Victorian Purchasing Guide

SIT - Tourism, Travel and Hospitality Training Package Release 2.0

August 2022

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Victorian Purchasing Guide - Release History

Note: RTOs should refer to the [National Register](https://training.gov.au/Home/Tga) for the detail of changes in each Release.

| Training Package Release | Date VPG Approved | Comments |
| --- | --- | --- |
| Release 2.0 | 11 August 2022 | SIT Release 2.0 was endorsed in 2 sections and uploaded to TGA concurrently. Cookery, Catering and Patisserie October 2021; Tourism, Travel, Hospitality and Events April 2022, final SIT training package released on TGA 10th June 2022.  Release 2 involved –   * 28 revised qualifications: * 4 new units of competency * 223 revised units of competency revised with code changes   5 qualifications were deleted from the training package |
| SIT Tourism, Travel and Hospitality  Training Package Release 1.1 | 4 May 2016 | SIT Release 1.0 was endorsed February 2016; SIT was updated 31st March 2016 to make ISC (SSO) corrections.  The VPG was under development when this occurred so this is the first SIT VPG generated. |

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# Introduction

## What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically, the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

* The maximum and minimum payable hours available for each qualification.
* Nominal hours for each unit of competency within the Training Package.

## Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

## Transition

The relationship between new units and any superseded or replaced units from the previous version of SIT Tourism, Travel and Hospitality Training Package Release 2.0 is provided in theTraining PackageCompanionVolume Implementation Guide. (See [VETnet.gov.au](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875) for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the SIT Tourism, Travel and Hospitality Training Package Release 2.0 is conducted against the Training Package units of competency and complies with the assessment requirements.

# Qualifications

| Code | Title | Minimum Payable Hours | Maximum Payable Hours |
| --- | --- | --- | --- |
| SIT10122 | Certificate I in Tourism (Australian Indigenous Culture) | 192 | 202 |
| SIT10222 | Certificate I in Hospitality | 130 | 137 |
| SIT20122 | Certificate II in Tourism | 344 | 362 |
| SIT20322 | Certificate II in Hospitality | 363 | 382 |
| SIT20421 | Certificate II in Cookery | 394 | 415 |
| SIT30122 | Certificate III in Tourism | 567 | 597 |
| SIT30222 | Certificate III in Travel | 719 | 757 |
| SIT30322 | Certificate III in Guiding | 684 | 720 |
| SIT30522 | Certificate III in Events | 597 | 628 |
| SIT30622 | Certificate III in Hospitality | 534 | 562 |
| SIT30722 | Certificate III in Hospitality (Restaurant Front of House) | 520 | 547 |
| SIT30821 | Certificate III in Commercial Cookery | 931 | 980 |
| SIT30921 | Certificate III in Catering | 727 | 765 |
| SIT31021 | Certificate III in Patisserie | 675 | 710 |
| SIT31121 | Certificate III in Asian Cookery | 893 | 940 |
| SIT40122 | Certificate IV in Travel and Tourism | 931 | 980 |
| SIT40222 | Certificate IV in Guiding | 869 | 915 |
| SIT40422 | Certificate IV in Hospitality | 836 | 880 |
| SIT40521 | Certificate IV in Kitchen Management | 1335 | 1405 |
| SIT40621 | Certificate IV in Catering Management | 836 | 880 |
| SIT40721 | Certificate IV in Patisserie | 1303 | 1372 |
| SIT40821 | Certificate IV in Asian Cookery | 1292 | 1360 |
| SIT50122 | Diploma of Travel and Tourism Management | 1169 | 1230 |
| SIT50322 | Diploma of Event Management | 1107 | 1165 |
| SIT50422 | Diploma of Hospitality Management | 1273 | 1340 |
| SIT60122 | Advanced Diploma of Travel and Tourism Management | 1444 | 1520 |
| SIT60222 | Advanced Diploma of Event Management | 1197 | 1260 |
| SIT60322 | Advanced Diploma of Hospitality Management | 1601 | 1685 |

