation Specialisation Elective: Challenge Ropes Course	Total Nominal Hours	1004
SROCRC001A	Conduct Activities on a Challenge Ropes Course with Low Elements.	Assessment	Units are assessed as completed in the form of:
			<ul style="list-style-type: none"> ▪ Written examinations ▪ Practical demonstrations ▪ Project and assignment work ▪ Class and camp activities

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Marianne Crawford
School of Human Services – Health Services
Telephone (03) 5327 8241
Email m.crawford@ballarat.edu.au

Colin McCurry
School of Human Services – Health Services
Telephone (03) 5327 8191