**Victorian Purchasing Guide**

**for**

 **MSA07 Manufacturing Training Package Version No 8.2**

**June 2013**



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Victorian Purchasing Guide ⎯ Version History

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| Training Package Version  | Date VPGApproved | Comments |
| 8.1 and 8.2 | 3/6/2013 | ISC Upgrades:* Seven (7) competitive manufacturing qualifications not carried forward - superseded by new qualifications endorsed 20 April 2012 in MSS11v2
* Competitive manufacturing units of competency not carried forward - superseded by new units endorsed in MSS11v2
* Imported elective units updated in fifteen (15) qualifications to current versions (including prerequisites)
* Sample Training Programs revised to reflect updated imported units.
* Various editorial changes.

Refer to mapping for further details. |
| 8 | 25/5/2012 | Addition of two new units:* MSABLIC001 License to operate a standard boiler
* MSABLIC002 License to operate an advanced boiler

Competitive Manufacturing units have been updated in sample programs for non-competitive manufacturing qualifications. Now superseded Competitive Manufacturing units and qualifications have been retained to align with Version 8 of MSA07 Training Package. |
| 7 | 26/04/2012 | Addition of two new qualifications:* MSA40311 Certificate IV in Process Manufacturing
* MSA50311 Diploma of Production Management
 |
| 5.1 and 6 | 30/9/ 2011 | **Endorsed changes**Addition of eight new qualifications and six new units of competency for recreational vehicle manufacture, retailing, service and repair.Inclusion of an additional 81 imported units as electives for recreational vehicle qualifications.Two new units of competency for water jetting included as electives in MSA30309.One new unit of competency to replace a deleted imported unit.**ISC upgrades**11 qualifications adjusted for flexibility/sustainability requirements Minor edits to 5 MSAPM units (MSAPMOHS100A, OHS200A, OPS101A, OPS363A and SUP106A)Imported units updated and minor typographical errors corrected in mapping.**Refer to Summary Mapping in the Training Package (Vol 1 – page 38) for details of changes to qualifications and units.**  |

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| Training Package Version  | Date VPGApproved | Comments |
| 5.1 | Unpublished | See above |
| 5 | 22 Jan 2010 | Inclusion of: MSA 30309 Certificate III in Surface Preparation and Coating Applications; and14 units of competency for Trade Measurement |
| 4 | 1 Dec 2009 | Amendments to correct codes and/or titles in the units table on pages 13 and 14 for:MEM09011B, MEM09021B, and MEM16005A. |

**MSA07 Manufacturing Training Package
Victorian Purchasing Guide**

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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 nominal hour range (minimum-maximum) available for each qualification.
* Nominal hours for each unit of competency within the Training Package.
* Sample Training Programs

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 Quality Framework (AQF).

The VRQA is the regulatory authority for Victoria that registers VET training organisations who provide courses to domestic students only and who only offer training in Victoria.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

QUALIFICATIONS

|  |  |  |
| --- | --- | --- |
| **Code** | **Title** | **Qualification Nominal Hour Range** |
|  |  | **Minimum** | **Maximum** |
| MSA10107 | Certificate I in Manufacturing (Pathways) | 184 | 284 |
| MSA10207 | Certificate I in Process Manufacturing | 140 | 180 |
| MSA20107 | Certificate II in Process Manufacturing | 300 | 450 |
| MSA20208 | Certificate II in Manufacturing Technology | 210 | 360 |
| MSA20510 | Certificate II in Recreational Vehicle Service and Repair | 230 | 281 |
| MSA20610 | Certificate II in Recreational Vehicle Manufacture | 250 | 391 |
| MSA30107 | Certificate III in Process Manufacturing | 600 | 800 |
| MSA30208 | Certificate III in Manufacturing Technology | 230 | 510 |
| MSA30309 | Certificate III in Surface Preparation and Coating Application | 610 | 1050 |
| MSA30510 | Certificate III in Recreational Vehicle Service and Repair | 380 | 590 |
| MSA30610 | Certificate III in Recreational Vehicle Manufacture | 400 | 750 |
| MSA30710 | Certificate III in Recreational Vehicle and Accessories Retailing | 460 | 537 |
| MSA40108 | Certificate IV in Manufacturing Technology | 360 | 950 |
| MSA40311 | Certificate IV in Process Manufacturing | 565 | 1100 |
| MSA40510 | Certificate IV in Recreational Vehicles | 560 | 1280 |
| MSA40710 | Certificate IV in Recreational Vehicle and Accessories Retailing | 670 | 1024 |
| MSA50108 | Diploma of Manufacturing Technology | 650 | 1270 |
| MSA50510 | Diploma of Recreational Vehicles | 245 | 670 |
| MSA50311 | Diploma of Production Management | 370 | 800 |
| MSA60108 | Advanced Diploma of Manufacturing Technology | 1080 | 2150 |

UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping inside the Training Package that describes the relationship between new units and superseded or replaced units from the previous version of MSA07 Manufacturing Training Package. Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the Training Package is conducted against the Training Package units of competency and complies with the requirements in the assessment guidelines.