# Units of Competency and Nominal Hours

| Unit Code | Unit Title | Nominal Hours |
| --- | --- | --- |
| SITEEVT020 | Source and use information on the events industry | 25 |
| SITEEVT021 | Administer event registrations | 80 |
| SITEEVT022 | Provide event production support | 31 |
| SITEEVT023 | Plan in-house events | 40 |
| SITEEVT024 | Develop conference and event programs | 30 |
| SITEEVT025 | Select event venues and sites | 35 |
| SITEEVT026 | Manage event production components | 40 |
| SITEEVT027 | Organise event infrastructure | 40 |
| SITEEVT028 | Manage on-site event operations | 60 |
| SITEEVT029 | Research event industry trends and practice | 40 |
| SITEEVT030 | Develop event concepts | 30 |
| SITEEVT031 | Determine event feasibility | 50 |
| SITEEVT032 | Develop and implement event management plans | 50 |
| SITEEVT033 | Develop event transport plans | 30 |
| SITEEVT034 | Develop crowd management plans | 30 |
| SITEEVT035 | Develop multi-venue event plans | 30 |
| SITEEVT036 | Plan and allocate exhibition space | 30 |
| SITEEVT037 | Recruit and manage exhibitors | 30 |
| SITHACS009 | Clean premises and equipment | 15 |
| SITHACS010 | Provide housekeeping services to guests | 10 |
| SITHACS011 | Prepare rooms for guests | 25 |
| SITHACS012 | Launder linen and guest clothes | 20 |
| SITHACS013 | Provide porter services | 10 |
| SITHACS014 | Provide valet services | 40 |
| SITHACS015 | Conduct night audit | 20 |
| SITHACS016 | Provide accommodation reception services | 30 |
| SITHASC020 | Prepare dishes using basic methods of Asian cookery | 90 |
| SITHASC021 | Prepare Asian appetisers and snacks | 45 |
| SITHASC022 | Prepare Asian stocks and soups | 25 |
| SITHASC023 | Prepare Asian sauces, dips and accompaniments | 15 |
| SITHASC024 | Prepare Asian salads | 40 |
| SITHASC025 | Prepare Asian rice and noodles | 30 |
| SITHASC026 | Prepare curry pastes and powders | 25 |
| SITHASC027 | Prepare Asian cooked dishes | 90 |
| SITHASC028 | Prepare Asian desserts | 50 |
| SITHASC029 | Prepare Japanese cooked dishes | 50 |
| SITHASC030 | Prepare sashimi | 20 |
| SITHASC031 | Prepare sushi | 25 |
| SITHASC032 | Produce Japanese desserts | 25 |
| SITHASC033 | Prepare dim sum | 30 |
| SITHASC034 | Prepare Chinese roast meat and poultry dishes | 30 |
| SITHASC035 | Prepare tandoori dishes | 20 |
| SITHASC036 | Prepare Indian breads | 35 |
| SITHASC037 | Prepare Indian sweetmeats | 25 |
| SITHASC038 | Prepare Indian pickles and chutneys | 20 |
| SITHCCC023 | Use food preparation equipment | 25 |
| SITHCCC024 | Prepare and present simple dishes | 25 |
| SITHCCC025 | Prepare and present sandwiches | 10 |
| SITHCCC026 | Package prepared foodstuffs | 15 |
| SITHCCC027 | Prepare dishes using basic methods of cookery | 45 |
| SITHCCC028 | Prepare appetisers and salads | 25 |
| SITHCCC029 | Prepare stocks, sauces and soups | 35 |
| SITHCCC030 | Prepare vegetable, fruit, eggs and farinaceous dishes | 50 |
| SITHCCC031 | Prepare vegetarian and vegan dishes | 40 |
| SITHCCC032 | Produce cook-chill and cook-freeze foods | 70 |
| SITHCCC033 | Re-thermalise chilled and frozen foods | 25 |
| SITHCCC034 | Work effectively in a commercial kitchen | 60 |
| SITHCCC035 | Prepare poultry dishes | 35 |
| SITHCCC036 | Prepare meat dishes | 55 |
| SITHCCC037 | Prepare seafood dishes | 35 |
| SITHCCC038 | Produce and serve food for buffets | 25 |
| SITHCCC039 | Produce pates and terrines | 30 |
| SITHCCC040 | Prepare and serve cheese | 20 |
| SITHCCC041 | Produce cakes, pastries and breads | 55 |
| SITHCCC042 | Prepare food to meet special dietary requirements | 75 |
| SITHCCC043 | Work effectively as a cook | 100 |
| SITHCCC044 | Prepare specialised food items | 60 |
| SITHFAB021 | Provide responsible service of alcohol | 10 |
| SITHFAB022 | Clean and tidy bar areas | 15 |
| SITHFAB023 | Operate a bar | 35 |
| SITHFAB024 | Prepare and serve non- alcoholic beverages | 20 |
| SITHFAB025 | Prepare and serve espresso coffee | 30 |
| SITHFAB026 | Provide room service | 15 |
| SITHFAB027 | Serve food and beverage | 80 |
| SITHFAB028 | Operate and monitor cellar systems | 40 |
| SITHFAB029 | Conduct a product tasting for alcoholic beverages | 40 |
| SITHFAB030 | Prepare and serve cocktails | 20 |
| SITHFAB031 | Provide advice on beers, spirits and liqueurs | 40 |
| SITHFAB032 | Provide advice on Australian wines | 40 |
| SITHFAB033 | Provide advice on imported wines | 40 |
| SITHFAB034 | Provide table service of food and beverage | 110 |
| SITHFAB035 | Provide silver service | 30 |
| SITHFAB036 | Provide advice on food | 40 |
| SITHFAB037 | Provide advice on food and beverage matching | 50 |
| SITHFAB038 | Plan and monitor espresso coffee service | 80 |
| SITHFAB039 | Manage the sale or service of wine | 80 |
| SITHGAM022 | Provide responsible gambling services | 10 |
| SITHGAM023 | Attend gaming machines | 25 |
| SITHGAM024 | Operate a TAB outlet | 40 |
| SITHGAM025 | Conduct Keno games | 5 |
| SITHGAM026 | Analyse and report on gaming machine data | 20 |
| SITHGAM027 | Deal Baccarat games | 120 |
| SITHGAM028 | Conduct Big Wheel games | 30 |
| SITHGAM029 | Deal Blackjack games | 120 |
| SITHGAM030 | Deal Poker games | 180 |
| SITHGAM031 | Deal Pontoon games | 30 |
| SITHGAM032 | Conduct Rapid Roulette games | 30 |
| SITHGAM033 | Conduct Roulette Games | 160 |
| SITHGAM034 | Attend casino gaming machines | 25 |
| SITHGAM035 | Deal Caribbean Stud games | 40 |
| SITHGAM036 | Deal Casino War games | 40 |
| SITHGAM037 | Deal Mississippi Stud games | 40 |
| SITHGAM038 | Conduct Rapid Baccarat games | 30 |
| SITHGAM039 | Conduct Rapid Big Wheel games | 30 |
| SITHGAM040 | Deal Three Card Poker games | 40 |
| SITHIND005 | Use hygienic practices for hospitality service | 10 |
| SITHIND006 | Source and use information on the hospitality industry | 25 |
| SITHIND007 | Use hospitality skills effectively | 0 |
| SITHIND008 | Work effectively in hospitality service | 0 |
| SITHKOP009 | Clean kitchen premises and equipment | 13 |
| SITHKOP010 | Plan and cost recipes | 40 |
| SITHKOP011 | Plan and implement service of buffets | 30 |
| SITHKOP012 | Develop recipes for special dietary requirements | 25 |
| SITHKOP013 | Plan cooking operations | 100 |
| SITHKOP014 | Plan catering for events or functions | 40 |
| SITHKOP015 | Design and cost menus | 30 |
| SITHKOP016 | Select catering systems | 30 |
| SITHPAT011 | Produce cakes | 24 |
| SITHPAT012 | Produce specialised cakes | 60 |
| SITHPAT013 | Produce pastries | 24 |
| SITHPAT014 | Produce yeast-based bakery products | 42 |
| SITHPAT015 | Produce petits fours | 30 |
| SITHPAT016 | Produce desserts | 100 |
| SITHPAT017 | Prepare and model marzipan | 24 |
| SITHPAT018 | Produce chocolate confectionery | 60 |
| SITHPAT019 | Model sugar-based decorations | 48 |
| SITHPAT020 | Design and produce sweet showpieces | 30 |
| SITTGDE013 | Interpret aspects of local Australian Indigenous culture | 100 |
| SITTGDE014 | Work as a guide | 90 |
| SITTGDE015 | Provide arrival and departure assistance | 20 |
| SITTGDE016 | Lead tour groups | 30 |
| SITTGDE017 | Prepare and present tour commentaries or activities | 70 |
| SITTGDE018 | Develop and maintain the general and regional knowledge required by guides | 100 |
| SITTGDE019 | Research and share information on Australian Indigenous cultures | 80 |
| SITTGDE020 | Prepare specialised interpretive content on flora, fauna and landscape | 80 |
| SITTGDE021 | Prepare specialised interpretive content on marine environments | 80 |
| SITTGDE022 | Prepare specialised interpretive content on cultural and heritage environments | 80 |
| SITTGDE023 | Coordinate and operate tours | 70 |
| SITTGDE024 | Manage extended touring programs | 70 |
| SITTIND003 | Source and use information on the tourism and travel industry | 25 |
| SITTIND004 | Source and use information on the holiday park and resort industry | 25 |
| SITTPPD012 | Package tourism products | 25 |
| SITTPPD013 | Develop interpretive activities | 60 |
| SITTPPD014 | Coordinate and operate sustainable tourism activities | 70 |
| SITTPPD015 | Develop in-house recreational activities | 60 |
| SITTPPD016 | Research and analyse tourism data | 100 |
| SITTPPD017 | Develop tourism products | 100 |
| SITTPPD018 | Develop environmentally sustainable tourism operations | 70 |
| SITTPPD019 | Develop culturally appropriate tourism operations | 60 |
| SITTTOP006 | Load touring equipment and supplies | 30 |
| SITTTOP007 | Provide outdoor catering | 80 |
| SITTTOP008 | Allocate tour or activity resources | 30 |