Listing of the Units of Competency and Nominal Hours

| Unit Code | Unit Title | Nominal Hours |
| --- | --- | --- |
| MSABLIC001 | License to operate a standard boiler | 40 |
| MSABLIC002 | License to operate an advanced boiler | 60 |
| MSAENV272B | Participate in environmentally sustainable work practices | 30 |
| MSAENV472B | Implement and monitor environmentally sustainable work practices | 40 |
| MSAENV672B | Develop workplace policy and procedures for sustainability | 50 |
| MSAPCI101A | Adapt to work requirements in industry | 30 |
| MSAPCI102A | Apply effective work practices | 40 |
| MSAPCI103A | Demonstrate care and apply safe practices at work | 30 |
| MSAPCII295A | Operate manufacturing equipment | 40 |
| MSAPCII296A | Make a small furniture item from timber | 0 |
| MSAPCII297A | Make an object from cloth using an existing pattern | 0 |
| MSAPCII298A | Make an object from metal | 0 |
| MSAPCII299A | Make an object from plastic | 0 |
| MSAPMOHS100A | Follow OHS procedures | 20 |
| MSAPMOHS110A | Follow emergency response procedures | 20 |
| MSAPMOHS200A | Work safely | 30 |
| MSAPMOHS205A | Control minor incidents | 30 |
| MSAPMOHS210B | Undertake first response to non-fire incidents | 20 |
| MSAPMOHS212A | Undertake first response to fire incidents | 30 |
| MSAPMOHS216A | Operate breathing apparatus | 20 |
| MSAPMOHS217A | Gas test atmospheres | 30 |
| MSAPMOHS220A | Provide initial first aid response | 30 |
| MSAPMOHS300A | Facilitate the implementation of OHS for a work group | 40 |
| MSAPMOHS400A | Contribute to OHS management system | 40 |
| MSAPMOHS401A | Assess risk | 40 |
| MSAPMOHS503A | Maintain the workplace OHS management system | 50 |
| MSAPMOHS510A | Manage risk | 50 |
| MSAPMOHS601A | Establish workplace OHS management system | 60 |
| MSAPMOPS100A | Use equipment | 30 |
| MSAPMOPS101A | Make measurements | 30 |
| MSAPMOPS102A | Perform tasks to support production | 30 |
| MSAPMOPS200A | Operate equipment | 40 |
| MSAPMOPS201A | Cut polymer materials | 20 |
| MSAPMOPS202A | Fabricate polymer materials | 40 |
| MSAPMOPS212A | Use enterprise computers or data systems | 30 |
| MSAPMOPS244A | Layout and cut materials | 30 |
| MSAPMOPS301A | Treat corrosion | 20 |
| MSAPMOPS363A | Organise on site work | 30 |
| MSAPMOPS400A | Optimise process/plant area | 60 |
| MSAPMOPS401A | Trial new process or product | 60 |
| MSAPMOPS404A | Co-ordinate maintenance | 40 |
| MSAPMOPS405A | Identify problems in fluid power system | 50 |
| MSAPMOPS406A | Identify problems in electronic control systems | 50 |
| MSAPMOPS601A | Design equipment and systems modifications | 80 |
| MSAPMPER200C | Work in accordance with an issued permit | 20 |
| MSAPMPER201A | Monitor and control work permits | 20 |
| MSAPMPER202A | Observe permit work | 20 |
| MSAPMPER205C | Enter confined space | 30 |
| MSAPMPER300C | Issue work permits | 20 |
| MSAPMPER400A | Coordinate permit process | 30 |
| MSAPMSUP100A | Apply workplace procedures | 20 |
| MSAPMSUP101A | Clean workplace or equipment | 20 |
| MSAPMSUP102A | Communicate in the workplace | 20 |
| MSAPMSUP106A | Work in a team | 30 |
| MSAPMSUP172A | Identify and minimise environmental hazards | 20 |
| MSAPMSUP200A | Achieve work outcomes | 30 |
| MSAPMSUP201A | Receive or despatch goods | 20 |
| MSAPMSUP204A | Pack products or materials | 20 |
| MSAPMSUP205A | Transfer loads | 20 |
| MSAPMSUP210A | Process and record information | 30 |
| MSAPMSUP230A | Monitor process operations | 30 |
| MSAPMSUP240A | Undertake minor maintenance | 30 |
| MSAPMSUP273A | Handle goods | 20 |
| MSAPMSUP280A | Manage conflict at work | 20 |
| MSAPMSUP291A | Participate in continuous improvement | 30 |
| MSAPMSUP292A | Sample and test materials and product | 40 |
| MSAPMSUP300A | Identify and implement opportunities to maximise production efficiencies | 40 |
| MSAPMSUP301A | Apply HACCP to the workplace | 40 |
| MSAPMSUP303A | Identify equipment faults | 40 |
| MSAPMSUP309A | Maintain and organise workplace records | 20 |
| MSAPMSUP310A | Contribute to development of plant documentation | 30 |
| MSAPMSUP330A | Develop and adjust a production schedule | 30 |
| MSAPMSUP382A | Provide coaching/mentoring in the workplace | 40 |
| MSAPMSUP383A | Facilitate a team | 30 |
| MSAPMSUP390A | Use structured problem solving tools | 40 |
| MSAPMSUP400A | Develop and monitor quality systems | 50 |
| MSAPMWJ201A | Use high pressure water jetting equipment | 60 |
| MSAPMWJ301A | Operate a high pressure water jetting system | 60 |
| MSARVG201A | Tow a recreational vehicle safely | 10 |
| MSARVS201A | Install LP gas systems in a recreational vehicle | 105 |
| MSARVS202A | Repair/service LP gas systems in a recreational vehicle | 30 |
| MSARVS301A | Develop and update caravan industry knowledge | 20 |
| MSARVS401A | Assess and quote to service a recreational vehicle | 40 |
| MSARVT201A | Apply technical knowledge of recreational vehicle manufacturing to work activities | 20 |
| MSATCM301A | Test the mechanical properties of materials | 30 |
| MSATCM302A | Monitor basic ferrous melting and casting processes | 30 |
| MSATCM303A | Monitor basic non-ferrous melting and casting processes | 30 |
| MSATCM304A | Interpret basic binary phase diagrams | 20 |
| MSATCM305A | Demonstrate basic knowledge of casting operations | 30 |
| MSATCM401A | Prepare and examine metallographic samples | 40 |
| MSATCM402A | Monitor and test sands, cores and moulds | 40 |
| MSATCM403A | Evaluate mould design and gating | 40 |
| MSATCM404A | Undertake and interpret results of chemical analysis on metal samples | 50 |
| MSATCM405A | Determine and supervise heat treatment of metal | 40 |
| MSATCM406A | Apply basic chemistry principles to metallurgy | 60 |
| MSATCM501A | Calculate and predict chemical outcomes in metallurgical situations | 40 |
| MSATCM502A | Identify and describe equipment for mineral and chemical processing plants | 40 |
| MSATCM503A | Recommend a refractory for an application | 40 |
| MSATCM504A | Select metal forming process | 50 |
| MSATCM505A | Select metal joining process | 50 |
| MSATCM506A | Monitor blast furnace operations | 50 |
| MSATCM507A | Monitor primary steel making process | 50 |
| MSATCM508A | Monitor secondary steelmaking operations | 50 |
| MSATCM509A | Recommend ferrous and non ferrous metals or alloys for an application | 50 |
| MSATCM510A | Apply metallurgical principles and techniques in welding and other thermal processes | 60 |
| MSATCM511A | Apply metallurgy principles and practice to determine metal forming and shaping processes | 60 |
| MSATCM512A | Apply metallurgy principles and practice to optimise furnace operation | 60 |
| MSATCM513A | Plan and complete metallurgical projects | 40 |
| MSATCM514A | Select surface treatment methods for metallic components or products | 40 |
| MSATCM515A | Analyse metallurgical failures of components and recommend preventative measures | 60 |
| MSATCM516A | Select non metallic materials for engineering applications manufacturing, engineering and structural | 60 |
| MSATCM517A | Determine corrosion prevention strategies for metal and alloys | 60 |
| MSATCM518A | Interpret complex binary phase diagrams | 40 |
| MSATCS301A | Interpret architectural and engineering design specifications for structural steel detailing | 40 |
| MSATCS302A | Detail bolts and welds for structural steelwork connections | 20 |
| MSATCS501A | Detail standardised structural connections | 60 |
| MSATCS502A | Detail structural steel members | 80 |
| MSATCS503A | Incorporate structural steel detailing into fabrication and construction project management | 60 |
| MSATCS504A | Detail ancillary steelwork | 40 |
| MSATMINS301A | Inspect a range of simple measures | 30 |
| MSATMINS302A | Inspect a range of simple measuring instruments | 30 |
| MSATMINS401A | Inspect a range of weighing instruments | 60 |
| MSATMINS402A | Inspect a range of liquid measuring instruments using volume measures | 60 |
| MSATMINS403A | Inspect a range of trading practices | 50 |
| MSATMINS404A | Inspect a range of pre-packaged products | 60 |
| MSATMINS501A | Inspect a range of complex measuring instruments | 60 |
| MSATMREF301A | Use and maintain reference standards | 20 |
| MSATMVER301A | Verify simple measures | 30 |
| MSATMVER302A | Verify a simple measuring instrument | 30 |
| MSATMVER401A | Verify a limited weighing instrument | 60 |
| MSATMVER402A | Verify a liquid measuring instrument using volume measures | 60 |
| MSATMVER403A | Verify inspector's class reference standards | 50 |
| MSATMVER501A | Verify a complex measuring instrument | 50 |

SAMPLE TRAINING PROGRAMS

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **MSA07 V8.2 Manufacturing Training Package** but are by no means mandatory.

|  |  |
| --- | --- |
| Occupation /Work Function | Pre-vocational Plastics Fabrication Program |
| Qualification Title  | Certificate I in Manufacturing (Pathways) |
| Qualification Code | MSA10107 |
| Description | Completion of this qualification should provide the student with a set of competencies that collectively open up pathways into employment and/or further study. |
| Unit Code | Unit Title | Hours |
| Core |
| MSAPCI101A  | Adapt to work requirements in industry | 30 |
| MSAPCI102A | Apply effective work practices | 40 |
| MSAPCI103A | Demonstrate care and apply safe practices at work | 30 |
| Electives |
| MSAPCII299A | Make an object from plastic | Nil |
| MSAPMOPS101A | Make measurements | 30 |
| PMBFIN201C | Finish products and components | 30 |
| PMBFIN205C | Hand decorate products | 40 |
| PMBPROD236C | Operate hand held air/power equipment for production processes | 40 |
| PMBPROD240C | Cut materials | 30 |
|  | Total | 270 |

|  |  |
| --- | --- |
| Occupation /Work Function | Pre-vocational Garment Making Program |
| Qualification Title  | Certificate I in Manufacturing (Pathways) |
| Qualification Code | MSA10107 |
| Description | Completion of this qualification should provide the student with a set of competencies that collectively open up pathways into employment and/or further study. |
| Unit Code | Unit Title | Hours |
| Core |
| MSAPCI101A  | Adapt to work requirements in industry | 30 |
| MSAPCI102A | Apply effective work practices | 40 |
| MSAPCI103A | Demonstrate care and apply safe practices at work | 30 |
| Electives |
| LMTCL2001B | Use a sewing machine | 40 |
| LMTCL2002B  | Provide hand sewing and finishing support | 30 |
| LMTCL2006B | Press work | 20 |
| LMTCL2007B | Lay up, mark and cut uncomplicated fabrics and lays | 20 |
| LMTCL2008B | Finish garment production | 20 |
| MSAPCII297A | Make an object from cloth using an existing pattern | Nil |
|  | Total | 230 |

|  |  |
| --- | --- |
| Occupation /Work Function | Pre-vocational Furniture Making Program |
| Qualification Title  | Certificate I in Manufacturing (Pathways) |
| Qualification Code | MSA10107 |
| Description | Completion of this qualification should provide the student with a set of competencies that collectively open up pathways into employment and/or further study. |
| Unit Code | Unit Title | Hours |
| Core |
| MSAPCI101A  | Adapt to work requirements in industry | 30 |
| MSAPCI102A | Apply effective work practices | 40 |
| MSAPCI103A | Demonstrate care and apply safe practices at work | 30 |
| Electives |
| LMFFM1002B | Operate basic woodworking machines | 100 |
| LMFFM2001B | Use furniture making sector hand and power tools | 40 |
| LMFFM2002B | Assemble furnishing components | 20 |
| LMFFM2003B | Select and apply hardware | 16 |
| LMFFM2005B | Join solid timber | 8 |
| MSAPCII296A | Make a small furniture item from timber | Nil |
|  | Total | 284 |

|  |  |
| --- | --- |
| Occupation /Work Function | Pre-vocational Metal Fabrication Program |
| Qualification Title  | Certificate I in Manufacturing (Pathways) |
| Qualification Code | MSA10107 |
| Description | Completion of this qualification should provide the student with a set of competencies that collectively open up pathways into employment and/or further study. |
| Unit Code | Unit Title | Hours |
| Core |
| MSAPCI101A  | Adapt to work requirements in industry | 30 |
| MSAPCI102A | Apply effective work practices | 40 |
| MSAPCI103A | Demonstrate care and apply safe practices at work | 30 |
| Electives |
| MEM03001B | Perform manual production assembly | 40 |
| MEM05007C | Perform manual heating and thermal cutting | 20 |
| MEM05012C | Perform routine manual metal arc welding | 20 |
| MEM18001C | Use hand tools | 20 |
| MEM18002B | Use power tools/hand held operations | 20 |
| MSAPCII298A | Make an object from metal | Nil |
|  | Total | 220 |

**Process Manufacturing Qualifications**

|  |  |
| --- | --- |
| Occupation /Work Function | Production Assistant |
| Qualification Title  | Certificate I in Process Manufacturing |
| Qualification Code | MSA10207 |
| Description | Appropriate for a person working as a production assistant under direct supervision. |
| Unit Code | Unit Title | Hours |
| Core |
| MSAPMOHS100A | Follow OHS procedures | 20 |
| MSAPMSUP100A | Apply workplace procedures | 20 |
| MSAPMSUP102A | Communicate in the workplace | 20 |
| Electives |
| MSAPMOPS100A | Use equipment | 30 |
| MSAPMOPS102A | Perform tasks to support production | 30 |
| MSAPMSUP101A | Clean workplace or equipment | 20 |
| MSAPMSUP106A | Work in a team | 30 |
|  | Total | 170 |

|  |  |
| --- | --- |
| Occupation /Work Function | Production Operator |
| Qualification Title  | Certificate II in Process Manufacturing |
| Qualification Code | MSA20107 |
| Description | Appropriate for a person working as a production operator in a process manufacturing enterprise. |
| Unit Code | Unit Title | Hours |
| Core |
| MSAENV272B | Participate in environmentally sustainable work practices | 30 |
| MSAPMOHS200A | Work safely | 30 |
| MSAPMSUP210A | Process and record information | 30 |
| Electives |
| MEM18002B | Use power tools / hand held operations | 20 |
| MSAPMOPS200A | Operate equipment | 40 |
| MSAPMOPS212A | Use enterprise equipment or data systems | 30 |
| MSAPMSUP200A | Achieve work outcomes | 30 |
| MSAPMSUP106A | Work in a team | 30 |
| MSAPMSUP230A | Monitor process operations | 30 |
| MSAPMSUP240A | Undertake minor maintenance | 30 |
| MSAPMSUP291A | Participate in continuous improvements | 30 |
| MSS402051A | Apply quality standards | 30 |
| PMBPREP205C\* | Assemble materials and equipment for production | 30 |
| TLID2010A | Operate a forklift | 40 |
|  | Total | 430 |

\* Unit drawn from PMB07 Plastics, Rubber and Cablemaking Training Package.

|  |  |
| --- | --- |
| Occupation /Work Function | Advanced Production Operator |
| Qualification Title  | Certificate III in Process Manufacturing |
| Qualification Code | MSA30107 |
| Description | Appropriate for a person working as an advanced production operator in a process manufacturing enterprise. |
| Unit Code | Unit Title | Hours |
| Core |
| MSS402051A | Apply quality standards | 30 |
| MSAPMOHS200A | Work safely | 30 |
| MSAENV272B | Participate in environmentally sustainable work practices | 30 |
| MSAPMSUP210A | Process and record information | 30 |
| Electives |
| MEM09002B | Interpret technical drawing | 40 |
| MSAPMOHS300A | Facilitate the implementation of OHS for a work group | 40 |
| MSAPMSUP200A | Achieve work outcomes | 30 |
| MSAPMSUP300A | Identify and implement opportunities to maximise production efficiencies | 40 |
| MSAPMSUP303A | Identify equipment faults | 40 |
| MSAPMSUP330A | Develop and adjust a production schedule | 30 |
| MSAPMSUP383A | Facilitate a team | 30 |
| MSAPMSUP390A | Use structured problem solving tools | 40 |
| MSS402002A | Sustain process improvements | 40 |
| MSS402020A | Apply quick changeover procedures | 40 |
| MSS402050A | Monitor process capability | 30 |
| MSS402060A | Use planning software systems in operations | 40 |
| PMBPREP303C | Set up equipment for continuous operation | 30 |
| PMBPROD300B | Produce products | 40 |
| PMBPROD385A | Program computer controlled equipment | 40 |
| PMBTECH301B | Use material and process knowledge to solve problems | 40 |
| TAEDEL301A | Provide work skill instruction | 40 |
|  | Total | 750 |

|  |  |
| --- | --- |
| **Occupation** | Team Leader - Manufacturing |
| **Qualification Title**  | Certificate IV in Process Manufacturing |
| **Qualification Code** | MSA40311 |
| **Description** | Appropriate for a person working as a team leader in a medium to large manufacturing enterprise. |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |   |   |
| MSAENV272B | Participate in environmentally sustainable work practices | 30 |
| MSAPMOHS200A | Work safely | 30 |
| MSAPMSUP200A | Achieve work outcomes | 30 |
| MSAPMSUP210A | Process and record information | 30 |
| MSS402051A | Apply quality standards | 30 |
| **Electives** |   |   |
| MEM15001B | Perform basic statistical quality control | 20 |
| MSAPMOHS400A | Contribute to OHS management system | 40 |
| MSAPMOHS401A | Assess risk | 40 |
| MSAPMOPS400A | Optimise process/plant area | 60 |
| MSAPMOPS404A | Co-ordinate maintenance | 40 |
| MSAPMSUP303A | Identify equipment faults | 40 |
| MSAPMSUP330A | Develop and adjust a production schedule | 30 |
| MSAPMSUP382A | Provide coaching/mentoring in the workplace | 40 |
| MSAPMSUP390A | Use structured problem solving tools | 40 |
| MSS403002A | Ensure process improvements are sustained | 50 |
| MSS403010A | Facilitate change in an organisation implementing competitive systems and practices  | 50 |
| MSS403011A | Facilitate implementation of competitive systems and practices | 40 |
| MSS403040A | Facilitate and improve implementation of 5S | 50 |
| MSS403041A | Facilitate breakthrough improvements | 40 |
| MSS404052A | Apply statistics to operational processes | 40 |
| MSS404060A | Facilitate the use of planning software systems in a work area or team | 50 |
| MSS404081A | Undertake proactive maintenance analyses | 50 |
| PMAOHS420B | Develop First Aid procedures and manage resources | 40 |
| PMAOPS402A | Respond to abnormal process situations | 50 |
| PMAOPS405A | Operate complex control systems | 80 |
| PMASUP420B | Minimise environmental impact of process | 40 |
| PMBTECH406A | Diagnose production equipment problems  | 50 |
| **Total Hours** |  | **1090** |

|  |  |
| --- | --- |
| **Occupation** | Production Manager |
| **Qualification Title**  | Diploma of Production Management |
| **Qualification Code** | MSA50311 |
| **Description** | Appropriate for a person working as a production manager in a medium to large process manufacturing enterprise. |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |   |   |
| MSAENV472B | Implement and monitor environmentally sustainable work practices | 40 |
| **Electives** |   |   |
| BSBMGT502B | Manage people performance | 70 |
| BSBWRK510A | Manage employee relations | 80 |
| MEM14001B | Schedule material deliveries | 80 |
| MSS405022A | Design a process layout | 80 |
| MSS405032A | Analyse cost implications of maintenance strategy | 60 |
| MSS405050A | Determine and improve process capability | 80 |
| MSS015015A | Evaluate sustainability impact of a process | 80 |
| TLIA5058A | Manage facility and inventory requirements | 140 |
| TLIP4013A | Implement and monitor logistics planning and process | 80 |
| **Total Hours** |  | **790** |

**Technology Cadetship Qualifications**

|  |  |
| --- | --- |
| **Occupation /Work Function** | Manufacturing Trainee |
| **Qualification Title**  | Certificate II in Manufacturing Technology |
| **Qualification Code** | MSA20208 |
| **Description** | For a career start in manufacturing |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |   |   |
| MSAENV272B | Participate in environmentally sustainable work practices | 30 |
| MSAPMOHS200A | Work safely | 30 |
| MSS402001A | Apply competitive manufacturing practices | 40 |
| MSS402051A | Apply quality standards | 30 |
| MSS402080A | Undertake root cause analysis | 50 |
| **Electives** |   |   |
| MSAPCII295A | Operate manufacturing equipment | 40 |
| MSAPCII296A | Make a small furniture item from timber | 0 |
| MSS402010A | Manage the impact of change on own work | 40 |
| MSS402031A | Interpret product costs in terms of customer requirements | 30 |
| MSS402050A | Monitor process capability | 30 |
|  | **Total**  | **320** |

|  |  |
| --- | --- |
| **Occupation /Work Function** | Manufacturing Technical Operative  |
| **Qualification Title**  | Certificate III in Manufacturing Technology |
| **Qualification Code** | MSA30208 |
| **Description** | For a career in manufacturing or production assisting technical operations. |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |   |   |
| MEM30012A | Apply mathematical techniques in a manufacturing engineering or related environment  | 40 |
| MSAENV272B | Participate in environmentally sustained work practices | 30 |
| MSS402051A | Apply quality standards | 30 |
| **Electives** |   |  |
| MEM30015A | Develop recommendations for basic set up time improvements  | 20 |
| MEM30017A | Use basic preventative maintenance techniques and tools  | 40 |
| MEM30018A | Undertake basic process planning  | 20 |
| MEM30020A | Develop and manage a plan for a simple manufacturing related project  | 30 |
| MEM30021A | Prepare a simple production schedule  | 20 |
| MEM30023A | Prepare a simple cost estimate for a manufactured product  | 20 |
| MSS403030A | Improve cost factors in work practices | 50 |
| MSS403032A | Analyse manual handling processes | 50 |
|  | **Total** | **350** |

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| **Occupation /Work Function** | Laboratory Operations Technical Assistant  |
| **Qualification Title**  | Certificate IV in Manufacturing Technology |
| **Qualification Code** | MSA40108 |
| **Description** | For a career in laboratory operations and associated quality and testing functions. |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |   |   |
| MEM16008A | Interact with computing technology | 20 |
| MEM30012A | Apply mathematical techniques in a manufacturing engineering or related environment  | 40 |
| MSAENV272B | Participate in environmentally sustainable work practices | 30 |
| MSS402051A | Apply quality standards | 30 |
| **Electives** |   |   |
| MSL922001A | Record and present data  | 40 |
| MSL933001A | Maintain the laboratory/field workplace fit for purpose  | 30 |
| MSL934002A | Apply quality system and continuous improvement processes  | 80 |
| MSL952002A | Handle and transport samples or equipment  | 30 |
| MSL954001A | Obtain representative samples in accordance with sampling plan  | 40 |
| MSL963001A | Operate basic handblowing equipment  | 60 |
| MSL963002A | Repair glass apparatus using simple glassblowing equipment  | 40 |
| MSL973001A | Perform basic tests  | 60 |
| MSL973006A | Prepare trial batches for evaluation  | 40 |
| MSL974001A | Prepare, standardise and use solutions  | 100 |
| MSL974003A | Perform chemical tests and procedures  | 100 |
| MSS403002A | Ensure process improvements are sustained | 50 |
|  | **Total** | **790** |

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| **Occupation /Work Function** |  Industrial Metallurgist |
| **Qualification Title**  | Diploma of Manufacturing Technology |
| **Qualification Code** | MSA50108 |
| **Description** | For a career in metallurgy operations and associated quality and testing functions. |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |   |   |
| MEM16006A | Organise and communicate information | 20 |
| MEM16008A | Interact with computing technology | 20 |
| MEM30012A | Apply mathematical techniques in a manufacturing engineering or related environment  | 40 |
| MSAENV272B | Participate in environmentally sustainable work practices | 30 |
| MSS402051A | Apply quality standards | 30 |
| **Electives** |   |  0 |
| MEM06003C | Carry out heat treatment | 60 |
| MEM09002B | Interpret technical drawing  | 40 |
| MEM23061A | Select and test mechanical engineering materials  | 60 |
| MEM24012C | Apply metallurgy principles | 40 |
| MEM30007A | Select common engineering materials  | 40 |
| MSATCM304A | Interpret basic binary phase diagrams  | 20 |
| MSATCM401A | Prepare and examine metallographic samples  | 40 |
| MSATCM405A | Determine and supervise heat treatment of metal | 40 |
| MSATCM406A | Apply basic chemistry principles to metallurgy | 60 |
| MSATCM501A | Calculate and predict chemical outcomes in metallurgical situations | 40 |
| MSATCM504A | Select metal forming process | 50 |
| MSATCM511A | Apply metallurgy principles and practice to determine metal forming and shaping processes | 60 |
| MSATCM514A | Select surface treatment methods for metallic components or products | 40 |
| MSATCM516A | Select non metallic materials for engineering applications manufacturing, engineering and structural | 60 |
| MSATCM517A | Determine corrosion prevention strategies for metal and alloys | 60 |
| MSAENV672B | Development workplace policy and procedures for environmental sustainability | 50 |
|  |  **Total** | **900** |

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| **Occupation /Work Function** |  Polymer Technologist |
| **Qualification Title**  | Advanced Diploma of Manufacturing Technology |
| **Qualification Code** | MSA60108 |
| **Description** | For a career in polymer operations and associated quality and testing functions. |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |  |  |
| MEM16006A | Organise and communicate information | 20 |
| MEM16008A | Interact with computing technology | 20 |
| MEM23001A | Apply advanced mathematical techniques in a manufacturing engineering or related environment | 80 |
| MEM30012A | Apply mathematical techniques in a manufacturing engineering or related environment  | 40 |
| MSAENV272B | Participate in environmentally sustainable work practices | 30 |
| MSS402051A | Apply quality standards | 30 |
| **Electives** |   |   |
| MSAPMOHS510A | Manage risk | 50 |
| MSAPMOPS401A | Trial new process or product | 60 |
| MSS404052A | Apply statistics to operational processes | 40 |
| MSS405075A | Facilitate the development of a new product | 80 |
| PMAOPS350B | Match and adjust colour | 50 |
| PMAOPS450B | Solve colour problems | 50 |
| PMAOPS550B | Develop a colour formulation | 60 |
| PMAOPS600C | Modify plant | 60 |
| PMBPROD235C | Use materials and process knowledge to complete work operations | 50 |
| PMBTECH301B | Use material and process knowledge to solve problems | 40 |
| PMBTECH401B | Predict polymer properties and characteristics | 60 |
| PMBTECH406A | Diagnose production equipment problems  | 50 |
| PMBTECH501B | Analyse equipment performance | 50 |
| PMBTECH502B | Review and analyse production trials and specify re-trials | 60 |
| PMBTECH503B | Determine rheology and output of plastics materials from processing equipment | 70 |
| PMBTECH504B | Determine heat transfer loads for processing equipment | 50 |
| PMBTECH505B | Choose polymer materials for an application | 50 |
| PMBTECH506B | Analyse the design of products and tools | 80 |
| PMBTECH507A | Develop fibre composite products using cored laminate techniques | 70 |

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| **Qualification Title**  | Advanced Diploma of Manufacturing Technology (continued) |
| **Qualification Code** | MSA60108 |
| **Unit Code** | **Unit Title** | **Hours** |
| PMBTECH508A | Develop a new compound | 60 |
| PMBTECH509A | Modify an existing product  | 50 |
| PMBTECH510A | Analyse failure in polymeric materials  | 60 |
| PMBTECH601B | Develop a new product | 100 |
| PMBTECH602B | Develop a new die or tool | 150 |
| PMBTECH603B | Design structural/mechanical polymer components | 100 |
|  |  **Total** | **1820** |

**Protective Coating Qualification**

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| **Occupation** | Protective Coating Applicator |
| **Qualification Title**  | Certificate III in Surface Preparation and Coating Application |
| **Qualification Code** | MSA30309 |
| **Description** | People with this qualification would be expected to work under routine only supervision, preparing surfaces and/or applying protective coatings in accordance with a provided technical specification. They would be expected to recognise situations where the intended approach was not appropriate/not working and take appropriate action to ensure the final result is satisfactory. |
| **Notes** | For advice on how to choose electives others than those listed below, please refer to the Victorian endorsement submission for an extension to the **MSA07 Manufacturing Training Package** and its Qualifications Packaging Rules or contact the CMM Engineering Industries on (03) 9286 9880 for this qualification. |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |   |   |
| MEM12023A | Perform engineering measurements | 30 |
| MEM12024A | Perform computations | 30 |
| MEM14004A | Plan to undertake a routine task  | 10 |
| MEM14005A | Plan a complete activity | 20 |
| MEM15002A | Apply quality systems | 20 |
| MEM15024A | Apply quality procedures | 10 |
| MEM16006A | Organise and communicate information | 20 |
| MEM16007A | Work with others in a manufacturing, engineering or related environment | 10 |
| MEM16008A | Interact with computing technology | 20 |
| MSAENV272B | Participate in environmentally sustainable work practices | 30 |
| MSAPMOHS200A | Work safely | 30 |
| **Electives** |   |   |
| MEM08002C | Pre-treat work for subsequent surface coating | 40 |
| MEM08011B | Prepare surfaces using solvents and/or mechanical means | 20 |
| MEM08012B | Prepare surfaces by abrasive blasting (basic) | 40 |
| MEM08014B | Apply protective coatings (basic) | 40 |
| MEM08015B | Apply protective coatings (advanced) | 40 |
| MEM08016B | Control blast coating by-products, materials and emissions | 10 |
| MEM11001C | Erect/dismantle scaffolding and equipment | 40 |
| MEM11002C | Erect/dismantle complex scaffolding and equipment | 40 |
| MEM11010B | Operate mobile load shifting equipment | 40 |
| MEM11011B | Undertake manual handling | 20 |
| MEM11021B | Perform advanced operation of load shifting equipment | 20 |
| MEM13003B | Work safely with industrial chemicals and materials | 20 |
| MEM18001C | Use hand tools | 20 |
| MEM18002B | Use power tools/hand held operations | 20 |
| MSAPMOHS216A | Operate breathing apparatus | 20 |
| MSAPMOPS201A | Cut polymer materials | 20 |
| MSAPMOPS301A | Treat corrosion | 20 |
| MSAPMPER205C | Enter confined space | 30 |
| PMBPROD242A | Bond polymers to surfaces | 40 |
| RIIOHS204A | Work safely at heights | 20 |
|   | **Total** | **790** |

**Recreational Vehicle Qualifications**

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| **Occupation / Work Function** | Recreational vehicle service & repair assistant technician |
| **Qualification Title**  | Certificate II in Recreational Vehicle Service and Repair |
| **Qualification Code** | MSA20510 |
| **Description** | The Certificate II in Recreational Vehicle Servicing & Repair is appropriate for people seeking work in the Recreational Vehicle Service & Repair Industry and is designed to reflect the role of entry-level employee. Assistant Technicians use hand and power tools and perform arc welding . They may also be required to remove and re-install furniture and appliances in a recreational vehicle under instruction. |
| **Notes** | For advice on how to choose electives others than those listed below, please refer to the Victorian endorsement submission for an extension to the **MSA07 Manufacturing Training Package** and its Qualifications Packaging Rules or contact the CMM Engineering Industries, Automotive on (03) 9425 5761 for this qualification. |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |  |  |
| MSAENV272B | Participate in environmentally sustainable work practices | 30 |
| MSAPMOHS200A | Work safely | 30 |
| MSAPMSUP102A | Communicate in the workplace | 20 |
| **Electives** |  |   |
| AURETR2015 | Inspect and service batteries | 10 |
| AURTTB2001 | Inspect and service braking systems | 20 |
| AURTTD2004 | Inspect and service suspension systems | 10 |
| AURTTJ2002 | Remove and refit wheel hubs and associated brake components | 20 |
| AURVTN2005 | Remove and fit protector mouldings, transfers and decals | 15 |
| MEM11011B | Undertake manual handling | 20 |
| MEM18001C | Use hand tools | 20 |
| MEM18002B | Use power tools/hand held operations | 20 |
| MEM18038B | Maintain wheels and tyres | 20 |
| MSAPMSUP101A | Clean workplace or equipment | 20 |
| MSARVS301A | Develop and update caravan industry knowledge | 20 |
|   | **Total** | **275** |

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| **Occupation / Work Function** | Recreational vehicle manufacturing technician |
| **Qualification Title**  | Certificate III in Recreational Vehicle Manufacture |
| **Qualification Code** | MSA30610 |
| **Description** | Certificate III in Recreational Vehicle Manufacturing is appropriate for people seeking to work in the Recreational Vehicle Manufacturing Industry, and is designed to reflect the role of a Recreational Vehicle Manufacturer.The person may be employed within a large manufacturing organisation or a smaller workshop.Technicians interpret drawings, apply quality standards and procedures, and carry out mechanised cutting. They may also build recreational vehicle walls, floor, roof, and furniture. |
| **Notes** | For advice on how to choose electives others than those listed below, please refer to the Victorian endorsement submission for an extension to the **MSA07 Manufacturing Training Package** and its Qualifications Packaging Rules or contact the CMM Engineering Industries, Automotive on (03) 9425 5761 for this qualification. |
| **Unit Code** | **Unit Title** | **Hours** |
| MSAENV272B | Participate in environmentally sustainable work practices | 30 |
| MSAPMOHS200A | Work safely | 30 |
| MSAPMSUP102A | Communicate in the workplace | 20 |
| **Electives** |  |   |
| AURETR2012 | Test and repair basic electrical circuits | 40 |
| AURVTT3015 | Fabricate canvas products | 30 |
| AURVTT3016 | Fabricate frame structures | 40 |
| AURVTT3019 | Fabricate and install canopies and curtains | 40 |
| AURVTG3011 | Install side windows | 15 |
| MEM03001B | Perform manual production assembly | 40 |
| MEM05005B | Carry out mechanical cutting | 20 |
| MEM12023A | Perform engineering measurements | 30 |
| MEM09002B | Interpret technical drawing | 40 |
| MEM15004B | Perform inspection | 20 |
| MEM15024A | Apply quality procedures | 10 |
| MSS402080A | Undertake root cause analysis | 50 |
| MSAPMOPS212A | Use enterprise computers or data systems | 30 |
| MSAPMSUP101A | Clean workplace or equipment | 20 |
| MSAPMSUP291A | Participate in continuous improvement | 30 |
| MSARVS301A | Develop and update caravan industry knowledge | 20 |
| MSARVT201A | Apply technical knowledge of recreational vehicle manufacturing to work activities | 20 |
| SIRXSLS002A | Advise on products and services | 30 |
| TLID2010A | Operate a forklift | 40 |
|   | **Total** | **645** |

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| **Occupation / Work Function** | Assistant Manager or Supervisor (sales & marketing) in retail outlets |
| **Qualification Title**  | Certificate IV in Recreational Vehicle and Accessories Retailing |
| **Qualification Code** | MSA40710 |
| **Description** | Certificate IV in Recreational Vehicle and Accessories Retailing is appropriate for people seeking to work in the Recreational Vehicle and Accessories Retailing Industry, and is designed to reflect the role of an assistant manager or supervisor.Assistant Managers or Supervisors buy merchandise and coordinate presentation, monitor and support staff participating in retailing operations, and manage quality customer service. They may also develop marketing strategies, and manage online purchasing and inventory. |
| **Notes** | For advice on how to choose electives others than those listed below, please refer to the Victorian endorsement submission for an extension to the **MSA07 Manufacturing Training Package** and its Qualifications Packaging Rules or contact the CMM Engineering Industries, Automotive on (03) 9425 5761 for this qualification. |
| **Unit Code** | **Unit Title** | **Hours** |
| MSAENV272B | Participate in environmentally sustainable work practices | 30 |
| MSAPMOHS200A | Work safely | 30 |
| MSAPMSUP102A | Communicate in the workplace | 20 |
| **Electives**  |  |   |
| AUMANA3001 | Prepare and document quotation | 40 |
| AURAAA4002 | Determine retail rates for work | 60 |
| AURACA2001 | Establish relations with customers | 20 |
| AURACA3002 | Establish customer requirements of a complex nature | 40 |
| AURACA3003 | Build customer relations | 20 |
| AURAFA2004 | Solve routine problems in an automotive workplace | 20 |
| AURAKA3002 | Adapt work processes to new technologies | 40 |
| AURAMA3004 | Maintain business image | 15 |
| AURAMA4005 | Manage complex customer issues | 50 |
| AURANN4001 | Prepare a vehicle repair quotation | 15 |
| AURATA3005 | Estimate complex jobs | 30 |
| AURC341903A | Apply relevant finance, leasing and insurance contracts/policies | 15 |
| AURSBA3002 | Apply automotive parts interpretation process | 40 |
| AURSCA2002 | Present stock and sales area | 20 |
| AURSCA2003 | Apply sales procedures | 40 |
| AURSCA2004 | Carry out cash, credit and funds transfers  | 35 |
| AURSLA2001 | Apply legal requirements relating to product sales | 15 |
| AURV365356A | Read and interpret vehicle body repair estimation/quotation | 25 |
| AURVTN4032 | Determine vehicle damage and recommended repair procedures | 40 |
| MEM15002A | Apply quality systems | 20 |

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| **Qualification Title** |  **Certificate IV in Recreational Vehicle and Accessories Retailing (continued)** |
| **Unit Code** | **Unit Title** | **Hours** |
| MEM15004B | Perform inspection | 20 |
| MEM16012A | Interpret technical specifications and manuals | 40 |
| MSAENV472B | Implement and monitor environmentally sustainable work practices | 40 |
| MSAPMOPS212A | Use enterprise computers or data systems | 30 |
| MSARVS301A | Develop and update caravan industry knowledge | 20 |
| MSARVS401A | Assess and quote to service a recreational vehicle | 40 |
| SIRXINV004A | Buy merchandise | 50 |
| SIRXMER004A | Manage merchandise and store presentation | 35 |
| UEGNSG604B | Fill gas cylinders | 45 |
|   | **Total** | **1000** |

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| **Occupation / Work Function** | Manager within the Recreational Vehicle Industry |
| **Qualification Title**  | Diploma of Recreational Vehicles |
| **Qualification Code** | MSA50510 |
| **Description** | Diploma of Recreational Vehicles is appropriate for people seeking to work in the Recreational Vehicle in the role of senior technicians and managers in a recreational vehicle manufacturing, repair or service enterprise. People with this qualification would be expected to undertake technical projects and/or manage departments or entire enterprises undertaking the manufacture, service and repair of recreational vehicles. |
| **Notes** | For advice on how to choose electives others than those listed below, please refer to the Victorian endorsement submission for an extension to the **MSA07 Manufacturing Training Package** and its Qualifications Packaging Rules or contact the CMM Engineering Industries, Automotive on (03) 9425 5761 for this qualification. |
| **Unit Code** | **Unit Title** | **Hours** |
| MSAENV272B | Participate in environmentally sustainable work practices | 30 |
| MSAPMOHS200A | Work safely | 30 |
| MSAPMSUP210A | Process and record information | 30 |
| **Electives**  |  |   |
| AURTNA5001 | Estimate and calculate costs to repair, maintain or modify a vehicle | 40 |
| AURV365356A | Read and interpret vehicle body repair estimation/quotation | 25 |
| MEM09002B | Interpret technical drawing | 40 |
| MEM09204A | Prepare basic engineering drawings | 80 |
| MEM15004B | Perform inspection | 20 |
| MEM16012A | Interpret technical specifications and manuals | 40 |
| MSS405041A | Implement improvement systems in an organisation | 60 |
|   | **Total** | **395** |

CONTACTS AND LINKS

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| **Industry Skills Council (ISC)** |
| Manufacturing Skills Australia | This ISC is responsible for developing this **MSA07 Version 8.2 Manufacturing Training Package** and can be contacted for further information. You can also source copies of the Training Package and support material. | Address: PO Box 289, North Sydney, NSW**,** 2089. Phone/fax: 02 9955 5500/ 02 9955 8044.Email: info@mskills.com.auWeb: <http://www.mskills.com.au/> |
| **National Register for VET in Australia** |
| Training.gov.au (TGA) | TGA is the Australian governments’ official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. | [www.training.gov.au](http://www.training.gov.au)  |
| **Australian Government** |
| The Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education  | DIICCSRTE provides a range of services and resources to assist in delivery of Training Packages. Search the DIICCSRTE website for links to a range of relevant resources and publications.  | <http://www.innovation.gov.au/pages/default.aspx> |
| **State Government** |
| Department of Education and Early Childhood DevelopmentHigher Education and Skills Group | Higher Education and Skills Group is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships. | General information:[www.skills.vic.gov.au](http://www.skills.vic.gov.au/)Approved Training Schemes:<http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides> |

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| **Curriculum Maintenance Manager (CMM)** |
| General Manufacturing | The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of Skills Victoria. | Paul SaundersAddress: Chisholm Institute, PO Box 684, Dandenong, Vic. 3175. Phone/fax: 03 9238 8448 / 03 9238 8504Email: paul.saunders@chisholm.edu.auWeb: <http://trainingsupport.skills.vic.gov.au/> |
| **State VET Regulatory Authority** |
| Victorian Registration and Qualifications Authority (VRQA) | The VRQA is a statutory authority responsible for the registration of education and training providers in Victoria to ensure the delivery of quality education and training. | [www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au)Phone: 03 9637 2806 |
| **National VET Regulatory Authority** |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met. | [www.asqa.gov.au](http://www.asqa.gov.au)Info line: 1300 701 801 |
| **Industry Regulatory Body** |
| Victorian Work Cover Authority  | 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. | Address: Level 24, 222 Exhibition Street, Melbourne, 3000.Phone: 03 9641 1555Email: info@workcover.vic.gov.auWeb: <http://www.workcover.vic.gov.au> |
| **WorkSafe**  |
| WorkSafe Victoria | WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO’s scope of registration. | [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au) Info line: 1800 136 089 |

GLOSSARY

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| **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. |
| **Nominal Hours** | The anticipated hours of supervised learning or training deemed necessary to conduct training and assessment activities associated with the program of study. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected.  |
| **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. |