| SITTTOP009 | Set up and operate a camp site | 50 |
| SITTTOP010 | Operate tours in a remote area | 73 |
| SITTTVL001 | Access and interpret product information | 65 |
| SITTTVL002 | Provide advice on international destinations | 45 |
| SITTTVL003 | Provide advice on Australian destinations | 40 |
| SITTTVL004 | Sell tourism products or services | 35 |
| SITTTVL005 | Prepare customer quotations | 30 |
| SITTTVL006 | Book tourism products and process documentation | 80 |
| SITTTVL007 | Use a computerised reservations or operations system | 120 |
| SITTTVL008 | Source airfares and issue tickets for domestic flights | 50 |
| SITTTVL009 | Construct international airfares | 70 |
| SITTTVL010 | Construct advanced international airfares | 40 |
| SITTTVL011 | Provide specialist advice on cruises | 30 |
| SITTVAF006 | Load and unload a ride | 10 |
| SITTVAF007 | Operate a ride location | 60 |
| SITTVAF008 | Operate a games location | 24 |
| SITTVAF009 | Tow and site recreational vehicles | 15 |
| SITTVAF010 | Fill LPG gas cylinders | 30 |
| SITXCCS009 | Provide customer information and assistance | 20 |
| SITXCCS010 | Provide visitor information | 35 |
| SITXCCS011 | Interact with customers | 20 |
| SITXCCS012 | Provide lost and found services | 2 |
| SITXCCS013 | Provide club reception services | 20 |
| SITXCCS014 | Provide service to customers | 25 |
| SITXCCS015 | Enhance customer service experiences | 40 |
| SITXCCS016 | Develop and manage quality customer service practices | 30 |
| SITXCCS017 | Use a computerised booking system | 120 |
| SITXCCS018 | Make bookings and process documentation | 40 |
| SITXCCS019 | Prepare quotations | 30 |
| SITXCOM006 | Source and present information | 10 |
| SITXCOM007 | Show social and cultural sensitivity | 20 |
| SITXCOM008 | Provide a briefing or scripted commentary | 20 |
| SITXCOM009 | Address protocol requirements | 25 |
| SITXCOM010 | Manage conflict | 20 |
| SITXCRI003 | Respond to a customer in crisis | 30 |
| SITXCRI004 | Manage a business continuity crisis | 50 |
| SITXFIN007 | Process financial transactions | 25 |
| SITXFIN008 | Interpret financial information | 60 |
| SITXFIN009 | Manage finances within a budget | 30 |
| SITXFIN010 | Prepare and monitor budgets | 30 |
| SITXFIN011 | Manage physical assets | 40 |
| SITXFIN012 | Manage revenue | 60 |
| SITXFSA005 | Use hygienic practices for food safety | 15 |
| SITXFSA006 | Participate in safe food handling practices | 40 |
| SITXFSA007 | Transport and store food | 15 |
| SITXFSA008 | Develop and implement a food safety program | 50 |
| SITXGLC002 | Identify and manage legal risks and comply with law | 80 |
| SITXHRM007 | Coach others in job skills | 20 |
| SITXHRM008 | Roster staff | 30 |
| SITXHRM009 | Lead and manage people | 60 |
| SITXHRM010 | Recruit, select and induct staff | 60 |
| SITXHRM011 | Manage volunteers | 20 |
| SITXHRM012 | Monitor staff performance | 50 |
| SITXINV006 | Receive, store and maintain stock | 20 |
| SITXINV007 | Purchase goods | 30 |
| SITXINV008 | Control stock | 25 |
| SITXINV009 | Establish stock purchasing and control systems | 70 |
| SITXLAN007 | Conduct basic oral communication in a language other than English | 60 |
| SITXLAN008 | Conduct oral communication in a language other than English | 30 |
| SITXLAN009 | Read and write information in a language other than English | 30 |
| SITXMGT004 | Monitor work operations | 20 |
| SITXMGT005 | Establish and conduct business relationships | 60 |
| SITXMGT006 | Manage projects | 60 |
| SITXMPR009 | Coordinate production of brochures and marketing materials | 60 |
| SITXMPR010 | Create a promotional display or stand | 30 |
| SITXMPR011 | Plan and implement sales activities | 20 |
| SITXMPR012 | Coordinate marketing activities | 30 |
| SITXMPR013 | Participate in cooperative online marketing initiatives | 35 |
| SITXMPR014 | Develop and implement marketing strategies | 80 |
| SITXMPR015 | Obtain and manage sponsorship | 30 |
| SITXMPR016 | Prepare and present proposals | 50 |
| SITXWHS005 | Participate in safe work practices | 12 |
| SITXWHS006 | Identify hazards, assess and control safety risks | 30 |
| SITXWHS007 | Implement and monitor work health and safety practices | 30 |
| SITXWHS008 | Establish and maintain a work health and safety system | 30 |

# Contacts and Links

Curriculum Maintenance Manager (CMM) Service

Tourism and Hospitality

The CMM Service is provided on behalf of Higher Education and Skills.

CMM Service Executive Officers can assist with questions on payable and nominal hours.

Alison Hollands

Victoria University

PO Box 14428, Melbourne VIC 8001

(03) 9919-8351

[Alison.Hollands@vu.edu.au](mailto:Alison.Hollands@vu.edu.au)

Service Skills Organisation (SSO) - SkillsIQ

SkillsIQ is responsible for developing the SIT Tourism, Travel and Hospitality Training Package and can be contacted for further information.

GPO Box 4194, Sydney NSW 2000

[enquiries@skillsiq.com.au](mailto:enquiries@skillsiq.com.au)

[www.skillsiq.com.au](http://www.skillsiq.com.au)

National Register of VET in Australia - Training.gov.au (TGA)

TGA is the Australian government’s official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. See [training.gov.au](http://training.gov.au/) for more information.

Australian Government - Department of Education, Skills and Employment

The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. See [dese.gov.au](https://www.dese.gov.au/) for more information.

State Government - Department of Education and Training (DET)

DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. See [education.vic.gov.au](http://www.education.vic.gov.au/) for more information. (03) 9637 2000

National VET Regulatory Authority - Australian Skills Quality Authority (ASQA)

ASQA is the national regulator for Australia’s VET sector. Info line: 1300 701 801 See [asqa.gov.au](http://www.asqa.gov.au/) for more information.

State VET Regulatory Authority - Victorian Registration and Qualifications Authority (VRQA)

The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. (03) 9637 2806 See [vrqa.vic.gov.au](http://www.vrqa.vic.gov.au/)

Industry Regulatory Bodies

WorkSafe Victoria

The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package.

WorkSafe needs to provide written verification before high risk work units can be added to an RTO’s scope of registration. [info@worksafe.vic.gov.au](mailto:info@worksafe.vic.gov.auS) See [worksafe.vic.gov.au](http://www.worksafe.vic.gov.au/) for further information.

222 Exhibition Street,

Melbourne 3000

(03) 9641 1444 or

1800 136 089 (toll free)

[info@worksafe.vic.gov.au](mailto:info@worksafe.vic.gov.au)

See [worksafe.vic.gov.au](http://www.worksafe.vic.gov.au/) for further information.

Victorian Gambling and Casino Control Commission - VGCCC

The Victorian Gambling and Casino Control Commission (VGCCC) is the independent statutory authority that regulates Victoria's gambling and liquor industries.

VGCCC can provide advice on Gambling and Liquor licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package.

See [vgccc.vic.gov.au](https://www.vgccc.vic.gov.au/portal-login)

<https://www.vgccc.vic.gov.au/contact-us>

Phone: (+61) 1300 182 457

Postal address: GPO Box 1988, Melbourne 3001

Street address: Level 3, 12 Shelley Street, Richmond 3121

# Glossary

**Code** Nationally endorsed Training Package qualification code.

**Title** Nationally endorsed Training Package qualification title.

**Unit Code** Nationally endorsed Training Package unit code.

**Unit Title** Nationally endorsed Training Package unit title.

**Maximum Payable Hours** The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules. The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.

Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.

**Scope of Registration** Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.

**Nominal Hours** Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria.