**Literacy and numeracy capabilities for subsidised courses**

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## Introduction

Skills SA has developed and maintains the *Skills SA Literacy and Numeracy Capabilities for Subsidised Courses*. This document identifies the reading, numeracy and writing capabilities for each subsidised course. The information in this document includes the Australian Core Skills Framework (ACSF) exit levels demonstrated on balance, across each course’s core units. The reading, numeracy and writing tasks listed for each course are a summary across these core units.

This document is aimed at supporting training providers understand what the inherent literacy and numeracy capabilities are for their subsided courses. Training Providers can use this information in conjunction with their own course content, assessment approach, delivery method, and industry expectations to determine when their learners will need to demonstrate these capabilities. For example, will learners need to demonstrate these literacy and numeracy capabilities during the UAN process, during course delivery, on assessment of competency, or as a graduate of the course.

Skills SA requires training providers assess learners to determine if they are at ACSF exit level 2 in reading and numeracy, at a minimum. However, training providers reserve the right, based on this document and their consideration of course content, assessment, delivery and industry expectations, to set a higher ACSF exit level in reading or numeracy, or require the learner to complete a writing assessment.

### 22569VIC Certificate II in Plumbing (Pre-apprenticeship)

##### Reading – Exit Level 2

* Access and understand essential WHS requirements, policies and procedures and environmental legislation and regulations, including:
  + procedures and policies for identifying and reporting hazards, safety risks and hazardous materials, including asbestos, in the workplace
  + procedures for following safe practices when dealing with hazards and hazardous materials, and controlling risks associated with them
  + use of appropriate protective equipment and clothing, choice of tools, use of barricades and signage, and the necessity of following relevant safety procedures
  + safely performing tasks in accordance with legislative requirements and workplace policies and procedures
  + necessity for keeping work site clear of risks to prevent accidents and to meet environmental requirements
  + policies and procedures to be followed in an accident, fire or other type of emergency.
* Interpret work orders and how to report problems.
* Read and understand a range of information relating to work practices, e.g. workplace instructions, including instructions for using tools and equipment, protective clothing, emergency information and first aid instructions.
* Read and interpret basic plans and specifications.
* Access and identify opportunities and pathways of employment in the plumbing industry.

##### Numeracy – Exit Level 2

* Carry out measurements and calculations for different tasks in the plumbing industry, including calculating:
  + perimeter
  + circumference
  + area
  + volume
  + ratio
  + percentage.
* Convert metres to millimetres and millimetres to metres.
* Use and application of measuring and calculating equipment in the industry, including:
  + laser equipment
  + rulers
  + tape measures
  + trundle wheels
  + electronic calculators
  + computer-based and online calculators.
* Produce basic technical drawings.

##### Writing – Exit Level 1

* Write simple workplace documents that accurately give the required basic information in the required format, according to organisational policies and procedures.
* Complete accurate information as required, for reporting hazards, incidents and injuries, including the application of basic first aid.
* Record information on basic plans and drawings.
* List required materials for work tasks.
* Record results of calculations and measurements.

### 22603VIC Certificate IV in Cyber Security

##### Reading – Exit Level 4

* Analyse and compare a range of textual and diagrammatic information related to the digital media industry in order to develop a communications solution.
* Comprehend legislative instruments or cyber security policy and procedures.
* Gather, evaluate and integrate information from a range of sources.

##### Numeracy – Exit Level 2

* Planning and scheduling.
* Technical documentation including project timeframes and costs.

##### Writing – Exit Level 3

|  |
| --- |
| * Identify security breaches. * Technical documentation including project timeframes, scope, cost and prepare reports  interpret the problem brief and related documentation. * Gather, evaluate and integrate information from a range of sources. * Present findings, recommendations and issues in required format using language, structure and style appropriate to audience. * Use correct spelling and grammar, plain English and terminology specific to the digital media industry to produce documents, plans, schedules and reports, and liaise with key stakeholders. |

### ACM20121 Certificate II in Animal Care

##### Reading – Exit Level 2

* Interpret animal feeding plans.
* Review textual information to identify communication requirements and organisational procedures.
* Access and follow information in standard workplace procedures, work instructions and emergency procedures.
* Interpret industry terminology in workplace policies, procedures and instructions.

##### Numeracy – Exit Level 2

* Count and record quantities, times/dates and measurements related to work activities accurately
* Calculate weight, volume and ratio.
* Measure quantities of food and food supplements for animal accurately in grams and kilograms
* Accurately calculate the volume or mass of resource usage in the workplace over a period of time.

##### Writing – Exit Level 1

* Use accurate industry terminology to complete workplace records.
* Draft simple texts using appropriate grammar, spelling and punctuation in accordance with organisational standards.
* Proofreads own texts for accuracy and compliance with organisational requirements.
* Record animal health information using accurate industry terminology.

### ACM40818 Certificate IV in Farriery

##### Reading – Exit Level 3

* Interpret instructions and diagrams to repair and make hand tools.
* Interpret key information in workplace instructions and equine records to determine work requirements.
* Interpret welding symbols and diagrams in instructions.
* Identify and interpret legislative and regulatory information pertinent to business requirements.
* Interpret key information in instructions relevant to addressing special shoeing and hoof care needs of equines.
* Interpret information in manufacturers' specifications.
* Gather, interpret and analyse a variety of textual information from a range of sources and identify relevant and key information.
* Recognise and interpret numerical and textual information to determine and complete required activities.
* Critically analyse complex anatomical diagrams and texts relevant to equine musculoskeletal system, distal limb and hoof capsule from a variety of sources, and consolidate information.
* Interpret symbols and diagrams in welding instructions.
* Interpret key requirements in organisational policies and procedures, including safety and emergency procedures.

##### Numeracy – Exit Level 3

* Use measuring devices and take measurements accurately.
* Monitor temperature gauges.
* Estimate, calculate and record materials and resource requirements to carry out farriery services.
* Estimate time to complete activities.
* Calculate quantities of materials needed for tasks.
* Analyse numerical information to calculate specific business requirements.
* Use formal and informal mathematical language to discuss compliance.
* Analyse numerical information to calculate revenue and expense forecasts and estimate funding required to run the business.
* Use a limited range of mathematical calculations to reconcile amounts using whole numbers and decimals and arrange/compare numerical information.
* Use basic mathematical processes for routine calculations relating to all work activities
* Prepare and interpret numerically-based reports.
* Estimate, calculate, record and apply routine workplace measures to required tasks including measurements to assess shoe requirements.

##### Writing – Exit Level 2

* Record shoe specifications for individual equines in workplace register or documentation.
* Use clear language and accurate industry terminology for completing records.
* Record specifications and hoof protection plans for individual equines accurately in workplace documentation.
* Develop material for a specific audience using clear and detailed language to clarify information and requirements.
* Record specifications and hoof plans for individual equines with special needs accurately in workplace documentation.
* Integrate data from different sources and records numerical information in a format appropriate to context and purpose of material.
* Prepare clear and detailed information and instructions using format, structure and tone suitable to audience.
* Use clear language and accurate industry terminology for reporting and keeping records of incidents.
* Document WHS information using required format and industry specific vocabulary.

### AHC20122 Certificate II in Agriculture

##### Reading – Exit Level 2

* Interpret:
  + workplace health and safety legislation, regulations and codes of practice
  + workplace notices and workplace safety signs, symbols, labels and work instructions
  + workplace instructions to formulate an understanding of expected requirements and activity
  + textual information from a range of sources to identify relevant and key information
    - about vehicle operation
    - to operate equipment, determine methods and rates for treatments
    - about soil and growing media sampling and testing.
* Interpret, consolidate and check understanding and accuracy of instructions with supervisor.

##### Numeracy – Exit Level 2

* Measure and record resource usage.
* Use basic mathematical processes of addition, subtraction, division, multiplication, percentages, decimal points and ratios.
* Estimate, calculate and record routine workplace data.
* Perform basic mathematical calculations to determine:
  + correct volumes of fuel, lubricants and coolants
  + rates of application relevant to treatment option
  + calculations when setting machinery for crop establishment operations.
* Determine fencing resources and measurements to construct fencing.
* Identify correct tyre pressure.

##### Writing – Exit Level 1

* Update records using familiar text types and simple vocabulary, grammatical structures and conventions.
* Document vehicle usage including mileage, dates and times.
* Use clear language and accurate industry terminology to:
  + prepare and record soil and media test results
  + prepare workplace records accurately
  + prepare treatment records.

As there are only 4 core units the following common electives were taken into consideration in the mapping: AHCBAC205, AHCBIO204, AHCINF206, AHCLSK202, AHCMOM205, AHCPER222, AHCPMG202, AHCSOL203.

### AHC20422 Certificate II in Horticulture

##### Reading – Exit Level 2

* Interpret textual information from a range of sources to identify relevant and key information
  + to operate equipment, determine methods and rates for treatments
  + about soil and growing media sampling and testing
  + to operate equipment, determine methods and rates for treatments
  + about workplace operations
* Interpret textual, photographic and drawn information from a range of sources to identify relevant and key information about plant recognition
* Interpret workplace instructions to formulate an understanding of expected requirements and activity
* Interpret workplace health and safety legislation, regulations and codes of practice
* Interpret workplace notices and workplace safety signs, symbols, labels and work instructions

##### Numeracy – Exit Level 2

* Perform basic mathematical calculations to determine rates of application relevant to treatment option
* Measure and record resource usage
* Use basic mathematical processes of addition, subtraction, division, multiplication, percentages, decimal points and ratios
* Perform basic mathematical calculations to determine rates of application relevant to treatment option
* Calculate quantities of machinery fluids including oil and fuel

##### Writing – Exit Level 1

* Prepare treatment records using clear and accurate language and terminology
* Record plant habits, characteristics, significant features and relevant information
* Use clear language and accurate industry terminology to prepare and record soil and media test results
* Document machinery and equipment use
* Prepare workplace records accurately using clear language and industry relevant terminology

### AHC20520 Certificate II in Arboriculture

##### Reading – Exit Level 2

* Interpret
  + textual information from
    - maintenance logs, operating instructions and policies to identify relevant and key information for preparing and operating machinery safely
    - reference materials to identify relevant characteristics for the recognising and basic classification of trees
    - supervisor instructions, manufacturer instruction and procedures to identify relevant and key information for performance tasks, operator safety and procedural processes
  + workplace health and safety and other organisational procedures
  + work orders
  + manufacturers’ instructions and maintenance recommendations.

##### Numeracy – Exit Level 2

* Perform basic calculations to determine
  + fuel mixtures and machine fluid level and volumes
  + areas, volumes and ratios for application of chemicals and soil additives
  + and report on size, length and diameter of cut trees
  + and report on size, length, diameter of felled trees.
* Identify quantities of required material within work orders
* Read basic numerical machine settings and choose according to chip size
* Complete routine production records involving quantities tallied against orders.
* Calculate ratios and measure quantities of oils and fuels.
* Plan time-efficient cutting patterns and sequences
* Estimate tree dimensions, including height, length, diameter and volume
* Sharpen chain with files set to correct angles.

##### Writing – Exit Level 2

* Complete stump grinder operation records using clear language and industry terminology to ensure clarity of meaning
* Document outcomes of trees and their characteristics according to basic nomenclature for tree identification
* Accurately complete organisational documents, including job safety analysis, using clear language, correct spelling, grammar and industry terminology
* Complete reports and records using clear language and industry terminology to ensure clarity of meaning for
  + tree trimming and cutting processes, equipment faults and maintenance requirements
  + tree felling process, equipment faults and maintenance requirements.
  + production outcomes and equipment faults
  + trimming activity and maintenance records.

### AHC20919 Certificate II in Sports Turf Management

##### Reading – Exit Level 2

* Interpret symbols and text
  + on turf renovation plans and instructions to identify key information and sequence renovation activities
  + from turf product supplier packaging and other information sources to identify critical information for safety and application
* Interpret
  + textual information from a range of sources to identify relevant and key information about workplace operations
  + turf set-up plan to identify key information for preparing turf surfaces according to rules of sport
  + instructions, chemical labels and safety documentation to identify relevant and key information to apply to mixing and application of chemicals
  + workplace health and safety legislation, regulations and codes of practice
  + workplace notices and workplace safety signs, symbols, labels and work instructions
  + construction plans to identify key information, including symbols and text

##### Numeracy – Exit Level 2

* Estimate and calculate distance, area, volume, percentage and ratio
* Identify irrigation system component part numbers
* Perform basic mathematical calculations when measuring and mixing chemicals and checking chemical application equipment
* Calculate quantities of machinery fluids including oil and fuel

##### Writing – Exit Level 1

* Use correct terminology to record irrigation system installation, activity and maintenance
* Document machinery and equipment use
* Use clear language and correct concepts and terminology when reporting incidents and completing chemical application records

Electives AHCWHS202, AHCCHM201, AHCTRF206 included as only 5 Core units.

### AHC21020 Certificate II in Conservation and Ecosystem Management

##### Reading – Exit Level 2

* Interpret
  + Instructions, chemical labels and safety documentation to identify relevant and key information to apply to mixing and application of chemicals
  + Textual, photographic and drawn information from a range of sources to identify relevant and key information about plant recognition
  + Textual information from a range of sources to identify relevant and key information
    - about workplace operations
    - for fauna recognition
    - to operate equipment, determine methods and rates for treatments
    - about soil and growing media sampling and testing

##### Numeracy – Exit Level 2

* Perform basic mathematical calculations when measuring and mixing chemicals and checking chemical application equipment
* Calculate quantities of machinery fluids including oil and fuel
* Perform basic mathematical calculations to determine rates of application relevant to treatment option

##### Writing – Exit Level 1

* Use clear language and
  + correct concepts and terminology when reporting incidents and completing chemical application records
  + accurate industry terminology to
    - prepare and record soil and media test results
    - record plant care and maintenance activity
* Record plant habits, characteristics, significant features and relevant information
* Document
  + machinery and equipment use
  + outcomes of observations using correct and industry specific terminology
* Prepare treatment records using clear and accurate language and terminology

Electives AHCWHS201, AHCCHM201, AHCPCM204, AHCFAU202, AHCMOM203, AHCNSY206, AHCPMG202 and AHCSOL203 included as only 2 Core units.

### AHC21316 Certificate II in Shearing

##### Reading – Exit Level 2

* Interpret work health and safety legislation and codes of practice applying to the job role
* Interpret workplace policies, procedures and legislative and regulatory requirements
* Access sources of information
* Interpret schedules

##### Numeracy – Exit Level 2

* Measure and record resource usage
* Count and record quantities, times/dates and measurements related to work activities accurately
* Tally books

##### Writing – Exit Level 1

* Record workplace animal welfare concerns
* Record information in workplace documents

### AHC21416 Certificate II in Wool Handling

##### Reading – Exit Level 2

* Interpret workplace policies, procedures, instructions and legislative and regulatory requirements
* Interpret animal welfare legislation and codes of practice applying to the job role
* Safety signs and symbols

##### Numeracy – Exit Level 2

* Weighing bales
* Create a schedule
* Allocate estimated timeframes
* Entering of numerical information into Tally books

##### Writing – Exit Level 1

* Record animal welfare health information
* Record weights and numbers

### AHC21621 Certificate II in Landscaping

##### Reading – Exit Level 2

* Interpret textual information from a range of sources to identify relevant and key information
  + about soil and growing media sampling and testing
  + about workplace operations
  + photographic and drawn information from a range of sources to identify relevant and key information about plant recognition
* Interpret instructions, chemical labels and safety documentation to identify relevant and key information to apply to mixing and application of chemicals

##### Numeracy– Exit Level 2

* Calculate quantities of machinery fluids including oil and fuel
* Identify irrigation system component part numbers
* Perform basic mathematical calculations when measuring and mixing chemicals and checking chemical application equipment

##### Writing– Exit Level 1

* Mathematical calculations when measuring and mixing chemicals and checking chemical application equipment
* Record plant habits, characteristics, significant features and relevant information
* Document machinery and equipment use
* Use correct terminology to record irrigation system installation, activity and maintenance
* Use clear language
  + and accurate industry terminology to prepare and record soil and media test results
  + and correct concepts and terminology when reporting incidents and completing chemical application records

Electives AHCIRG221, AHCCHM201 and AHCSOL203 included.

### AHC30122 Certificate III in Agriculture

##### Reading - Exit level 2

* Identify and interpret textual information from a range of sources about environmentally sustainable work practice requirements
* Identify workplace health and safety legislation, regulations and codes of practice
* Interpret workplace notices and workplace safety signs, symbols, labels and work instructions
* Interpret plans and strategies for crop establishment
* Interpret manufacturer specifications, work and maintenance plans, and safety data
* Interpret plans and procedures for maintaining crops
* Interpret work plans and strategies to elicit harvesting work requirements and activities

##### Numeracy – Exit level 2

* Calculate rates of application of seed, treatments and fertilisers, and calibrate equipment and machinery to deliver specified rates
* Calculate rates of application of seed, treatments and fertilisers, and calibrate equipment and machinery to deliver specified rates
* Calculate soil moisture and crop water demand
* Calculate rates of application for pre-harvest crop treatments where specified in crop harvest plan
* Perform calculations for calibrating and setting machinery for harvest operations
* Calculate harvested yield rates
* Calculate quantities of vehicle fluids including fuel
* Identify correct tyre pressure or track tension

##### Writing – Exit level 2

* Use clear language, accurate industry terminology and logical structure to prepare records
* Use clear language and accurate industry terminology and logical structure to record risks
* Document tractor and equipment use

As there are only 2 core units the following common elective units were taken into consideration in the mapping: AHCMOM304, AHCMOM202, AHCLSK308, AHCLSK309, AHCBAC315, AHCBAC316.

### AHC30422 Certificate III in Pork Production\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### AHC30522 Certificate III in Poultry Production

##### Reading – Exit Level 2

* Interpret industry and enterprise requirements related to biosecurity for poultry production
* Identify workplace health and safety legislation, regulations and codes of practice
* Interpret workplace notices and workplace safety signs, symbols, labels and work instructions
* Interpret key information from enterprise biosecurity procedures, and equipment cleaning and operation instructions
* Read and interpret SDS, chemical labels, manufacturer instructions, operating instruction and other workplace documentation and consolidates information to safely transport and store chemicals

##### Numeracy – Exit Level 2

* Measure, estimate and calculate quantity, distance, weight, temperature, area, volume, percentage, time and ratio
* Perform mathematical calculations to determine chemical weights, volumes and quantities to determine handling and storage requirements

##### Writing – Exit Level 2

* Use industry terminology to record information about biosecurity and poultry health
* Use clear language and accurate industry terminology and logical structure to record risks
* Use industry terminology to record information about poultry
* Accurately record and complete organisational records using clear language, correct spelling and terminology when completing transport and storage records

As there are only 4 core units the following common electives have been included in the mapping: AHCLSK307 and ACHLSK304.

### AHC30620 Certificate III in Production Horticulture

##### Reading – Exit Level 2

* To access and interpret site biosecurity plan and information.
* To apply control measures identified in site biosecurity plan for all activities according to workplace procedures.
* To analyse and consolidate information and data from a range of sources which apply to biosecurity measures.
* To identify workplace health and safety legislation, regulations and codes of practice.
* To interpret workplace notices and workplace safety signs, symbols, labels and work instructions.
* To follow workplace health and safety procedures and work instructions for controlling risks.
* To interpret standards and quality documentation to determine requirements.

##### Numeracy – Exit Level 1

* To perform mathematical calculations to determine chemical weights, volumes and quantities to determine handling and storage requirements.
* To perform mathematical calculations to determine rates of application chemical mixtures and calibration of equipment.

##### Writing – Exit Level 2

* To report issues and concerns for biosecurity according to workplace procedures.
* To record inputs and outputs for traceability of activity according to workplace procedures and legislative requirements.
* To accurately complete workplace and regulatory biosecurity records using clear and industry relevant terminology.
* To use clear language and accurate industry terminology and logical structure to record risks.
* To use clear language, accurate industry terminology and logical structure to complete workplace documentation.

### AHC30722 Certificate III in Horticulture

##### Reading – Exit Level 2

* Read and interpret plans, regulations, and other documentation and consolidates information to:
  + determine and implement management measures
  + determine control plans and implement control measures.
* Read and interpret SDS, chemical labels, operating instruction and other documentation and consolidates information to
  + determine chemical application actions and activity
  + safely transport and store chemicals
* Interpret textual information from a range of sources to identify relevant and key information about workplace operations.
* Identify and interpret plant identification reference material.
* Identify workplace health and safety legislation, regulations and codes of practice.
* Interpret workplace notices and workplace safety signs, symbols, labels and work instructions.

##### Numeracy – Exit Level 3

* Perform weight and volumetric measurements when preparing and assessing soil tests.
* Calculate soil improvement materials to include in the soil improvement plan, including distance, area, volume and ratio.
* Perform mathematical calculations to determine rates of application chemical mixtures and calibration of equipment
  + Calculate the volume, rate or dose according to chemical label instructions.
  + Calibrate equipment according to operating instructions and application plan.
* Perform calculations for volumes, weights and measures for application rates of chemicals and materials.
* Perform mathematical calculations to determine chemical weights, volumes and quantities to determine handling and storage requirements.
* Calculate quantities of machinery fluids including oil and fuel.

##### Writing – Exit Level 2

* Accurately complete organisational records, plans and reports using clear language and industry terminology.
* Complete workplace documentation accurately and clearly using industry terminology, correct spelling and required format.
* Document machinery and equipment use.
* Use clear language and accurate industry terminology and logical structure to record risks.

### AHC30820 Certificate III in Arboriculture

##### Reading – Exit Level 2

* Interpret:
  + workplace health and safety, industry standards and regulations for felling trees and other relevant tree felling procedures
  + work orders
  + manufacturers’ instructions and maintenance recommendations

##### Numeracy – Exit Level 2

* Calculate
  + volume, weight and ratio for determining and applying treatments to trees
  + product mass of individual trees and determine fall zone
  + ratios and measure quantities of oils and fuels.
* Measure and record tree height, length and diameter
* Estimate, measure and compare height, size and distance relevant to tree felling
* Plan time-efficient cutting patterns and sequences
* Complete routine calculations and report on size, length and diameter of cut trees
* Estimate weights for safe handling, conduct cardiopulmonary resuscitation

##### Writing – Exit Level 2

* Use clear language and correct concepts and terminology to ensure clarity of meaning when reporting and recording work outcomes
* Complete
  + forms to record WHS considerations for felling trees
  + log book requirements
  + reports and records using clear language and industry terminology to ensure clarity of meaning
  + accurate basic records for tree trimming and cutting processes, equipment faults and maintenance requirements
* Report equipment faults and request maintenance of equipment.
* Accurately complete organisational documents, including job safety analysis, using clear language, correct spelling, grammar and industry terminology
* Record plant information and identity using correct spelling and industry terminology, including accurate botanical taxonomic language and naming conventions

### AHC30921 Certificate III in Landscape Construction

##### Reading – Exit Level 2

* Interpret textual information from a range of sources to identify relevant and key information about workplace operations.
* Interpret textual information from a range of sources to identify relevant and key information about plant production information and culture requirements.
* Interpret reference materials, product information site plans and specifications.
* Interpret workplace policies and procedures and workplace health and safety legislation.

##### Numeracy – Exit Level 2

* Calculate quantities of material, take measurements, interpret and use scale, interpret and calculate levels, read and use tape measures and scale rulers.
* Set out geometric shapes.
* Perform weight and volumetric measurements when preparing and assessing soil tests.
* Calculate soil improvement materials to include in the soil improvement plan, including distance, area, volume and ratio.
* Estimate area, volume and ratios, and calculate application rates.
* Apply numerical information to determine quantities, material and application rates.
* Use and interpret scale rulers, read levelling instruments, take and read measurements and calculate differences between levels.
* Set out right angles using 3:4:5 method.
* Calculate concrete mix proportions.
* Measure drainage system site and drain depths.

##### Writing – Exit Level 2

* Complete workplace documentation accurately and clearly using industry terminology, correct spelling and required format.
* Use clear language and accurate industry terminology to complete work records.

### AHC31021 Certificate III in Parks and Gardens

##### Reading – Exit Level 2

* Interpret textual information from a range of sources to identify relevant and key information about
  + workplace operations
  + plant production information and culture requirements
* Read and interpret plans, regulations, and other documentation and consolidate information to determine control plans and implement
  + control measures
  + management measures
* Accurately interpret maintenance plans and operator instructions

##### Numeracy – Exit Level 2

* Perform weight and volumetric measurements when preparing and assessing soil tests.
* Calculate:
  + soil improvement materials to include in the soil improvement plan, including distance, area, volume and ratio
  + quantities of machinery fluids including oil and fuel
  + volume, weights and measures for application rates of chemicals and materials
  + distance, area, volume, ratio, percentage and time.
* Estimate area, volume and ratios, and calculate application rates
* Apply numerical information to determine quantities, material and application rates.

##### Writing – Exit Level 2

* Document:
  + machinery and equipment use
  + irrigation activities\.
* Accurately:
  + complete organisational records, plans and reports using clear language and industry terminology
  + record and update maintenance plans and schedules using clear language and correct spelling, grammar and industry terminology.

### AHC31319 Certificate III in Sports Turf Management

##### Reading – Exit Level 2

* Read and interpret SDS, chemical labels, manufacturer instructions, operating instruction and other workplace documentation and consolidates information to
  + safely transport and store chemicals
  + determine chemical application actions and activity
* Read and interpret plans, regulations, and other documentation and consolidates information to determine and implement
  + management measures
  + control measures
* Interpret laboratory test procedures and results
* Interpret textual information from a range of sources to identify relevant and key information about workplace operations
* Interpret symbols and text on plans and specifications
* Interpret soil test procedures and test results for establishing turf grass

##### Numeracy – Exit Level 3

* Identify and record part numbers
* Perform weight and volumetric measurements when preparing and assessing soil tests
* Calculate soil improvement materials to include in the soil improvement plan, including distance, area, volume and ratio
* Perform calculations to check test results
* Perform mathematical calculations to determine
  + rates of application chemical mixtures and calibration of equipment
  + chemical weights, volumes and quantities to determine handling and storage requirements
* Calculate quantities of machinery fluids including oil and fuel
* Confirm part numbers
* Perform calculations for volumes, weights and measures for application rates of chemicals and materials
* Estimate and calculate distance, area, volume, percentage, time, temperature and ratio
* Apply numerical information to determine application rates
* Measure drainage system site and drain depths
* Make calculations, including distance, area, volume and ratio, when marking out the construction site and estimating materials for construction works

##### Writing – Exit Level 2

* Accurately complete organisational records, plans and reports using clear language and industry terminology
* Document machinery and equipment use
* Accurately complete organisational records, plans and reports using clear language and industry terminology
* Complete workplace documentation accurately and clearly using industry terminology, correct spelling and required format
* Accurately document turf health assessment and recommendations using clear language, correct spelling, grammar and industry terminology
* Use correct terminology to document irrigation service, maintenance and installation activities
* Prepare working plans, drawings and simple procedures for implementing a turf playing surface construction project

## AHC31421 Certificate III in Conservation and Ecosystem Management

##### Reading – Exit Level 2

* Interpret
  + site plans and specifications for site works, and reconcile against actual site conditions
  + plans, specifications and legislative requirements, and consolidate information to determine maintenance tasks and performance standards
  + textual information from a range of sources to identify relevant and key information about workplace operations
* Read and interpret
  + SDS, chemical labels, operating instruction and other documentation and consolidates information to determine chemical application actions and activity
  + symbols and features on maps to assist in navigating routes
  + plans, regulations, and other documentation and consolidate information to determine control plans and implement control measures and management measures
* Analyse and compare observations and data against defined criteria in guides, keys and reference materials to assist in the identification of fauna

##### Numeracy – Exit Level 2

* Perform mathematical calculations to
  + determine rates of application chemical mixtures and calibration of equipment
  + interpret map spatial measurements and determine navigation routes and distances
  + for volumes, weights and measures for application rates of chemicals and materials
  + calculate quantities of machinery fluids including oil and fuel
* Accurately weigh seeds using milligrams (mg), grams (g), kilograms (kg)

##### Writing – Exit Level 2

* Prepare records and reports accurately and succinctly using standard industry terminology
* Accurately record
  + and complete organisational records using clear language and terminology
  + observations and identity of fauna in records and reference collections using clear language, organisational formatting and accurate spelling of zoological names
* Document machinery and equipment use
* Accurately complete organisational records, plans and reports using clear language and industry terminology

Electives AHCCHM307, AHCECR301, AHCECR305, AHCECR307, AHCFAU302, AHCMOM304, AHCPMG301 and AHCPMG302 included as only 2 core units.

### AAHC31818 Certificate III in Beekeeping

##### Reading - Exit Level 2

* Reads and interprets a range of workplace and legislative information, including:
* WHS policies, legislation, regulations and procedures
* basic principles of hive hygiene, biosecurity and quarantine
* safety hazards, risks and controls when working bees including:
* PPE
* manual and mechanical handling techniques
* effect of weather and nectar flow on bee behaviour.
* fire restrictions and regulations that impact on use of bee smokers, including:
* permits and exemptions
* applications for exemptions
* health and safety hazards and risks and their controls when using smokers.
* quarantine and biosecurity requirements for specified tasks
* product labels, safety data sheets and workplace procedures
* chemical labels and safety data sheets for treatments and preservatives
* legislative requirements for identifying hive ownership
* mandatory and workplace record keeping systems
* manufacturer’s operating instructions for tools and equipment used in beehive construction, assembly and preservation
* Interprets basic hive plans and specifications
* Interprets biosecurity and food safety protocols and codes of practice
* Checks treatment records to ensure honey is harvested according to treatment withholding periods
* Interprets livestock transport regulations to identify specific compliance requirements applicable to bee hive transport
* Accesses and interprets food safety systems and requirements relevant to honey extraction
* Accesses and interprets information on quality assurance tests and standards for extracted honey
* Interprets symbols and other technical information on maps and other documentation that impact on apiary site selection
* Interprets quality assurance (QA) and quality standards relevant to the industry sector

##### Numeracy – Exit Level 2

* Identifies and interprets numerical information and symbols, including quantity, date, time, temperature, area and volume found on plans and product specifications
* Performs basic mathematical calculations required to interpret hive plans, including quantity, distance, area and volume
* Performs calculations for estimating volume of harvest
* Interprets numerical information including distance, time, travel speed, weight, temperature, and humidity to create transport plan and monitor bee transport activities
* Interprets numerical information related to testing of moisture levels in honey samples
* Interprets numerical information from product labels for pest control
* Calculates weight, volume and area for pest treatments
* Performs mathematical calculations to analyse potential honey production and costs for selected site e.g. determines apiary capacity, orientation and layout

##### Writing – Exit Level 2

* Completes a range of different workplace documentation using appropriate terminology, accuracy, and in required format according to organisational and industry requirements
* Maintains workplace records and reporting procedures according to industry and organisational requirements
* Updates and accurately completes workplace and statutory apiary records, reporting procedures and notifications.
* Maintains records for harvesting honey crop
* Prepares a hive transport plan
* Completes documentation and permits to comply with biosecurity and regulatory requirements for transportation
* Reviews and reports on the transport plan.
* Accurately completes records and labelling for extracted honey
* Labels samples for dispatch to specialist for diagnosis and reports notifiable diseases
* Records outcomes of treatments for future beekeeping operations.
* Prepares an apiary establishment plan
* Documents outcomes of apiary site performance and activities using industry terminology
* Accurately records incidents in the work area according to relevant workplace health and safety legislative requirements.
* Reports non-conformances and variations of product against quality standards
* Reports issues that impact on product quality.

### AHC32422 Certificate III in Irrigation Technology

##### Reading - Exit Level 2

* To interpret textual information from a range of sources, including manufacturer manuals and workplace procedures, to identify relevant information about extra low voltage wiring requirements
* To interpret labels and signage to differentiate between extra low voltage and other electrical systems
* To interpret textual information from a range of sources to identify relevant and key information about workplace operations
* To identify workplace health and safety legislation, regulations and codes of practice
* To interpret workplace notices and workplace safety signs, symbols, labels and work instructions
* To identify and interpret textual information from a range of sources about environmentally sustainable work practice requirements

##### Numeracy –Exit Level 2

* To interpret calculated load, and size cables and wires
* To measure pressures, flow rates, pump performance and variations
* To identify and record part numbers and part usage
* To identify and record replacement component numbers
* To measure pump base area
* To measure site to translate documented requirements to on-site activities
* To calculate material requirements
* To confirm part numbers

##### Writing –Exit Level 2

* To document equipment purchases and orders, and irrigation delivery system performance clearly and accurately
* To use correct terminology to document irrigation repair activities
* To use correct terminology to document soil and plant moisture status and irrigation requirements
* To document pump installation and commissioning activities
* To document pipeline components, and water supply, distribution and delivery components from plans and drawings
* To use the correct terminology to document irrigation installation activities
* To use clear language and accurate industry terminology and logical structure to record risks
* To use clear language, accurate industry terminology and logical structure to prepare records

### AHC32822 Certificate III in Rural Operations

##### Reading – Exit Level 2

* Analyse and consolidate information and data from a range of sources which apply to biosecurity measures
* Identify and interpret textual information from a range of sources about environmentally sustainable work practice requirements
* Identify workplace health and safety legislation, regulations and codes of practice
* Interpret workplace notices and workplace safety signs, symbols, labels and work instructions
* Interpret species-specific dietary and nutritional terminology in workplace policies and procedures

##### Numeracy – Exit Level 2

* Calculate volume, weight, area, ratio, time and application rates
* Measure, interpret and record animal weight, length and other relevant objective indicators of change in physiological status
* Calculate rates

##### Writing – Exit Level 1

* Accurately complete workplace and regulatory biosecurity records using clear and industry relevant terminology
* Use clear language, accurate industry terminology and logical structure to
  + prepare records
  + record risks
* Use biological and industry terminology when completing records

As there are only 3 core units the following common electives have been included in the mapping: ACMGEN312, AHCLSK311, AHCLSK301, ACMEX304.

### AHC32916 Certificate III in Shearing

Pre-requisite AHC21316 Certificate II in Shearing

##### Reading – Exit Level 2

* Identify
  + Federal and/or State awards and agreements,
  + Animal Welfare legislation and codes of practice applying to the job role
  + Work health and safety legislation and codes of practice applying to the job role
* Follow workplace policies and procedures, manufacturers specifications

##### Numeracy – No Inherent Requirements

##### Writing – Exit Level 1

* Write simple reports regarding work site activities undertaken

### AHC33016 Certificate III in Wool Clip Preparation

##### Reading – Exit Level 2

* Interpret standards and quality documentation to determine requirements
* Identify requirements of Code of Practice for the Preparation of Australian Wool Clips
* Identify code of practice, relevant legislation, work health safety policies and legislation, animal welfare codes of practice and employment conditions and agreements
* Read documentation to confirm accuracy
* Locate and interpret WHS instructions, policies and procedures

##### Numeracy – Exit Level 2

* Prepare Wage statements
* Weight standards, lengths of bales
* Record numbers
* Estimate weights for safe handling, conduct cardiopulmonary resuscitation
* Estimate frequency of refilling pens

##### Writing – Exit Level 1

* Complete workplace documentation using appropriate terminology and in required format
* Make notes

### AHC40122 Certificate IV in Agriculture

##### Reading – Exit Level 3

* Access and interpret workplace health and safety legislation, regulations and codes of practice
* Interpret information from a range of sources to identify relevant and key information regarding environmentally sustainable work practices and requirements
* Identify code of practice, relevant legislation, work health safety policies and legislation, animal welfare codes of practice and employment conditions and agreements
* Review records on animal information
* Interpret and critically analyse biosecurity advice, standards, and protocols for including content in plans and programs
* Identify and interpret textual information regarding testing agency requirements and standards for soil classification
* Interpret and analyse plans and strategies and consolidates information into actions for pasture and livestock management

##### Numeracy – Exit Level 3

* Calculate medication according to procedures
* Calculate quantities and calibration of measuring equipment
* Apply computational skills to determine costs of resources and determine time lines and activity schedules
* Interpret and compare numerical information from published data and records with analytical results to determine acceptable soil physical and chemical parameters for a specified plant
* Calculate RAW values for irrigation site
* Use formula and numerical information to calculate financial data and interpret basic statistical and analytical data
* Apply basic financial modelling skills to identify, analyse and evaluate budgetary information, time durations and resource allocations

##### Writing – Exit Level 2

* Use clear language, accurate industry terminology and logical structure to complete environmental and resource efficiency improvement plans, evaluation and monitoring tools, and document outcomes
* Record animal information in accordance with work policies and procedures
* Prepare data in appropriate format
* Communicate complex relationships between biosecurity principles into plans and programs using a style of writing applicable to work team and visitors
* Document outcomes of discussions and produce plans using industry relevant terminology
* Maintain physical and financial records of production to assist in reviewing production targets
* Develop procedures for specific audiences using clear and detailed language in order to convey explicit information, requirements and recommendations for livestock and pasture management

As there are only 2 core units the following common electives been included in the mapping: AHCLSK409, AHCAGB405, AHCLSK401, AHCPMG412.

### AHC40422 Certificate IV in Horticulture

##### Reading – Exit Level 3

* Identify and interpret information regarding requirements for soil health and plant nutrition program and plan.
* Identify and interpret information regarding requirements for plant establishment program, site plan, work procedures, schedules, and specifications.
* Interpret information from a range of sources to identify relevant and key information regarding environmentally sustainable work practices and requirements.
* Access and interpret workplace health and safety legislation, regulations and codes of practice.

##### Numeracy – Exit Level 2

* Calculating quantities, measurements, costs, scaling and scheduling.
* Calculate labour, materials, tools and equipment cost.
* Document soil health and plant nutrition budget.

##### Writing – Exit Level 2

* Use clear language, accurate industry terminology and logical structure to complete environmental and resource efficiency improvement plans, evaluation and monitoring tools, and document outcomes.

### AHC41119 Certificate IV in Irrigation Management\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### AHC41316 Certificate IV in Wool Classing

##### Reading – Exit Level 3

* Interpret State/Territory regulations, first aid codes of practice and guidelines and other policies and procedures
* Identify requirements of Code of Practice for the Preparation of Australian Wool Clips
* Access market information
* Interpret and analyse biosecurity advice, standards, and protocols
* Interpret standards and quality documentation to determine requirements
* Identify code of practice, relevant legislation, work health safety policies and legislation, animal welfare codes of practice and employment conditions and agreements
* Read documentation to confirm accuracy
* Locate and interpret WHS instructions, policies and procedures

##### Numeracy – Exit Level 3

* To estimate weights for safe handling, conduct cardiopulmonary resuscitation
* Prepare Wage statements
* Apply numerical skills/knowledge to use optimal weight standards within specified weight and length dimensions of bales
* Record numbers
* Understand number information to read estimated prices, ratios, sale prices
* Understanding of weight measurements, monitor weights
* Ratios (skirting)
* Estimate weights for safe handling, conduct cardiopulmonary resuscitation

##### Writing – Exit Level 2

* Complete workplace documentation using appropriate terminology and in required format
* Make notes

### AHC50122 Diploma of Agriculture

##### Reading – Exit Level 3

* Analyse and evaluate complex textual information to determine legislative, regulatory and industry requirements
* Research plant biology, taxonomy
* Access and interpret complex information including legislation and business documentation relevant to enterprise
* Organise, evaluate and critique ideas and information from a wide range of complex texts
* Identify and interpret information regarding soil types, characteristics and properties
* Identify and interpret information regarding operating instructions
* Identify and interpret information regarding irrigation system design
* Identify and interpret workplace procedures regarding irrigation system use

##### Numeracy – Exit Level 3

* Estimate and calculate time durations and costs of policy options
* Use basic mathematical processes of addition, subtraction, division, multiplication, percentages, decimal points, time and ratios
* Create graphs utilising workplace health and safety data to summarise relevant activity
* Analyse trends in historical data to predict future trends
* Calculate financial returns for different strategic options
* Use formula and numerical information to calculate financial data and interpret basic statistical and analytical data
* Apply basic financial modelling skills to identify, analyse and evaluate budgetary information, time durations and resource allocations
* Access and analyse published data regarding soil physical and chemical parameters for specified crops
* Interpret soil test data results and compare with published data
* Calculate and document soil ameliorant activity costs
* Calculate and document costs of implemented strategy
* Access and analyse performance data, audit reports, environmental and workplace health and safety data for existing irrigation systems
* Calculate the cost of irrigation and determine the cost benefit of irrigation and alternative systems and approaches

##### Writing – Exit Level 2

* Prepare workplace environment and sustainability policies and procedures using clear language, accurate industry terminology and logical structure
* Develop policies and procedures that provide clear and succinct guidance for employees
* Prepare strategies expressing ideas, exploring complex issues and construct logical, succinct and accurate procedures

As there are only 2 core units the following common electives have been included in the mapping: AHCAGB518, AHCBAC417, AHCBUS516, AHCCHM501, AHCSOL505, AHCWRK521, AHCWAT503.

### AHC50422 Diploma of Horticulture Management

##### Reading - Exit Level 4

* Identify and interpret information regarding the report topic.
* Analyse and evaluate complex textual information to determine legislative, regulatory and industry requirements.

##### Numeracy - Exit Level 3

* Estimate and calculate time durations and costs of policy options.
* Use basic mathematical processes of addition, subtraction, division, multiplication, percentages, decimal points, time and ratios.
* Determine trends in financial activity and forecast future expenditure.
* Access, analyse and organise data applicable to the report topic for input into report.
* Create graphs utilising workplace health and safety data to summarise relevant activity.

##### Writing- Exit Level 3

* Develop policies and procedures that provide clear and succinct guidance for employees.
* Prepare legal contracts that clearly express expectations, payments, timelines and penalties for non-conformance.
* Prepare workplace environment and sustainability policies and procedures using clear language, accurate industry terminology and logical structure.
* Use correct grammar, spelling and punctuation for workplace report writing.

### AHC50520 Diploma of Arboriculture\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### AHC50621 Diploma of Landscape Design

##### Reading - Exit Level 3

* Interpret and evaluate detailed information, instructions and technical information to prepare and produce CAD drawings
* Identify and interpret information regarding local council, legislative and regulatory requirements
* Identify and interpret information regarding legislative and regulatory requirements, and specific requirements for sustainability
* Identify and interpret information regarding plant species, cultivars growing requirements, environmental conditions and functional characteristics
* Interpret project documentation and other applicable information when identifying drawing requirements and constraints
* Identify and interpret textual information from various sources (e.g. regarding survey items and requirements or goals, objectives and requirements for a landscape project, or to produce a design brief)

##### Numeracy - Exit Level 3

* Calculate project costs, including labour, materials, equipment and machinery
* Identify and record layers, measurements and other numerically expressed information required for design drawings
* Operate numerical functions of CAD equipment to produce accurate scales, dimensions, ratios and measurements
* Survey and calculate locations of existing features using geolocation or triangulation
* Calculate quantity of plants, products, soil and growing media for input into plant selection and specifications
* Interprets numerical and spatial concepts related to drawing standards and conventions

##### Writing - Exit Level 3

* Record key design information and notations using correct conventions and terminology
* Document client brief
* Use clear language, accurate industry terminology and logical structure to complete a report
* Develop different documents using applicable vocabulary, context and formatting for different audiences
* Prepare legal contracts that clearly express expectations, payments, timelines and penalties for non-conformance

Levels above based predominantly on core units but with some consideration for the elective units (e.g. AHCBUS514, AHCWRK513, AHCWRK517, CUAACD313, CUADES512) which show a large deal of variation in terms of skill requirements.

### AHC51019 Diploma of Sports Turf Management

##### Reading - Exit Level 3

* Organises, evaluates and critiques ideas and information from a wide range of complex texts
* Accesses and interprets organisational information, legislation, regulations and guidelines for employment, including:
* principles of job/task descriptions
* equal opportunity and equal employment opportunity legislation
* work health and safety legislation
* industrial awards relevant to enterprise activity
* performance management approaches
* personnel management strategies
* employee induction programs
* requirements for developing contracts of employment
* unfair dismissal legislation
* interviewing procedures
* Accesses, gathers, interprets and analyses information from financial records, forecasts, trends etc to assess financial activity and prepare budgets and financial reports
* Accesses and interprets information on:
* budget analysis and reporting processes
* standards for organisational recordkeeping and audit requirements
* Accesses and interprets a range of organisational and statutory information relating to chemical usage, including:
* chemical control strategies, including relevant legislation, codes of practice and industry requirements covering health and safety in the workplace, hazardous substances, environment and food safety
* workplace and regulatory requirements and options for the keeping of records
* emergency procedures for safety incidents involving chemicals
* purpose and role of chemical labels and safety data sheets (SDS) in determining chemical transport, storage, handling, application and disposal procedures and practices to all staff
* workplace documents including policies, procedures and processes to help formulate the chemical use strategy
* manufacturers' operating and calibration instructions for equipment used in implementation to inform the procedures within the strategy
* SDS
* workplace instructions and procedures for implementing chemical use strategy
* specific legislation, regulations and codes of practice
* Identifies and interprets information regarding irrigation system performance and audit requirements
* Collects, collates, analyses and compares information and irrigation system data against benchmarks, specifications and predictions for audit
* Identifies and interprets information regarding requirements for soil health and plant nutrition program and plan, including:
* workplace health and safety and environmental and biosecurity legislation, regulations and workplace procedures relevant to developing a soil health and plant nutrition program
* site and climate data, and environmental context information relevant to developing a soil health and plant nutrition program
* industry publications and internet sources of information relevant to developing a soil health and plant nutrition program
* Identifies and interprets textual information regarding plant growing requirements, cultural practices and factors, signs of health problems, and weed, pest and disease control
* Accurately interprets technical documentation from a range of sources to extract information related to turf grass profile plans and designs
* Interprets sporting rules, legislation and regulations to identify and synthesise information that is critical to the development of sports turf management programs
* Accesses and interprets technical requirements for managing a sports turf site
* Accesses relevant information and researches turf culture, management principles and practices, health and safety and environmental implications of managing sports turf surfaces
* Interprets and evaluates manufacturer instructions to identify and synthesise critical information into programs to manage sports turf assets

##### Numeracy – Exit Level 3

* Prepares financial reports, e.g. for
* taxation office
* financing agencies
* boards of management
* committees
* councils
* executive management
* Accesses, gathers, interprets and analyses information from financial records, forecasts, trends etc
* Determines trends in financial activity and forecasts future expenditure
* Prepares, implements and monitors budgets
* Accesses and interprets a range of irrigation system performance data related to systems being audited against benchmarks, specifications and predictions for audit
* Worked with statistical data analysis and data evaluation procedures and software
* Calculates labour, materials, tools and equipment costs for a range of projects and programs
* Prepares soil health and plant nutrition budgets
* Accesses and analyses climatic data, published data and historical records for input into plant disorders and problems report and weed, pest and disease control plan
* Performs cost and benefit analysis, for plant and growth media treatments in relation to plant health, workplace budget and performance targets
* Performs calculations for testing materials, sizing drainage pipes and flow rates, developing root zone profile designs and estimating and costing materials for a turf grass profile project, including:
* Computations for soil profile design and specifications, e.g.
* calculating area and volume
* hydrological calculations, including flow rates, infiltration rate, precipitation rates and Hooghoudt's equation
* costing and documenting materials
* Analyse and synthesise mathematical information from a range of tasks and texts to develop schedules and specifications
* Produces and reviews cost budgets for turf renovation and management projects
* Analyses and synthesises mathematical information from a broad range of materials to develop maintenance schedules and procedures

##### Writing – Exit Level 3

* Prepares job/task descriptions
* Prepares and produces financial reports, e.g. for
* taxation office
* financing agencies
* boards of management
* committees
* councils
* executive management
* Develops strategies that ensures organisational policies, procedures and regulatory requirements are being met
* Prepares strategies expressing ideas, exploring complex issues and constructs logical, succinct and accurate procedures
* Prepares a report that includes discussion of results of data analysis and conclusions reached on irrigation system performance in relation to crop production and business performance which includes recommendations to modify or eliminate causes of poor performance, or to enhance current performance
* Documents soil health and plant nutrition information and budget
* Formulates and documents a weed, pest and disease control plan
* Generates complex texts, demonstrating control over a range of writing styles and purposes to explain concepts, designs and specifications for turf establishment and a range of related tasks and projects e.g
* performance brief for a sports turf surface
* turf establishment concept design
* documentation to accompany the turf establishment plan
* plans for the design of turf establishment project
* Documents turf renovation and management plans and schedule of works
* Prepares post-renovation turf recovery maintenance programs
* Updates records and reports outcomes for renovation programs
* Reviews program outcomes against plan and recommends future adjustments.
* Generates complex turf management programs using a range of writing styles
* Records and reports activities and changes for maintenance programs according to workplace procedures
* Uses industry and other specialised terminology when documenting maintenance programs

### AHC51422 Diploma of Agribusiness Management

##### Reading – Exit Level 3

* Access and interpret complex information including legislation and business documentation relevant to enterprise.
* Interpret and extract information from a range sources such as professional literature, legal documents, policies and procedures.
* Interpret and extract information from a range sources such as professional literature, legal documents, policies and procedures.
* Identify and interpret information regarding soil types, characteristics and properties.
* Identify and interpret information regarding irrigation system design.
* Identify and interpret workplace procedures regarding irrigation system use.

##### Numeracy – Exit Level 3

* Recognise trends in financial activity of business.
* Set yield targets and objectives and estimate timelines.
* Estimate, calculate and record complex workplace measures.
* Analyse trends in historical data to predict future trends.
* Calculate financial returns for different strategic options.
* Estimate, calculate and record workplace measures.
* Set yield targets and objectives and estimate timelines.
* Estimate, calculate and record complex workplace measures.
* Access and analyse published data regarding soil physical and chemical parameters for specified crops.
* Interpret soil test data results and compare with published data.
* Calculate and document soil ameliorant activity costs.
* Access and analyse performance data, audit reports, environmental and workplace health and safety data for existing irrigation systems.
* Calculate the cost of irrigation and determine the cost benefit of irrigation and alternative systems and approaches.

##### Writing – Exit Level 2

* Document business plans.
* Record information in accordance with work policies and procedures.
* Prepare data in appropriate format.

As there are only 3 core units the following common electives were included in the mapping: AHCAGB518, AHCAGB519, AHCBUS511, AHCSOL505, AHCWAT503.

### AMP20316 Certificate II in Meat Processing (Abattoirs)

##### Reading – Exit Level 2

* Ability to read and understand Standard Operating Procedures.
* Read manufacturer specifications for equipment use, maintenance, cleaning and storage.
* Follow hygiene and sanitation policies.
* Read chemical labels for mixing specifications.
* Follow workplace instructions and understand regulatory requirements.

##### Numeracy – Exit Level 2

* Operate and maintain machinery according to manufacturer specifications and workplace requirements.
* Mix chemicals.
* Monitoring of time, temperature and moisture requirements for microbial growth.

##### Writing– Exit Level 1

* Accurate record-keeping and documentation.
* Written reports as required.
* Copy and record workplace information accurately in routine formats and proformas.

### AMP30116 Certificate III in Meat Processing (Boning Room)

##### Reading – Exit Level 2

* Identify sources of contamination and spoilage.
* Follow workplace hygiene and sanitation requirements.
* Identify the purpose and elements of the QA and HACCP systems and relate them to workplace requirements.
* Identify and follow workplace requirements of the HACCP system.
* Follow workplace health and safety policies and procedures, legislation and codes of practice.
* Follow emergency procedures.
* Apply workplace policies and follow procedures.
* Interpret safe work instructions.

##### Numeracy – No Inherent Requirements

##### Writing – Exit Level 1

* Provide clear and prompt spoken and written reports.

### AMP30216 Certificate III in Meat Processing (Food Services)

##### Reading – Exit Level 2

* Access and Interpret:
  + work health and safety legislation
  + codes and standards, specifications, Manufacturers specifications, Australian standards
  + workplace policies, procedures and specifications.

##### Numeracy – No Inherent Requirements

##### Writing – Exit Level 1

* Record workplace information accurately using routine formats.

### AMP30322 Certificate III in Meat Safety Inspection

##### Reading – Exit Level 2

* Analyse and interpret EAD information, guidelines and plans.
* Interpret:
  + safe work instructions
  + requirements for hygiene and sanitation from a range of sources
  + requirements of food safety and quality programs
  + workplace food safety policies and procedures
  + workplace health and safety requirements from a range of sources
  + work instructions, SOP’s, workplace policies and procedures.
* Access and interpret information about animal diseases and conditions.

##### Numeracy – Exit Level 2

* Estimate percentage of mob/herd with conditions.
* Interpret time and temperature requirements.

##### Writing – Exit Level 1

* Record operational information using digital and/or paper-based format.
* Record details of diseases and/or conditions using paper-based and/or digital format.

### AMP30516 Certificate III in Meat Processing (Slaughtering)

##### Reading – Exit Level 2

* Identify sources of contamination and spoilage.
* Follow workplace hygiene and sanitation requirements.
* Identify the purpose and elements of the QA and HACCP systems and relate them to workplace requirements.
* Identify and follow workplace requirements of the HACCP system.
* Follow workplace health and safety policies and procedures, legislation and codes of practice.
* Follow emergency procedures.
* Apply workplace policies and follow procedures.
* Interpret safe work instructions.

##### Numeracy– Exit Level 2

* Estimate, calculate and record routine workplace measurements such as time, length of cuts, difference between small, middle and large.

##### Writing – Exit Level 1

* Provide clear and prompt spoken and written reports.

### AMP30622 Certificate III in Meat Processing

##### Reading – Exit Level 3

* Interpret:
  + workplace policies and procedures
  + requirements for hygiene and sanitation from a range of sources
  + requirements of food safety and quality programs
  + workplace food safety policies and procedures
  + workplace health and safety requirements from a range of sources
  + work instructions and standard operating procedures (SOPs)
  + operating manuals for cattle and carcase assessment
  + regulatory requirements
  + information included on data collection sources.
* Access and interpret:
  + detail on standard product descriptions for meat
  + work instructions, standard operating procedures and relevant regulatory requirements.

##### Numeracy – Exit Level 2

* Determine:
  + compliance ratings using weighting and cumulative scores
  + conformance levels expressed as percentages (%).
* Use:
  + conformity index formulae
  + standard formulae to determine carcase weight.
* Interpret:
  + the results of tests
  + tolerance ranges for test results.
* Estimate:
  + weights of cattle (kg)
  + dressing percentages (%).
* Identify muscle and fat scores (including mm).
* Schedule work to meet required timeframes.
* Read and interpret scales and gauges.
* Generate data reports that include charts and graphs.

##### Writing – Exit Level 2

* Record:
  + operational information using digital and/or paper-based format
  + defects using paper-based and/or digital format
  + monitoring details using paper-based and/or digital format
  + results of inspection, sampling and testing using digital and/or paper-based formats
* Complete:
  + workplace records according to workplace policies and procedures
  + digital and/or paper-based livestock assessment reports
* Use electronic media as appropriate to the task.
* Keep:
  + work records using paper-based and/or digital formats
  + paper-based and/or digital records associated with meat processing.

### AMP30815 Certificate III in Meat Processing (Retail Butcher)

##### Reading – Exit Level 2

* Access and Interpret:
  + work health and safety legislation
  + codes and standards, specifications, Manufacturers specifications, Australian standards
  + workplace policies, procedures and specifications
  + animal welfare policies and procedures
  + work tasks, instructions, procedures and other basic workplace documentation requiring numerical applications.
* Research market requirements.

##### Numeracy – Exit Level 2

* Set temperature and weight controls.
* Calculate basic measurements including weight, length, volume.
* Interpret:
  + time and temperature for measuring equipment, storage and cooking
  + work tasks, instructions, procedures and other basic workplace documentation requiring numerical applications.
* Perform basic calculations addition, subtraction, multiplication and division, percentages.
* Areas, volumes and ratios for application of chemicals.
* Use mathematical skills relevant to the task.

##### Writing – Exit Level 1

* Complete workplace documentation according to workplace policies and procedures.
* Record workplace information accurately using routine formats.
* Record temperature, weights and time.

### AMP30916 Certificate III in Meat Processing (Smallgoods - General)

##### Reading – Exit Level 2

* Interpret
  + safe work instructions
  + regulatory documents, work instructions and workplace policies and procedures
* Interpret work tasks, instructions, procedures and other basic workplace documentation requiring numerical applications

##### Numeracy – Exit Level 2

* Calculate basic measurements including weight, length, volume
* Perform basic calculations addition, subtraction, multiplication and division, percentages
* Interpret
  + time and temperature for measuring equipment, storage and cooking

##### Writing – Exit Level 1

* Record information accurately
* Complete workplace documentation according to workplace policies and procedures
* Record workplace information accurately using routine formats

As there are only 5 core units the following common electives have been included in the mapping: FBPOPR2069, AMPS211, AMPS303, AMPS213, AMPX209, AMPX210.

### AMP31016 Certificate III in Meat Processing (Smallgoods -Manufacturer)\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### AMP40222 Certificate IV in Meat Processing

##### Reading – Exit Level 3

* Source and analyse information to build networks and relationships that consistently promote business opportunities
* Interpret
  + WHS requirements from a range of sources
  + food safety plan details
  + workplace food safety practices and procedures
  + regulatory or commercial requirements for quality system
  + detail in documents to determine conformance or non-conformance
  + detailed requirements of RI to validate compliance of a chilling and freezing process
  + information about GMP compliance requirements in workplace documents

##### Numeracy – Exit Level 3

* Interpret
  + sampling requirements and test results
  + results of microbiological tests
  + sampling requirements and test results
* Recognise trends in data
* Use log units as a measurement of potential growth of E. coli
* Monitor and interpret process control indicators and data, including temperature (° C)
* Present reports using primary and secondary data

##### Writing – Exit level 2

* Use vocabulary and layout suitable to the audience to convey ideas and information
* Use digital tools to interact with others
* Write, edit and proofread documents to ensure clarity and readability
* Prepare factual and objectively written reports
* Record workplace information using digital and/or paper-based formats

As there are only 4 core units the following common electives have been included in the mapping: AMPQUA423, AMPQUA418 and AMPQUA403.

### AMP40522 Certificate IV in Meat Safety Inspection

##### Reading – Exit Level 3

* Interpret
  + WHS requirements from a range of sources
  + food safety plan details
  + workplace food safety practices and procedures
  + safe work instructions
  + information about GMP compliance requirements in workplace documents
* Analyse and interpret EAD information, guidelines and plans
* Source and analyse information to build networks and relationships that consistently promote business opportunities
* Access and interpret information about animal diseases and conditions

##### Numeracy – Exit Level 3

* Interpret sampling requirements and test results
* Interpret results of microbiological tests
* Recognise trends in data
* Present reports using primary and secondary data
* Estimate percentage of mob/herd with conditions

##### Writing – Exit Level 2

* Write, edit and proofread documents to ensure clarity and readability
* Record
  + workplace information using digital and/or paper-based formats
  + details of diseases and/or conditions using paper-based and/or digital format
* Use vocabulary and layout suitable to the audience to convey ideas and information
* Use digital tools to interact with others

### AUR20420 Certificate II in Automotive Electrical Technology\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### AUR20520 Certificate II in Automotive Servicing Technology

##### Reading – Exit Level 2

* Interprets information from manufacturer and workshop literature and instruction manuals
  + when seeking battery service procedures and specifications
  + when testing and troubleshooting procedures and flowcharts
  + when seeking service procedures and specifications relating to braking systems.
  + when seeking service procedures and specifications relating to suspension systems.
  + when seeking service procedures and specifications relating to cooling systems.
  + when seeking environmental and sustainability best practice procedures.
  + when seeking service procedures and specifications relating to steering systems.
  + when seeking vehicle and machinery service procedures and specifications.
  + when seeking service procedures and specifications relating to final drive assemblies.
  + when seeking engine service procedures and specifications.
  + when seeking procedures required to carry out work safely
* Interprets work health and safety (WHS) procedures in workplace and manufacturer literature
* Interpret safety and workplace requirements required to complete the job task
* Locates information from manufacturer and workshop literature when seeking service procedures and specifications relating to drive shafts.

##### Numeracy – Exit Level 2

* Matches battery types and identification numbers to workplace instructions and manufacturer specifications
* Interprets and compares battery specifications and procedures
* Identifies different size metric and imperial tools
* Understands the progression of fractions in imperial tools
* Uses basic mathematical processes, including addition, subtraction, multiplication and division, to
  + calculate distance, area and volume
  + determine liquid quantities and calculates service intervals
  + calculate liquid volumes and service schedule intervals
  + measures brake components
  + calculate and adjust coolant volumes and ratios
  + calculate distances, tolerances and deviations from manufacturer specifications.
* Interprets measuring equipment scales.
* Determine cooling system pressures for comparison to specifications.
* Compare component wear and
* Identifies hazardous material weights and volumes according to safety data sheets (SDS) and work instructions

##### Writing – Exit Level 1

* Legibly and accurately fill out workplace documentation when reporting inspection findings, making recommendations, and recording parts and material used.
* Complete documentation

### AUR20920 Certificate II in Automotive Body Repair Technology

##### Reading – Exit Level 2

* Access workplace procedures and identify and interpret sections relating to workplace diversity, equal opportunity, discrimination and conflict resolution
* Access and interpret work task instructions and work schedule requirements.
* Interprets work health and safety (WHS) procedures in workplace and manufacturer literature
* Interprets information from manufacturer instruction manuals
* Interpret written documentation found in the automotive workplace.
* Interpret information from workshop literature when seeking environmental and sustainability best practice procedures.
* Interprets information from manufacturer and workshop literature when seeking procedures required to carry out work safely

##### Numeracy – Exit Level 2

* Identifies different size metric and imperial tools
* Understands the progression of fractions in imperial tools
* Uses basic mathematical processes, including addition, subtraction, multiplication and division, to calculate distance, area and volume
* Identifies hazardous material weights and volumes according to safety data sheets (SDS) and work instructions

##### Writing – Exit Level 1

* Complete workplace documentation according to workplace policies and procedures

### AUR21920 Certificate II in Automotive Tyre Servicing Technology

##### Reading – Exit Level 2

* Interpret work health and safety (WHS) procedures in workplace and manufacturer literature.
* Interpret information from manufacturer instruction manuals and workshop literature and documentation when seeking:
  + procedures required to carry out work safely
  + wheel and tyre specifications, including tightening procedures
  + tyre and tube repair procedures and specifications
  + tyre, wheel and rim specifications.
* Interpret safety and workplace requirements required to complete the job task.
* Interpret testing and troubleshooting procedures and flowcharts from manufacturer and workplace instructions and job requirements.
* Interpret information from workshop literature when seeking environmental and sustainability best practice procedures.
* Read and interpret information from manufacturer specifications, ADRs, workplace procedures and documentation when seeking tyre and wheel specifications.
* Interpret workplace instructions such as job cards.

##### Numeracy – Exit Level 2

* Identify different size metric and imperial tools.
* Understand the progression of fractions in imperial tools.
* Use basic mathematical processes, including addition, subtraction, multiplication and division, to calculate distance, area and volume.
* Identify hazardous material weights and volumes according to safety data sheets (SDS) and work instructions.
* Interpret numerical information when selecting, repairing tyres, tube and wheels.
* Understand metric and imperial units of measurement.
* Interpret numerical information when selecting tyres, wheels and rims.
* Understand both metric and imperial units of measurement.
* Interpret numerical information in:
  + manufacturer and component supplier specifications
  + tyres and wheels
  + workplace instructions
  + tyre inflation gauges
  + Interprets numerical divisions in metric and imperial units of measurement.

##### Writing – Exit Level 2

* Complete documentation according to workplace procedures including job cards, incident reports.
* Legibly and accurately fill out workplace documentation, making recommendations regarding selected tyres and wheels.

As there are only 4 core units the following common electives have been included in the mapping: AURLTJ011, AURLTJ113, AURLTJ102, AURHTJ102.

### AUR30220 Certificate III in Bicycle Workshop Operations

##### Reading – Exit Level 3

* Interpret:
  + mechanical brake component technical information and manufacturer specifications
  + manufacturer specifications, workplace procedures, work health and safety documentation
  + information from manufacturer and workshop literature when seeking procedures required to carry out work safely
  + information from workshop literature when seeking environmental and sustainability best practice procedures.

##### Numeracy – Exit Level 2

* Use measuring equipment, including metric and imperial units of measurement.
* Use basic mathematical operations to calculate:
  + spoke lengths
  + settings and adjustments to wheel and hub components.
* Match component codes, serial numbers and specifications.
* Complete measurements:
  + to determine
    - repair requirements.
    - steering system condition and operation.
    - bicycle drivetrain system condition and operation
    - suspension system condition and operation
  + for accessory fitting.
* Identify and calculate:
  + bicycle drivetrain system settings and adjustments from specifications.
  + bicycle suspension system settings and adjustments.
  + bicycle hydraulic brake setting adjustments from specifications.
* Calculate:
  + required adjustments and settings
  + quantities of repair materials and components.
* Identify:
  + hazardous material weights and volumes according to safety data sheets (SDS) and work instructions
  + wheel and hub sizes and spoke numbers
* Interpret:
  + numerical information to match component codes, serial numbers and manufacturer specifications.
  + wheel and hub specifications
  + stock codes.

##### Writing – Exit Level 2

* Legibly and accurately fill out workplace documentation, including:
  + service reports
  + repair reports.
* Complete workplace documentation.

### AUR30320 Certificate III in Automotive Electrical Technology

##### Reading – Exit Level 3

* Researches, organises and interprets technical information from workplace procedures, manufacturer procedures and manufacturer specifications
* Interprets text, symbols and wiring diagrams
  + relating to electrical system testing and repair equipment from manufacturer specifications and workplace instructions and procedures
  + relating to fabricating, testing and repairing wiring harnesses and looms in manufacturer specifications, and workplace instructions and procedures.
  + in manufacturer specifications and interpret text, symbols and wiring diagrams relating to
* Interprets electrical test equipment operating instructions
* Interpret information on service tags identifying faulty electrical test equipment.
* Interpret a range of written technical information relating to automotive electrical circuits and wiring systems.
* Interprets safety data sheets (SDS), and safe operating procedures in manufacturer specifications and workplace procedures
* Interpret information from workshop literature when seeking environmental and sustainability best practice procedures.
* Interprets a range of technical information relating to petrol and diesel engines and their operation

##### Numeracy – Exit Level 3

* Matches
  + electrical components and part identification numbers to workplace instructions, vehicle, machinery and component part lists, and manufacturer specifications
  + alternator, starter types and part identification numbers to workplace instructions, vehicle, machinery and component part lists, and manufacturer specifications
  + component part numbers to workplace instructions and vehicle and component part lists
* Interprets
  + vehicle electrical measurements and readings
  + measurements of wire size and gauge relating to wiring harnesses and loom fabrication and repairs
  + numbers and units relating to electrical circuits and wiring systems in automotive technical information
  + electrical measurements of voltage, current and resistance relating to electrical circuits
  + wiring gauge dimensional measurements
  + numbers and units relating to petrol and diesel engines in automotive technical information
  + numbers and units used with measuring equipment, such as compression gauges and cylinder leakage testers.
* Measure
  + voltage, current and resistance and use basic mathematical operations, including addition and subtraction, to calculate deviations from manufacturer specifications.
  + components to determine compliance with specifications.
* Calculates
  + deviations from manufacturer specifications
  + charge rate from cold cranking amp (CCA) and reserve capacity (RC) battery rating requirements
  + liquid volumes and service schedule intervals, using mathematical operations, including addition and subtraction.
* Use basic mathematical operations
  + in common electrical formulas to calculate voltage drop, resistance, current flow and electrical power.
  + to calculate engine dimensions, such as bore, stroke power, and torque
* Identifies, interprets and matches components and requirements to manufacturer specifications, including:
  + battery types
  + battery identification numbers and specifications
* Identifies hazardous material weights and volumes according to safety data sheets (SDS) and work instructions

##### Writing – Exit Level 2

* Complete documentation according to workplace policies and procedures
* Legibly and accurately
  + enter information on service tags, and in electrical test equipment service and maintenance schedules.
  + fill out workplace documentation when reporting work performed and recording parts and material used.
  + record electrical measurements taken when testing electrical circuits and components

### AUR30420 Certificate III in Agricultural Mechanical Technology

##### Reading – Exit Level 3

* Interprets
  + work health and safety (WHS) procedures in workplace and manufacturer literature
  + safety data sheets (SDS), and safe operating procedures in manufacturer specifications and workplace procedures
  + text, symbols and wiring diagrams in manufacturer specifications, and workplace instructions and procedures
  + hydraulic symbols and circuits.
* Interprets information from manufacturer and workshop literature when seeking service procedures and specifications relating to
  + diesel fuel injection systems.
  + braking systems
* Researches, organises and interprets technical information from manufacturer and workshop literature when seeking specifications and procedures

##### Numeracy – Exit Level 3

* Identifies different size metric and imperial tools
* Understands the progression of fractions in imperial tools
* Uses basic mathematical processes, including addition, subtraction, multiplication and division, to calculate distance, area, volume and tolerances
* Measures
  + brake components and use basic mathematical operations, including addition and subtraction,
  + hydraulic system components
  + voltage, current and resistance and uses mathematical operations
  + components and uses basic mathematical operations, including addition and subtraction, to calculate tolerances and deviations from manufacturer specifications
  + fuel injection system components
  + final drive assembly components
  + powershift transmission components
  + braking system components
* Calculates
  + deviations and tolerances from manufacturer specifications
  + liquid volumes and service schedule intervals using basic mathematical operations, including addition and subtraction.
  + charge rate from cold cranking amp (CCA) and reserve capacity (RC) battery rating requirements
  + gear ratios and torque reduction.
  + liquid quantities and service intervals.
* Interprets
  + measuring equipment scales.
  + precision measuring equipment including, micrometres, vernier callipers, and flow, temperature and pressure gauges.
  + vehicle electrical measurements and readings
  + pressure gauges and metric units of pressure
  + hydraulic pressure gauges and other measuring equipment.
* Identifies, interprets and matches components and requirements to manufacturer specifications, including:
  + battery types
  + battery identification numbers and specifications
* Reads hydraulic system pressures, forces, distances and temperature
* Matches
  + alternator types and part identification numbers to workplace instructions, vehicle, machinery and component part lists, and manufacturer specifications
  + starter motor types and part identification numbers to workplace instructions, vehicle, machinery and component part lists, and manufacturer specifications
* Identifies hazardous material weights and volumes according to safety data sheets (SDS) and work instructions

##### Writing – Exit Level 1

* Fills out workplace documentation legibly
* Provides information or records customer requirements in relevant forms or documentation.
* Complete workplace documentation according to workplace procedures

### AUR30620 Certificate III in Light Vehicle Mechanical Technology

##### Reading – Exit Level 2

* Researches, organises and interprets technical information from workplace procedures, manufacturer procedures and manufacturer specifications.
* Locates information from manufacturer and workshop literature when seeking service procedures and specifications relating to petrol fuel systems.
* Interprets work health and safety (WHS) procedures in workplace and manufacturer literature
* Interprets text, symbols and wiring diagrams in information relating to electrical system testing and repair equipment from manufacturer specifications and workplace instructions and procedures
* Interprets information from manufacturer and workshop literature when seeking service procedures and specifications relating to braking systems.
* Interprets safety data sheets (SDS), and safe operating procedures in manufacturer specifications and workplace procedures
* Interprets text, symbols and wiring diagrams in manufacturer specifications, and workplace instructions and procedures

##### Numeracy – Exit Level 2

* Measures engine components, voltage, current and resistance, steering system information in degrees and metric units of measurement, measures steering system components
* Calculates distances, areas, volumes and tolerances
* Calculates deviations from manufacturer specifications.
* Using basic mathematical operations, including addition and subtraction
  + Calculates liquid volumes and service schedule intervals
  + Calculate distance, area and volume
  + Measures brake components
* Identifies different size metric and imperial tools
* Understands the progression of fractions in imperial tools
* Matches electrical components and part identification numbers to workplace instructions, vehicle, machinery and component part lists, and manufacturer specifications
* Interprets vehicle electrical measurements and readings
* Calculates deviations and tolerances from manufacturer specifications
* Interprets measuring equipment scales.
* Identifies, interprets and matches components and requirements to manufacturer specifications, including:
  + battery types
  + battery identification numbers and specifications
* Calculates charge rate from cold cranking amp (CCA) and reserve capacity (RC) battery rating requirements
* Measures suspension system information in degrees and metric units of measurement, measures suspension system components
* Matches alternator types and part identification numbers to workplace instructions, vehicle, machinery and component part lists, and manufacturer specifications
* Interprets vehicle electrical measurements and readings
* Interprets numeric information, including:
  + exhaust gas percentages
  + exhaust gas ratios.
* Identifies hazardous material weights and volumes according to safety data sheets (SDS) and work instructions
* Interprets pressure gauges and metric units of pressure
* Uses mathematical operations to calculate volumes from ratios

##### Writing – Exit Level 1

* Legibly and accurately fill out workplace documentation when reporting inspection findings, making recommendations, and recording parts and material used.
* Complete documentation

### AUR30820 Certificate III in Motorcycle Mechanical Technology

##### Reading – Exit Level 3

* Organises and interprets technical information from workplace procedures, manufacturer procedures and manufacturer specifications
* Interprets text, symbols and wiring diagrams in information relating to electrical system testing and repair equipment from manufacturer specifications and workplace instructions and procedures.
* Interprets work health and safety (WHS) procedures in workplace and manufacturer literature
* Interprets information from manufacturer and workshop literature when seeking
  + service procedures and specifications relating to braking systems.
  + environmental and sustainability best practice procedures.
  + procedures required to carry out work safely
  + cooling system specifications and procedures
* Interprets safety data sheets (SDS), and safe operating procedures in manufacturer specifications and workplace procedures
* Locates information from manufacturer and workshop literature when seeking service procedures and specifications relating to petrol fuel systems.
* Researches, organises and interprets technical information from manufacturer and workshop literature when seeking specifications and procedures

##### Numeracy – Exit Level 3

* Matches
  + electrical components and part identification numbers to workplace instructions, motorcycle, machinery and component part lists, and manufacturer specifications
  + alternator types and part identification numbers to workplace instructions, vehicle, machinery and component part lists, and manufacturer specifications
* Interprets
  + motorcycle electrical measurements and readings
  + vehicle electrical measurements and readings
  + measuring equipment scales.
  + pressure gauges and metric units of pressure
* Measures
  + voltage, current and resistance and uses mathematical operations
  + clutch system components
  + brake components and use basic mathematical operations, including addition and subtraction,
  + driveline system components
  + engine components
  + manual transmission components
  + petrol carburettor system components
  + suspension system components
  + steering system components
* Calculates
  + liquid volumes and service schedule intervals using basic mathematical operations, including addition and subtraction.
  + distances, areas, volumes and tolerances
  + deviations and tolerances from manufacturer specifications.
  + charge rate from cold cranking amp (CCA) and reserve capacity (RC) battery rating requirements
* Understands the progression of fractions in imperial tools
* Identifies different size metric and imperial tools
* Identifies, interprets and matches components and requirements to manufacturer specifications, including:
  + battery types
  + battery identification numbers and specifications
* Identifies hazardous material weights and volumes according to safety data sheets (SDS) and work instructions

##### Writing – Exit Level 2

* Complete workplace documentation according to workplace procedures
* Fills out workplace documentation legibly
* Provides information or records customer requirements in relevant forms or documentation.

### AUR31020 Certificate III in Automotive Sales

##### Reading – Exit Level 3

* Interpret
  + product and service specifications and promotional materials to advise customers
  + information in warranties, terms and conditions, and receipts relevant to customer complaint.
  + textual and numerical information in product or service documentation to provide customer advice
  + key information in sales documentation and work instructions to determine required action.
  + information from workshop literature when seeking environmental and sustainability best practice procedures.
  + key legal information in sales and related documentation.
  + information from manufacturer and workshop literature when seeking procedures required to carry out work safely
* Interprets and analyses customer information for on-selling opportunities.
* Selects and applies workplace procedures and other written documentation found in the automotive workplace to solve routine problems.

##### Numeracy – Exit Level 3

* Uses mathematical operations, including addition, subtraction, multiplication, division and percentages
  + to estimate and calculate costs for customers.
  + to calculate quantities and prices
* Estimates and calculates timeframes for organising delivery and follow-up services.
* Interpret and explain numerical information relating to cost and time limitations to customers.
* Identifies hazardous material weights and volumes according to safety data sheets (SDS) and work instructions

##### Writing – Exit Level 2

* Prepares quotes and completes workplace forms and documentation relating to sales or promotional activities legibly.
* Fills out workplace documentation legibly
* Provides information or records customer requirements in relevant forms or documentation.
* Enters information into sales orders, workplace forms and databases legibly.
* legibly and accurately complete required sections of sales documentation to comply with legal requirements.

Mapping for reading and numeracy considered there are 2 different streams “Parts Interpreting” and “Vehicle, Farm Machinery and Motorcycles Sales”.

### AUR31120 Certificate III in Heavy Commercial Vehicle Mechanical Technology

##### Reading – Exit Level 2

* Researches, organises and interprets information from workplace procedures, manufacturer procedures and manufacturer specifications
* Interprets text, symbols and wiring diagrams in information relating to electrical system testing and repair equipment from manufacturer specifications and workplace instructions and procedures
* Interprets work health and safety (WHS) procedures in workplace and manufacturer literature
* Interprets safety data sheets (SDS), and safe operating procedures in manufacturer specifications and workplace procedures
* Interprets workplace instructions such as job cards

##### Numeracy – Exit Level 2

* Matches components and part identification numbers to workplace instructions, vehicle, machinery and component part lists, and manufacturer specifications
* Interprets
  + vehicle electrical measurements and readings
  + pressure gauges and units of pressure
  + numeric information, including exhaust gas percentages and exhaust gas ratios
* Measures voltage, current and resistance and uses mathematical operations
* Calculates deviations from manufacturer specifications
* Identifies different size metric and imperial tools
* Understands the progression of fractions in imperial tools
* Uses basic mathematical processes, including addition, subtraction, multiplication and division
  + to calculate distance, area and volume
  + Calculates liquid volumes and service schedule intervals
  + to determine liquid quantities and calculate service intervals
* Carries out calculations such as distance, areas, volumes, tolerances and deviations from manufacturer specifications
* Understands angles in degrees
* Identifies hazardous material weights and volumes according to safety data sheets (SDS) and work instructions

##### Writing – Exit Level 1

* Complete documentation according to workplace procedures

### AUR31220 Certificate III in Mobile Plant Technology

##### Reading – Exit Level 3

* Interprets information from manufacturer and workshop literature when seeking
  + specifications and procedures.
  + service procedures and specifications relating to hydraulic systems.
  + environmental and sustainability best practice procedures.
  + vehicle and machinery service procedures and specifications.
  + procedures required to carry out work safely
* Interprets safety data sheets (SDS), and safe operating procedures in manufacturer specifications and workplace procedures
* Interprets work health and safety (WHS) procedures in workplace and manufacturer literature
* Interprets text, symbols and wiring diagrams in information relating to basic electrical system testing and repair equipment from manufacturer specifications, and workplace instructions and procedures
* Researches, organises and interprets technical information from manufacturer and workshop literature when seeking specifications and procedures

##### Numeracy – Exit Level 3

* Measures
  + and adjusts automotive components
  + components and uses basic mathematical operations, including addition and subtraction, to calculate tolerances and deviations from manufacturer specifications
  + voltage, current and resistance
* Calculates
  + deviations and tolerances from manufacturer specifications
  + charge rate from cold cranking amp (CCA) and reserve capacity (RC) battery rating requirements
* Uses basic mathematical operations, including addition, subtraction, multiplication and division, to
  + calculate deviations from manufacturer specifications
  + calculate sealant and adhesive volumes.
  + determine liquid quantities and calculates service intervals
  + calculate distance, area and volume
* Identifies, interprets and matches components and requirements to manufacturer specifications, including:
  + battery types
  + battery identification numbers and specifications
* Identifies hazardous material weights and volumes according to safety data sheets (SDS) and work instructions
* Identifies different size metric and imperial tools
* Interprets vehicle electrical measurements and readings
* Understands the progression of fractions in imperial tools

##### Writing – Exit Level 1

* Fills out workplace documentation legibly
* Legibly and accurately fill out workplace documentation when reporting inspection findings, making recommendations, and recording parts and material used.

### AUR31820 Certificate III in Heavy Commercial Trailer Technology\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### AUR32120 Certificate III in Automotive Body Repair Technology

##### Reading – Exit Level 3

* Interprets work health and safety (WHS) procedures in workplace and manufacturer literature
* Interprets information from manufacturer instruction manuals
* Interprets workplace instructions such as job cards
* Interprets safety data sheets (SDS), and safe operating procedures in manufacturer specifications and workplace procedures
* Interprets text, symbols and wiring diagrams in manufacturer specifications, workplace instructions and procedures, safe operating procedures and workplace information
* interpret information from workshop literature when seeking environmental and sustainability best practice procedures.
* Organises and interprets technical information from workplace procedures, manufacturer specifications, industry standards and safety data sheets (SDS).
* Accesses and interprets technical information and diagrammatic representations in written repair instructions and recommended repair procedures.
* Interprets information from manufacturer and workshop literature when seeking procedures required to carry out work safely

##### Numeracy – Exit Level 3

* Use basic mathematical operations, including addition, subtraction, multiplication and division to
  + calculate tolerances from manufacturer specifications
  + calculate alignment measurements
  + calculate distance, area and volume
  + calculate ratios for dilution rates to:
    - calculate body filler quantities and mix required ratios
    - calculate surface area.
  + count vehicle body components and reconcile records of components.
  + calculate manufacturers repair measurements and calibrations.
  + estimate surface area according to bonding instructions
  + estimate adhesive curing times
  + calculate quantities of required materials
  + calculate material for repairs in damage inspection report
  + calculate OEM or authorised agency repair measurements and tolerances
  + calculate material requirements
  + calculate vehicle misalignments and tolerances.
* Interpret
  + repair and alignment measurements.
  + and records numerical information.
  + adhesive code, type and grade.
  + and calculates OEM or authorised agency repair and vehicle specifications using metric and imperial systems of measurement
  + measurements of voltage, current and resistance relating to electrical components
* Identifies
  + different size metric and imperial tools
  + and sets gas metal arc welder settings
  + weld measurements from job requirements.
  + hazardous material weights and volumes according to safety data sheets (SDS) and work instructions
  + interprets and matches components and requirements to manufacturer specifications, including:
    - battery types
    - battery identification numbers and specifications
* Calculates
  + charge rate from cold cranking amp (CCA) and reserve capacity (RC) battery rating requirements
  + OEM or authorised agency repair measurements, including identify non-conformance measurements.
  + recommended remove and replacement times in damage inspection report.
* Measure
  + materials and components to determine compliance with specifications.
  + using universal measuring system
  + Compares measurements and identifies non-conformance measurements
* Understands the progression of fractions in imperial tools
* Sets
  + tools and equipment
  + alignment equipment
* Match materials and component part numbers to workplace instructions, manufacturer specifications, and vehicle and component part lists
* Reads tape measure and takes measurements
* Set up equipment and identify repair measurements
* Adjusts welder displays settings

##### Writing – Exit Level 1

* Legibly and accurately fill out workplace documentation.

### AUR32320 Certificate III in Automotive and Marine Trimming Technology

##### Reading – Exit Level 3

* Access:
  + workplace procedures and identify and interpret sections relating to workplace diversity, equal opportunity, discrimination and conflict resolution
  + and interpret work task instructions and work schedule requirements.
* Interpret:
  + workplace instructions such as job cards
  + information from workshop literature when seeking environmental and sustainability best practice procedures.
  + information from manufacturer and workshop literature when seeking procedures required to carry out work safely
  + work health and safety (WHS) procedures in workplace and manufacturer literature.
* Organise and interpret technical information from workplace procedures, manufacturer specifications, industry standards and safety data sheets (SDS).

##### Numeracy– Exit Level 3

* Calculates Original Equipment Manufacturer (OEM) or authorised agency repair measurements, including identifying non-conformance measurements.
* Use basic mathematical operations, including addition, subtraction, multiplication and division, to calculate:
  + quantities of trim and materials
  + fitting measurements in metric and imperial systems
  + calculate quantities of required materials
  + interpret metric and imperial measurements, including stitch per inch.
  + estimate repair times
  + distance, area and volume.
* Use material measuring equipment.
* Measure accurately using metric and imperial measuring equipment.
* Identifies:
  + hazardous material weights and volumes according to safety data sheets (SDS) and work instructions
  + tool size using metric and imperial systems of measurements
  + different size metric and imperial tools.
* Understands the progression of fractions in imperial tools.

##### Writing – Exit Level 2

* Legibly and accurately fill out workplace documentation.

### AUR32420 Certificate III in Automotive Refinishing Technology

##### Reading – Exit Level 3

* Interprets workplace instructions such as job cards.
* Interprets information from manufacturer and workshop literature when seeking procedures required to carry out work safely.
* Interpret information from workshop literature when seeking environmental and sustainability best practice procedures.
* Organises and interprets technical information from workplace procedures, manufacturer specifications, industry standards and paint technical data sheets (TDS) and safety data sheets (SDS).
* Accesses and interprets technical information and diagrammatic representations in written repair instructions and recommended repair procedures.

##### Numeracy – Exit Level 3

* Interprets OEM paint codes and formulas
* Interprets paint drying equipment temperature settings and drying times.
* Interprets paint codes and formulas
* Uses basic mathematical operations, including addition, subtraction, multiplication and division to:
  + determine ratios
  + measure and calculate quantities of paint and materials.
  + calculate quantities of masking materials.
  + to calculate manufacturers repair measurements and calibrations.
  + calculate quantities of refinishing materials
  + measure and determine ratios for mixing refinishing materials
  + set painting air pressure and drying equipment.
  + Interprets air pressure gauge settings and spray booth drying time
  + calculate quantities and measure primers.
* Sets and adjusts settings for:
  + spray painting air pressure
  + paint measuring system
  + spray booth temperature settings
  + Sets and use paint mixing system
* Identifies paint specification codes
* Identifies hazardous material weights and volumes according to safety data sheets (SDS) and work instructions
* Determines ratios and calculate quantities of paint and materials.
* Calculate and measure quantities of paint and materials
* Calculate and set paint drying times
* Calculate quantities of paint and materials.
* Interprets paint codes and formulas
* Measure and calculate quantities of paint and materials.

##### Writing – Exit Level 1

* Legibly and accurately fill out workplace documentation.

### AUR32518 Certificate III in Automotive Underbody Technology

##### Reading – Exit Level 3

* Read and interpret information from workplace procedures and documentation when seeking drive shaft specifications and procedures
* Read and interpret information from manufacturer specifications, adrs, workplace procedures and documentation when seeking tyre and wheel specifications
* Read and interpret information from manufacturer specifications and workshop literature relating to wheel balance procedures and specifications
* Interpret
  + work health and safety (WHS) and occupational health and safety (OHS) procedures in workplace and manufacturer literature
  + information from manufacturer instruction manuals, workshop literature when seeking
    - hydraulic braking system specifications and procedures.
    - wheel and tyre removal, inspection, refitting and adjustment procedures and specifications
    - suspension system specifications and procedures.
    - tyre and tube repair procedures and specifications.
    - environmental and sustainability best practice procedures.
  + safety data sheets (SDS), and safe operating procedures in manufacturer specifications and workplace procedures
  + text, symbols and wiring diagrams in manufacturer specifications, and workplace instructions and procedures.
  + steering system specifications and procedures.
  + procedures required to carry out work safely.

##### Numeracy – Exit Level 3

* Measure drive shaft components
* Use basic mathematical processes, including addition, subtraction, multiplication and division, to calculate
  + distance, area and volume.
  + correct charge rate and charging period for the type and capacity of battery.
  + distances, tolerances and deviations from manufacturer specifications
  + distances, angles, tolerances and deviations from manufacturer specifications
  + balance weights in metric and imperial units of measurement
* Use basic mathematical operations, including addition, subtraction and understanding of angles in degrees
* Identify different size metric and imperial tools
* Understand
  + the progression of fractions in imperial tools
  + suspension system information in degrees and metric units of measurement
  + numerical divisions in metric and imperial units of measurement
  + both metric and imperial units of measurement.
  + both metric and imperial units of measurement
  + steering system information in degrees and metric units of measurement
* Identify, interpret and match components and requirements to manufacturer specifications, including:
  + battery types
  + battery identification numbers and specifications
  + cold cranking amp (CCA) and reserve capacity (RC) battery rating requirements
* Measure
  + suspension system components and use basic mathematical operations, including addition and subtraction, to calculate distances, tolerances and deviations from manufacturer specifications.
  + braking system components and use basic mathematical operations, including addition and subtraction, to calculate distances, tolerances and deviations from manufacturer specifications.
  + steering system components and use basic mathematical operations, including addition and subtraction, to calculate distances, tolerances and deviations from manufacturer specifications.
  + wheel balancing weights
  + components and use basic mathematical operations, including addition and subtraction, to calculate tolerances and deviations from manufacturer specifications.
* Tyre inflation gauges
* Interpret numerical information when
  + repairing tyres and tubes
  + selecting tyres and wheels
  + manufacturer and component supplier specifications
  + tyres and wheels
  + workplace instructions
* Match hazardous material weights and volumes to safety data sheets (SDS) and work instructions.
* Set and calibrate wheel balancing machine

##### Writing – Exit Level 2

* Legibly and accurately fill out workplace documentation when reporting diagnostic findings, making repair recommendations, and recording parts and material used
* Legibly and accurately tag faulty tools and equipment
* Complete tool and equipment service and maintenance schedules.
* Legibly and accurately fill out workplace documentation, making recommendations regarding selected tyres and wheels
* Legibly and accurately enter information into workplace safety documents and check sheets.

### BSB30120 Certificate III in Business

##### Reading – Exit Level 2

* Recognises and interprets textual information to establish job requirements
* Evaluates textual information to determine regulatory requirements and internal policies
* Interprets WHS legislative and organisational documentation
* Comprehends textual information and integrates ideas and concepts from various sources

##### Numeracy – Exit Level 2 (reflects requirements of many electives)

* Calculates basic metric measurements to determine resource usage

##### Writing – Exit Level 2

* Completes documents using required formats
* Records key information related to the outcomes of the job, using appropriate vocabulary and style
* Varies writing style to meet requirements of audience and purpose
* Documents WHS information using required format and industry specific vocabulary
* Documents observations and experiences related to problem solving

### BSB30320 Certificate III in Legal Services\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### BSB40120 Certificate IV in Business

##### Reading – Exit Level 3

* Interprets a variety of text to determine and confirm task requirements
* Proofreads document checking for grammar, spelling, structure, and suitability of style and format for audience
* Interprets, evaluates and extracts relevant information from a range of texts for work requirements
* Sources and analyses information to establish networks that consistently promotes business opportunities
* Interprets and analyses WHS laws and organisational texts
* Organises, evaluates and critiques information from a wide variety of textual material
* Analyses and compares specific and complex text to determine and distinguish requirements
* Identifies and applies textual information from relevant sources to understand organisation’s policies and practices

##### Numeracy – Exit Level 2

* Interprets and critically analyses numerical data to determine work process requirements
* Interprets mathematical information related to timelines
* Analyses numerical information related work accountabilities

##### Writing – Exit Level 3

* Develops clear workplace documents appropriate to audience and context
* Selects appropriate channel, format, tone and content to suit purpose and audience
* Develops written texts using appropriate grammar, spelling and punctuation in relevant organisational formats
* Uses appropriate vocabulary, layout and grammatical structure to convey ideas and information
* Documents organisational WHS policies, procedures and programs according to WHS laws, using structure, layout and language suitable for audience
* Records WHS issues and actions taken according to reporting requirements
* Prepares and maintains required records using appropriate structure and vocabulary
* Develops material for a specific audience using clear language and workplace conventions to convey explicit information, requirements and recommendations
* Develops documents that clearly explain ideas and advice
* Records information using required tools
* Prepares written reports and workplace documentation that communicate complex information clearly and effectively

### BSB40320 Certificate IV in Entrepreneurship and New Business\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### BSB40420 Certificate IV in Human Resource Management

##### Reading - Exit Level 3

* Comprehends and analyses complex texts from a variety of sources and records to determine relevance to requirements or review implementation of strategies
* Critically evaluates and applies content from a range of structurally complex texts to support performance management processes
* Analyses textual information from a range of sources to identify organisational requirements
* Analyses information from a range of sources to evaluate performance
* Critically evaluates and applies content from a range of structurally complex texts
* Interprets and analyses WHS laws and organisational texts
* Interprets a range of textual information from a variety of sources and analyses and reviews for compliance and suitability

##### Numeracy – Exit Level 2

* Makes basic calculations to ensure work output meets predetermined timeframes
* Uses a limited range of mathematical calculations to calculate and reconcile amounts and arrange and compare numerical information

##### Writing – Exit Level 3

* Prepares required documents using language and structure appropriate to purpose and audience
* Develops a range of documentation using tone, structure and language suited to context and audience
* Develops materials to suit the requirements of different roles and individuals in the organisation
* Maintains records using correct technical and organisational vocabulary
* Documents organisational WHS policies, procedures and programs according to WHS laws, using structure, layout and language suitable for audience
* Records WHS issues and actions taken according to reporting requirements
* Prepares and maintains required records using appropriate structure and vocabulary
* Prepares concise notes to help synthesise information sourced during research
* Produces reports and other business communication for a range of contexts and audiences using relevant language and structure

### BSB40520 Certificate IV in Leadership and Management

##### Reading – Exit Level 3

* Collects, analyses and evaluates textual information from a range of resources to inform improvement strategies
* Gathers, interprets and analyses text relating to organisational goals, standards and values to aid planning and decision making
* Identifies, interprets, analyses and reviews textual information related to the operational plan and monitoring of operational performance

##### Numeracy – Exit Level 2

* Identifies and comprehends mathematical information in familiar texts to establish key performance indicators
* Selects and uses familiar mathematical techniques to organise timely supply of adequate resources for the operational plan and to use budgetary information to monitor performance

##### Writing – Exit Level 3

* Records and reports key information related to the organisational goals, standards and objectives
* Researches, plans and prepares documentation for relevant stakeholders
* Develops written texts using appropriate grammar, spelling and punctuation in relevant organisational formats
* Communicates relationships between ideas and information, matching style of writing to purpose and audience

### BSB40820 Certificate IV in Marketing and Communication\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### BSB40920 Certificate IV in Project Management Practice

##### Reading – Exit Level 3

* Reviews and evaluates project documentation and stakeholder feedback
* Identifies
  + and analyses complex texts
  + and interprets information from organisational documentation
  + textual information from a range of sources and determines how content may be applied
  + and interprets textual information to determine and adhere to objectives
* Interprets project documentation to determine scheduling requirements and review performance
* Applies appropriate strategies to construct meaning from complex texts
* Applies appropriate strategies to construct meaning from
  + complex texts
  + variety of texts

##### Numeracy – Exit Level 2

* Extracts and evaluates mathematical information embedded in a range of tasks and texts
* Selects and applies a range of mathematical
  + and problem-solving strategies to contribute to developing timelines and monitoring progress
  + strategies to contribute to determining resources and measuring work output against a predetermined timeline
* Uses
  + a range of informal and formal oral and written mathematical language and symbols to communicate mathematically
  + basic mathematical formula to calculate whole numbers and decimals to confirm financial accounts match purchased items

##### Writing – Exit Level 3

* Prepares
  + and updates documentation, using appropriate language, and matching style of writing to purpose and audience
  + reports and reviews matching writing style to purpose and audience
* Creates and updates records according to organisational requirements
* Contribute to
  + to the development and amendment of plans, reports and associated documentation using structure and vocabulary appropriate to audience, context and purpose
  + project documentations using structure and vocabulary appropriate to audience, context and purpose
* Documents
  + project activities using structure, layout, vocabulary, and conventions appropriate to context
  + results of analyses using required organisational formats
  + findings on communication needs using required formats and structure
* Develops a range of documents using structure and vocabulary appropriate to audience, context and purpose
* Maintains records according to organisational requirements
* Completes project documentation using required formats and structure

As there are only 3 core units the following common electives have been included in the mapping: BSBPMG423, BSBPMG424, BSBPMG425, BSBPMG426, BSBPMG427, BSBPMG429.

### BSB41419 Certificate IV in Work Health and Safety

##### Reading – Exit Level 3

* Locate, review and interpret WHS laws and organisational texts.
* Locate, review and interpret WHS legislative and organisational texts and other external information and data.
* Review and interpret WHS legislative and organisational texts.
* Locate, review and interpret WHS legislative texts.
* Analyse reports and other material about incidents to determine required course of action.
* Review and interpret at times complex WHS legislative and organisational texts
* Review and analyse WHS legislative requirements and organisational texts about return to work.
* Interpret and analyse legal and organisational texts relevant to contractor WHS requirements.

##### Numeracy – Exit Level 2

* Collect, organise and analyse information about systems of work and draws conclusions in relation to effectiveness of WHSMS plan.
* Perform calculations necessary to provide estimates related to timeframes.

##### Writing – Exit Level 3

* Use structure, layout and language suitable for audience to document WHSMS implementation plan.
* Develop required documentation using appropriate organisational formats and industry-specific vocabulary.
* Use structure, layout and language suitable for audience to document WHS hazard identification and risk control processes.
* Use appropriate organisational formats and industry-specific vocabulary to document hazards, risks, and risk controls.
* Use structure, layout and language suitable for audience to draft and document consultation and participation processes.
* Record required WHS information using appropriate organisational formats.
* Complete workplace records, forms and documentation using correct format, spelling and grammar, and industry-specific terminology.
* Record information for reference using language appropriate to audience.
* Document WHS advice using structure, layout and language suitable for audience.
* Draft, document, and update policies, procedures and processes according to requirements and using appropriate vocabulary and register.
* Produce information, reports and records using structure, language and layout appropriate to audience and organisational requirements.
* Use structure, layout and language suitable for audience when preparing documentation and other communications.

### BSB50120 Diploma of Business

##### Reading – Exit Level 3

* Research, analyse and evaluate textual information, from a wide range of sources.
* Identify information relevant to systems that support critical thinking and learning.
* Interpret and analyse information to determine activities required.
* Interpret textual information including legislation and organisational policy, to plan, implement and review resource requirements.
* Analyse organisational information to assess resource usage practices.
* Identify, analyse and evaluate complex textual information to determine legislative and regulatory requirements, trends and outcomes.

##### Numeracy – Exit Level 3

* Use a wide range of mathematical calculations to analyse numeric information in budgets or financial plans.
* Evaluate budget and financial plan outcomes with required organisational personnel.
* Implement processes to monitor actual expenditure, control costs and modify contingency plans as required according to financial objectives.
* Select and use familiar mathematical techniques to determine costs and benefits associated with strategic resource decisions.
* Define timeframes according to schedule requirements.
* Select and use familiar mathematical techniques to organise timely supply of required resources as well as identify budgetary information and monitor performance.
* Interpret and use mathematical equations to calculate numerical information relating to time durations and costs.

##### Writing – Exit Level 2

* Develop complex strategies using language and format appropriate to the audience and purpose.
* Record information in correct forms and prepares materials which convey detailed and factual content according to internal procedures.
* Report on budget and expenditure according to organisational protocols.
* Develop organisational texts including proposals, reports and plans according to organisational requirements.
* Prepare documentation using format and language appropriate to context, organisational requirements and audience.
* Utilise sophisticated writing skills to summarise information from various sources and distinguish significant information from minor references.

### BSB50320 Diploma of Human Resource Management

Pre-requisite - complete the following units (or equivalent competencies): BSBHRM411 Administer performance development processes; BSBHRM412 Support employee and industrial relations; BSBHRM415 Coordinate recruitment and onboarding; and BSBHRM417 Support human resource functions and processes. Equivalent competencies are predecessors to these units, which have been mapped as equivalent.

or

Have two years equivalent full-time relevant work experience.

##### Reading – Exit Level 3

* Synthesises a variety of relatively complex texts.
* Gathers, interprets and analyses textual information from a range of sources to identify relevant information.
* Interprets textual information obtained from a range of sources and determines how content may be applied to individuals and to organisational requirements
* Interprets and critically analyses organisational strategic and operational plans to identify relevant policies and objectives to be addressed
* Critically evaluates and applies content from a range of structurally complex texts
* Interprets, critically analyses and applies appropriate strategies to construct meaning from complex texts
* Interprets and critically analyses organisational strategy and data on staff turnover and demographics
* Interprets and analyses WHS laws and organisational texts

##### Numeracy – Exit Level 3

* Uses numerical tools to assess risk and uses numerical data to review plans
* Selects from, and applies, mathematical and problem solving strategies when reporting on success rates of activities
* Makes basic calculations to ensure work output meets predetermined timeframes
* Selects from an expanding range of mathematical strategies when analysing investment policies
* Extracts and evaluates the mathematical information embedded in a range of tasks and texts
* Extracts and applies mathematical information and problem-solving strategies when monitoring labour trends and surveying organisational climate

##### Writing – Exit Level 3

* Develops textual material and organises content in a manner that effectively documents risk management analysis and assessment priorities and processes
* Uses information from a range of sources to develop and document plans, strategies and feedback according to organisational requirements
* Maintains records using correct technical and organisational vocabulary
* Uses broad vocabulary, grammatical structure and conventions appropriate to text when developing objectives, designing methods and processes and reporting
* Develops a range of documentation using tone, structure and language suited to context and audience
* Displays knowledge of required structure and layout, employing broad vocabulary, grammatical structure and conventions appropriate to purpose and audience
* Uses broad vocabulary, grammatical structure and conventions appropriate to audience and context to develop strategies, plans or reports
* Documents organisational WHS policies, procedures and programs according to WHS laws, using structure, layout and language suitable for audience
* Records WHS issues and actions taken according to reporting requirements
* Prepares and maintains required records using appropriate structure and vocabulary

### BSB50420 Diploma of Leadership and Management

##### Reading – Exit Level 3

* Analyses and interprets textual information from the organisation’s policies, goals and objectives to establish team goals or to determine corrective action
* Gathers, interprets and analyses workplace documentation to determine requirements for the operational plan
* Researches, analyses and evaluates textual information, from a wide range of sources, to identify information relevant to systems that support critical thinking and learning

##### Numeracy – Exit Level 2

* Selects and uses mathematical problem-solving strategies to organise resource requirements, performance benchmarks and financial viability of the operational plan

##### Writing – Exit Level 3

* Prepares plans and policies incorporating appropriate vocabulary, grammatical structure and conventions.
* Prepares workplace documentation that communicates complex information clearly and effectively.
* Develops and documents a range of detailed texts relating to the management of an operational plan according to organisational requirements.
* Prepares documentation that summarises key findings and outcomes.
* Prepares presentations appropriate to audience needs, context and purpose.
* Develops complex strategies using language and format appropriate to the audience and purpose.

### BSB50820 Diploma of Project Management

##### Reading – Exit Level 3

* To interpret and analyse information from a range of complex texts.
* To identify, interpret and analyse textual information obtained from a range of sources.
* To identify, analyse and assess textual information obtained from a range of sources and determines how content may be applied to requirements.
* To review and interpret information related to budget.

##### Numeracy – Exit Level 2

* To interpret numerical information to determine project timelines and measure outcomes against project scope.
* To calculate time requirements for project scheduling.
* To use basic mathematical formula to determine costs and other necessary resources.
* To interpret information to determine measurable objectives.
* To interpret numerical information to measure outcomes against objectives.
* To use analytical skills to review and evaluate process and decide on future improvements.
* To use mathematical formulae to calculate resources against predetermined budgets, solve variances and finalise project costs.
* To use mathematical formulae to calculate resources against project requirements and to measure work output against predetermined criteria.
* To use analytical skills to review performance and decide on actions needed.
* To analyse numerical data to identify project risk levels and rank risks according to agreed system of classification.
* To use a wide range of mainly formal and some informal, oral and written mathematical language and representation to communicate mathematically.

##### Writing – Exit Level 2

* To develop project documentation and procedures using formats and language appropriate to context.
* To draft and develop documentation required for project scheduling and reporting using appropriate formats and language.
* To develop and document quality requirements for project plan.
* To record results of quality audits according to organisational requirements.
* To develop plans, role descriptions and reports using clear, specific and industry-related terminology, appropriate structures and conventions.
* To document personnel requirements, results of performance measurements and improvement recommendations.
* To document risk analysis and risk controls using required formats and structure.
* To modify and update workplace documentation according to requirements.

### CHC22015 Certificate II in Community Services

##### Reading – Exit Level 2

* Access and interpret workplace documents, policies and procedures.
* Read and interpret documents relating to work role.
* Follow organisational policies and procedures.

##### Numeracy – Exit Level 2

* Interpret safety signs and plans.
* Interpret numerical information related to timeframes.

##### Writing – Exit Level 1

* Complete required documents using organisational standards and formats.

### CHC30121 Certificate III in Early Childhood Education and Care

##### Reading – Exit Level 3

* Access and interpret workplace policies and procedures
* Interpret schedules
* Check authorisation forms to administer medicine; access and interpret relevant procedures; to access and interpret child records; accurately read and interpret medication packaging and dosage instructions and any other relevant medical information; access and interpret food labels and identify ingredients of concern; read food safety procedures; interpret dietary requirements; interpret information about Legal requirements and components of the National Quality Framework; access and interpret Dietary Guidelines for Children and Adolescents in Australia and the *Australian Guide to Healthy Eating*, including *Get Up and Grow: Healthy Eating* and *Physical Activity for Early Childhood* resources; to read stories to children
* Interpret learning framework, service curriculum and documented observations
* Access and engage with key statutory and regulatory requirements relevant to role
* Interpret unfamiliar information of varying complexity

##### Numeracy –Exit Level 2:

* Interpret safety signs and plans; to encourage children to engage with numbers, symbols, time, money; to work within a schedule
* Correctly calculate medication dosages for common measurements including milligrams (mg) and millilitres (ml); to interpret and apply weights and measures in relation to food preparation; prepare formula;
* Estimate weights for safe manual handling;
* Check use-by dates of medication;

##### Writing – Exit Level 2

* Complete medication records
* Complete forms
* Document how the learning framework is demonstrated in the service; document involvement with the learning framework; record observations in line with service requirements, in an unbiased way; document the type and level of collaboration with other organisations

### CHC30221 Certificate III in School Based Education Support

##### Reading – Exit Level 3

* Interpret teacher planning documents
* Interpret organisational policies and procedures.
* Interpret organisational policies and procedures for work health and safety.
* Interpret educational program information and curriculum documentation.
* Interpret unfamiliar documents about workplace legislation and guidelines.
* Interpret curriculum documents.

##### Numeracy – Exit Level 2

* Recognise what students are doing when working mathematically

##### Writing – Exit Level 2

* Record information and observations according to organisational policies and procedures.
* Produce reports according to organisational procedures.
* Record written observation of special needs (use professional language)

### CHC32015 Certificate III in Community Services

##### Reading – Exit Level 2

* Engage with written information, plans,
* Read and follow organisation policies, procedures and legislative requirements
* Read and interpret documents relating to work role
* Read safety signs, dangerous goods classification and safety instructions

##### Numeracy – No Inherent Requirements

##### Writing – Exit Level 2

* Document plans
* Complete reports to organisational standards
* Write emails
* Record risks and behaviours of concern

### CHC33021 Certificate III in Individual Support

##### Reading – Exit level 3

* Read and interpret documents relating to work role
* Engage with information about independent living and well being
* Access and follow policies, procedures and protocols
* Read and interpret individualised plans
* Read medicine labels and written directions from a health professional
* Interpret information that relates to the interrelationships between major components of each body system and other structures
* Access and interpret sources of information about legal and ethical requirements related to job role
* Read relevant commonwealth state or territory legislation and industry frameworks

##### Numeracy – Exit level 2

* Skills to estimate weights for safe manual handling
* Interpret signs and symbols
* Interpret and measure medicine dosages
* Interpret charts
* Interpret diagrams related to body systems
* Understand and interpret processes relevant to body regulation, blood pressure, body temperature

##### Writing – Exit level 2

* Write emails
* Complete reports and documentations according to organisational policies and procedures
* Report hazards according to organisational policies and procedures
* Contribute to review and development of policies and protocols
* Record identified risks and risk management strategies

### CHC40221 Certificate IV in School Based Education Support

##### Reading – Exit level 3

* Investigate the local context for Aboriginal and/or Torres Strait Islander peoples’ cultures.
* Interpret the learning framework or curriculum.
* Interpret unfamiliar documents about workplace legislation and guidelines.
* Comprehend content of teacher planning documents.
* Interpret organisational strategies, policies and procedures and regulatory requirements.
* Interpret unfamiliar information about ASD.
* Interpret a variety of text to determine and confirm task requirements.

##### Numeracy – Exit level 3

* Use activities and examples to demonstrate different mathematical functions.
* Use explicit talk to focus students on specific mathematics knowledge and skills.

##### Writing – Exit level 2

* Determine and use appropriate template for reporting, according to organisational policies and procedures.
* Record information and observations according to organisational procedures.
* Record details of children and young people at risk.

### CHC40321 Certificate IV in Child, Youth and Family Intervention

##### Reading – Exit Level 3

* Follow process requirements of service planning tools.
* Identify and utilise resources to promote partnerships.
* Identify, access and interpret sources of information about legal requirements, ethical responsibilities.
* Interpret a variety of text to determine and confirm task requirements.
* Identify and review professional practice frameworks.
* Follow safe work practices

##### Numeracy – No Inherent Requirements

##### Writing – Exit Level 2

* Provide clear and current information about service delivery and support the interests, rights and decision-making of the person in all dealings.
* Collate and prepare information and distribute to relevant stakeholders as required.
* Conduct risk assessment and prepare reports and other documentation according to organisation requirements.
* Minute or record meeting in accordance with organisation requirements and record planning activities and decisions made.
* Document ways to support the delivery of services and programs that are culturally safe and encourage increased participation.
* Document detailed summary of developmental history and analysis.
* Record details of children and young people at risk.
* Identify and report incidents and injuries to designated persons according to workplace procedures.

### CHC40421 Certificate IV in Youth Work

##### Reading – Exit Level 3

* Apply organisation standards and procedures and comply with legislative and statutory requirements.
* Review information, identify, access and interpret sources of information about the legal requirements that apply to the work role.

##### Numeracy – No Inherent Requirements

##### Writing – Exit Level 3

* Facilitate meetings including developing agenda, list of participants and recording minutes.
* Complete accurate and comprehensive records, reports and referral information according to organisation requirements.

### CHC41115 Certificate IV in Employment Services

##### Reading – Exit Level 3

* Access and interpret sources of information about legal and ethical requirements related to job role
* Read relevant commonwealth state or territory legislation and frameworks relevant to job role (e.g. human rights frameworks).
* Research skills (including formal and informal methods) to source, interpret and use labour market information.
* Review contractual information and identify responsibilities and requirements related to job role.
* Apply critical reading skills when accessing employment, labour market, education and training information.
* Assist clients to develop information-seeking skills relevant to client needs.
* Remain up to date on issues and trends in employment, education, training and the labour market.
* Evaluate the potential application of industry-relevant information to own work practice based on client needs.

##### Numeracy – Exit Level 2

* Produce a range of workplace texts in line with organisational demands, requirements and professional standards (e.g. meeting agendas, emails, meeting minutes, job plans, resumes, cover letters, etc.)
* Complete and maintain accurate documents and records.

##### Writing – Exit Level 2

* Interpret embedded mathematical information (e.g. numerical data) and extract and distil content relevant to own practice.
* Identify and interpret current and projected skills shortages.
* Work accurately with time, timeframes and timelines (e.g. when developing employment plans), including 24-hour time (for appointments and scheduling purposes).
* Recognise employment growth areas.
* Interpret and comprehend unemployment and job seeker data in context of job requirements.
* Identify and interpret labour market trends in context of job requirements.

### CHC42021 Certificate IV in Community Services

##### Reading – Exit Level 3

* Research relevant and timely information on clients’ rights and responsibilities.
* Apply organisation standards and procedures and comply with legislative and statutory requirements.
* Identify, access and interpret sources of information about the legal requirements and ethical responsibilities that apply to the work role.
* Gather and review information about relevant services, organisations, and key people.
* Accurately read and interpret workplace safety policies and procedures including safety signs, dangerous goods classifications, and safety instructions.

##### Numeracy – No Inherent Requirements

##### Writing – Exit Level 2

* develop an agenda and list of invited participants in consultation with appropriate people for meetings.
* Minute or record meeting in accordance with organisation requirements.
* Complete accurate and comprehensive records, reports and referral information according to organisation requirements.
* Define and document the type and level of collaboration and negotiate with the relevant people.

### CHC43015 Certificate IV in Ageing Support

##### Reading - Exit Level 3

* Follow key information in workplace policies and procedures
* Engage with the individualised plan; access information about the structure and profile of the aged care sector, and issues related to work in the aged care sector and information relevant to role; access and follow workplace policies and procedures to access and interpret relevant compliance information from local, state/territory and commonwealth sources

##### Numeracy –Exit Level 2

* Work within a schedule
* Estimate weights for safe manual handling;
* Read and interpret medicine dosages;
* Interpret and address dehydration and malnutrition; complete accurate records

##### Writing – Exit Level 2

* Maintain checklists and complete familiar, routine documentation with short, simple phrases, according to organisational requirements
* Update the individualised plan
* Record observations
* Record planning activities
* Prepare a range of different types of texts with integrated information and ideas in a structure appropriate to the audience, including to and decisions made; to report abuse, write comprehensive notes about discussions

### CHC43121 Certificate IV in Disability Support

Pre-requisite CHC33021 and as such no numeracy assessment required for CHC43121.

##### Reading – Exit Level 3

* To access and follow workplace policies and procedures
* To read and interpret individualised plans
* Access and interpret relevant compliance information from local, state/territory and commonwealth sources

##### Numeracy – No Inherent Requirements

##### Writing – Exit Level 2

* Develop and update individualised plans
* Complete reports and documentation according to policies and procedures
* Complete a workplace incident report in line with regulatory guidelines and organisational policies

### CHC43215 Certificate IV in Alcohol and Other Drugs

##### Reading – Exit Level 3

* Research, analyse and maintain up-to-date knowledge and awareness of the social, political, economic and legal contexts of Alcohol and Other Drugs (AOD).
* Research and analyse impacts of AOD policy frameworks on AOD work practice.
* Identify and use legal frameworks that impact on AOD work.
* Identify, review and apply information about evidence based models and frameworks of AOD work.
* Interpret intervention requirements from the individual treatment plans.
* Identify and organise support resources required for the intervention.
* Identify and prepare assessment tools and processes according to organisation policy and procedures.
* Identify and respond to legal requirements and ethical responsibilities.

##### Numeracy – No Inherent requirement

##### Writing – Exit Level 2

* Assess current status, patterns of use and levels of dependence using standardised or approved AOD screening and assessment tools.
* Record assessment and provide feedback.
* Monitor, record and report activities and client progress.
* Record goals and selected strategies in the individual treatment plan according to organisation protocols.
* Accurately record revisions in the individual treatment plan according to organisation protocols.
* Keep notes in the person’s file in accordance with organisation policies and procedures, recording the person’s stage of decision-making on each occasion.
* Develop an agenda and list of invited participants in consultation with appropriate people and minute or record meeting in accordance with organisation requirements.
* Document interactions and services according to organisation policy and procedures.
* Report details of First Aid incident in line with appropriate workplace or site procedures and complete applicable workplace or site documentation, including incident report form.

### CHC43315 Certificate IV in Mental Health

##### Reading – Exit Level 3

* Identify and utilise resources to promote partnerships,
* Identify, access and interpret sources of information about the legal requirements that apply to the work role, sources of information about the ethical responsibilities that apply to the work role.
* Comply with laws, relevant ethical guidelines and policy requirements that affect duty of care and dignity of risk.
* Follow workplace policies and procedures
* Accurately read and interpret workplace safety policies and procedures including safety signs, dangerous goods classifications and safety instructions.

##### Numeracy – Exit Level 2

* To identify and interpret analogue and digital times and dates as part of records maintenance (e.g. progress notes)
* To follow codes of practice, workplace policies and procedures, and to navigate instructions (which may include tabular formats, numerical data, and necessitate an understanding of sequencing)
* To identify and document timelines for action
* Time management skills to assist with facilitation of appointments and the implementation of forward-planning
* To keep a record of hours of work (e.g. for funding requirements)

##### Writing – Exit Level 2

* Devise and document ways to support the delivery of services and programs that are culturally safe and encourage increased participation, document advocacy options according to organisation policy and procedures.
* Identify and take opportunities to contribute to the review and development of policies and protocols.
* Clarify and document any other accountability requirements including program, funding or legislative requirements.
* Develop and document personal wellness plan, risk plans or other plans to meet the person’s priorities, as appropriate, identify and document the person’s and worker’s roles and timelines for action, develop promotional material about self-advocacy.

### CHC43415 Certificate IV in Leisure and Health

##### Reading – Exit level 3

* Engage with information
* Read and interpret workplace safety policies and procedures including safety signs, dangerous goods classifications and safety instructions
* Read and interpret state/territory legislation, workplace regulations, codes of practice and industry standards
* Review documentation
* Read organisational policies and procedures

##### Numeracy – Exit level 2

* Estimate weights and follow safe manual handling procedures
* Interpret signs and symbols
* Plan timeframes
* Measure progress and performance

##### Writing – Exit level 2

* Record risks, hazards and behaviours of concern, according to organisational guidelines
* Document a self-development plan
* Record client information
* Document individual client plans
* Minute/record meetings
* Prepare written correspondence
* Document strategies

### CHC43515 Certificate IV in Mental Health Peer Work

##### Reading – Exit level 3

* Text and task complexity (some complex texts with specialised vocabulary as well as tasks involving a number of steps)
* Synthesise information from a variety of sources
* Evaluate the credibility, reasonableness and relevance of information
* Recognise the connections between context, purpose and audience
* Extract and curate relevant information for clients

##### Numeracy – Exit Level 2

* To identify and interpret analogue and digital times and dates as part of records maintenance
* To follow codes of practice, workplace policies and procedures, and to navigate instructions (which may include tabular formats, numerical data, and necessitate an understanding of sequencing)
* Time management skills to assist with facilitation of appointments and the implementation of forward-planning
* To collect, collate and interpret feedback data
* To document events (involving dates and times) relevant to advocacy situations

##### Writing – Exit level 2

* To respond to consumer feedback on trauma informed practices and service delivery
* To document advocacy options according to organisation policy and procedures.
* To develop promotional material about self-advocacy.
* To document any consents required.
* To engage in collaborative record keeping.
* To report incidents and injuries to designated persons according to workplace procedures.
* Document strategies

### CHC50121 Diploma of Early Childhood Education and Care

##### Reading – No inherent Requirements

Note: Pre-requisite completion of CHC30121 develops Exit Level 3 for reading capabilities.

##### Numeracy – No inherent Requirements

##### Writing – Exit Level 3

* Complete reports and forms according to service policies and procedures.
* Record information according to service guidelines.
* Produce accurate, informative report.
* Write clearly and fluently when preparing documents.
* Document a self-development plan using established principles and techniques.
* Prepare workplace documentation that communicates complex information clearly and effectively.

### CHC50221 Diploma of School Age Education and Care

##### Reading – Exit Level 3

* Identify required processes for workplace collaboration according to organisational policies and procedures.
* Evaluate broader organisation context and its impact on service delivery.
* Identify cultural safety issues in the workplace and identify and utilise resources to promote partnerships.
* Research diversity in the workplace.
* Identify and/or develop and use resources that facilitate effective communication in the workplace.
* Research information required for legal compliance.
* Access and review information on current and emerging industry developments and use these to improve practice.
* Read children’s records and identify relevant information for planning experiences and select activities and resources that promote access, equity, diversity and inclusion of all children in the service.
* Follow service safety policies and procedures in implementing experiences.
* Interpret unfamiliar and potentially complex information about childhood development.
* Operate first aid equipment according to manufacturers’ instructions.
* Identify workplace procedures for work health and safety.

##### Numeracy – No Inherent Requirements

##### Writing – Exit level 3

* Prepare plans and policies incorporating appropriate vocabulary, grammatical structure and conventions.
* Develop programs and document program identifying priorities, timelines and responsibilities.
* Maintain relevant program and service delivery documentation.
* develop and document diversity strategies in consultation with stakeholders including people from key target groups.
* document policies and procedures to support legal and ethical practice in readily accessible formats, integrate documentation and record keeping requirements into policies and procedures.
* document and implement a self development plan that sets realistic goals and targets.
* Accurately record relevant specific and general circumstances surrounding risk of harm in accordance with state legislation, service policies and procedures and ethics, promptly record and report risk-of-harm indicators, including the circumstances surrounding the risk of harm according to service policies and procedures and ensure writing in reports is non-judgemental.
* Document the child’s individual support needs, associated strategies and experience plans according to service policies and procedures and relevant legislative requirements.
* Record information according to service policies and procedures.
* Report details of incident in line with appropriate workplace or site procedures.
* Report any work health and safety hazards or risks in line with workplace procedures and legislative requirements.
* Investigate strategies, networks and resources that help link people with a disability to recreation opportunities.

### CHC51015 Diploma of Counselling

##### Reading - Exit Level 3

* To analyse existing client information prior to commencement of counselling session.
* To research and apply personality and development theories.
* To research learning theories.
* To interpret information about counselling therapies and determine their application.
* To determine appropriate response to case management in accordance with organisation and legislative requirements.
* To Identify and utilise resources to promote partnerships.
* To identify and respond to legal requirements.

##### Numeracy –N/A

##### Writing –Exit Level 3

* To complete documentation and reporting according to organisation requirements.
* To make documented agreement with the client that addresses disclosure and organisation requirements.
* To take notes.
* To report or refer appropriately in line with organisation requirements.
* To develop a process for program monitoring, recording and intervention, according to individual client needs.
* To develop an appropriate case management plan.
* To devise, document and implement a self development plan that sets realistic goals and targets.

### CHC52021 Diploma of Community Services

##### Reading - Exit level 3

* Accesses and interprets relevant compliance information from local, state/territory and commonwealth sources
* Accesses and interprets WHS regulations, relevant codes of practice and workplace procedures
* Accesses and engages with information in business and strategic plans
* Researches and analyses information relevant to role and workplace, including contemporary frameworks, political and economic theory and systems
* Researches related sociological factors that may impact on clients
* Access and engage with information about different types of assessments and assessment processes
* Access and interpret information relevant to role, including approaches and models, principles and practices of planning complex service inputs, and funding arrangements
* Accesses and engages with information on current and emerging industry developments and trends
* Accesses and evaluates case management and client information
* Researches professional development opportunities to inform self-development planning

##### Numeracy – Exit level 3

* Plans timelines
* Determines financial, human and physical resources
* Monitors budgets
* Works within budgets and assesses return on investment
* Analyses data and engages with numerical information included in sociological research
* Develops measures to evaluate outcomes of workplace strategies and to measure progress and performance
* Collects and evaluates quantitative data

##### Writing – Exit level 3

* Completes workplace documentation accurately using appropriate language and following organisational requirements
* Develops documents and content using the required format, accurate spelling, and grammar and terminology specific to the purpose and audience
* Communicates complex ideas relating to strategic direction
* Creates and distributes updated information on compliance, legal and ethical, WHS, and policies and procedures, to inform work groups and staff
* Maintains compliance records
* Updates plans
* Completes and records workplace risk assessments, hazard identification and health and safety reports, according to organisational requirements
* Develops plans for consumer participation and engagement
* Develops procedures for a range of work practices
* Maintains relevant program and service delivery documentation
* Records and reports on workplace and client interactions and situations, including reflections, strategies, solutions and resolutions
* Develops and documents diversity strategies
* Develops proposals to address needs within the organisation
* Documents and reports outcomes of briefings
* Documents a self-development plan to inform professional development needs and opportunities, and reflect on own work practice

### CHC52121 Diploma of Community Development

##### Reading – Exit level 3

* Interpret a variety of text to determine and confirm task requirements.
* Undertake research to identify key stakeholders, priorities to be addressed, possible strategies and options for action.
* Evaluate available program options to identify those which meet parameters.
* Identify and seek resources required for implementation of programs.
* Identify and use work practices for diversity, inclusion and safe environments.
* Follow workplace policies and procedures for safe work practices.
* Identify and implement WHS procedures and work instructions.

##### Numeracy – Exit level 3

* Select and interpret mathematical information that is relevant to budget of strategic planning.

##### Writing – Exit level 3

* Document program parameters according to organisational policies and procedures.
* Develop program plan in collaboration with communities and stakeholders and document according to organisational policies and procedures.
* Document outcomes of evaluations and report according to organisational policies and procedures.
* Identify and access resources required to support community leadership.
* Design and provide learning programs aimed at building on existing strengths and skills in leadership.
* develop and implement community engagement plan.
* document the outcomes and evaluation feedback according to organisational policies and procedures.
* Complete familiar forms and complete familiar forms.
* Report health and safety issues in line with workplace procedures and legislative requirements.

### CHC53315 Diploma of Mental Health

##### Reading – Exit level 3

* Research information about particular issues relating to client rights and interests.
* Gather feedback from key stakeholders on access, effectiveness of services, satisfaction, service gaps and areas for improvement.
* Review advocacy outcome in line with organisation and stakeholder objectives.
* Identify and use work practices for diversity, inclusion and safe environments.
* Identify cultural safety issues in the workplace.
* Identify and utilise resources to promote partnerships.
* Identify, access and review information sources on population health, demographic, social and epidemiology trends.
* Research features of other evidence based promotion, prevention and early intervention programs.
* Identify and access credible sources of data and evidence.
* Gather and analyse information for practice.
* Access and interpret legislation, regulations, code of conduct and workplace policies and procedures for WHS.

##### Numeracy –N/A

##### Writing – Exit level 3

* Document information about particular issues relating to client rights and interests.
* Collate information into appropriate format for communicating with, and distributing to, relevant agencies and stakeholders.
* Document appropriate, relevant and agreed plans to address needs identified with stakeholder organisations.
* Prepare submissions for resources to implement identified strategies, projects and action plans.
* Provide comments on policy documents, legislation, project plans and other relevant documents relating to client rights and interests.
* Respond appropriately to breaches of rights in service delivery in line with organisation and legal complaints processes.
* Provide progress and other reports and feedback to key people according to organisation requirements.
* Document ways to support the delivery of services and programs that are culturally safe and encourage increased participation.
* Complete documents in accordance with organisation procedures.
* Develop and document personal wellness plan, risk plans or other plans to meet the person’s priorities, as appropriate and document the person’s and worker’s roles and timelines for action.
* Maintain records and progress notes in collaboration with the person.
* Create, structure and document a program that responds to identified needs and objectives.
* Prepare reports and documentation according to organisation protocols.
* Develop procedures for ongoing hazard identification, and assessment and control of associated risks.
* Develop WHS record-keeping policies and procedures and provide information to workers.

### CHC62015 Advanced Diploma of Community Sector Management

##### Reading – Exit Level 3

* Collect and evaluate qualitative workplace diversity data.
* Identify and analyse potential benefits of diversity in relation to the workplace objectives.
* Analyse how current diversity practice matches workplace objectives.
* Research information required for legal compliance.
* Monitor and review service delivery against quality framework.
* Analyse and evaluate complex organisational information and legislative requirements to assist with financial decision making.

##### Numeracy – Exit Level 3

* Collect and evaluate quantitative workplace diversity data.
* Review and analyse numerical data embedded in organisational documentation and legislation.
* Compare and contrast complex numerical data to analyse and evaluate financial position and processes.
* Use appropriate formulae to analyse financial data to assess and manage risk and identify discrepancies.

##### Writing – Exit Level 3

* Develop and document diversity strategies in consultation with stakeholders including people from key target groups.
* Develop measures for evaluating the outcomes of workplace strategies, policies and procedures for diversity.
* Clearly articulate and document policies and procedures to support legal and ethical practice in readily accessible formats.
* Integrate documentation and record keeping requirements into policies and procedures.
* Develop a framework for quality service delivery.
* Design and implement a plan with immediate and long term goals to develop and improve the quality of service in consultation with stakeholders.
* Document and report work outcomes and performance management processes in accordance with organisational procedures.
* Develop and record information which incorporates a detailed analysis of factual and forecasted information.
* Prepare documents using format, content and layout appropriate to audience, purpose and regulatory requirements

### CPC20120 Certificate II in Construction

##### Reading – Exit Level 2

* Read work order and associated drawings
* Review completed SWMS
* Reading, interpreting, at a basic level, the requirements for a proposed construction project from a set of plans/drawings and specifications
* Review work instructions
* Read and interpret work instructions and basic information for sources

##### Numeracy – No Inherent Requirements

**Note:** No numeracy assessment as this qualification covers most numeracy capabilities in the core unit CPCCOM1015 Carry out measurements and calculations.

##### Writing – Exit Level 1

* Record calculation workings and results
* Select and sequence information to prepare a basic written report
* Enter information into basic workplace records and documents
* Prepare a written work plan and a list of resources required to complete the overall work task
* Enter routine data associated with levelling procedures legibly into workplace documentation

### CPP20521 Certificate II in Fire Protection Inspection and Testing

##### Reading – Exit Level 2

* To identify requirements from organisational policy and procedure documents
* To interpret product and service information in a range of formats to provide customer advice
* To identify and interpret textual information (e.g. workplace safety procedures, safety signs and plans, and Safety Data Sheets) to determine and adhere to organisational and task requirements
* To match and cross-reference words, symbols, codes and signs in work instructions and labels to identify first response equipment
* To extract and interpret relevant information from manufacturers’ instructions (e.g. as part of correct use demonstrations and explanations)
* To identify potential and actual breaches of rules and regulations associated with work instructions and take required action to ensure compliance
* To apply rules and regulations when undertaking work tasks (e.g. installations and servicing operations)
* To access and read relevant information, manuals and technical publications to support efficient resource use according to workplace requirements.
* To use and navigate Australian Standards to access information related work tasks

##### Numeracy – Exit Level 2

* To interpret numerical information related to timeframes
* To estimate time to complete tasks
* To complete logbooks (as part of service vehicle management)
* To use methods for converting basic units of measurement and pressure (involving applying understanding of common prefixes e.g. milli, centi or kilo)

##### Writing – Exit Level 1

* To complete required documents using organisational formats (e.g. competing workplace reports or recording customer information according to organisational requirements)
* To write accurately and legibly when completing workplace documentation

### CPC30220 Certificate III in Carpentry

##### Reading – Exit Level 2

* Read and interpret work instructions and plan sequence of work.
* Comply with laws and regulations, national construction codes, Australian Standards, work health and safety (WHS) and environmental requirements, manufacturers’ specifications and workplace requirements.
* Complete workplace documentation.
* Identify safety signage and barricade requirements.
* Review drawings, plans and specifications to determine construction details and dimensions for project.
* Read and interpret documentation from a variety of sources, including drawings and specifications.
* Understand written instructions, procedures and signage.
* Select and sequence information to prepare a basic written report.

##### Numeracy – Exit Level 3

* Manage storage or removal of materials
* Interpret drawings and plans to determine distances, positions and length of line.
* Use triangulation principles to set up right angle to line from corner peg.
* Check diagonal measurements for square and adjust lines to provide square relationship within 3 mm tolerance over minimum diagonal length of 10 m and for measurement accuracy.
* Complete calculations and measurements for work tasks.
* Interpret and calculate levelling readings and measurements.
* Select most appropriate equipment and method for obtaining the measurement.
* Use a ruler or tape to obtain linear measurements accurate to 1 mm.
* Take basic measurements and calculate quantities of materials in a construction environment, using basic formulae for each of: weight, area, volume, perimeter, circumference, ratio and percentage.
* Convert measurements in metres to millimetres and measurements in millimetres to metres.
* Check calculations for accuracy and record calculation workings and results.

##### Writing –Exit Level 2

* Enter routine data associated with levelling procedures legibly into workplace documentation.
* Describe the process for becoming a tradesperson or skilled operator in the construction industry.
* Enter information into basic workplace records and documents.
* Record results of calculations and measurements.

### CPC30320 Certificate III in Concreting

##### Reading – Exit Level 2

* accesses and understands essential WHS requirements, policies and procedures and environmental legislation and regulations, including:
* procedures and policies for identifying and reporting hazards, safety risks and hazardous materials in the workplace
* procedures for following safe practices when dealing with hazards and hazardous materials, and controlling risks associated with them
* use of appropriate protective equipment and clothing, choice of tools, use of barricades and signage, and the necessity of following relevant safety procedures
* safely performing tasks in accordance with legislative requirements and workplace policies and procedures
* necessity for keeping work site clear of risks to prevent accidents and to meet environmental requirements
* policies and procedures to be followed in an accident, fire or other type of emergency.
* accesses and interprets work orders and instructions, and reporting procedures
* reads and understands a range of information relating to work practices, e.g. workplace instructions, including instructions for using tools and equipment, protective clothing, emergency information and first aid instructions
* accesses and interprets material safety data sheets (MSDSs), job safety analyses (JSAs) and safe work method statements (SWMSs) relevant to the work to be performed.
* reads and interprets basic plans and specifications
* accesses and interprets project plans and specifications to identify concrete supply requirements
* reads and interprets requirements of Australian Standards and the National Construction Code (NCC) relevant to concrete supply specifications

##### Numeracy – Exit Level 2

* carries out measurements and calculations for different tasks in the industry, including calculating:
* perimeter
* circumference
* area
* volume
* ratio
* percentage
* converts metres to millimetres and millimetres to metres
* uses and applications of measuring and calculating equipment in the industry, including:
* rulers
* tape measures
* digital measuring and calculating devices
* calculates area and volume of the following in a construction environment:
* rectangles
* squares
* circles
* triangles
* trapeziums
* cubes
* cylinders
* calculates and checks concrete volumes and supply costs.
* estimates and calculates delivery requirements and schedules
* calculates and checks supplier specifications for volumes of different concrete mixes.

##### Writing – Exit Level 1

* completes workplace documents that accurately give the required basic information in the required format, according to organisational policies and procedures
* completes accurate information as required, for reporting hazards, incidents and injuries, including the application of basic first aid
* prepares basic written reports
* records information on basic plans and drawings
* records results of calculations and measurements
* lists required materials for work tasks
* accurately documents concrete volumes and supply costs.
* accurately completes orders and delivery schedules for concrete supplies

### CPC30420 Certificate III in Demolition\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### CPC30920 Certificate III in Scaffolding\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### CPC31020 Certificate III in Solid Plastering\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### CPC31220 Certificate III in Wall and Ceiling Lining

##### Reading – Exit level 2

* Access and Interpret
  + work health and safety legislation
  + codes and standards, manufacturer’s instructions and specifications, Australian standards
  + workplace policies, procedures and job plans and specifications
  + text, symbols in simple drawings
  + pattern drawings or plans and specifications
* Understand written instructions, procedures and signage

##### Numeracy – Exit level 2

* Use basic formulae for weight, length, area, volume, perimeter, ratio and percentage
* Estimate measurements
* Take basic measurements and calculate quantities of materials,
* Calculation principles used in sector – converting mm to m, m to mm, length, perimeter, area, volume, ratio etc
* Estimate time to complete tasks

##### Writing – Exit level 1

* Prepare basic written reports
* Complete basic workplace records and documents according to workplace policies and procedures
* Prepare material lists

### CPC31320 Certificate III in Wall and Floor Tiling

##### Reading – Exit level 2

* Access and Interpret
  + work health and safety legislation
  + codes and standards, manufacturer’s instructions and specifications, Australian standards
  + workplace policies, procedures and job plans and specifications
  + text, symbols in simple drawings
  + pattern drawings or plans and specifications
* Understand written instructions, procedures and signage

##### Numeracy – Exit level 2

* Interpret
  + signs and symbols
  + charts
* Take basic measurements and calculate quantities of materials,
* Using basic formulae for weight, length, area, volume, perimeter, ratio and percentage
* Calculation principles used in sector – converting mm to m, m to mm, length, perimeter, area, volume, ratio etc
* Estimate time to complete tasks
* Interpret and calculate levelling readings and measurements

##### Writing – Exit level 1

* Prepare basic written reports
* Complete basic workplace records and documents
* Prepare material lists
* Enter routine data associated with levelling procedures legibly into workplace documentation

### CPC32320 Certificate III in Stonemasonry

##### Reading – Exit Level 2

* Access and Interpret
  + work health and safety legislation
  + codes and standards, manufacturer’s instructions and specifications, Australian standards
  + workplace policies, procedures and job plans and specifications
  + text, symbols in simple drawings
  + pattern drawings or plans and specifications
* Understand written instructions, procedures and signage

##### Numeracy – Exit Level 2

* Take basic measurements and calculate quantities of materials
* Use basic formulae for weight, length, area, volume, perimeter, ratio and percentage
* Interpret and calculate levelling readings and measurements

##### Writing – Exit Level 1

* Prepare
  + basic written reports
  + material lists
* Complete basic workplace records and documents
* Enter routine data associated with levelling procedures legibly into workplace documentation

### CPC32420 Certificate III in Plumbing

##### Reading - Exit level 2

* Access and Interpret
  + work health and safety legislation
  + codes and standards, manufacturer’s instructions and specifications, Australian standards
  + workplace policies, procedures and job plans and specifications
  + text, symbols in simple drawings
  + SEMS and workplace requirements
* Review drawings, plans and specifications to determine construction details and dimensions for project.

##### Numeracy – Exit level 2

* Interpret signs and symbols
* Take basic measurements and calculate quantities of materials in a plumbing environment, using basic formulae for each of: weight, length, area, volume, perimeter, circumference, ratio and percentage
* Measure material according to plans and specifications
* Basic calculations relating to levelling
* Interpret drawings and plans to determine distances, positions and length
* Calculation principles used in sector – converting mm to m, m to mm, length, perimeter, are, volume, pressure, ratio etc
* Estimate weights for safe handling, conduct cardiopulmonary resuscitation
* Calculating ventilation

##### Writing – Exit level 1

* Record information in plans/drawings
* Complete workplace documentation according to workplace policies and procedures
* Prepare material lists
* Use correct terminology when preparing documentation
* Record results of calculations and measurements

### CPC32620 Certificate III in Roof Plumbing

##### Reading – Exit level 2

* Access and Interpret
  + work health and safety legislation
  + codes and standards, manufacturer’s instructions and specifications, Australian standards
  + workplace policies, procedures and job plans and specifications
  + text, symbols in simple drawings
  + pattern drawings or plans and specifications
* Interpret operator manual instructions for using different controls of EWPS and operating on different types of terrain.
* Understand written instructions, procedures and signage

##### Numeracy – Exit level 2

* Interpret
  + signs and symbols
  + drawings and plans to determine distances, positions and length
  + safe working load of EWP from manufacturer specifications
* Take basic measurements and calculate quantities of materials, using basic formulae for each of: weight, length, area, volume, perimeter, circumference, ratio and percentage
* Basic calculations relating to levelling
* Calculate the load to be put on EWP.
* Measure material according to plans and specifications
* Calculation principles used in sector – converting mm to m, m to mm, length, perimeter, are, volume, pressure, ratio etc
* Estimate weights for safe handling, conduct cardiopulmonary resuscitation

##### Writing – Exit level 1

* Complete workplace documentation according to workplace policies and procedures
* Prepare material lists
* Legibly complete required documentation, including:
  + equipment inspection and handover documents that form part of work completion procedures
  + faulty equipment or workplace incident reports.

### CPC32820 Certificate III in Fire Protection

##### Reading – Exit level 2

* Access and Interpret
  + work health and safety legislation
  + codes and standards, manufacturer’s instructions and specifications, Australian standards
  + workplace policies, procedures and job plans and specifications
  + text, symbols in simple drawings
  + plans and specifications, tables and charts
* Understand written instructions, procedures and signage.

##### Numeracy – Exit Level 2

* Calculate quantity requirements.
* Calculation principles used in sector – converting mm to m, m to mm, length, perimeter, area, volume, ratio etc.
* Take basic measurements and calculate quantities of materials,
* Using formulae for weight, length, area, volume, pressure, perimeter, ratio and percentage.
* Perform basic calculations addition, subtraction, multiplication and division.
* Basic calculations relating to levelling.
* Interpret
  + signs and symbols
* Estimate time to complete tasks.

##### Writing – Exit Level 1

* Prepare material lists.
* Complete basic workplace records and documents.

### CPC33020 Certificate III in Bricklaying and Blocklaying

##### Reading – Exit Level 2

* Access and Interpret
  + work health and safety legislation
  + codes and standards, manufacturer’s instructions and specifications, Australian standards
  + workplace policies, procedures and job plans and specifications
  + text, symbols in simple drawings
  + pattern drawings or plans and specifications.
* Understand written instructions, procedures and signage.

##### Numeracy – Exit Level 2

* Interpret
  + signs and symbols
  + charts
* Take basic measurements and calculate quantities of materials,
* Using basic formulae for weight, length, area, volume, perimeter, ratio and percentage
* Calculation principles used in sector – converting mm to m, m to mm, length, perimeter, area, volume, ratio etc.
* Determine and apply coursing chart measurements.
* Apply geometry to arch set out.
* Set out brick gauge and bond.
* Estimate time to complete tasks.
* Interpret and calculate levelling readings and measurements.
* Calculate various curves using geometry.

##### Writing – Exit Level 1

* Prepare basic written reports.
* Complete basic workplace records and documents.
* Enter routine data associated with levelling procedures legibly into workplace documentation.
* Prepare material lists.

### CPC40120 Certificate IV in Building and Construction

Pre-requisite of CPCCBC4010 - Apply structural principles to residential and commercial constructions.

##### Reading – Exit Level 3

* Access, read and interpret relevant Australian Standards and codes for residential building and construction projects.
* Read and interpret plans.
* Identify and interpret multiple classifications from the NCC and legislation relating to the construction project.
* Analysis and application of assessment methods to determine compliance with Performance Solution or Deem-to-Satisfy Solution (DTS).
* Review procedures for recording the hire of plant and equipment and removal of existing services and hazardous materials in accordance with Environment Protection Authority (EPA) requirements.

##### Numeracy – Exit Level 3

* Sequence construction operations, follow project plans and specifications.
* Create project schedule using appropriate technology and adjust project timeframes to account for anticipated delays.
* Determine required resources for site.
* Authorise payment of material and contractor invoices, drawing against contract allowances and back-charges, as required.
* Read and interpret plans.
* Establish and record measurements, information and details required for drawing and sketches, create sketches and drawings using standard drawing conventions to detail vital information, notate and process drawings.
* Extract, interpret and comprehend measurements and information from site and set-out plans and perform trigonometric and geometric calculations
* Calculate costs, potential savings and advantages of a waste management strategy and negotiate with client.

##### Writing – Exit Level 2

* Complete relevant documentation to meet NCC requirements.
* Complete a workplace inspection report with recommended actions to minimise workplace incidents and mitigate risk, record findings and recommend and implement actions to address non-compliance.
* Implement procedures for accepting and recording site deliveries.
* Prepare and submit condition reports, record work defects notified by external parties, establish liabilities and remedial action required, and develop inspection checklist.
* Develop, implement and supervise site communications and record keeping systems.
* Prepare certificates and appropriate client handover information, including all guarantees, warranties and termite protection forms.

### CPC40320 Certificate IV in Building Project Support

##### Reading – Exit Level 3

* Access and Interpret
  + work health and safety legislation
  + codes and standards, manufacturer’s instructions and specifications, Australian standards
  + workplace policies, procedures and job plans and specifications
  + text, symbols in simple drawings
  + pattern drawings or plans and specifications.
* Analyse information including reports, legislation requirements, codes.
* Applies appropriate strategies to construct meaning from complex texts.

##### Numeracy – Exit Level 3

* Interpret
  + signs and symbols
  + charts
  + scales
* Use formulae for weight, length, area, volume, perimeter, ratio and percentage.
* Calculation principles used in sector – converting mm to m, m to mm, length, perimeter, area, volume, ratio etc.
* Understanding of financial principles.
* Perform calculations addition, subtraction, multiplication, division and percentages.

##### Writing – Exit Level 2

* Prepare contracts following necessary requirements.
* Complete relevant documentation in regards to applications.
* Documents results of analyses using required organisational formats.
* Contribute to project documentations using structure and vocabulary appropriate to audience, context and purpose.

### CPC40920 Certificate IV in Plumbing and Services

##### Reading - Exit Level 3

* Identify, analyse and evaluate a range of complex texts to determine legislative, regulatory and related business requirements.
* Locate relevant specifications, analyse information from plans/requirements\*

##### Numeracy – Exit Level 2

* Review, analyse and contrast numerical data which may be embedded in documents
* Work with measurements, scale, quantities, sizes\*
* Determine correct positioning for fixtures using numerical information\*

##### Writing – Exit Level 2

* Prepare written plans and workplace documentation that communicate information clearly and effectively
* Present quotations\*
* Produce final layout plans\*

\* These descriptors are detailed in **explicit elements** of core units mostly at the standard of Exit Level 3.

### CPC50220 Diploma of Building and Construction (Building)

##### Reading – Exit level 3

* Organises, analyses and integrates information from a range of sources
* Synthesises a variety of relatively complex texts
* Gathers, interprets and analyses textual information from a range of sources to identify relevant information
* extract and comprehend relevant information from complex document text

##### Numeracy – Exit level 3

* Collates, interprets and compares mathematical and statistical information relevant to requirements
* Uses numerical tools to assess risk and uses numerical data to review plans
* Use and apply graphical techniques to analyse and compile costing information
* Research and investigate statistical and numerical data to measure performance against cost estimations
* Uses estimation to calculate material, labour costs etc
* Extract, interpret and comprehend measurements and information from site and set-out plans
* Perform trigonometric and geometric calculations

##### Writing – Exit level 3

* Documents results of investigations using clear and comprehensible language and layout
* Develops textual material and organises content in a manner that effectively documents risk management analysis and assessment priorities and processes
* Develops project plans including requirements, costs
* Complete legal documents and records

### CPP30119 Certificate III in Urban Pest Management

##### Reading - Exit Level 3

* Interpret information relating to client inquiries and complaints, company procedures and manufacturers’ technical information (e.g. key requirements of instructions for equipment and materials, equipment labels, SDS)
* Interpret key requirements of equipment manuals, safety warning signs and symbols, pesticide labels and SDS
* Interpret key requirements of building, construction or site plans and drawings for the installation site
* interpret the key requirements of Australian Standards and industry codes of practice, and the National Construction Code
* Read and interpret information about agency practices, industry conduct standards, and employment conditions
* Extract critical information from at times complex text, such as legislative information and Australian Privacy Principles
* Consolidate read information from chemical labels, operating instructions and other workplace documents to safely store and transport chemicals
* Consolidate read information from various technical workplace documents to determine baiting requirements, chemical application actions and activity

##### Numeracy – Exit Level 3

* Interpret numerical information relating to client inquiries and complaints, including technical data in manufacturer specifications
* Interpret numerical information from SDS, manufacturers’ instructions and pesticide labels
* Calculate area and volume when applying physical pest management controls
* Dilute and mix pesticides in the correct ratios
* Calculate quantities of parts and materials to meet servicing and repair needs
* Estimate and schedule service and repair timeframes
* Calculate maximum and minimum holding levels of equipment and chemicals
* Perform mathematical calculations to determine chemical weights, volumes and quantities to determine handling and storage requirements\*
* Perform mathematical calculations to determine bait size and quantity relevant to the vertebrate animal population and scale of the program

##### Writing – Exit Level 2

* Legibly and accurately record and complete organisational and legislative records using clear language, correct spelling and terminology (e.g. chemical labels, stock control records, chemical registers, manifests, and other workplace and compliance documentation)
* Record information regarding customer inquiries and complaints and their solutions using industry-specific technical vocabulary
* Communicate proposed solutions to clients in writing, using appropriate language and explaining technical terms
* Accurately and legibly record findings when undertaking site inspections

### CPP30321 Certificate III in Cleaning Operations

##### Reading - Exit Level 2

* Interprets
  + information in a range of workplace procedures essential to infection prevention and control in own role
  + safety signs and symbols in work area and on cleaning agent labels.
* Reviews
  + documentation to identify relevant information for requirements of job role and organisation
  + textual information to identify communication requirements and organisational procedures.
* Identifies and interprets short and simple information in relation to WHS and incidents.
* Evaluates textual information to determine customer service requirements.

##### Numeracy - Exit Level 2

* Count stock.
* Measure quantities of cleaning agents.

##### Writing - Exit Level 2

* Records
  + easy-to-read information relating to workplace hazards and incidents, using words and terms appropriate to audience and purpose
  + usage of cleaning agents.
* Completes
  + documentation necessary for work tasks and reporting requirements using clear, concise and accurate grammar and language
  + responses to customer complaints in required format.
* Uses structure and language appropriate to audience and context when giving factual information.
* Prepares reports using sequencing, format and words to communicate recommendations clearly and effectively.
* Drafts simple texts using appropriate grammar, spelling and punctuation in accordance with organisational standards.
* Proofreads own texts for accuracy and compliance with organisational requirements.
* Proofreads texts for clarity of meaning and accuracy of grammar and punctuation.

The following electives were considered due to only 5 core units: BSBXTW301, CPPCLO3104, CPPCLO3103 and BSBCMM211.

### CPP30821 Certificate III in Fire Protection Inspection and Testing

##### Reading - Exit Level 3

* Access and identify standards, regulations and WHS requirements.
* Interpret:
  + workplace safety procedures
  + Safety Data Sheets (SDS)
  + workplace signs and safety plans
  + signs and symbols
  + workplace policies, procedures and instruction
  + and follow WHS policies, procedures
  + manufacturer requirements
  + drawings and specifications
  + textual information to determine organisation’s procedures, own work Interpret pictographs
  + performance and objectives.
* Identify signs and symbols.
* Follow:
  + workplace policies, procedures and instructions
  + manufacturer requirements.
* Read and follow manuals, publications and Australian Standards.
* Evaluates textual information to determine customer service requirements.
* Proofreads texts for clarity of meaning and accuracy of grammar and punctuation.

##### Numeracy - Exit Level 2

* Convert basic units of measurement.
* Work to schedules/timeframes.
* Knowledge of measurement processes.
* Interpret graphs.
* Interpret numerical readings on gauges.

##### Writing - Exit Level 2

* Complete workplace reports.
* Complete documentation accurately and legibly.
* Completes responses to customer complaints in the required format.
* Complete compliance documentation according to workplace policies and procedures
* Complete diagrams.
* Record information using workplace documentation.
* Record results of tests and notes according to workplace requirements.
* Prepares written reports and workplace documents that communicate information clearly and effectively.
* Prepares reports using sequencing, format and words to communicate recommendations clearly and effectively.
* Document information.

Electives used CPPFES2047, CPCPFS3043, BSBOPS304 and UEERL0004 as there was only 6 core units.

### CPP41419 Certificate IV in Real Estate Practice

##### Reading – Exit Level 3

* Research and synthesise information from a variety of complex and relatively complex texts.
* Use specialised vocabulary and acronyms relevant to real estate industry and work role.
* Analyse key legislation and explain its relevance to own work role.
* Select and apply the procedures and strategies needed to perform a range of tasks after reading appropriate texts, e.g. work instructions, codes of practice, legislation, etc.
* Read documentation to confirm accuracy.
* Interpret and explain relevant principles and laws and how these apply to real estate activities in the state or territory of operation.

##### Numeracy – Exit Level 3

* Estimate, calculate, validate, balance, reconcile and report on trust account transactions.
* Work with (including the ability to discuss requiring oral mathematical language) real estate trust accounts within established agency controls.
* Use estimation, calculation and other assessment skills, to check and reflect on standard transactions made with trust accounts such as deposits (including cash, cheque, electronic funds transfer and direct deposits), withdrawals (including cheque and electronic funds transfer), entries to journals and ledgers, balances and reconciliations, reports and statements, receiving, receipting and banking trust moneys.
* Record numbers.
* Identify rental arrears and perform calculations as part of management of arrears.
* Collectively assesses a range of factors to determine price range or rental value.
* Perform order of operation calculations as part of sales processes and conversations.
* Determine appropriate bidding increments as part of managing the bidding process.

Mapping took into consideration common electives: CPPREP4123, CPPREP4125, CPPREP4101, and CPPREP4162

##### Writing – Exit Level 3

* Complete a range of workplace documentation using appropriate terminology and in the required format.
* Produce analytical reports on various topics (e.g. pieces of legislation that apply to real estate in the state or territory of operation, unethical practice, the business structures, regulatory framework, codes of practice and professional development pathways within real estate).
* Develop marketing and communication profiles for set purposes (e.g. to engage the community for an agency, to attract potential clients, and to engage clients).
* Develop written texts using appropriate grammar, spelling and punctuation in relevant organisational formats and in line with standards re: professional practice in real estate.
* Select the appropriate register for workplace writing tasks.
* Communicates relationships between ideas and information, matching style of writing to purpose and audience.

### CUA30420 Certificate III in Live Production and Technical Services

##### Reading - Exit Level 2

* Analyses industry-specific resources and identifies future directions and current trends.
* Interprets information from a range of written sources.
* Identifies texts that are relevant to immediate work role.
* Interprets textual information to determine organisation’s procedures, own work performance and objectives.

##### Numeracy – No inherent requirements

##### Writing – Exit Level 2

* Documents own career in different formats that appeal to different job requirements.
* Prepares written reports and workplace documents that communicate information clearly and effectively.

### CUA31020 Certificate III in Screen and Media

##### Reading – Exit Level 2

* Comprehend textual information and integrates ideas and concepts from various sources.
* Identify organisational and legislative frameworks.
* Interpret information from a range of written sources.
* Identify texts that are relevant to immediate work role.
* Identify creative arts industry trends using appropriate sources of information.
* Interpret textual information from a range of sources.

##### Numeracy – No inherent requirement

##### Writing – Exit Level 2

* To document observations and experiences related to problem solving.
* Contribute to documentation of contractual agreements.
* Complete workplace documentation according to requirements.
* Document risk control actions as required according to workplace procedures.

### CUA40120 Certificate IV in Dance

##### Reading – Exit Level 3

* Interprets and critically analyses written information about choreography.
* Accesses and interprets information on safe dance practices and injury prevention.
* Obtains information from written sources about terminology of chosen dance styles.
* Identifies and interprets information from a range of sources and formats on developing movement skills for different live performance contexts.
* Interprets rehearsal schedules, play scripts or song lyrics.
* Accesses and interprets principles associated with kinesiology, biomechanics and human behaviour to their physical conditioning regime.
* Identifies and interprets information relating to own practice, including:
  + basic anatomy, physiology, nutritional and kinaesthetic principles as applied to physical conditioning and performance activities
  + work health and safety (WHS) procedures as they apply to performance-skills practice
  + concepts used in somatic self-observation processes
  + concepts of movement with minimum effort and maximum efficiency
  + process of analysing movement
  + performance psychology and motivation techniques and associated tools.

##### Numeracy – No inherent requirements

##### Writing – Exit Level 2

* Documents, reflects on and analyses choreography.
* Uses appropriate methods for documenting dance.
* Evaluates own dance performance and use of performance techniques, and notes areas for improvement.
* Develops a journal and details own composition process.
* Notes fatigue and personal limitations when undertaking physical conditioning program as required.
* Completes documentation accurately using appropriate language and following organisational requirements.
* Develops documents and content using the required format, and terminology specific to the purpose and audience.

### CUA40920 Certificate IV in Music

##### Reading - Exit Level 3

* Analyse and evaluate information and integrates facts and ideas from a range of different texts and sources.
* Research sources of business and market information on business ideas and potential business opportunities, including:
  + potential clients and past leads
  + competitor activities, products and services
  + industry trends and insights
  + legislative and regulatory requirements relevant to opportunities being investigated
  + market information, trends and developments, including:
    - new and emerging markets and their features
    - expected market growth or decline and associated risk factors
    - economic activity, including projected or potential movements in prices
    - projected changes in availability of resources.
* Access and interpret information for determining the viability of a business opportunity, including:
  + market size, potential, needs and trends
  + financial considerations
  + benefits and challenges of digital technologies relevant to opportunities
  + resource availability
  + business research methods and data collection tools and software
  + impact of ethical and cultural requirements of market on opportunities and products.
* Interprets documentation to assist with copyright requirements.
* Access, read and interpret relevant legislation to assist with copyright arrangements, including:
  + Australian organisations responsible for holding copyright collections and their roles and responsibilities
  + key features of laws and regulations that govern copyright in Australia.
* Source information and assistance to organise copyright permission and clearance for creative works.
* Recognise infringements of copyright.
* Research industry trends and new ideas to develop own specialist area.
* Identify and research skills and techniques to extend and develop in a specialist field.
* Access and identify professional development opportunities from a range of sources.

##### Numeracy – Exit Level 3

* Extract, evaluate and compare numerical information to determine resources and identify trends.
* Interpret a range of financial and statistical information and data to research and determine business viability e.g.
  + market information, trends and developments, including:
  + expected market growth or decline and associated risk factors
  + economic activity, including projected or potential movements in prices
  + projected changes in availability of resources
  + market size and potential
  + financial considerations.

##### Writing – Exit Level 2

* Develop documents and content using a range of formats according to context and purpose.
* Use information and industry-related terminology to develop required documentation.
* Complete workplace documentation accurately and legibly using technically specific language.
* Apply copyright notices on creative works in accordance with legal obligations and workplace policies and procedures.
* Document and store copyright clearances claims and notices in accordance with legal obligations and workplace policies and procedures.
* Document evaluation of own skills and knowledge and professional developments opportunities and needs.
* Prepare and document a plan to implement feedback on own practice and update plan as required.

### CUA50420 Diploma of Live Production and Technical Services

##### Reading – Exit level 3

* Accesses and interprets compliance information, contractual information, WHS information, and documentation to meet industry standards and organisational requirements
* Gathers, interprets and analyses texts in organisational documents to facilitate performance management
* Accesses and interprets organisational policies and procedures, including legal and regulatory responsibilities related to own work and the organisation as a whole
* Access and interpret organisational requirements for performance management and review
* Access and identify organisational human resource support services
* Interprets, analyses and assesses textual and numerical information obtained from a wide range of sources and determines how content may be applied to complex projects
* Accesses and interprets policies, procedures and standards in relation to complex projects
* Identifies professional development opportunities from a range of sources
* Researches industry network opportunities
* Accesses organisational and legislative work health and safety requirements relating to chosen creative form
* Reads and evaluates a series of complex texts and determines how general and specific legislative, regulatory and work requirements relate to the safety of practice

##### Numeracy – Exit level 3

* Sequences and schedules complex activities
* Engage with organisational performance measurement systems
* Measures performance against KPIs
* Interprets information to determine measurable dimensions of a complex project, such as time, cost, quality, objectives and performance
* Interprets numerical information to measure outcomes against project objectives
* Interprets, analyses and assesses numerical information obtained from a wide range of sources and determines how content may be applied to complex projects
* Sequences and schedules complex activities, monitors actions against goals
* Collects and interprets numerical information relating to workplace hazards, identifying issues and responding by amending workplace systems and procedures as required
* Calculates, measures and estimates in relation to probability and the likelihood of specific types of risks, and develops their control measures

##### Writing – Exit level 3

* Plans and prepares documents for allocating work and managing performance suitable for the target audience and in accordance with organisational requirements
* Maintains records and documentation in accordance with the organisational performance management system
* Develops work plans within organisational and legal requirements
* Completes workplace documentation accurately using appropriate language and following organisational requirements
* Develops documents and content using the required format, accurate spelling, and grammar and terminology specific to the purpose and audience
* Records outcomes of performance management according to organisational requirements and plan
* Prepares information that incorporates the interpretation and analysis of information, using appropriate language in a format and style suited to the audience and context
* Develops and documents project plan and updates plan as required
* Develops and documents quality requirements for project plan
* Records results of quality audits according to organisational requirements
* Documents outcomes and analysis of benefits of networking activities
* Documents detailed industry information and its sources
* Records networking activities used to maintain and enhance industry knowledge
* Writes detailed procedural documentation, based on the needs of the practice, providing clear information on systems and procedures required to address workplace safety and meet reporting obligations

### CUA50820 Diploma of Music

##### Reading – Exit level 3

* Accesses a range texts to determine copyright arrangements and requirements
* Accesses, reads and interprets documentation relevant to legislation underpinning copyright
* Researches potential for the commercial use of original works
* Accesses ad interprets a range of information on regulatory, ethical, taxation and insurance requirements of providing services
* Researches options for developing career and updating skills
* Identifies professional development opportunities from a range of sources
* Researches industry network opportunities for freelance services in screen and media industries
* Sources information on professional expertise and services available for advising and supporting freelance services
* Sources information to identify media outlets and platforms that may be required for promotional purposes
* Interprets and evaluates complex texts and identifies key information about industry practices and trends
* Critically evaluates information sources and context for scope and reliability
* Accesses, researches and interprets a range of industry information, including:
  + industry structure and operation
  + employment obligations and opportunities
  + laws and regulations
  + industry bodies and associations
  + industry protocols
* Researches self-care strategies and features of self-care plans
* Researches risks associated with neglecting self-care in the creative industries

##### Numeracy – Exit level 3

* Uses mathematical calculations to create timeframes and determine fee structures
* Manages financial aspects of providing services
* Develops and monitors budgets, financial and work recordkeeping systems using mathematical skills
* Prepares business plans that identify fee structures and work schedules that maintain a viable cash flow
* Uses appropriate formulae to analyse financial data

##### Writing – Exit level 3

* Completes workplace documentation in required format using technically specific language
* Records results of research for future use
* Maintains copyright documentation, in accordance with legal obligations and workplace policies and procedures
* Prepares resume and self-promotional materials
* Prepares business plans
* Develops a list of industry contacts
* Prepares service contracts or agreements
* Develops and revises strategic plans that identify business opportunities and risks
* Records and updates detailed information from a range of sources using required terminology, formats and conventions appropriate to purpose, audience and context
* Documents outcomes and analysis of benefits of networking activities
* Documents detailed industry information and its sources
* Records networking activities used to maintain and enhance industry knowledge.
* Complete a self-care plan according to identified personal requirements and update plan as required

### CUA51020 Diploma of Screen and Media

##### Reading – Exit level 3

* Critically evaluates information sources and context for scope and reliability
* Accesses ad interprets a range of information on regulatory, ethical, taxation and insurance requirements of providing services
* Researches options for developing career and updating skills
* Identifies professional development opportunities from a range of sources
* Researches industry network opportunities for freelance services in screen and media industries
* Sources information on professional expertise and services available for advising and supporting freelance services
* Sources information to identify media outlets and platforms that may be required for promotional purposes
* Interprets and evaluates complex texts and identifies key information about industry practices and trends
* Interprets information on ideas and options for work in response to research and analysis
* Accesses and interprets a range of options for documenting and recording work
* Accesses organisational and legislative work health and safety requirements relating to chosen creative form
* Reads and evaluates a series of complex texts and determines how general and specific legislative, regulatory and work requirements relate to the safety of practice
* Interprets, analyses and assesses information obtained from a wide range of sources and determines how content may be applied to projects
* Accesses and interprets policies, procedures and standards in relation to project

##### Numeracy – Exit level 3

* Manages financial aspects of providing services
* Develops and monitors budgets, financial and work recordkeeping systems using mathematical skills
* Prepares business plans that identify fee structures and work schedules that maintain a viable cash flow
* Uses appropriate formulae to analyse financial data
* Determines creative project costs
* Selects, totals and orders required resources within project budgetary and time constraints
* Monitor project against plan
* Collects and interprets numerical information relating to workplace hazards, identifying issues and responding by amending workplace systems and procedures as required
* Calculates, measures and estimates in relation to probability and the likelihood of specific types of risks, and develops their control measures

##### Writing – Exit level 3

* Completes workplace documentation in required format using technically specific language
* Records results of research for future use
* Maintains documentation, in accordance with legal obligations and workplace policies and procedures
* Prepares resume and self-promotional materials
* Prepares business plans
* Develops a list of industry contacts
* Prepares service contracts or agreements
* Develops and revises strategic plans that identify business opportunities and risks
* Records and updates detailed information from a range of sources using required terminology, formats and conventions appropriate to purpose, audience and context
* Documents outcomes and analysis of benefits of networking activities
* Documents detailed industry information and its sources
* Records networking activities used to maintain and enhance industry knowledge
* Documents production of work using approaches required for chosen creative form
* Writes detailed procedural documentation, based on the needs of the practice, providing clear information on systems and procedures required to address workplace safety and meet reporting obligations

### CUA51120 Diploma of Visual Arts

##### Reading – Exit level 3

* Sources, identifies and evaluates information from different sources and relates it to own practice, including:
  + approaches to drawing and visualising used when refining the communication of ideas
  + drawing techniques and visual communication devices and their roles in generating ideas and problem solving
  + physical properties and capabilities of materials and tools used in drawing and visual representation
  + historical and contemporary influences applicable to refining drawing techniques
  + work health and safety requirements relating to drawing
* Interprets information on ideas and options for work in response to research and analysis
* Accesses and interprets a range of options for documenting and recording work
* Interprets relevant copyright and intellectual property legislation associated with professional creative practice, including how to identify requirements related to self-promotion
* Researches and engages with sustainability issues for tools and materials used in chosen creative form
* Accessess organisational and legislative work health and safety requirements relating to chosen creative form
* Reads and evaluates a series of complex texts and determines how general and specific legislative, regulatory and work requirements relate to the safety of practice
* Researches and sources information on factors and considerations that affect contemporary practice, including:
  + buying trends
  + sustainable work practices
  + economic considerations
  + impacts of technology on practice
  + lifestyle trends
  + practice location
  + social issues
  + intellectual property considerations
  + personal emotional wellness
  + tools, techniques and strategies used by practitioners to develop and evaluate practice sustainability
  + key aspects of individual, social, economic and environmental sustainability and their impact on an area of practice

##### Numeracy – Exit level 3

* Calculates using numbers and routine fractions, decimals or percentages
* Selects, totals and orders required resources within budgetary and time constraints
* Collects and interprets numerical information relating to workplace hazards, identifying issues and responding by amending workplace systems and procedures as required
* Calculates, measures and estimates in relation to probability and the likelihood of specific types of risks, and develops their control measures

##### Writing – Exit level 3

* Develops documents and content using the required format, accurate spelling, and grammar and terminology specific to the purpose and audience
* Prepares information that incorporates the interpretation and analysis of information, using appropriate language in a format and style suited to the purpose
* Uses required terminology and cohesive language in format and style required for intended audience
* Completes workplace documentation accurately using appropriate language and following organisational requirements
* Completes presentations using accurate, specific and industry-related terminology, including required supporting documentation using clear and technically specific language
* Writes detailed procedural text based on the needs of the practice, providing clear information on systems and procedures required to address workplace safety and meet reporting obligations

### CUA60620 Advanced Diploma of Screen and Media

##### Reading – Exit level 3

* Accesses and interprets legislative and regulatory information relevant to industry standards and specific areas of practice
* Accesses and Interprets a range of WHS and occupational safety information, including:
  + essential components of work health and safety (WHS) legislation, regulations and codes of practice applicable to the specific area of practice
  + essential WHS responsibilities of employers, manufacturers, suppliers, employees and other parties with legal responsibilities
  + applicable industry or process-specific safety guidelines that apply to particular fields of work and particular work environments
  + hazards and their associated risks that exist in the specific professional practice
  + potential impact of not addressing hazards and risks in the specific area of practice
  + organisational systems, procedures and practices that support WHS management and regulatory compliance for a professional practice, including those relating to:
  + business planning, especially new technology and organisational change
  + purchasing policies and procedures
  + reporting on financial, technical and other resource needs
  + maintenance of WHS systems and procedures
* Identifies, analyses and evaluates often complex information from different sources and identifies practices, systems and procedures that could enhance own professional creative practice
* Researches and evaluates different complex and varied business information, including business structures, financial considerations, and legal rights and obligations
* Researches and identifies professional work opportunities within and beyond the creative sectors, including new and emerging opportunities

##### Numeracy – Exit level 3

* Collects and interprets numerical information relating to workplace hazards, identifying issues and responding by amending workplace systems and procedures as required
* Calculates, measures and estimates in relation to probability and the likelihood of specific types of risks, and develops their control measures
* Interprets numerical information and manages financial aspects of the professional practice business
* Uses mathematical skills and knowledge to interpret trends, assess market growth and decline, market size and potential, and consider costs and commissions when selling work, and other financial requirements in own practice

##### Writing – Exit level 3

* Prepares a personal curriculum vitae (CV) and supporting material
* Documents production of work using approaches required for chosen creative form
* Writes detailed procedural documentation, based on the needs of the practice, providing clear information on systems and procedures required to address workplace safety and meet reporting obligations
* Develops documents and content using the required format and terminology specific to the purpose and audience
* Develops and maintains workplace documentation accurately and in response to needs
* Prepares information that incorporates the interpretation and analysis of information, using appropriate language in a format and style suited to the audience and context
* Prepares documentation of work that incorporates synthesis of knowledge and ideas using appropriate terminology and cohesive language in a format applicable to purpose
* Develops and documents strategies and plans for developing and managing own practice.

### FBP30121 Certificate III in Food Processing

##### Reading – Exit level 2

* To interpret food safety program and workplace food safety practices and procedures
* Interpret traceability records and ingredient specifications.
* Interpret workplace and standard operating procedures relevant to work task, locate sources of information relevant to work role from current regulatory frameworks.
* Interpret production requirements and information about GMP compliance requirements in workplace documents.
* Interpret, analyse and consolidate health and safety information from a range of sources for implementation.

##### Numeracy –Exit level 2

* Complete mass balance calculations.
* Measure volume or quantity of product.
* Monitor and interpret production and process control indicators and data.
* Read and interpret gauges, counters and scales.
* Writing –Exit Level 1
* Record food safety and quality information.
* Complete processing records using digital and/or paper-based formats.
* Record workplace information using digital and/or paper-based formats.
* Accurately record information, complete forms and prepares basic reports using clear language according to organisational practices.

### FBP30321 Certificate III in Cake and Pastry\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### FBP30421 Certificate III in Bread Baking

##### Reading – Exit level 2

* Interpret
  + work tasks, instructions, procedures and other basic workplace documentation requiring numerical applications
  + information relating to food safety and environmental guidelines
  + key information from recipes, ingredient labels, baking equipment operating instructions and end-product specifications

##### Numeracy – Exit level 2

* Monitor and interpret food safety information and data
* Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, and temperature, humidity and timer settings
* Estimates approximate quantities, and uses equipment to measure ingredient weights and volumes, and water and dough temperatures
* Divides dough into equal portions by estimated and scaled weights
* Performs calculations
  + to adjust recipes using baking formulas, and allows for wastage
  + to establish production targets, adjust recipes using baking formulas, and allow for wastage
* Uses understanding of three-dimensional shapes to mould dough shapes and check end-product shapes
* Interprets
  + safe food condition temperature range requirements for perishables
  + measurement information to set, monitor and adjust process parameters
* Completes production records using mathematical symbols and conventions

##### Writing – Exit level 2

* Prepares
  + production schedules
  + material lists
  + record information to organisational standards
* Completes production records using required format, language and structure

### FBP30521 Certificate III in Baking

##### Reading – Exit level 2

* Interprets key information from recipes, ingredient labels, baking equipment operating instructions, and end-product specifications
* Interpret information relating to food safety and environmental guidelines
* Interprets key information from recipes, ingredient labels, baking equipment operating instructions and end-product specifications
* Interprets relevant State/Territory food safety, and work health and safety, regulations and legislations
* Interprets workplace policies and procedures

##### Numeracy – Exit level 2

* Identifies and comprehends ingredient quantities in recipes,
  + dates on ingredient labels, temperature and timer settings and product dimensions
  + dates on ingredient labels, and temperature, humidity and timer settings
* Identifies and interprets numerical information in recipes, including quantities, mixing speeds and times, and cooking temperatures and times
* Estimates approximate quantities, and uses equipment to measure ingredient weights and volumes, pastry dimensions and water and dough temperatures
* Performs calculations to
  + establish production targets
  + adjust recipes using baking formulas
  + and allows for wastage
* Uses
  + understanding of three-dimensional shapes to shape and portion products and check end-product shapes
  + understanding of three-dimensional shapes to mould dough shapes and check end-product shapes
  + understanding of angles, linear dimensions and shapes to cut ingredients to size and shape
* Completes production records using mathematical symbols and conventions
* Divides dough into equal portions by estimated and scaled weights
* Interprets
  + measurement information to set, monitor and adjust process parameters
  + safe food condition temperature range requirements for perishables
* Monitor and interpret food safety information and data
* Use basic calculations to perform task including addition, subtraction, division and multiplication

##### Writing – Exit level 2

* Prepares
  + production schedules
  + completes production records using required format, language and structure
  + material lists
  + record information to organisational standards

### FBP31121 Certificate III in High Volume Baking\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### FNS30122 Certificate III in Financial ServicesCertificate III in

##### Reading - Exit Level 2

* Accesses and interprets a range of workplace and organisational information, including:

• work health and safety (WHS)

• environmental sustainability, and approaches to environmental and resource efficiency

• organisational policies, procedures and guidelines relating to own work tasks, including those relating to:

• relevant management systems and databases

• organisational standards of style and format

• risk assessment and responses to workplace hazards and emergency incidents

• organisational philosophy, values and objectives relevant to own work role

• key features of financial services industry and the way it operates

• types of financial risks in financial services

• ethical principles that apply when working in the financial services industry

* + - workplace procedures, instructions, and codes of practice
    - organisational procedures when referring and resolving complaints
    - legislation relating to customers including Australian Consumer Law and consumer guarantees
    - organisational policies, procedures and standards for processing complaints
    - organisational escalation procedures
    - organisational policies and procedures for bank reconciliation and accounts
    - accounts system procedures and operational steps for reconciliation using computerised systems
    - relevant legislation, codes of practice and national standards that may affect both:
    - financial record keeping
    - aspects of financial operations
* Interprets, consolidates and checks completeness of information and data
* Identifies, interprets, checks and compares a range of information to inform effective and compliant actions for working within the financial services industry
* Recognises and interprets numerical and textual information to determine job requirements and complete required activities
* Accesses and interprets industry standards, legislative and organisational requirements relating to maintaining financial records
* Accesses and searches a range of information sources and records to source, compare and check data
* Gathers and interprets textual information from different sources to determine how information and records may be applied
* Accesses and interprets organisational requirements of business or records system reports, including key aspects and processes of records management and records management systems
* Identifies discrepancies in financial information
* Accesses and interprets source documents relating to financial record keeping including source journals and daily transactions.

##### Numeracy – Exit Level 2

* Inputs and extracts data, and makes calculations using organisational software
* Recognises and uses numerical systems associated with information management systems
* Recognises and uses numerical systems associated with business or record systems
* Uses a calculator or other systems to perform mathematical calculations and reconcile numerical and financial data
* Identifies numerical discrepancies in financial information
* Arranges and compares numerical information
* Uses accounts system procedures and operational steps for reconciliation using computerised systems accounting information, including:
* GST calculation and application
* invoices and tax invoices
* source records maintenance requirements
* Uses procedures for resolving common discrepancies between bank financial transactions and accounting system records, including:
* overpayments
* underpayments
* missing invoice or purchase order details
* bank data or import issues
* incorrectly allocated payments
* Integrates data from different sources and records numerical information in a format appropriate to context and purpose of material
* Uses a limited range of mathematical calculations to reconcile amounts using whole numbers and decimals

##### Writing – Exit Level 2

* Develops a range of workplace documents in accordance with organisational and industry requirements
* Records and completes organisational documentation and correspondence using clear language and correct spelling, grammar and terminology
* Accurately inputs information and documents details of records retrieval process
* Prepares required information in accordance with organisational procedures
* Uses clear and industry related terminology to document, complete and update workplace information and records
* Records and updates information in an information management system
* Documents complaints and actions taken according to organisational requirements
* Records spoken information clearly and accurately for future reference
* Uses factual and suitable financial language to refer issues and inconsistencies in data

### FNS30322 Certificate III in Accounts Administration

##### Reading – Exit Level 2

* Interprets
  + instructions and carefully analyses information for errors and discrepancies
  + consolidates and checks the completeness of information and data
  + a range of textual information to determine activities required
* Accesses, manages and analyses financial information and data from a range of sources and reports
* Collates, codes and classifies data, checking for accuracy and reliability
* Recognises and interprets
  + numerical and textual information to determine organisational and task requirements
  + textual information from a range of sources to determine and adhere to requirements
* Organises, evaluates and critiques information from a wide variety of textual material
* Analyses, matches and interprets information, paying attention to detail to identify errors

##### Numeracy – Exit Level 2

* Performs mathematical calculations
  + to check accuracy to undertake financial computations
  + relevant to data entry, including use of time and units of measurement
  + to check accuracy and completeness and to reconcile numerical and financial data
  + to check accuracy and completeness of numerical and financial data, with a focus on identifying errors and discrepancies
  + and uses mathematical problem-solving strategies to analyse financial data and reports
* Uses
  + mathematical equations to create simple formulae and validate numerical data
  + a limited range of mathematical calculations to calculate and reconcile amounts and arrange and compare numerical information

##### Writing– Exit Level 2

* Records
  + information accurately using correct spelling, grammar and conventions
  + and checks financial and textual information in documentation and systems
  + and completes organisational documentation and correspondence using clear language and correct spelling, grammar and terminology
  + textual information and maintains personal and banking details using format, language and structure in context
* Uses
  + correct spelling, grammar and terminology when entering data and preparing reports
  + format, layout, style guides and standard naming conventions to organise data according to purpose and audience
* Prepares reports of consolidated information and correspondence using logical structure and organisational formats
* Inputs numerical and key reporting information when creating and finalising spreadsheets
* Develops
  + material for a specific audience using clear language and workplace conventions to convey explicit information, requirements and recommendations
  + documents using the required format, accurate spelling and grammar and terminology specific to requirements
* Organises content to support purposes and audience of material, using clear and logical language

Levels above are based predominantly on core units but with some consideration for the elective units BSBHRM416, BSBTEC404, BSBTEC301 and FNSACC426.

### FNS40222 Certificate IV in Accounting and Bookkeeping

##### Reading– Exit Level 3

* Analyses
  + potentially complex information from a range of sources and relates specific aspects of information to budget requirements
  + interprets relatively complex regulatory and legislative texts and other sources of information to identify and clarify requirements
  + matches and interprets information, paying attention to detail to identify errors
  + matches, and interprets data from a variety of sources, paying attention to data
* Accesses, manages and analyses financial information and data from a range of sources and reports
* Integrates prior knowledge with new information from a range of relatively complex sources to establish and review required information and extend understanding
* Recognises and interprets numerical and textual information to determine organisational and task requirements
* Reviews and compares details of information to meet requirements, and interprets and analyses texts to inform actions, accuracy and reliability
* Identifies and interprets information from organisational policies, procedures and job requirement

##### Numeracy– Exit Level 3

* Performs mathematical calculations
  + and uses estimating and forecasting techniques to consolidate and analyse financial data
  + and uses mathematical problem-solving strategies to analyse financial data and reports
  + to check the accuracy and completeness of numerical and financial data, with a focus on identifying errors and discrepancies
* Uses mathematical
  + skills to interpret and assess business accounting records; identify, reconcile and process data; and calculate required taxation instalments in line with reporting requirements
  + equations to create simple formulae and validate numerical data
  + calculation skills and mathematical formulas to prepare, record, reconcile, check and report payroll data
  + a wide range of mathematical calculations to interpret and arrange/compare numerical information
* Prepares accurate numerical data for activity statements that is adjusted and corrected as required and reconciled to bookkeeping system entries

##### Writing– Exit Level 3

* Records
  + financial information accurately
  + detailed information accurately in required formats
  + accurate data using relevant format, structure and vocabulary
  + information accurately using correct spelling, grammar, and terminology
  + classifies and checks financial information in written documents
  + and checks financial and textual information in documentation and systems
* Uses
  + clear language and logical structure in preparing reports and presentations to convey information
  + correct spelling, grammar and terminology when entering data and preparing reports
  + format, layout, style guides and standard naming conventions to organise data according to purpose and audience
* Compiles logically sequenced texts using appropriate text type and support materials to convey detailed information and clear instructions that are amended or improved as required
* Documents research information and records required tax data and financial transactions
* Inputs numerical and key reporting information when creating and finalising spreadsheets
* Produces logically sequenced responses to enquiries
* Prepares reports of consolidated information and correspondence using logical structure and organisational formats

### FNS40821 Certificate IV in Finance and Mortgage Broking\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### FNS50322 Diploma of Finance and Mortgage Broking Management\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### FWP30122 Certificate III in Forest Operations

##### Reading – Exit Level 2

* Identify and extract basic information from
  + print and online operational manuals
  + print and electronic sources on training and skill development opportunities
  + print and electronic sources on fire risk assessment
* Read
  + basic information in print and electronic sources on environmental protection procedures
  + safety signs and symbols
  + workplace policies and procedures
  + and comprehend basic factual information on four wheel drive vehicle equipment labels and in manufacturer manuals
  + production plans, site safety and environmental management plans in a forest harvesting environment
  + standard operating procedures and/or manufacturers' instructions for the operation of forest harvesting machinery
* Interpret textual information from a range of sources to identify relevant and key information about workplace operations

##### Numeracy – Exit Level 2

* Use numeric information and perform basic arithmetic calculations to complete workplace forms and documents
* Estimate
  + time required to complete work tasks
  + time of a journey and fuel consumption
  + the weight of logs to determine loading requirements and compliance to load plate specifications
  + quantity, time, distance and weight
* Interpret
  + numerical and graphical material in weather reports
  + gauges relevant to safe operation of harvesting machinery
* Determine construction of stable log stack
* Calculate fuel oil ratios and fuel quantities

##### Writing – Exit Level 2

* Use technical and enterprise specific vocabulary to accurately and legibly complete workplace forms and documents.
* Complete
  + workplace forms related to environmental protection procedures
  + a routine hazard report using familiar language
  + workplace forms using required format, industry terminology and structure
* Record operation, production and machine maintenance on paper based or electronic media.
* Document site health and safety in the workplace, environmental and traffic control measures.

As there are only 2 core units the following common electives have been included in the mapping: FWPCOR2209, FWPCOR2210, FWPFIR3001, FWPCOT3325, FWPHAR3227, AHCMOM213.

### FWP30322 Certificate III in Timber and Wood Products Operations\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### FWP30622 Certificate III in Timber Building Products Supply

##### Reading - Exit Level 2

* Reads and interprets organisational requirements relevant to working in a workplace team, including:
* workplace policies
* codes of conduct
* organisational reputation and culture
* Reads and understands key principles of cross-cultural communication and communication with individuals with special needs or disabilities.
* Accesses and interprets information on work plans, work team goals, individual and team roles and responsibilities, and giving/receiving feedback.
* Accesses and interprets routine information from industry guides and standard references on workplace SHE, including SHE goals, policies and procedures related to forest or wood products operations.
* Accesses and interprets information regarding SHE hazards and associated risks related to forest or wood products operations, including:
  + types and impact of hazards
  + processes for the assessment, control and reporting of SHE hazards
  + processes for improving work practices to mitigate SHE hazards.
* Accesses and interprets information on SHE incidents and emergencies related to forest or wood products operations, including:
* types and impact of SHE incidents and emergencies
* processes for responding to SHE incidents and emergencies
* procedures for reporting SHE incidents and emergencies.
* Accesses and interprets a range of diverse wood and timber product information from a number of different sources, including:
* internet or intranet
* suppliers
* product library
* product catalogue
* trade and technical publications
* social media websites
* state and federal government information systems.
* Accesses and interprets information related to workplace health and safety, environmental, design and chain of custody of wood and timber products.
* Accesses and researches information to update own knowledge of wood and timber products on an ongoing basis, including information on current and emerging wood and timber product developments.

##### Numeracy - Exit Level 2

* Plans and prioritises tasks to meet required time frames.
* Interprets basic statistics on SHE performance.
* Interprets diverse numerical and graphical information on wood and timber product characteristics.
* Interprets volume and ratio data related to the use of wood and timber treatments, coatings and finishes.

##### Writing - Exit Level 2

* Completes workplace documents and forms according to organisational requirements and standards.
* Records and reports equipment faults and maintenance requests according to workplace manufacturer policies and procedures.
* Completes SHE hazard or incident reports to according to workplace procedures and industry requirements.
* Prepares notes and basic summaries of information on timber products from research in response to enquiries and to share with others.
* Records and reports information customers using appropriate methods and formats according to organisational requirements, using correct industry terminology about wood and timber products.

### FWP30920 Certificate III in Timber Frame or Truss Manufacture

##### Reading - Exit Level 2

* Read and interpret information contained in fabrication plans, e.g. key features of truss or frame fabrication plans, including:
* fabrication plans conventions
* abbreviations, hatching and symbols
* scale, dimension lines and line types
* terminology used in timber fabrication plans.
* Interpret fabrication information to develop project specifications.
* Interpret information from industry standards to determine manufacturing potential of various timber characteristics.
* Access and interpret a range of information for timber assessment, including:
* guidelines, codes and standards for provisions of relevant engineered strength ratings and timber ability to hold nail plates
* workplace policies and procedures relating to timber assessment:
* workplace safety and environmental procedures for undertaking timber assessment and disposal of defective timber products
* characteristics, properties and limitations of potential timber products for manufacturing
* industry terminology relating to assessing timber for manufacturing potential.
* Interpret relevant information from workplace and manufacturer documentation to safely use and maintain hand-held tools.
* Read and interpret workplace procedures relevant to using, maintaining and storing hand-held-tools.
* interpret environmental requirements for disposing of waste and used consumables relevant to using hand-held tools.

##### Numeracy- Exit Level 2

* Interpret scale, dimension lines and line types on fabrication plans.
* Understand units of measurement and allowable component tolerances relating to fabrication plans.
* Establish layouts, spacing and sizing of individual structural members.
* Determine quantities of and position of bracing and ancillaries for trusses or frames.
* Interpret numerical information and data from charts, gauges and measuring equipment for timber assessment.

##### Writing - Exit Level 1

* Complete basic workplace documents and forms according to organisational requirements and standards.
* Complete simple assessment reports, identifying timber characteristics, defects and impacts on nail plate holding ability, using appropriate concise vocabulary and required format.
* Record and report equipment faults and maintenance requests according to workplace and manufacturer policies and procedures.

### FWP31021 Certificate III in Saw Technology

##### Reading - Exit Level 2

* Interpret:
* work instructions, policies and procedures
* Health and Safety procedures.
* Extract:
* key information from workplace documents on timber properties
* key information from operational manuals to determine safe operating procedures for equipment
* essential information from standard reference manuals on levelling and tensioning saw blades.
* Identify and interpret information to determine task requirements.
* Read basic grinding wheel settings.

##### Numeracy - Exit Level 2

* Use:
* standard units of measurement and symbols for temperature and volume
* basic arithmetic skills to determine amount of brazing material required when replacing tips
* standard units of measurement for speed
* numerical values to describe saw blade dimensions.
* Read:
* graphical and statistical data used to monitor quality
* basic numeric setting on grinding wheels.
* Measure blade characteristics for different blade types.
* Estimate speeds to suit straight edge and tension gauge requirements.
* Interpret:
* tension gauge markings
* machine scale to set grinding wheel down-feed for appropriate stock removal rate.
* Complete precise calculations involving measurement of angles.

##### Writing - Exit Level 2

* Prepare:
  + sample quality reports using required format, language and structure
  + routine written reports using the required format, language and structure.
* Complete required documentation using organisational formats.
* Compose simple documents for others to read.
* Record information following workplace policies and procedures.

### FWP31220 Certificate III in Timber Systems Design

##### Reading - Exit Level 2

* Access and interpret materials, design documentation, and specifications to complete design tasks, including:
  + work instructions
  + work orders
  + workplace policies and procedures
  + price lists for material costs.
* Access and interpret a range of information (e.g. material types, quantities and dimensions) from production specifications, and construction plans.
* Read and interpret workplace procedures and industry standards for producing, retaining and supplying sketches and drawings.
* Access and interpret timber system design regulations, codes and standards, and building industry regulations, including National Construction Code (NCC), Timber Framing Code.
* Read and interpret workplace safety and environmental requirements for timber systems design work.
* Access and research information on the timber systems design industry, including:
  + new and emerging timber products and construction techniques
  + methods of design and manufacture that optimise effective production
  + efficient designer practices in timber system design.

##### Numeracy - Exit Level 2

* Estimate material quantities and usage for cutting and machining.
* Use formulae to calculate costs.
* Calculate costs of listed materials.
* Calculate and documents total requirements for each line item in take-off.
* Express quantities in measurement units that match item type, order and production requirements.
* Calculates total order costs using item rate chart.
* Interprets information and measurements from construction plans or on-site measurements.
* Distinguishes measurements and references dimensions from construction plans.
* Applies measurements to scale during the preparation of sketches and drawings.

##### Writing - Exit Level 2

* Create take-off lists to meet job requirements and minimise waste.
* Complete records of all calculations, material quantities, usage and pricing.
* Compile materials lists.
* Compile and maintains detailed notes and records of material usage and cutting and machining requirements.
* Incorporate explanatory notes within sketches and drawings.
* Prepare and documents material quantities and pricing information.
* Complete workplace documents and forms according to organisational requirements and standards.

### HLT30121 Certificate III in Aboriginal and/or Torres Strait Islander Health Care

##### Reading - Exit Level 2

* Interpret:
  + workplace safety policies and procedures including safety signs, dangerous goods classifications and safety instructions
  + legislation, standards
  + health terminology
  + basic information about practical aspects of health services
  + detailed familiar organisational policies and procedures with assistance from supervisors.
  + with assistance, detailed and potentially complex organisational policies and procedures covering legal requirements for assisting with medications
  + with assistance, detailed and sometimes unfamiliar client records, and medication instructions involving medication terminology and abbreviations.
* Comprehend basic information about historical, social and cultural factors that could affect community health outcomes.
* Identify standards and guidelines relevant to own role and work setting.
* Follow:
  + national standards and guidelines
  + relevant commonwealth state or territory legislation and industry frameworks
  + workplace policies and procedures.
* Access:
  + and interpret sources of information about legal and ethical requirements related to job role
  + and interpret information about the structure and functions of body systems
  + workplace policies and procedures.

##### Numeracy – Exit Level 2

* Interpret:
  + safety signs and plans
  + diagrams related to body systems
  + use and communicate temporal data, including minutes, hours, days and weeks
  + schedule practical support services
  + and measure the dosage of medications according to prescribed and general instructions and record factual numerical information.
  + and explain to clients numerical values of assessment outcomes, involving weights, lengths, rates, degrees and percentages.
* Understand and interpret processes relevant to body regulation, blood pressure, body temperature.
* Calculate the estimated time to complete work tasks.

##### Writing – Exit Level 2

* Record basic service and client details when making practical arrangements.
* Record identified risks.
* Document incidents and responses.
* Use fundamental sentence structure to complete forms and basic reports that require factual information.
* Produce client based documents that use culturally appropriate and safe terms.
* Use fundamental sentence structure to complete forms and reports that require factual information.
* Contribute to review and development of policies and protocols.

### HLT33021 Certificate III in Allied Health Assistance

##### Reading - Exit Level 2

* Access and follow workplace policies and procedures with regard to national standards and guidelines and relevant Commonwealth state or territory legislation and industry frameworks.
* Read and understand information regarding rights and responsibilities of workers, employers and clients.
* Access and interpret information about requirements related to job role e.g WHS and risk assessment, use of PPE, infection control practices, hygiene and cleaning, waste management.
* Read and interpret documents relating to work role, including information presented in different formats (paragraphs, charts, etc).
* Interpret information on the role of the Allied Health Assistant in allied health disciplines.
* Interpret specific terminology used by allied health care workers.
* Interpret and follows written instructions containing medical terminology.
* Interpret treatment plans for therapeutic interventions and programs.
* Interpret health terminology about the normal structure, function and location of major body systems.
* Engage with information about diversity, including understanding key aspects of Aboriginal and Torres Strait Islander culture.
* Interpret information to determine own work performance, indicators and objectives.
* Access and research professional development opportunities for continuous self-improvement to incorporate into work plan.

##### Numeracy – Exit Level 2

* Interpret signs and symbols.
* Work within a schedule or work plan.
* Interpret diagrams related to body systems.
* Interpret charts, medication information and measurements, including understanding measurements for:
  + body temperature
  + pulse rate
  + respiration rate
  + blood pressure
  + blood glucose levels
* Estimate weights for following safe manual handling procedures.
* Measure own performance against KPIs, deadlines and specified timeframes.

##### Writing – Exit Level 2

* Complete workplace documentation accurately using appropriate language and following organisational requirements.
* Produce documents containing correct medical terminology according to organisational requirements.
* Use appropriate abbreviations for medical terms and associated processes.
* Use accurate written health terminology about the normal structure, function and location of major body systems and health conditions.
* Accurately records data and information for client records.
* Complete and records own professional development opportunities.
* Prepare a work plan according to organisational requirements and work objectives.
* Produce written reports and records in required formats according to workplace requirements and policies.

### HLT33115 Certificate III in Health Services Assistance

##### Reading – Exit Level 2

* Interpret textual information to determine organisation’s procedures, own work performance and objectives.
* Understand responsibilities and scope of role and complies with organisational policies, procedures and protocols.

##### Numeracy – Exit Level 2

* Interpret and understand measurements eg body temperature, blood pressure and numerical information regarding volume, capacity, mass and weight.

##### Writing Exit Level 2

* Prepare written reports and workplace documents that communicate information clearly and effectively.

### HLT35021 Certificate III in Dental Assisting

##### Reading – Exit Level 3

* Identify standards and guidelines relevant to own role and work setting.
* Follow:
  + national standards and guidelines
  + organisational policies and procedures relevant commonwealth state or territory legislation and industry frameworks
  + workplace policies and procedures.
* Interpret:
  + documents relating to work role
  + workplace safety policies and procedures including safety signs, dangerous goods classifications and safety instructions
  + workplace policies and procedures, legislation, standards, codes of practice and safety guides, safety information including Safety Data Sheets (SDS) and manufacturer instructions
  + industry-specific terminology, symbols and abbreviations.
* Read patient records, workplace policies and procedures.
* Engage with information.

##### Numeracy – Exit Level 2

* Interpret safety signs and plans.
* Organise and monitor schedules and timeframes/appointments.
* Complete:
  + accurate numerical calculation of costs
  + accurate calculations to prepare cleaning chemicals
  + basic calculations including addition, subtraction, multiplication and division
* Check and monitor expiry dates.

##### Writing – Exit Level 2

* Record:
  + identified risks
  + messages legibly and accurately
  + numerical information.
* Document:
  + incidents and responses
  + faults and malfunctions according to organisational procedures.
* Complete:
  + reports to organisational standards, using clear, accurate and objective language
  + accurate, legible records
* Write emails.

### HLT37015 Certificate III in Sterilisation Services

##### Reading – Exit Level 2

* Interpret documents relating to work role.
* Follow policies and procedures.
* Follow national standards and guidelines for selection and correct us of PPE, environmental cleaning and management of waste.
* Follow relevant commonwealth state or territory legislation and industry frameworks.

##### Numeracy – Exit Level 2

* Interpret safety signs and plans.
* Temperature controls, measurement of chemical products.
* Calculate stock.

##### Writing – Exit Level 1

* Complete reports using clear, accurate and objective language.
* Write emails.
* Record identified risks and risk management strategies
* Document incidents and responses and report according to organisational policies and procedures
* Document/record results
* Labelling

### HLT37215 Certificate III in Pathology Collection

##### Reading – Exit Level 2

* Accesses and interprets documentation and information including:
  + legal and ethical considerations (national and state/territory) for blood and other pathology collections, and emergency response
  + work health and safety considerations for pathology collections
  + standard infection control requirements for clinical procedures
  + client information that may inform assessment of risk
  + anatomy and physiology relevant to pathology collections
  + key aspects of human anatomy and physiology in relation to the vascular, arterial and nervous system
  + components of blood in relation to quality blood samples and pre-analytical error
  + types and features of clinical risks commonly associated with pathology collection
  + emergency procedures for client reactions and complications
  + recognised potential clinical risks from review of information on client
  + clinical risks of collection procedures and procedures designed to minimise those risks
  + collection procedure factors which contribute to a quality sample collection and impact on laboratory testing
  + first aid protocols in accordance with organisation policies and procedures
  + sample handling, processing, transit and storage methods
  + industry terminology used in blood and other pathology collections
* Engages with information about diversity, including understanding key aspects of Aboriginal and Torres Strait Islander culture.
* Interprets and follows workplace organisational policies and procedures relating to customer service when providing collections service to clients.

##### Numeracy – Exit Level 2

* Interprets signs and symbols.
* Works within a schedule or work plan.
* Interprets charts, medication information.
* Measures correct volumes/amounts for collections.
* Records and calculates accurate times, dates and other numerical information for labelling and identification of client, tests etc.
* Sets up all equipment accurately for collection procedures.
* Interprets numerical information from client information, time fasted etc.

##### Writing – Exit Level 2

* Completes workplace documentation accurately using appropriate language and following organisational requirements.
* Uses appropriate abbreviations for medical terms and associated processes.
* Produces written reports in required formats according to workplace requirements and policies.
* Accurately labels collections with time and date of collection, client details and other required information following regulatory and organisational guidelines.
* Completes collection documentation in accordance with organisation procedures.
* Complete accurate records of incidents in accordance with organisation policies and procedures.
* Documents procedures for any reactions and complications.

### HLT37315 Certificate III in Health Administration

##### Reading - Exit Level 2

* To access and interpret workplace policies and procedures.
* To read and interpret documents relating to work role; follow organisation policies and procedures.
* Interprets technical language within various texts.

##### Numeracy – No inherent requirements

##### Writing – Exit Level 2

* To complete reports to organisation standards, using clear, accurate and objective language; write emails.
* Uses clear, specific and industry related terminology to complete and update workplace documentation.

### HLT37415 Certificate III in Pathology Assistance

##### Reading - Exit Level 2

* Accesses and interprets documentation and information including:
  + legal and ethical considerations for pathology specimen reception and preparation work, and how these are applied in organisations
  + work health and safety considerations for pathology specimens
  + standard infection control requirements
  + risks commonly associated with pathology collection
  + handling, processing, storage and dispatch requirements and methods
  + industry terminology used in pathology specimen processing
  + pathology request forms and specimens documentation
  + laboratory directories or manuals to check suitability of specimens for requested tests.
* Engages with information about diversity, including understanding key aspects of Aboriginal and Torres Strait Islander culture.
* Interprets and follows workplace organisational policies and procedures relating to customer service in pathology specimen preparation and processing.

##### Numeracy – Exit Level 2

* Interprets signs and symbols.
* Works within a schedule or work plan.
* Measures correct volumes/amounts for specimens.
* Identifies specimen labels and forms with correct laboratory numbers or bar codes.
* Records and calculates accurate times, dates and other numerical information for labelling and identification of specimens.

##### Writing – Exit Level 2

* Completes workplace documentation accurately using appropriate language and following organisational requirements.
* Uses appropriate abbreviations for medical terms and associated processes.
* Produces written reports in required formats according to workplace requirements and policies.
* Accurately labels specimens with required information following regulatory and organisational guidelines.
* Completes specimen documentation in accordance with organisation procedures.
* Registers request forms, specimen and patient information into laboratory information systems.

### HLT40221 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice

##### Reading - Exit Level 3

* Identify standards and guidelines relevant to own role and work setting,
* Follow:
  + national standards and guidelines
  + relevant commonwealth state or territory legislation and industry frameworks  
    follow workplace policies and procedures.
* Interpret:
  + and evaluate sometimes unfamiliar documents of varying complexity
  + detailed familiar organisational policies which include information on potentially complex regulatory requirements.
  + sometimes complex and unfamiliar standard treatment protocols and client records involving medical terminology and abbreviations.
  + unfamiliar information including health service terminology.
  + the meaning of questions in assessment tools used to evaluate emotional wellbeing
  + detailed and sometimes unfamiliar plain language consumer based education resources.
  + varied, unfamiliar and potentially complex systemic information and research data about primary health care.
  + and evaluate unfamiliar and potentially complex information about social and cultural determinants of health and extract relevant information.
  + key recommendations implementation advice in national guideline documentation.
  + detailed and potentially complex organisational policies and procedures
  + detailed and sometimes unfamiliar client records, medication instructions and potentially complex published medication information involving medication terminology and abbreviations.
  + workplace safety policies and procedures including safety signs, dangerous goods classifications and safety instructions
  + legislation, standards
* Access:
  + and interpret sources of information about legal and ethical requirements related to job role
  + workplace policies and procedures.

##### Numeracy- Exit Level 3

* Interpret:
  + sometimes complex medical numerical data and abbreviations in standard treatment protocols and client records
  + pathology test results involving graphs, percentages and ratios
  + and explain dosage requirements to clients.
  + numerical aspects of the national dietary guidelines:
  + food intake expressed in proportions
  + measurement information expressed in kilojoules, cups, grams, millilitres, centimetres, percentages and fractions.
  + use and communicate temporal data, including minutes, hours, days and weeks.
  + safety signs and plans
* Extract, interpret, calculate and record numerical information of varying complexity for different types of medications.
* Use fractions, percentages, ratios and volumes.
* Complete a range of calculations for treatments and care plan evaluations involving volume, percentages and ratios.
* Take and record accurate measurements involving weights, lengths, rates and degrees
* Document medical numerical abbreviations in client records.

##### Writing - Exit Level 2

* Record identified risks.
* Document incidents and responses.
* Produce client based documents that use culturally appropriate and safe terms.
* Draft persuasive information statements, letters or emails on client’s behalf.
* Use fundamental sentence structure, medication terminology and abbreviations to complete forms and reports that require factual information.
* Use fundamental sentence structure, health terminology and abbreviations to complete forms and reports that require factual information.
* Contribute to review and development of policies and protocols.

### HLT43021 Certificate IV in Allied Health Assistance

##### Reading - Exit Level 3

* Accesses and follows workplace policies and procedures with regard to national standards and guidelines and relevant Commonwealth state or territory legislation and industry frameworks.
* Reads and understands information regarding rights and responsibilities of workers, employers and clients.
* Accesses and interprets information about requirements related to job role e.g WHS and risk assessment, use of PPE, infection control practices, hygiene and cleaning, waste management.
* Reads and interprets documents relating to work role, including information presented in different formats (paragraphs, charts, etc).
* Interprets information on the role of the Allied Health Assistant in allied health disciplines.
* Interprets specific terminology used by allied health care workers.
* Interprets and follows written instructions containing medical terminology.
* Interprets treatment plans for therapeutic interventions and other allied health care programs.
* Reads and interprets information on behaviours of concern, including causes and triggers, and strategies to deal with them, including:
  + de-escalation strategies
  + communication techniques
  + risk assessment and management
  + self-care for workers who may be exposed to behaviours of concern.
* Accesses and interprets legal and ethical considerations relevant to recognising and responding to behaviours of concern, including:
  + Duty of care
  + Human rights
  + Work health and safety.
* Engages with information about diversity, including understanding key aspects of Aboriginal and Torres Strait Islander culture.
* Interprets ethical considerations relevant to own work role with client, carers and families including:
  + recognising the impact of complex support issues on carers and/or the family
  + manifestations and presentation of common health problems and behavioural issues

##### Numeracy – Exit Level 2

* Interprets signs and symbols.
* Works within a schedule or work plan.
* Interprets diagrams related to body systems.
* Interprets charts, medication information and measurements, including understanding measurements for:
  + body temperature
  + pulse rate
  + respiration rate
  + blood pressure
  + blood glucose levels
* Estimates weights for following safe manual handling procedures.

##### Writing – Exit Level 2

* Completes workplace documentation accurately using appropriate language and following organisational requirements.
* Produces documents containing correct medical terminology according to organisational requirements.
* Uses appropriate abbreviations for medical terms and associated processes.
* Uses accurate written health terminology about the normal structure, function and location of major body systems and health conditions.
* Accurately records data and information for client records.
* Records observations of behaviour accurately and objectively in consultation with supervisor
* Documents development needs, including referrals.
* Produces written reports and records in required formats according to workplace requirements and policies.

### HLT47015 Certificate IV in Sterilisation Services

##### Writing - Exit Level 3

* To identify and access basic principles and practices of infection prevention and control in the work setting.
* To integrate infection prevention and control standards, policies and procedures into work practices.
* To identify potential and actual infectious risks and events, including notifiable diseases, to relevant entities.
* To follow policies and procedures and manufacturer’s recommendations.
* To interpret operating instructions.
* To follow safety procedures, interpret operating instructions for packaging equipment and use equipment safely.

##### Numeracy - Exit Level 3

* To select, use and correctly measure chemical products according to safety data sheets.
* To conduct, interpret and record performance test cycles.
* To assess and calculate stock and imprest levels.
* To evaluate numerical and technical data to validate equipment performance and identify issues.
* To obtain technical and numerical data through use of testing and monitoring systems and interpret data from testing and monitoring systems.

##### Writing –Exit Level 2

* To report potential and actual infectious risks and events, including notifiable diseases, to relevant entities.
* To provide feedback and information to the work group and stakeholders.
* To complete documentation and report on infection prevention and control risks, incidents or potential breaches in accordance with standards, organisational policies and procedures.
* To document processes, check processes and respond to routine problem and complete and archive quality management documentation according to organisation procedures.
* To complete accurate quality assurance documentation and accurately document results from physical and chemical tests.
* To prepare work schedules according to operational requirements and manufacturer’s guidelines.
* To complete a workplace risk assessment and complete a workplace incident report in line with regulatory guidelines and organisational policies.

### HLT47321 Certificate IV in Health Administration

##### Reading – Exit Level 3

* Engage with information.
* Read and interpret documents relating to work role.
* Read and follow policies and procedures.
* Read and follow Commonwealth and State/Territory legislation, standards and industry codes of practice.
* Industry Terminology.
* Read Health Care records.

##### Numeracy – No inherent requirements

##### Writing – Exit Level 2

* Complete reports to organisation standards.
* Complete written and electronic workplace documents.
* Write emails.
* Record information.
* Record incidents according to workplace policies and procedures and regulatory guidelines
* Use medical terminology in written communication.
* Produce records and labels according to workplace requirements.

### HLT47515 Certificate IV in Operating Theatre Technical Support

##### Reading - Exit Level 3

* Follow organisation communication policies and procedures for using digital media.
* Identify, access and interpret sources of information about the legal requirements that apply to the work role.
* Identify the scope and nature of own legal rights and responsibilities.
* Adhere to legal requirements in work practice according to workplace policies and procedures and scope of role.
* Assemble, connect and test components in accordance with specific equipment requirements.
* Set up, correctly position, and check equipment and consumables in accordance with standard and additional infection control procedure.
* Provide timely information and feedback to the work group and relevant stakeholders about potential and identified risks and the outcomes of infection risk assessments and audits.
* Interprets technical language within various texts.
* Conform with aseptic principles when moving around a sterile field to prevent contamination.
* Follow established procedures to rectify faulty equipment.

##### Numeracy – Exit Level 3

* Calibration of equipment.
* Accurately document the use of theatre equipment as required.
* Clean equipment using cleaning agent suited to the equipment and in accordance with organisation policy and procedures.
* Adjust surgical equipment settings in accordance with manufacturer’s guidelines under guidance of surgical and anaesthetic medical staff.
* Clearly communicate accurate readings to medical staff as required.
* Recognise and clearly communicate alarms/warnings, abnormal readings and equipment usage times to medical staff as required.

##### Writing – Exit Level 3

* Use industry terminology correctly in verbal, written and digital communications
* Report according to organisation procedures
* Implement agreed applicable infection prevention and control standards, policies and procedures with members of the work group in accordance with organisational policies and procedures.
* Accurately document the use of theatre equipment as required
* Evaluates and integrates facts and ideas to construct meaning from a range of text types in an effort to implement continuous improvement systems and processes
* Selects vocabulary, grammatical structures and conventions appropriate to text

### HLT47815 Certificate IV in Optical Dispensing

##### Reading - Exit Level 3

|  |
| --- |
| * Interpret the requirements of different types of prescription. |

##### Numeracy – Exit Level 2

* Use of suitable facilities, equipment and resources, including:
  + back vertex distance (BVD) gauge or rule
  + frame adjusting tools
  + opticians lens measure
  + parallel rule or equivalent
  + pupillary distance (PD) rule
  + pupillometer
  + spectacle frames
  + spectacle lenses.

##### Writing – Exit Level2

|  |
| --- |
| * Complete ordering procedures using correct optical terminology and documentation. |

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### HLT54121 Diploma of Nursing

##### Reading – Exit Level 3

* Identify and utilise resources to promote partnerships.
* Obtain information about physical health status.
* Analyse client health information in relation to planning services and in line with organisation requirements and recognise normal readings on the findings of available tests, observations and physical assessments that assist in determining health status.
* Apply principles and requirements of nursing practice to work in the Australian health care system and to apply jurisdictional requirements relating to the NMBA Enrolled Nurse Standards for Practice.
* Comply with requirements of legislation and apply legal framework to nursing practice.
* Follow workplace procedures and current national standards and guidelines.
* Identify information regarding drug administrations.
* Perform comprehensive primary health assessment to gather health records determining priorities and potential areas of risk during implementation of the primary health care plan.
* Identify community and other resources to match needs and provide information on available resources and how to access them.
* Identify infection risks and hazards associated with own role and work setting.
* Follow safe work practices.

##### Numeracy – Exit Level 3

* Perform baseline clinical assessment and document findings including vital signs.
* Interpret and analyse objective and subjective assessment data against normal range.
* Calculate accurate medicine dosage and IV fluid infusion rate for administration of drugs.

##### Writing – Exit Level 3

* Devise and document ways to support the delivery of services and programs.
* Note implications of any contra-indications in relation to health assessment findings and document action plan in accordance with organisation policies and procedures.
* Use information technology to prepare, document and communicate nursing patient clinical records and reports to the multidisciplinary health care team.
* Collect and record admission information and discharge information.
* Record and report concerns in the person’s condition and behaviour to the registered nurse, and report situations of risk according to organisational policies and procedures.
* Document wound management plan for intervention and assessment.
* Assess, document and communicate progress of wound healing and wound care strategy outcomes using contemporary wound management terminology.
* Write nursing practice reports according to legal requirements and organisational expectations and requirements.
* Document and report potential ethical issues in accordance with organisational policies and procedures.
* Record identified risks and risk management strategies within scope of own role.
* Document incidents and responses and report according to organisational policies and procedures.

### HLT57715 Diploma of Practice Management

##### Reading – Exit Level 4

* Managerial responsibility for legal and ethical compliance in small to medium sized organisations
* Implement and monitor a billing and accounting system in a health practice, with consideration of client accessibility, practice viability and regulatory and legislative requirements.
* Legal and ethical considerations for health practice billing, including:
  + codes of practice
  + policy frameworks
  + privacy, confidentiality and disclosure
  + records management, including:
  + reporting (for supported and special payment schemes)
  + information and data requirements for subsidy payments.
* Interpret and analyse textual information from a variety of sources and applies the knowledge that has been gained to evaluate standards for organisation’s products and services.
* Comprehend a variety of relatively complex texts.

##### Numeracy – Exit Level 4

* Use numerical tools to assess risk and use numerical data to review plans.
* Extract and evaluate mathematical information embedded in a range of tasks and text relating to performance standards and risk analysis.
* Use a wide range of mathematical calculations to analyse numeric information in budgets or financial plans.
* Interpret and comprehend mathematical information in organisation’s business and customer service plans.

##### Writing – Exit Level 4

* Clearly articulate and document policies and procedures to support legal and ethical practice in readily accessible formats.
* Provide timely information and feedback to the work group and relevant stakeholders about potential and identified risks and the outcomes of infection risk assessments and audits.
* Implement agreed applicable infection prevention and control standards, policies and procedures with members of the work group in accordance with organisational policies and procedures.
* Gather, interpret and analyse textual information from a range of sources to identify relevant information.
* Develop textual material and organise content in a manner that effectively documents risk management analysis and assessment priorities and processes.

### HLT64121 Advanced Diploma of Nursing

##### Entry requirements

* Entry to this qualification is open to individuals who are currently working in Australia as an enrolled nurse and hold current registration as an enrolled nurse without notation with the Nursing and Midwifery Board of Australia (NMBA) www.nursingmidwiferyboard.gov.au.

##### Reading - Exit Level 4

* Understanding of organisational policies and procedures, medical language and terminology
* Gather and use information and feedback relevant to ideas from within and outside the multidisciplinary health care team

##### Numeracy – Exit Level 3

* Minimum industry expectation for enrolled nurses.

##### Writing – Exit Level 4

* Document assessment outcomes according to organisational policies and procedures and provide information to those involved in ongoing care of the person
* Identify opportunities and contribute to organisational process for systemic improvements to clinical guidelines for nursing practice.
* Identify and articulate issues and practical processes for implementing change
* Provide feedback and results of clinical care and assessment using medical language and terminology

### ICP20120 Certificate II in Printing and Graphic Arts

##### Reading – Exit Level 2

* Interprets text
  + in job specifications and written instructions
  + text information from a range of sources to determine job requirements
  + textual information to determine and adhere to requirements
* Identifies text within job specifications and follows written instructions
* Recognises and interprets textual information to establish job requirements from relevant information
* Reviews and interprets job sheet instructions

##### Numeracy - Exit Level 2

* Uses simple mathematical
* techniques to calculate weights of materials
* calculations and arranges sequential numerical information
* basic mathematical formulae to determine required consumables, adjust equipment and machinery, and estimate time required to complete job
* Records numerical and key information related to outcomes of the job
* Calculates basic metric measurements to determine resource usage
* Analyses numerical information to measure acceptable and safe emissions in the workplace

##### Writing- Exit Level 1

* Identifies and reports work progress and faults according to enterprise formats
* Records numerical and key information related to outcomes of the job
* Completes documents using required formats
* Uses clear, specific and industry related terminology to complete and update workplace documentation

As only 2 Core the following electives were also used: ICPSUP2600, ICPSUP2620, BSBSUS201, ICPSUP2070, ICPSUP2080, ICPSUP2010 ICPSUP2630 and ICPSUP2820.

### ICP31220 Certificate III in Printing

##### Reading - Exit level 3

* Accesses and interprets documentation including:
* information and resources on workplace environmental and resource efficiency
* sustainability legislation, regulations and standards
* Interprets job specifications and written instructions
* Researches information on printing industry trends
* Accesses and interprets information on regulations, standards and industrial awards within the workplace and personal work practices
* Researches suitable printing processes to meet job requirements e.g
* determining image type, output settings, output requirements and output devices for different jobs
* determining the required process for print jobs
* determining the required process for converting or finishing jobs
* determining required substrate and ink for print jobs
* Accesses and interprets equipment and machinery operational manuals, SOPs, MSDS etc
* Accesses and interprets information on the quality inspection system and quality requirements, including:
* quality standards set by the customer
* areas that need to be inspected for quality
* enterprise quality procedures relating to print production jobs
* Accesses and interprets enterprise procedures for WHS management in the workplace, including:
* process for reporting concerns
* procedures for fire, emergency, accident and near-miss
* containment procedures
* procedures for controlling risks
* safety devices, equipment and educational materials in the workplace, including safety data sheets and machine manuals
* possible workplace hazards
* Environmental Protection Agency (EPA) regulation requirements, including those for the handling and disposal of chemicals
* emission level requirements and enterprise procedures for monitoring and reporting

##### Numeracy – Exit level 2

* Uses a range of basic mathematical techniques to estimate quantities, usage and costs e.g. costing of work tasks, job budgets and production timeframes
* Interprets and analyses mathematical information included in texts e,g, industry trends
* Measures usage of resources
* Uses and interprets information relating to control instruments used in quality inspections
* Uses basic numerical information required for machinery and equipment settings and calibrations

##### Writing – Exit Level 2

* Documents usage of resources
* Documents proposed approaches to production
* Uses industry terminology in written communications
* Documents output and colour requirements for print jobs
* Makes notes of client needs, as required
* Completes job quality records which include:
* details of quality inspections carried out
* suggestions for improvements
* complaints or reports of faulty goods or documentation received from customers.
* Documents process improvement suggestions according to enterprise procedures
* Documents risks and hazards in the workplace according to enterprise procedures and relevant WHS requirements
* Documents WHS incidents in workspace
* Documents contributions to participative arrangements for WHS management in the workplace.
* Enters routine data associated with production processes and enterprise procedures

### ICP31320 Certificate III in Print Binding, Finishing and Packaging

##### Reading - Exit level 3

* Accesses and interprets documentation including:
* information and resources on workplace environmental and resource efficiency
* sustainability legislation, regulations and standards
* Interprets job specifications and written instructions
* Researches information on printing industry trends
* Accesses and interprets information on regulations, standards and industrial awards within the workplace and personal work practices
* Researches suitable printing processes to meet job requirements e.g
* determining image type, output settings, output requirements and output devices for different jobs
* determining the required process for print jobs
* determining the required process for converting or finishing jobs
* determining required substrate and ink for print jobs
* Accesses and interprets equipment and machinery operational manuals, SOPs, MSDS etc
* Accesses and interprets information on the quality inspection system and quality requirements, including:
* quality standards set by the customer
* areas that need to be inspected for quality
* enterprise quality procedures relating to print production jobs
* Accesses and interprets enterprise procedures for WHS management in the workplace, including:
* process for reporting concerns
* procedures for fire, emergency, accident and near-miss
* containment procedures
* procedures for controlling risks
* safety devices, equipment and educational materials in the workplace, including safety data sheets and machine manuals
* possible workplace hazards
* Environmental Protection Agency (EPA) regulation requirements, including those for the handling and disposal of chemicals
* emission level requirements and enterprise procedures for monitoring and reporting

##### Numeracy – Exit level 2

* Uses a range of basic mathematical techniques to estimate quantities, usage and costs e.g. costing of work tasks, job budgets and production timeframes
* Interprets and analyses mathematical information included in texts e,g, industry trends
* Measures usage of resources
* Uses and interprets information relating to control instruments used in quality inspections
* Uses basic numerical information required for machinery and equipment settings and calibrations

##### Writing – Exit Level 2

* Documents usage of resources
* Documents proposed approaches to production
* Uses industry terminology in written communications
* Documents output and colour requirements for print jobs
* Makes notes of client needs, as required
* Completes job quality records which include:
* details of quality inspections carried out
* suggestions for improvements
* complaints or reports of faulty goods or documentation received from customers.
* Documents process improvement suggestions according to enterprise procedures
* Documents risks and hazards in the workplace according to enterprise procedures and relevant WHS requirements
* Documents WHS incidents in workspace
* Documents contributions to participative arrangements for WHS management in the workplace.
* Enters routine data associated with production processes and enterprise procedures

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### ICP31420 Certificate III in Prepress Graphic Design Production

##### Reading - Exit level 3

* Accesses and interprets documentation including:
* information and resources on workplace environmental and resource efficiency
* sustainability legislation, regulations and standards
* Interprets job specifications and written instructions
* Researches information on printing industry trends
* Accesses and interprets information on regulations, standards and industrial awards within the workplace and personal work practices
* Researches suitable printing processes to meet job requirements e.g
* determining image type, output settings, output requirements and output devices for different jobs
* determining the required process for print jobs
* determining the required process for converting or finishing jobs
* determining required substrate and ink for print jobs
* Accesses and interprets equipment and machinery operational manuals, SOPs, MSDS etc
* Accesses and interprets information on the quality inspection system and quality requirements, including:
* quality standards set by the customer
* areas that need to be inspected for quality
* enterprise quality procedures relating to print production jobs
* Accesses and interprets enterprise procedures for WHS management in the workplace, including:
* process for reporting concerns
* procedures for fire, emergency, accident and near-miss
* containment procedures
* procedures for controlling risks
* safety devices, equipment and educational materials in the workplace, including safety data sheets and machine manuals
* possible workplace hazards
* Environmental Protection Agency (EPA) regulation requirements, including those for the handling and disposal of chemicals
* emission level requirements and enterprise procedures for monitoring and reporting

##### Numeracy – Exit level 2

* Uses a range of basic mathematical techniques to estimate quantities, usage and costs e.g. costing of work tasks, job budgets and production timeframes
* Interprets and analyses mathematical information included in texts e,g, industry trends
* Measures usage of resources
* Uses and interprets information relating to control instruments used in quality inspections
* Uses basic numerical information required for machinery and equipment settings and calibrations

##### Writing – Exit Level 2

* Documents usage of resources
* Documents proposed approaches to production
* Uses industry terminology in written communications
* Documents output and colour requirements for print jobs
* Makes notes of client needs, as required
* Completes job quality records which include:
* details of quality inspections carried out
* suggestions for improvements
* complaints or reports of faulty goods or documentation received from customers.
* Documents process improvement suggestions according to enterprise procedures
* Documents risks and hazards in the workplace according to enterprise procedures and relevant WHS requirements
* Documents WHS incidents in workspace
* Documents contributions to participative arrangements for WHS management in the workplace.
* Enters routine data associated with production processes and enterprise procedures

### ICT30120 Certificate III in Information Technology

##### Reading – Exit level 2

* Comprehend textual information and integrates ideas and concepts from various sources.
* Review current standards, practices and procedures relating to workplace information.
* Identify sensitive data in own workplace environment according to organisational policies and procedures and within scope of own role
* Recognise and interpret information from relevant sources to determine organisational expectations and legal requirements.
* Interpret and comprehend organisational texts required for IP requirements.
* Review support logs.
* Interpret and evaluate information to compare technical specifications, identify areas of improvement and recognise solutions to new and emerging issues.

##### Numeracy – Exit level 2

* Organise obtained data sets in an easily retrievable format.
* Interpret mathematical data.
* Confirm program specifications are met using mathematical formulae.
* Code using standard programming algorithms.

##### Writing – Exit level 2

* Document observations and experiences related to problem solving.
* Plan and prioritise own tasks according to given time frames.
* Write and edit code and technical data in a logical manner using required syntax.
* Develop documentation outlining changes and tests performed using appropriate structure, layout and technical programming language.
* To use written vocabulary, grammatical structures and conventions to accurately convey instructions and record complex information.

### ICT30519 Certificate III in Telecommunications Technology

##### Reading – Exit level 2

* Interprets
  + and understands complex information required for preparation and use of tools
  + product and service information in a range of formats to provide customer advice
  + textual information to inform decision-making process
* Analyses and consolidates information and data from a range of sources, against defined criteria and requirements
  + to identify safety requirements
  + and checks for accuracy and completeness
* Recognises and interprets
  + textual information to determine specific information about security incidents
  + technical documentation to determine important information
* Understands requirements in enterprise policy and procedure documents
* Performs basic calculations to check data, make predictions and make comparisons
* Selects and uses appropriate tools to take measurements, analyse results and perform calculations

##### Numeracy – Exit level 2

* Extracts and evaluates the mathematical information embedded in a range of tasks and texts
* Evaluates and reviews technical data for specifications
* Performs mathematical calculations to check and confirm location of installation

##### Writing – Exit level 2

* Develops material for a specific audience, using clear and detailed language in order to convey explicit information
* Accurately records information and prepares documentation using clear language and organisational formats and protocols
* Uses clear, specific and industry-related terminology to develop basic reports and in all written tasks
* Records customer information according to enterprise requirements
* Uses industry specific language to produce technical documentation

### ICT40120 Certificate IV in Information Technology

##### Reading – Exit level 3

* Interpret, evaluate and extract relevant information from a range of texts for work requirements.
* Recognise and interpret information from relevant sources to determine organisational expectations and legal requirements.
* Identify and interpret technical documentation containing complex terminology and diagrams to identify current and emerging technologies.
* select, interpret, synthesise and critically analyse information required for compliance with IP, ethics and privacy policies.
* Interpret technical specifications and numerical data from a range of documentation and sources to assist in rectifying problems.

##### Numeracy – Exit level 3

* Interpret and critically analyse numerical data to determine work process requirements.
* Interpret mathematical data.
* Confirm program specifications are met using mathematical formulae.
* Code using standard programming algorithms.

##### Writing – Exit level 3

* Develop clear workplace documents appropriate to audience and context.
* Selects appropriate channel, format, tone and content to suit purpose and audience.
* Use clear, specific and industry-related terminology relating to cyber security.
* Maintain and update a range of documents, including risk registers and incident response plans.
* Document strategies to prepare organisation for impacts of emerging technology and practice.
* Document changes to organisational technologies and practices required based on strategies to determine organisational response.
* Record information in accordance with requirements.
* Develop texts using language required for audience needs.
* Write and edit code and technical data in a logical manner using required syntax.
* Develop documentation outlining changes and tests performed using appropriate structure, layout and technical programming language.
* Use clear language and formats required for the audience to convey explicit technical information, requirements and recommendations.

### ICT41219 Certificate IV in Telecommunications Engineering Technology

##### Reading – Exit level 3

* Interpret textual information to inform decision-making process.
* Recognise and interpret complex technical documentation and standards to determine job requirements.
* Read and respond to complex workplace information contained in specification manuals and standards.

##### Numeracy – Exit level 3

* Perform basic calculations to check data, make predictions and make comparisons.
* Select and use appropriate tools to take measurements, analyse results and perform calculations.
* Interpret numerical data from network tests.
* Use mathematical formulae to interpret numerical data including equipment specifications.
* Make calculations required to take test measurements, interpret results and evaluate performance and interoperability of network.
* Recognise and interprets technical, legislative and operational documentation to determine job requirements.
* Calculate with whole numbers, decimals and percentages, use common functions of a scientific calculator and use and calculate with complex measurements for work.

##### Writing – Exit level 3

* Use industry specific language to produce technical documentation.
* Complete technical workplace documentation using appropriate language and form to meet specific purpose.
* Use clear, specific and industry-related terminology to produce and update workplace documentation.
* Prepare documentation detailing work performed according to organisational requirements.
* Write reports for customer on complex issues.

### ICT50220 Diploma of Information Technology

##### Reading – Exit level 3

* Interpret and evaluate a range of complex information.
* Research information on possible solutions to identified issue.
* Interpret information from relevant sources to determine organisational expectations.
* Review, analyse and evaluate complex online and hard copy documentation containing ICT specific terminology, diagrams and numerical information to determine ICT gaps and improvement opportunities.
* Analyse current strategic plan of organisation against industry environment and organisational objectives.
* Analyse and evaluate complex text to determine legislative and organisational standards, and apply information to organisational policies and processes.
* Analyse textual information and data to determine client support.

##### Numeracy – Exit level 3

* Interpret numerical data and apply mathematical calculations to assess the financial implications of introducing changes.
* Interpret, analyse and document numerical and technical system data.

##### Writing – Exit level 3

* Document findings and ideas using language and structure to suit the purpose.
* Prepare proposals and plans for relevant stakeholders incorporating appropriate vocabulary and grammatical structures.
* Document feedback according to organisational requirements.
* Use clear, specific and industry-related terminology relating to cyber security in workplace documents.
* Maintain records related to training and information updates.
* Document current strategic plan of organisation against industry environment and organisational objectives.
* Document current state of ICT systems and practices in organisation.
* Document evaluation process and provide to superior for feedback.
* Use plain English, together with vocabulary, grammatical structures, terminology, diagrams, numerical information, formatting and structure relevant to the job role and organisation.
* Detail standards, targets and implementation methods in action plan.
* Integrate information and ideas from a range of sources, utilising support materials and specialised and cohesive language in a format and style applicable to audience and organisation.
* Prepare required documentation detailing task requirements, activities performed and their outcomes using appropriate language.

### ICT60220 Advanced Diploma of Information Technology

##### Reading – Exit level 3

* Gather, interpret and analyse textual information when developing the proposal and monitoring operational performance.
* Analyse and interpret textual information from the organisation’s policies, goals and objectives to establish team goals or to determine corrective action.
* Interprets information from relevant sources to determine organisational expectations.
* Identify, analyse and evaluate a range of complex information to identify relevant and key information.
* Identify, analyse and evaluate complex text to determine legislative requirements and organisational standards and applies the information.
* Critically analyse complex documentation from a variety of sources and consolidates information applicable to specific criteria when determining requirements.

##### Numeracy – Exit level 3

* Interpret, analyse and present numeric and financial information to identify patterns and trends.
* Interpret numerical information and applies mathematical calculations and financial functions relating to time durations and projected costs.
* Perform mathematical calculations and analyses financial information, costs and values when determining estimates.

##### Writing – Exit level 3

* Communicate relationships between ideas and information, matching style of writing to purpose and audience.
* Prepare workplace documentation that communicates complex information clearly and effectively.
* Use clear, specific and industry-related terminology relating to cyber security in workplace documents.
* Use plain English, appropriate grammatical structures and specialised terminology, diagrams and flow charts, logical document structures and formatting relevant to the job role and organisation to record document proposals and agreements.
* Integrates information and ideas from a number of sources, utilising appropriate support materials, specialised and cohesive language and a range of writing styles and document structures.
* Prepare documentation expressing ideas, exploring complex issues using succinct language and logical structure.

### MAR20321 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)

##### Reading – Exit level 2

* Accesses and interprets procedural and compliance documentation relevant to the industry
* Accesses, reads and interprets workplace information on work health and safety (WHS)/occupational health and safety (OHS) policies, procedures, regulatory information and legislation
* Reads and interprets specifications and operational information for machinery and equipment according to workplace safety and regulatory requirements
* Accesses and interprets manufacturer information and instructions on products and equipment, including safety warnings and instructions for use
* Read and interpret information on environmental work practices
* Access written and diagrammatic information on emergency procedures and plans
* Interpret information presented in a range of different formats e.g. maps, plans, charts, diagrams, weather charts, tables, including abbreviations and symbols and industry specific terminology
* Follows workplace regulations to ensure personal safety and the safety of others

##### Numeracy – Exit level 2

* Perform a range of calculations, including estimation, using decimals, fractions and percentages, measurement and conversion
* Use speed, distance and time calculations
* Use a compass and identify compass errors
* Use charts, maps, plans and tables, to extract and use information and data for a range of tasks
* Understand numerical specifications for equipment and machinery and use these for performing safety checks and monitoring

##### Writing – Exit level 1

* Complete workplace documentation accurately using appropriate language and following organisational requirements
* Complete basic reports (e.g. incident reports) and workplace forms accurately, according to organisational requirements
* Record accurate information in required format (e.g. logbook, service records) according to workplace and legislative requirements
* Make simple notes for work purposes e.g hazards, non-compliance, operational failure, emergency situations, debriefing, communicate with others

### MAR20421 Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal)

##### Reading – Exit level 2

* Accesses and interprets procedural and compliance documentation relevant to the industry
* Accesses, reads and interprets workplace information on work health and safety (WHS)/occupational health and safety (OHS) policies, procedures, regulatory information and legislation
* Reads and interprets specifications and operational information for machinery and equipment according to workplace safety and regulatory requirements
* Accesses and interprets manufacturer information and instructions on products and equipment, including safety warnings and instructions for use
* Read and interpret information on environmental work practices
* Access written and diagrammatic information on emergency procedures and plans
* Interpret information presented in a range of different formats e.g. maps, plans, charts, weather charts, tables, including abbreviations and symbols and industry specific terminology
* Follows workplace regulations to ensure personal safety and the safety of others

##### Numeracy – Exit level 2

* Perform a range of calculations, including estimation, using decimals, fractions and percentages, measurement and conversion
* Use speed, distance and time calculations
* Use charts, diagrams, maps, plans and tables, to extract and use information and data for a range of tasks
* Interpret a range of specifications and information relating to equipment and machinery and apply the data to conduct tasks such as: safety checks, servicing, and monitoring operation

##### Writing – Exit level 1

* Complete workplace documentation accurately using appropriate language and following organisational requirements
* Complete basic reports (e.g. incident reports) and workplace forms accurately, according to organisational requirements
* Record accurate information in required format (e.g. logbook, service records) according to workplace and legislative requirements
* Make simple notes for work purposes e.g hazards, non-compliance, operational failure, emergency situations, debriefing, communicate with others

### MAR30821 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)

##### Reading – Exit level 2

* Accesses and interprets procedural and compliance documentation relevant to the industry
* Accesses, reads and interprets workplace information on work health and safety (WHS)/occupational health and safety (OHS) policies, procedures, regulatory information and legislation
* Reads and interprets specifications and operational information for machinery and equipment according to workplace safety and regulatory requirements
* Accesses and interprets manufacturer information and instructions on products and equipment, including safety warnings and instructions for use
* Reads and interprets information on environmental work practices
* Accesses and interprets written and diagrammatic information on emergency procedures and plans
* Interprets information presented in a range of different formats e.g. maps, plans, charts, weather charts, tables, including abbreviations and symbols and industry specific terminology
* Follows workplace regulations to ensure personal safety and the safety of others
* Accesses and interprets maintenance plans to determine maintenance requirements
* Reads and interprets technical specifications in order to carry out maintenance work
* Accesses and interprets system specifications and maintenance requirements

##### Numeracy – Exit level 2

* Perform a range of calculations, including estimation, using decimals, fractions and percentages, measurement and conversions
* Use speed, distance and time calculations
* Calculate fuel tank capacity, consumption of fuel, speed and range of vessel, volumes and conversion of volumes to litres
* Use charts, diagrams, maps, plans and tables, to extract and use information and data for a range of tasks
* Interpret a range of specifications and information relating to equipment and machinery and apply the data to conduct tasks such as: safety checks, servicing, and monitoring operation

##### Writing – Exit level 1

* Complete workplace documentation accurately using appropriate language and following organisational requirements
* Complete basic reports (e.g. incident reports) and workplace forms accurately, according to organisational requirements
* Record accurate information in required format (e.g. log book, refeulling, oil record book) according to workplace and legislative requirements
* Complete maintenance and service records and reports, including information on faults and malfunctions
* Make simple notes for work purposes e.g hazards, non compliance, operational failure, emergency situations, debriefing, communicate with others

### MAR30921 Certificate III in Maritime Operations (Master up to 24 metres Near Coastal)

##### Reading - Exit level 2

* Accesses and interprets procedural and compliance documentation relevant to the industry
* Accesses, reads and interprets workplace information on work health and safety (WHS)/occupational health and safety (OHS) policies, procedures, regulatory information and legislation
* Reads and interprets specifications and operational information for machinery and equipment according to workplace safety and regulatory requirements
* Accesses and interprets manufacturer information and instructions on products and equipment, including safety warnings and instructions for use
* Reads and interprets information on environmental work practices
* Accesses and interprets written and diagrammatic information on emergency procedures and plans
* Interprets information presented in a range of different formats e.g. maps, plans, charts, weather charts, tables, including abbreviations and symbols and industry specific terminology
* Follows workplace regulations to ensure personal safety and the safety of others
* Accesses and interprets maintenance plans to determine maintenance requirements
* Reads and interprets technical specifications in order to carry out maintenance work
* Accesses and interprets system specifications and maintenance requirements
* Identifies internal and external sources of information to improve communication and teamwork
* Accesses and sources information on social and ethical requirements, and organisational policies and procedures relevant to communication within the workplace and work team, including legislative requirements
* Interprets procedures and relevant sections of state and territory marine regulations relevant to the role and responsibilities of watchkeeper, including:
  + procedures and communications used for coordinating search and rescue operations
  + assisting a vessel in search and rescue operations
  + relief, maintenance and handover of a watch
  + use of internal communications and alarm systems
* Interprets information and instructions on the use of bridge instrumentation, controls and alarms relevant to the function of watchkeeper

##### Numeracy – Exit level 2

* Perform a range of calculations, including estimation, using decimals, fractions and percentages, measurement and conversions
* Use speed, distance and time calculations
* Calculate fuel tank capacity, consumption of fuel, speed and range of vessel, volumes and conversion of volumes to litres
* Use charts, diagrams, maps, plans and tables, to extract and use information and data for a range of tasks
* Interpret a range of specifications and information relating to equipment and machinery and apply the data to conduct tasks such as: safety checks, servicing, and monitoring operation
* Schedule checks and inspections (rounds) of the vessel to include appropriate coverage, frequency and timing

##### Writing – Exit level 1

* Complete workplace documentation accurately using appropriate language and following organisational requirements
* Complete basic reports (e.g. incident reports) and workplace forms accurately, according to organisational requirements
* Record accurate information in required format (e.g. log book, refeulling, oil record book) according to workplace and legislative requirements
* Complete maintenance and service records and reports, including information on faults and malfunctions
* Make simple notes for work purposes e.g hazards, non compliance, operational failure, emergency situations, debriefing, communicate with others
* Compile written instructions, such as Master’s standing orders and night orders
* Develop and maintain a schedule for watchkeeping rounds

### MAR40320 Certificate IV in Maritime Operations (Master up to 45 metres Near Coastal)

##### Reading - Exit level 3

* Reads and interprets specifications and operational information for machinery and equipment according to workplace safety and regulatory requirements
* Accesses and interprets manufacturer information and instructions on products and equipment, including safety warnings and instructions for use
* Reads and interprets information on environmental work practices
* Accesses and interprets written and diagrammatic information on emergency procedures and plans
* Interprets information presented in a range of different formats e.g. maps, plans, charts, weather charts, tables, including abbreviations and symbols and industry specific terminology
* Follows workplace regulations to ensure personal safety and the safety of others
* Accesses and interprets maintenance plans to determine maintenance requirements
* Reads and interprets technical specifications in order to carry out maintenance work
* Accesses and interprets system specifications and maintenance requirements
* Interprets procedures and relevant sections of state and territory marine regulations relevant to the role and responsibilities of watchkeeper, including:
  + procedures and communications used for coordinating search and rescue operations
  + assisting a vessel in search and rescue operations
  + relief, maintenance and handover of a watch
  + use of internal communications and alarm systems
* Interprets information and instructions on the use of bridge instrumentation, controls and alarms relevant to the function of watchkeeper
* Locates and interprets relevant legislation, policies and procedures, relating to the following roles and responsibilities:
  + Plan and supervise routine maintenance of the vessel
  + Manage the loading, discharging and stowing of cargo
  + Manage a small crew and individuals, including coaching and mentoring
  + Enter and work in confined spaces
  + Forecast weather and oceanographic conditions using a range of information presented in text and diagrammatic formats
  + Operate deck machinery and steering gear
  + Plan and navigate a passage
  + Monitor and manage all vessel operations
* Accesses and interprets compliance information, contractual information, WHS information, and all relevant industry standards, licence and permit requirements and organisational processes for managing and supervising the vessel operations
* Identifies internal and external sources of information to improve communication and teamwork
* Accesses and sources information on social and ethical requirements, and organisational policies and procedures relevant to communication within the workplace and work team, including legislative requirements
* Reads and interprets information and requirements relating to crew management, including:
  + relevant industry awards and enterprise agreements
  + relevant legislation especially in relation to equal opportunity, industrial relations, unfair dismissal and anti-discrimination
  + staff counselling, grievance and disciplinary procedures
  + performance management processes, including monitoring and record keeping requirements

##### Numeracy – Exit level 3

* Perform a range of calculations, including estimation, using decimals, fractions and percentages, measurement and conversions
* Use speed, distance and time calculations
* Calculate fuel tank capacity, consumption of fuel, speed and range of vessel, volumes and conversion of volumes to litres
* Use charts, diagrams, maps, plans and tables, to extract and use information and data for a range of tasks
* Interpret a range of specifications and information relating to equipment and machinery and apply the data to conduct tasks such as: safety checks, servicing, and monitoring operation
* Managing, planning and scheduling checks and inspections (rounds) of the vessel to include appropriate coverage, frequency and timing
* Usie shipboard instruments to assist in forecasting weather and oceanographic conditions, including:
  + anemometers
  + barometers
  + equipment for receiving weather maps and forecasts
  + wet and dry bulb thermometers
  + using tide tables to calculate height of tide
* Interpret ocean and weather conditions, presented in numeric, diagrammatic and graphic format, including:
  + air masses and fronts
  + cloud classifications
  + cyclones, storms and gales
  + ocean currents
  + pressure systems and cold fronts
  + sea state
  + synoptic chart analysis
  + tide prediction
  + tropical meteorology

### MEA20418 Certificate II in Aeroskills

##### Reading – Exit Level 3

* Interpret:
  + workplace documentation
  + regulations, legislation, WHS standards
  + job description
  + maintenance manuals and repair schemes
  + state/territory codes and standards.
* Analyse standards, maintenance documents and manuals
* Follow policies and procedures
* Review:
  + job specifications
  + regulatory and organisational policies and procedures

##### Numeracy – Exit Level 3

* Organise schedules.
* Use basic calculations including addition, subtraction, multiplication and division.
* Interpret technical information including sketches and drawings.

##### Writing – Exit Level 3

* Complete:
  + documents clearly and accurately
  + maintenance documentation
  + documentation to industry standards.

### MEA30118 Certificate III in Aircraft Surface Finishing

##### Reading – Exit Level 3

* Reading ability to analyse information and determine procedures to be followed during activity.
* Ability to:
  + read organisation policies, procedures, code of conduct
  + read regulations and legislative requirements relating to own role and the workplace
  + interpret WHS regulations, instructions and procedures relevant to the requirements for conduct of safe work.
* Identify and access manuals and drawings.
* Communicate aviation maintenance information.
* Monitor resource usage.

##### Numeracy – Exit Level 3

* Perform calculations for allowable dimension variations on a component from information in drawing title blocks and drawings.
* Understand dimensions and take calculations from drawings.
* Identify hardware, materials, and components by marking, part number, size and shape.

##### Writing – Exit Level 3

* Follow protocols and standards for effective oral and written communication skills in English in relation to the work environment.
* Report workplace accident or emergency.
* Complete and process documentation accurately and clearly.
* Communicate with other personnel, to determine task and tooling requirements.
* Record and monitor resource usage.
* Complete documentation relating to job planning and progress.

### MEA40618 Certificate IV in Aeroskills (Avionics)

##### Reading – Exit Level 4

* Ability to read, understand and follow environmental policies and procedures to ensure compliance with federal, state/territory and local government laws, by-laws, regulations and mandated codes of practice, and codes and standards.
* Reading ability to analyse information and determine procedures to be followed during activity.
* Ability to read:
  + organisation policies, procedures, code of conduct,
  + regulations and legislative requirements relating to own role and the workplace
  + interpreting WHS regulations, instructions and procedures relevant to the requirements for conduct of safe work
  + Identify and access manuals and drawings
* Communicate aviation maintenance information.

##### Numeracy – Exit Level 4

* Perform calculations for allowable dimension variations on a component from information in drawing title blocks and drawings.
* Understand dimensions and take calculations from drawings.
* Ability to identify hardware, materials, and components by marking, part number, size and shape.
* Numerical skills to understand the mathematical techniques, physics principles, algebra, dimensions and specifications in the aviation industry.

##### Writing – Exit Level 3

* Follow protocols and standards for effective oral and written communication skills in English in relation to the work environment.
* Report workplace accident or emergency.
* Complete and process documentation accurately and clearly.
* Communicate with other personnel, to determine task and tooling requirements.
* Record and monitor resource usage.
* Complete documentation relating to job planning and progress.

### MEA40718 Certificate IV in Aeroskills (Mechanical)

##### Reading – Exit Level 4

* Interpret job specifications and requirements, safety data sheets, aircraft publications, maintenance regulations, orders, manuals, workplace safety signs and symbols.
* Locate and read relevant specifications and correct amendment status, relevant chapter/reference drawings/materials.
* Read industry standard procedures specified by manufacturers, regulatory authorities or the enterprise.
* Determine documentation requirements and review information relating to aviation maintenance activities in existing documentation.
* Analyse information in maintenance-related documentation and/or other sources, including communication with other personnel, to determine task and tooling requirements.
* Read and follow environmental policies and procedures, federal, state/territory and local government laws, by-laws, regulations and mandated codes of practice, and standards.
* Identify and analyse aviation quality standards and specifications set out in maintenance documents and process specifications.
* Read and analyse information such as eligibility criteria, organisational structure, legislative requirements, org code of conduct, organisational procedures (work with), units of competency desired for career path progression, performance feedback.
* Correctly interpret enterprise and regulatory emergency procedure.
* Correctly identify and operate enterprise/industry-specific workplace emergency equipment.

##### Numeracy – Exit Level 4

* Work with timeframes.
* Understand numerical information in workplace safety signs and symbols (aerospace industry signage and markings).
* Identify components by marking, part number, size and shape.
* Interpret technical information in manuals.
* Interpret technical information when working with pressure systems, fluids, fueling/defueling, chemicals, solvents, battery acids.
* Identify actual and potential defects in the quality system, together with ongoing abnormalities of equipment or systems.
* Check all tools and equipment to be used for condition or calibration.
* Interpret performance monitoring indicators and measures and present information clearly and concisely.
* Interpret parameters (of e.g. wire gauges, clearances, locking devices, fasteners, control cables and any other hardware).
* Read information off scales and gauges and calculate settings.

##### Writing – Exit Level 3

* Complete and process required documentation accurately and clearly, according to regulatory and organisational procedures, to enable information to be easily read or interpreted (e.g. maintenance documentation).
* Report environmental incidents using workplace forms and procedures.
* Report potential breaches of environmental regulations and occurrences outside of standard procedures.
* Determine information requirements for new documentation or update existing documentation.
* Document manual, specifications and drawing changes according to statutory regulations or organisational procedures.
* Compile engine condition monitoring records.
* Record identified defects (in accordance with standard enterprise procedures).
* Distribute completed documentation to designated stakeholders (according to organisational procedures).
* Record planning and progress working activity (service/maintenance etc).
* Have effective written communication in English in relation to aviation maintenance environment.

### MEA41322 Certificate IV in Aeroskills (Structures)

##### Reading – Exit Level 4

* Locate and read relevant specifications and correct amendment status, relevant chapter/reference drawings/materials.
* Analyse information, including sequencing of steps from manuals and workplace procedures, and use it to perform a work-related activity (e.g. servicing, repairs).
* Read and analyse information such as eligibility criteria, organisational structure, legislative requirements, org code of conduct, organisational procedures (work with), units of competency desired for career path progression, performance feedback.
* Correctly interpret enterprise and regulatory emergency procedure.
* Correctly identify and operate enterprise/industry-specific workplace emergency equipment.
* Identify and analyse aviation quality standards and specifications set out in maintenance documents and process specifications.
* Analyse information in maintenance-related documentation and/or other sources, including communication with other personnel, to determine task and tooling requirements.
* Interpret specifications, drawings, maintenance manuals and repair schemes.

##### Numeracy – Exit Level 4

* Interpret and communicate technical information.
* Take and interpret measurements and readings.
* Interpret data from test sets (e.g. structural parameters, environmental parameters).
* Interpret technical information in drawings (sizes, dimensions, materials specifications e.g. metallurgy information).
* Interpret technical information from third-angle projection, isometric and sectional formats as well as hand sketches.
* Check measurements against drawings and sketches.

##### Writing – Exit Level 3

* Complete and process required documentation accurately and clearly, according to regulatory and organisational procedures, to enable information to be easily read or interpreted (e.g. maintenance documentation).
* Report environmental incidents using workplace forms and procedures.
* Complete maintenance documentation.
* Distribute completed documentation to designated stakeholders (according to organisational procedures).
* Document manual, specifications and drawing changes according to statutory regulations or organisational procedures.
* Record identified defects (in accordance with standard enterprise procedures).
* Have effective written communication in English in relation to aviation maintenance environment.

### MEA50118 Diploma of Aeroskills (Avionics)

##### Reading – N/A

* Due to the CASA licensing requirement that competency not be sought for the Diploma core units until a broad range of Certificate IV units for the applicable licence have been attained, no reading or numeracy assessment is required for the Diploma (given Certificate IV entry requirements effectively function as the pre-requisite).

##### Numeracy – N/A

* Due to the CASA licensing requirement that competency not be sought for the Diploma core units until a broad range of Certificate IV units for the applicable licence have been attained, no reading or numeracy assessment is required for the Diploma (given Certificate IV entry requirements effectively function as the pre-requisite).

##### Writing – Exit Level 4

* Communicate clearly (in written format) on technical and airworthiness compliance issues.
* Produce written reports, notes, worksheets, status reports, briefs and individual directives on maintenance progress to meet the needs of the intended audience (e.g. management/stakeholders).
* Complete the relevant portion of the Log of Industrial Experience and Achievement.
* Accurately and legibly complete WHS records according to organisational and legal requirements.
* Integrate information and ideas from a range of sources (e.g. when implementing and evaluating environmentally sustainable work practices).

### MEA50219 Diploma of Aeroskills (Mechanical)

##### Reading – N/A

* Due to the CASA licensing requirement that competency not be sought for the Diploma core units until a broad range of Certificate IV units for the applicable licence have been attained, no reading or numeracy assessment is required for the Diploma (given Certificate IV entry requirements effectively function as the pre-requisite).

##### Numeracy – N/A

* Due to the CASA licensing requirement that competency not be sought for the Diploma core units until a broad range of Certificate IV units for the applicable licence have been attained, no reading or numeracy assessment is required for the Diploma (given Certificate IV entry requirements effectively function as the pre-requisite).

##### Writing – Exit Level 4

* To apply effective written communication skills when dealing with others (requiring the ability to address context, purpose and audience across a range of text types, as well as the ability to select the appropriate register and structure).
* To perform written technical communication activities (requiring the understanding and correct use of vocabulary specific to the workplace context and task).
* To complete and compile maintenance documentation and reports.
* To produce written reports, notes, worksheets, status reports, briefs and individual directives on maintenance progress to meet the needs of the intended audience (e.g. management/stakeholders).
* To complete the relevant portion of the Log of Industrial Experience and Achievement.
* To accurately and legibly complete WHS records according to organisational and legal requirements.
* To integrate information and ideas from a range of sources (e.g. when implementing and evaluating environmentally sustainable work practices).

### MEM20105 Certificate II in Engineering

##### Reading – Exit Level 2

* Read and interpret routine information on written job instructions and standard operating procedures this may include simple drawings.
* Follow procedures for avoiding or controlling hazards already identified in instructions, signage or other workplace communication.
* Identify workplace health and safety policies and procedures relevant to own work and work area.
* Use safety equipment and devices according to legislative requirements and company/manufacturers' procedures.

##### Numeracy – Exit Level 2

* Use basic numeracy skills for undertaking comparison measurements.

##### Writing – Exit Level 2

* Enter routine and familiar information onto proforma and standard workplace forms.
* Report incidents, injuries and other WHS non-conformances according to procedures.

### MEM20422 Certificate II in Engineering Pathways

##### Reading – Exit Level 2

* Accesses and interprets workplace practices, policies and procedures, including:
  + work instructions, standard operating procedures (SOPs) and safe work practices
  + identifying and avoiding or controlling hazards
  + how to report hazards, incidents, injuries and other work health and safety (WHS) non-conformances
  + recognising and responding to emergencies following SOPs.
* Identifying, obtaining and following instructions and information on job requirements, including the following:
  + verbal or written job instructions
  + specifications
  + SOPs
  + charts
  + lists.
* Accesses and interprets information detailing safe work practices and procedures and use and application of personal protective equipment.
* Accesses information outlining basic quality system terminology and concept, including:
  + quality assurance
  + quality control
  + quality improvement.
* Uses a range of information sources to research careers in the engineering industry, including:
  + researching employment opportunities in industry
  + types of manufacturing industries
  + types of engineering industries
  + industries that employ engineering people
  + jobs/work roles in manufacturing and engineering
  + types of learning institutions that support skills development in manufacturing and engineering.
* Accesses and interprets a range of information to research engineering projects for their appropriateness in order to plan an engineering project, including:
  + sources of information on engineering materials and components
  + sources of information on engineering projects
  + engineering drawing practices, including need for drawings that others can follow
  + methods of joining metals.
* Obtain and interpret information on environmental regulations, policies and procedures applicable to the engineering work context, including:
  + environmental sustainability issues relevant to organisation
  + resource use and impact of inefficiencies associated with own work role
  + environmental and resource efficiency policies and procedures for own work role
  + environmental regulations and guidelines and their impact on own work role
  + environmental issues, hazards and risks associated with own work role.

##### Numeracy – Exit Level 2

* Identifies and comprehends numerical information, symbols and data embedded in a range of workplace documents and essential information, including:
  + specifications
  + SOPs
  + charts
  + component lists
  + technical drawings and plans
  + non-conforming components
  + WHS requirements.
* Uses a range of numeracy skills including manufacturing and engineering measurement methods, using a range of different and industry specific measuring equipment, following and producing plans and drawings, scale, material costs and estimating.
* Numeracy skills for planning and producing an engineering project, including:
  + selecting engineering materials and components for a project
  + determining appropriate joining methods for engineering materials and components
  + producing drawings of an assembled project and its components
  + planning the manufacture of an engineering project, including all necessary calculations
  + producing components following created drawings
  + assembling project.

##### Writing – Exit Level 1

* Records information into workplace documents, including:
  + production tally forms
  + quality control forms
  + safety incident forms
  + hazard identification report form, including environmental hazards/breaches.
* Produces simple career plan in appropriate format.
* Records information in project notes, and on project drawings and plans.
* Lists components and materials for project.

### MEM30219 Certificate III in Engineering - Mechanical Trade

##### Reading – Exit level 2

* Identify job requirements from specifications, job sheets or associated work instructions.
* Check drawing and version and validate against job requirements.
* follow standard operating procedures (SOPs) and comply with work health and safety (WHS) requirements.
* determine required calculation method to suit the application.
* Follow procedures for responding to emergencies.
* Interpret information and organise in accordance with work requirements.
* Identify current resource use and environmental issues.
* Read and follow environmental policies and procedures to ensure compliance with federal, state/territory and local government laws, by-laws, regulations and mandated codes of practice, and codes and standards that the organisation applies voluntarily.

##### Numeracy –Exit level 2

* Identify dimensions, instructions and material requirements.
* Recognise symbols used in drawings.
* Determine measurement requirements from specifications.
* Obtain measurements using a range of measuring devices.
* Select relevant arithmetic operations and/or formulae.
* Estimate expected results, including rounding off and perform calculations.

##### Writing –Exit level 2

* Compile list of required materials.
* Record measurements accurately.
* Prepare freehand sketch which depicts required information.
* Produce charts and graphs from given information.
* Report incidents, injuries and other WHS non-conformances according to procedures.
* Communicate information using established workplace methods.
* Develop training plans.
* Report environmental incidents using workplace forms and procedures.

### MEM30522 Certificate III in Engineering – Technical\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### MEM30619 Certificate III in Jewellery Manufacture

##### Reading – Exit Level 2

* Follow standard operating procedures (SOPs).
* Comply with work health and safety (WHS) requirements.
* Identify job requirements from specifications, job sheets, sketches, or associated work instructions.
* Determine information requirements of tasks and access relevant information from a range of sources.
* Interpret information and organise in accordance with work requirements.
* Read and follow environmental policies and procedures to ensure compliance with federal, state/territory and local government laws, by-laws, regulations and mandated codes of practice, and codes and standards that the organisation applies voluntarily.

##### Numeracy – Exit Level 2

* Identify dimensions, instructions and material requirements.
* Determine material weight correctly utilising most appropriate technique.
* Perform engineering measurements - use correct and appropriate measuring technique, obtain measurements accurately and determine or verify dimensions using calculations.
* Determine required calculation method to suit the application, including selection of relevant arithmetic operations and/or formulae.
* Estimate expected results, including rounding off, as appropriate, apply calculation method and obtain answer and check against estimation to ensure it is correct.
* Communicate information using established workplace methods.
* develop training plans.

##### Writing –Exit Level 2

* Compile list of required materials.
* Produce charts and graphs from given information.
* Report incidents, injuries and other WHS non-conformances according to procedures.
* Report environmental incidents using workplace forms and procedures.

### MEM30819 Certificate III in Locksmithing

##### Reading - Exit Level 2

* Following work instructions, standard operating procedures (SOPs) and safe work practices
* Identify job requirements from specifications, drawings, job sheets or work instructions
* Workplace procedures, product and manufacturing specifications
* Following: verbal or written job instructions; specifications; SOPs; charts; lists
* Recognising and using workplace appropriate terminology

##### Numeracy – Exit Level 2

* Identify job requirements from specifications, drawings, job sheets or work instructions
* Confirm current usage of resources
* Identify dimensions, instructions and material requirements
* Checking and validating technical drawing against job requirements or equipment
* Obtaining measurements in a safe and effective manner and recording measurements, including preparing a freehand sketch which depicts required information, as required
* Performing calculations to determine or verify dimensions
* Determining the appropriate calculation method to suit the application
* Performing calculations and confirming answer/s
* Producing and interpreting simple charts and graphs from given data

##### Writing – Exit Level 2

* Using workplace appropriate terminology
* Data entry
* Compile list of required materials
* Reporting hazards, incidents, injuries and other work health and safety (WHS) non-conformances
* Report environmental incidents using workplace forms and procedures

### MEM30719 Certificate III in Marine Craft Construction

##### Reading - Exit Level 2

* To follow standard operating procedures (SOPs).
* To comply with work health and safety (WHS) requirements.
* To identify job requirements from specifications, job sheets or associated work instructions.
* To follow procedures for responding to emergencies.
* To determine information requirements of tasks and access relevant information from a range of sources.
* To identify current resource use and environmental issues.

##### Numeracy - Exit Level 2

* To interpret technical drawings.
* To determine material weight correctly utilising most appropriate technique, and assess risks associated with lifting.
* To determine measurement requirements from specifications.
* To obtain measurements using a range of measuring devices.
* To determine required calculation method to suit the application, including selection of relevant arithmetic operations and/or formulae.
* To estimate expected results, including rounding off, as appropriate.
* To adjust timelines, priorities and other planning components to respond to contingencies, as necessary.

##### Writing - Exit Level 2

* To record measurements accurately.
* To produce charts and graphs from given information.
* To report own work progress to supervisors and where required to fellow employees using standard operating procedures (SOPs).
* To report incidents, injuries and other WHS non-conformances according to procedures.
* To communicate information using established workplace methods.
* To develop a plan for training and report trainee's progress according to SOPs.
* To report environmental incidents using workplace forms and procedures.

### MEM31019 Certificate III in Watch and Clock Service and Repair\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### MEM31119 - Certificate III in Engineering - Composites Trade

##### Reading - Exit Level 2

* To follow standard operating procedures (SOPs).
* To comply with work health and safety (WHS) requirements.
* To identify job requirements from specifications, job sheets or associated work instructions.
* To follow procedures for responding to emergencies.
* To determine information requirements of tasks and access relevant information from a range of sources.
* To identify current resource use and environmental issues.

##### Numeracy - Exit Level 2

* To interpret technical drawings.
* To determine material weight correctly utilising most appropriate technique, and assess risks associated with lifting.
* To determine measurement requirements from specifications.
* To obtain measurements using a range of measuring devices.
* To determine required calculation method to suit the application, including selection of relevant arithmetic operations and/or formulae.
* To estimate expected results, including rounding off, as appropriate.
* To adjust timelines, priorities and other planning components to respond to contingencies, as necessary.

##### Writing - Exit Level 2

* To record measurements accurately.
* To produce charts and graphs from given information.
* To report own work progress to supervisors and where required to fellow employees using standard operating procedures (SOPs).
* To report incidents, injuries and other WHS non-conformances according to procedures.
* To communicate information using established workplace methods.
* To develop a plan for training and report trainee's progress according to SOPs.
* To report environmental incidents using workplace forms and procedures.

### MEM31419 Certificate III in Engineering - Fixed and Mobile Plant Mechanic\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### MEM31719 Certificate III in Engineering – Casting and Moulding Trade

##### Reading - Exit Level 2

* To follow standard operating procedures (SOPs).
* To comply with work health and safety (WHS) requirements.
* To identify job requirements from specifications, job sheets or associated work instructions.
* To follow procedures for responding to emergencies.
* To determine information requirements of tasks and access relevant information from a range of sources.
* To identify current resource use and environmental issues.

##### Numeracy - Exit Level 2

* To interpret technical drawings.
* To determine material weight correctly utilising most appropriate technique, and assess risks associated with lifting.
* To determine measurement requirements from specifications.
* To obtain measurements using a range of measuring devices.
* To determine required calculation method to suit the application, including selection of relevant arithmetic operations and/or formulae.
* To estimate expected results, including rounding off, as appropriate.
* To adjust timelines, priorities and other planning components to respond to contingencies, as necessary.

##### Writing - Exit Level 2

* To record measurements accurately.
* To produce charts and graphs from given information.
* To report own work progress to supervisors and where required to fellow employees using standard operating procedures (SOPs).
* To report incidents, injuries and other WHS non-conformances according to procedures.
* To communicate information using established workplace methods.
* To develop a plan for training and report trainee's progress according to SOPs.
* To report environmental incidents using workplace forms and procedures.

### MEM31922 Certificate III in Engineering - Fabrication Trade

##### Reading – Exit Level 2

* Identify job requirements from specifications, job sheets or associated work instructions.
* Check drawing and version and validate against job requirements.
* Follow standard operating procedures (SOPs) and comply with work health and safety (WHS) requirements.
* Determine required calculation method to suit the application.
* Follow procedures for responding to emergencies.
* Interpret information and organise in accordance with work requirements.
* Identify current resource use and environmental issues.
* Read and follow environmental policies and procedures to ensure compliance with federal, state/territory and local government laws, by-laws, regulations and mandated codes of practice, and codes and standards that the organisation applies voluntarily.

##### Numeracy –Exit Level 2

* Identify dimensions, instructions and material requirements.
* Recognise symbols used in drawings.
* Determine measurement requirements from specifications.
* Obtain measurements using a range of measuring devices.
* Select relevant arithmetic operations and/or formulae.
* Estimate expected results, including rounding off and perform calculations.

##### Writing – Exit Level 2

* Compile list of required materials.
* Record measurements accurately.
* Prepare freehand sketch which depicts required information.
* Produce charts and graphs from given information.
* Report incidents, injuries and other WHS non-conformances according to procedures.
* Communicate information using established workplace methods.
* Develop training plans.
* Report environmental incidents using workplace forms and procedures.

### MEM40119 Certificate IV in Engineering

##### Reading – Exit Level 3

* Identify job requirements from specifications, job sheets or associated work instructions.
* Follow standard operating procedures (SOPs) and comply with work health and safety (WHS) requirements.
* Identify job requirements from specifications, job sheets or work instructions.
* Determine measurement requirements from specifications.
* Establish required calculation outcomes from job instructions.
* Follow procedures for responding to emergencies.
* Determine information requirements of tasks and access relevant information from a range of sources.
* Follow access procedures and navigate technology to find the required information/data, use relevant software application menus, functions and commands to locate required information/data and retrieve information/data using organisational procedures.
* Identify current resource use and environmental issues and comply with environmental regulations.

##### Numeracy – Exit Level 3

* Interpret technical drawing.
* Determine material weight correctly utilising most appropriate technique.
* Obtain measurements using a range of measuring devices.
* Determine required calculation method to suit the application, including selection of relevant arithmetic operations and/or formulae.
* Estimate expected results, including rounding off, as appropriate.
* Perform calculations, obtain answer and check against estimations.

##### Writing –Exit level 3

* Compile list of required materials.
* Record measurements accurately, as required.
* Prepare freehand sketch which depicts required information.
* Produce charts and graphs from given information.
* Report incidents, injuries and other WHS non-conformances according to procedures
* Develop training plans and report trainee progress.
* Mark unsafe or faulty tools for repair according to designated procedures before, during and after use.
* Report environmental incidents using workplace forms and procedures.

### MEM50119 Diploma of Engineering - Advanced Trade\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### MEM50822 Diploma of Applied Technologies\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### MSF30322 Certificate III in Cabinet Making and Timber Technology

##### Reading – Exit level 2

* Interpret
  + familiar workplace procedures and diverse types of design and production documentation
  + production documentation
  + work instructions and furniture design documentation
  + design documentation
  + Work instructions: job sheets, cutting lists, plans, drawings and designs
  + Project plans and briefs
  + Product and material specifications
  + Codes of practice, codes and standard and local government regulations
  + Workplace procedures

##### Numeracy – Exit level 2

* Interpret
  + work instructions associated with number or measurement.
  + numerical information in design and production documentation, to calculate area and to estimate material usage.
* Calculate lengths, areas, volumes and angles, to make calculations related to scale, and to work with geometric concepts.
* Measure and calculate
  + lengths and areas.
  + area and estimate material requirements
* Measure and estimate material requirements and interpret numerical data in production plans.
* To take accurate measurements

##### Writing – Exit level 1

* Complete workplace document following workplace policies and procedures
* Communicate information in familiar workplace documents
* Add production notes and other information to drawings

As there are different streams to provide a better overall picture the following common electives have been included in the mapping: MSFFF2012, MSFFM2018, MSFFM3043, MSFFM2019, MSFFM2014.

### MSF30722 Certificate III in Upholstery

##### Reading – Exit level 2

* interpret familiar workplace documentation, including:
  + work instructions, job sheets, cutting lists, plans, drawings and designs
  + project plans and briefs
  + product and material specifications
  + familiar workplace procedures
* Confirm work requirements and specifications,

##### Numeracy – Exit level 2

* Measure and calculate
  + area and estimate material requirements.
  + lengths and area and estimate material requirements
* Calculate required time and materials, cost, mark-up, and GST
* Interpret work instructions associated with number or measurement.

##### Writing – Exit Level 1

* Communicate information in familiar workplace documents
* Report work outcomes and problems

### MSF30822 Certificate III in Flooring Technology

##### Reading – Exit level 2

* Interpret
  + workplace policies and procedures, legislation, standards, WHS information
  + familiar workplace documentation, including:
    - work instructions, job sheets, cutting lists, plans, drawings and designs
    - project plans and briefs
    - product and material specifications

##### Numeracy – Exit level 2

* Use basic mathematical processes of addition, subtraction, division, multiplication, time and ratios
* Understanding of numbers, symbols, signs
* Use basic mathematical processes for routine calculations relating to all work activities
* Perform mathematical calculations to determine area, estimation and quantities

##### Writing – Exit level 1

* Complete basic workplace documentation
* Complete workplace reports following suitable format

### MSL30122 Certificate III in Laboratory Skills

##### Reading - Exit Level 3

* Accesses and interprets a range of texts containing workplace and organisational information, including:
  + - * organisational policies and procedures related to workplace communication
* rights and responsibilities and those of the employer
* signage, symbols and signals relating to WHS
* examples of hazards relevant to the work area, likely impacts and ways of addressing these using the hierarchy of control
* site layout, including emergency exits, location and use of safety alarms, emergency response system and procedures, and designated WHS personnel
* location, use, care and storage requirements for personal protective equipment (PPE) and emergency/hazard control equipment in the work area
* sources of advice and information on WHS issues, including safety data sheets (SDS) and key personnel
* relevant industry codes
* standard operating procedures (SOPs), workplace procedures and safe work practices relevant to job role, including:
* handling, storage and disposal of hazardous substances and requirements for labelling of hazardous substances
* handling equipment and any task-specific manual handling techniques as required by work role
* controlling known hazards
* minimising environmental threats
* minimising and disposing of waste
* responding to safety, emergency, fire and incidents
* selecting/using PPE
* instructions that govern personal work, equipment use, and response to incidents and emergencies
* requirements and procedures for reporting (potential) WHS hazards and incidents, injuries, illness and near misses, and safety and environmental issues or concerns
* incidents that may occur in a laboratory or field workplace
* WHS and environmental issues that may occur
* legal, ethical and work health and safety (WHS) requirements specific to the work task**.**
* Accesses and interprets detailed factual data
* Retrieves and verifies data, to rectify errors
* Accesses and engages with information on quality system documentation, and specific laboratory workplace procedures, including:
* layout of the workplace, divisions and laboratory
* lines of communication
* scheduling of tests and procedures to meet customer requirements
* fundamental role of internal and external audits
* recording, reporting and document control requirements
* continuous improvement and waste minimisation principles
* accreditation and regulatory requirements relating to quality objectives
* communicating with customers
* recording and reporting results.

##### Numeracy – Exit Level 2

* Checks and verifies data and rectifies mistakes
* Performs simple calculations of scientific quantities, with or without a calculator or computer software, including:
* decimals
* fractions
* ratios
* proportions
* percentages
* unit conversion, multiples and submultiples
* use of significant figures, rounding off, estimation and approximation
* substitution of data in formula
* Recognises simple features and trends in data, including:
* maximum and minimum values
* spread of data
* increasing/decreasing data, rate of change
* outliers, data beyond control limits or normal range
* Presents information in tables and graphs
* Uses basic measurement concepts, including repeatability, precision, accuracy and significant figures

and the international system of units (SI)

##### Writing – Exit Level 2

* Produces written documents that meet organisational requirements, using appropriate grammar, spelling and punctuation in accordance with organisational standards
* Proofreads own texts for accuracy and compliance with organisational requirements
* Accurately codes, checks, and records data in the required format
* Maintains records
* Records data for quality control purposes in accordance with workplace procedures
* Reports non-conformances in keeping with job role and quality procedures
* Reports opportunities for improvements in procedures, processes and equipment in work area
* Records completion of activities to confirm outputs in accordance with work schedules and work plans

### MSL40122 Certificate IV in Laboratory Techniques

##### Reading - Exit Level 3

* Accesses and interprets workplace procedures for
  + coding, entering, storing, retrieving and communicating data
  + verifying data and rectifying mistakes
  + maintaining and filing records and maintaining security of data.
* Accesses and interprets compliance information, WHS information, and documentation relevant to own role, to meet industry standards and organisational requirements
* Retrieves, reads and checks data using appropriate files and/or application software
* Verifies the quality of data using workplace procedures
* Reads and interprets data
* Accesses and interprets information on quality system requirements for own job function
* Identifies risks and/or opportunities for improvements
* Compares current work practices, procedures and process or equipment performance with requirements and other available information
* Collects and/or evaluates information to determine possible causes for sub-optimal performance
* Uses quality improvement tools and techniques to rank the probabilities of possible causes
* Analyses causes to predict likely impacts of changes and decide on appropriate actions
* Identifies required changes to standards and procedures and training
* Accesses and interprets a range of policies, procedures and legislation relating to the workplace including
  + work health and safety (WHS) terminology
  + principles and procedures for WHS and environmental management, including hazard identification, risk assessment and hierarchy of risk control
  + sources of advice and information on WHS issues, including safety data sheets (SDS) and key personnel
  + site layout, including emergency exits, location and use of safety alarms, emergency response system and procedures, and designated WHS personnel
  + signage, symbols and signals relating to WHS
  + examples of hazards relevant to the work area
  + location and purpose of personal protective equipment (PPE) and emergency/hazard control equipment in the work area, including first aid facilities
  + use, care and storage requirements for PPE used in work areas
  + requirements and procedures for reporting (potential) WHS hazards and incidents, injuries, illness and near misses, and safety and environmental issues or concerns
  + possible workplace incidents/emergencies and response procedures
  + requirements for record keeping that address WHS, privacy and other relevant legislation
  + standard operating procedures (SOPs), work instructions, laboratory manuals, operator's manuals and manufacturers' operating manuals relating to WHS
  + consultation and issue resolution requirements
  + Australian, national and international standards, guidelines and codes covering WHS; laboratory design and construction; occupational protective equipment; labelling of workplace substances; storage, handling and transport of dangerous goods; physical containment levels and facility types
  + industry specific codes, regulations and guidelines

##### Numeracy – Exit Level 3

* Retrieves and checks data, calculates scientific quantities, presents and interprets data, using the following skills
  + Calculates scientific and statistical quantities with or without a calculator or computer software, including the following items
    - converting units involving multiples and submultiples
    - scientific notation, significant figures, round off, estimate and approximate
    - transposing and evaluating formulae
    - fractions
    - decimals
    - proportions
    - percentages
    - mean
    - median
    - mode
    - ratios
    - range
    - standard deviation
* performs at least 4 of the following calculations
  + dimensions of 2D shapes, including perimeters and areas
  + dimensions of 3D shapes, including areas and volumes
  + logarithmic functions
  + trigonometric functions, including trigonometric ratios (sin cos tan) and Pythagoras theorem
  + absolute and relative uncertainties in measurements and test results
  + industry specific quantities
  + concentration
  + enumeration of microbiological organisms
  + process variables
  + food properties
  + mechanical properties
* presents accurate results in the required format (significant figures, uncertainty units)
* sorts, filters and conducts basic calculations using computer software
* prepares and presents data in at least 5 of the following formats using computer software
  + tables
  + line graphs
  + scatter plot
  + pie charts
  + bar charts
  + control charts
  + semi-quantitative observations expressed on a scale: 1 to 4 or + to ++++
* recognises and interprets the following significant features in data:
  + gradients
  + intercepts
  + maximum and minimum values
  + limit lines
  + anomalies and trends.
* Accesses and interprets workplace protocols, policies, procedures and requirements for maintaining instruments and equipment, including:
  + role and importance of regular calibration checks, maintenance of instruments and equipment, and the use of maintenance schedules and procedures
  + common laboratory instruments and equipment requiring calibration checks, and the function of key components, including operating principles, details of the pre-use, calibration and safety checks, and operating procedures
  + sources of uncertainty in instrument or equipment operation and their control
  + equipment manuals and warranties
  + common sources of faults in the instruments or equipment used and details of their repair
  + typical calibration status checks
  + purpose and importance of using certified reference standards or devices
  + basic equipment cleaning, maintenance, scheduling and storage procedures for items of equipment used
  + service agents or other personnel accredited to calibrate, service and repair equipment used in job role
  + process involved in arranging calibration, repair and/or maintenance of equipment including assessment of instrument repair status and determining if local repair or maintenance is possible and economical
  + workplace procedures for recording data and reporting results
  + environmental sustainability issues as they relate to the work task
  + legal, ethical and work health and safety (WHS) requirements specific to the work task.
* Reports significant points, anomalies and trends in data
* Recognises variances that indicate abnormal or sub-optimal performance posing a risk to product, services or end users
* Collects and/or evaluates information to determine possible causes for sub-optimal performance
* Uses quality improvement tools and techniques to rank the probabilities of possible causes

##### Writing – Exit Level 3

* Completes workplace documentation accurately using correct terminology, appropriate language and following organisational requirements
* Keeps accurate records according to workplace procedures and requirements
* Transcribes information accurately
* Develops and maintains workplace documentation accurately and in response to required needs
* Prepares information that incorporates the interpretation and analysis of information, using appropriate language in a format and style suited to the context
* Records key information accurately to meet organisational requirements
* Reports significant points, anomalies and trends in data
* Records quality control data in accordance with quality system requirements
* Reports non-conformances or problems in line with organisational requirements
* Reports recommendations for changes to standards and procedures and training to designated personnel
* Documents outcomes of continuous improvement strategies
* Prepares brief WHS reports for committees, managers and/or supervisors
* Records of incidents in the work area and other required documentation are accurately completed and maintained according to workplace procedures and legislative requirements
* Reports outcomes of consultation on WHS issues back to the work group
* Reports and addresses identified hazards and inadequacies in existing risk controls

### MSL50122 Diploma of Laboratory Technology

##### Reading - Exit level 3

* Accesses and interprets workplace procedures for:
  + coding, entering, storing, retrieving and communicating data
  + verifying data and rectifying mistakes
  + maintaining and filing records and maintaining security of data.
* Accesses and interprets compliance information, WHS information, and documentation relevant to own role, to meet industry standards and organisational requirements
* Retrieves, reads and checks data using appropriate files and/or application software
* Verifies the quality of data using workplace procedures
* Reads and interprets data
* Accesses and interprets information on quality system requirements for own job function
* Identifies risks and/or opportunities for improvements
* Compares current work practices, procedures and process or equipment performance with requirements and other available information
* Collects and/or evaluates information to determine possible causes for sub-optimal performance
* Uses quality improvement tools and techniques to rank the probabilities of possible causes
* Analyses causes to predict likely impacts of changes and decide on appropriate actions
* Identifies required changes to standards and procedures and training
* Accesses and interprets a range of policies, procedures and legislation relating to the workplace including:
  + work health and safety (WHS) terminology
  + principles and procedures for WHS and environmental management, including hazard identification, risk assessment and hierarchy of risk control
  + sources of advice and information on WHS issues, including safety data sheets (SDS) and key personnel
  + site layout, including emergency exits, location and use of safety alarms, emergency response system and procedures, and designated WHS personnel
  + signage, symbols and signals relating to WHS
  + examples of hazards relevant to the work area
  + location and purpose of personal protective equipment (PPE) and emergency/hazard control equipment in the work area, including first aid facilities
  + use, care and storage requirements for PPE used in work areas
  + requirements and procedures for reporting (potential) WHS hazards and incidents, injuries, illness and near misses, and safety and environmental issues or concerns
  + possible workplace incidents/emergencies and response procedures
  + requirements for record keeping that address WHS, privacy and other relevant legislation
  + standard operating procedures (SOPs), work instructions, laboratory manuals, operator's manuals and manufacturers' operating manuals relating to WHS
  + consultation and issue resolution requirements
  + Australian, national and international standards, guidelines and codes covering WHS; laboratory design and construction; occupational protective equipment; labelling of workplace substances; storage, handling and transport of dangerous goods; physical containment levels and facility types
  + industry specific codes, regulations and guidelines
* Accesses and interprets information relating to using laboratory-specific software, including:
  + terminology associated with the software packages used in job role
  + types of laboratory application software
  + application of specific software package features to laboratory tasks relevant to job role
  + relationship between the protocol for data input and file storage of the data
  + general file and record maintenance
  + importance of antivirus software
  + principle and purpose of digital footprints and implications of using the login of someone else
  + confidentiality procedures
  + legal, ethical and work health and safety (WHS) requirements specific to the work task.
* Uses information sources to locate details of software features and instructions for its use
* Reads and follows software instructions and procedures to generate or input scientific data into a computing system

##### Numeracy – Exit level 4

* Retrieves and checks data, calculates scientific quantities, presents and interprets data, using the following skills:
  + Calculates scientific and statistical quantities with or without a calculator or computer software, including the following items:
  + converting units involving multiples and submultiples
  + scientific notation, significant figures, round off, estimate and approximate
  + transposing and evaluating formulae
  + fractions
  + decimals
  + proportions
  + percentages
  + mean
  + median
  + mode
  + ratios
  + range
  + standard deviation
* Performs at least 4 of the following calculations:
  + dimensions of 2D shapes, including perimeters and areas
  + dimensions of 3D shapes, including areas and volumes
  + logarithmic functions
  + trigonometric functions, including trigonometric ratios (sin cos tan) and Pythagoras theorem
  + absolute and relative uncertainties in measurements and test results
  + industry specific quantities
  + concentration
  + enumeration of microbiological organisms
  + process variables
  + food properties
  + mechanical properties
* Presents accurate results in the required format (significant figures, uncertainty units)
* Sorts, filters and conducts basic calculations using computer software
* Prepares and presents data in at least 5 of the following formats using computer software:
  + tables
  + line graphs
  + scatter plot
  + pie charts
  + bar charts
  + control charts
  + semi-quantitative observations expressed on a scale: 1 to 4 or + to ++++
* Recognises and interprets the following significant features in data:
  + gradients
  + intercepts
  + maximum and minimum values
  + limit lines
  + anomalies and trends.
* Accesses and interprets workplace protocols, policies, procedures and requirements for maintaining instruments and equipment, including:
  + role and importance of regular calibration checks, maintenance of instruments and equipment, and the use of maintenance schedules and procedures
  + common laboratory instruments and equipment requiring calibration checks, and the function of key components, including operating principles, details of the pre-use, calibration and safety checks, and operating procedures
  + sources of uncertainty in instrument or equipment operation and their control
  + equipment manuals and warranties
  + common sources of faults in the instruments or equipment used and details of their repair
  + typical calibration status checks
  + purpose and importance of using certified reference standards or devices
  + basic equipment cleaning, maintenance, scheduling and storage procedures for items of equipment used
  + service agents or other personnel accredited to calibrate, service and repair equipment used in job role
  + process involved in arranging calibration, repair and/or maintenance of equipment including assessment of instrument repair status and determining if local repair or maintenance is possible and economical
  + workplace procedures for recording data and reporting results
  + environmental sustainability issues as they relate to the work task
  + legal, ethical and work health and safety (WHS) requirements specific to the work task.
* Reports significant points, anomalies and trends in data
* Recognises variances that indicate abnormal or sub-optimal performance posing a risk to product, services or end users
* Collects and/or evaluates information to determine possible causes for sub-optimal performance
* Uses quality improvement tools and techniques to rank the probabilities of possible causes
* Selects or exports data for numerical and graphical analyses/visualisation using software features to achieve required outcome
* Generates report containing required data using features of the software package
* Maintains data in accordance with workplace procedures.

##### Writing – Exit level 3

* Completes workplace documentation accurately using correct terminology, appropriate language and following organisational requirements
* Keeps accurate records according to workplace procedures and requirements
* Transcribes information accurately
* Develops and maintains workplace documentation accurately and in response to required needs
* Prepares information that incorporates the interpretation and analysis of information, using appropriate language in a format and style suited to the context
* Records key information accurately to meet organisational requirements
* Reports significant points, anomalies and trends in data
* Records quality control data in accordance with quality system requirements
* Reports non-conformances or problems in line with organisational requirements
* Reports recommendations for changes to standards and procedures and training to designated personnel
* Documents outcomes of continuous improvement strategies
* Prepares brief WHS reports for committees, managers and/or supervisors
* Records of incidents in the work area and other required documentation are accurately completed and maintained according to workplace procedures and legislative requirements
* Reports outcomes of consultation on WHS issues back to the work group
* Reports and addresses identified hazards and inadequacies in existing risk controls
* Prepares reports containing laboratory software-generated data for distribution, ensuring reports are accurate and complete

Note: Only Core units have been mapped. The Core units for the Diploma of Laboratory Technology are the same as the core units for the Certificate IV in Laboratory Techniques, with an addition of the unit – MSL924006 Use laboratory application software.

### MSL60122 Advanced Diploma of Laboratory Management

##### Reading - Exit Level 4

* Accesses, analyses and interprets a wide range of complex information pertinent to the role, including:
* internal and external information sources that impact upon the management of the laboratory, teams, processes, policies and procedures
* how work health and safety (WHS), environmental, registration/accreditation and other legislative requirements, regulations and codes govern laboratory documentation and management
* workplace procedures relevant to the laboratory’s operations and scope of testing
* scientific, technical and workplace terminology
* technical developments in the sector, including current methodologies, interpretations and any changes that may require document or procedural review
* registration/licensing and/or accreditation requirements
* workplace procedures for developing and/or amending and tracking documentation
* records management and maintenance
* workplace communication protocols and reporting.
* Analyses workplace documents, in response to identified information requirements or changes in laboratory policy or external accreditation requirements.
* Accesses, interprets and utilises a range of information to inform the management and development of laboratory teams, including:
* the organisational structure, layout of laboratory and workplace
* business goals, expected performance outcomes and key indicators
* key principles of performance management systems, team dynamics, cohesion, leadership and management
* workplace/statutory policies and procedures relating to access and equity, relevant sections of industrial awards and workplace bargaining agreements
* interpersonal/communication strategies for a diverse workforce
* conflict resolution strategies and processes
* methods for improving team and individual performance, including:
* improving team planning processes and utilising individuals’ strengths
* barriers to team effectiveness and developing appropriate strategies to overcome them
* monitoring individuals’ outputs and providing constructive feedback
* recording individual and team performance
* common issues within and between teams, including:
* unexpected changes to work priorities, schedules and rosters; and critical events on shift
* urgent or abnormal results that require attention
* problems with instruments, reagents, tests and sampling
* equipment and material shortages
* work health and safety (WHS) requirements, including provision of appropriate training.
* Accesses and interprets a range of information sources on operational management of the laboratory, including:
* laboratory services and/or products and customers in work or functional area
* Australian and international standards and codes relevant to the laboratory’s operations and scope of testing
* registration/licensing and/or National Association of Testing Authorities (NATA) accreditation requirements
* key performance indicators (KPIs) for the work or functional area.
* Reads and Interprets workplace documents and plans that address management of laboratory services in relation to:
* auditing procedures
* budgets
* environmental sustainability
* maintenance
* personnel
* quality
* work health and safety
* workplace procedures and the technical details of sampling, testing, equipment and instrumentation.
* Accesses and engages with a range of texts, such as: operational reports, financial reports and stock records, technical manuals, workplace procedures and quality manuals.
* Analyses and interprets a range of information relating to compliance in the specific areas of laboratory management e.g. workplace quality manuals, quality (certification or registration) requirements, quality and customer data, audit documents, performance plans and reports, and training records and/or plans.
* Accesses and interpret a range of information relating to the implementation of WHS and environmental management systems, including relevant aspects of WHS legislation and the codes, guidelines, regulations and Australian standards applying to environmental hazards and dangerous goods.

##### Numeracy – Exit Level 4

* Manages all aspects of finances, budgets, and resources for laboratory management.

##### Writing – Exit Level 3

* Develops and maintains workplace documents, e.g. workplace procedures, in response to identified information requirements or changes in laboratory policy or external accreditation requirements,
* Incorporates feedback on draft documentation
* Produces documentation that is accurate and meets specifications, free from editorial errors and omissions, and understood by others.
* Develops and documents team and individual performance and work plans
* Records individual and team performance against team and individual performance indicators and plan
* Produces a wide range of documentation according to organisational requirements and protocols, with a high degree of accuracy and following relevant presentation and style protocols, including:
* workplace documents and plans that address management of laboratory services in relation to:
* auditing procedures
* budgets
* environmental sustainability
* maintenance
* personnel
* quality
* work health and safety
* workplace procedures and the technical details of sampling, testing, equipment and instrumentation
* Prepares reports for stakeholders.

### MSM30116 Certificate III in Process Manufacturing\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### MSM30216 Certificate III in Surface Preparation and Coating Application

##### Reading - Exit Level 3

* Locate and access relevant WHS information and policies.
* Read and interpret Standard Operating Procedures (SOPs), environmental policies and procedures, work instructions, specifications, job sheets, sketches, safety data sheets, safety signs and other applicable reference documents, including online research.
* Read and interpret WHS legislation, federal, state/territory and local government laws, by-laws, regulations and mandated codes and standards of practice to perform workplace tasks.

##### Numeracy - Exit Level 3

* Locate relevant information in charts and graphs.
* Accurately enter numerical data.
* Collate data accurately in a table and maintain material usage records.
* Use metric and imperial measurements.
* Estimate (with timelines, resources, dimensions).
* Take measurements using various measuring tools.
* Check and verify dimensions and data outputs using calculations.
* Work with completion timelines.
* Use a calculator.

##### Writing - Exit Level 1

* Complete hazards/incident reports.
* Communicate information using established workplace methods.

### MSS40322 Certificate IV in Competitive Systems and Practices

##### Reading - Exit Level 4

* Interpret workplace documentation accurately, including assist personnel access and interpret relevant procedures
* Use analytical thinking skills to assess the effectiveness of process and evaluate various solutions

##### Numeracy – Exit Level 3

* Identify and interpret KPIs and key measures.
* Interpret metrics.
* Measure performance against agreed metrics.
* Determine and monitor KPIs.
* Document any quantifiables being mapped.
* Use various data-gathering methods, including assisting team to collect data.
* Identify variances from desired operating and/or output parameters and quality.
* Perform calculations using time, quantities, fractions and percentages.
* Check capacity of personnel against requirements of procedure.
* Estimate waste reduction.
* Evaluate assets.

##### Writing – Exit Level 2

* Complete workplace documentation.
* Document process/practices.
* Document process map.
* Develop and write a recommendations report.
* State and specify the problem clearly.
* Detail all possible options for a solution.
* Write detailed report of findings, documenting outcomes, including for stakeholders.
* Communicate workplace information for a range of audiences and purposes.
* Develop and amend work plan.
* Document stakeholder issues and action taken, seek authorisations and management support
* Apply for resources.

Note: The above mapping has been based on a sample of seven (7) elective units in addition to the three (3) core units.

### MST30519 Certificate III in Leather Production\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### PSP20218 Certificate II in Auslan

##### Reading – Exit level 2

* Accesses and interprets information from a range of sources to gather information on the following (this will be incorporated into a brief written, verbal or Auslan signed report)
  + common myths about sign languages
  + types of bilingualism for hearing and Deaf people
  + four different factors that can affect the effective acquisition of Auslan as a second language
  + descriptions of the main word classes in English
* Sources and interprets information from a range of resources to gain knowledge and understanding of the major features of the Deaf community and its culture and values, especially the value of signed languages.

##### Numeracy – No inherent requirements

##### Writing – Exit level 1

* Produces written notes, summarises and records information in basic documents such as information sheets, notes for a brief report, portfolios and files.

### PSP30218 Certificate III in Auslan

##### Reading – Exit level 2

* Accesses and interprets information from a range of sources to gather information on the following (this will be incorporated into a brief written, verbal or Auslan signed report)
  + common myths about sign languages
  + types of bilingualism for hearing and Deaf people
  + four different factors that can affect the effective acquisition of Auslan as a second language
  + descriptions of the main word classes in English
* Sources and interprets information from a range of resources to gain knowledge and understanding of the major features of the Deaf community and its culture and values, especially the value of signed languages.
* Researches and identifies the principal characteristics of Auslan signs. This information will identify the parameters of Auslan signs, use of space, verbs, depicting signs and how new signs are added to Auslan. This knowledge of the phonology and morphology of Auslan underpins competence in the use of Auslan
* Sourcing and engaging with information on the history of Deaf communities, deaf education and welfare, social and political organisations in Australia, which requires:
* Using information from at least three different sources to identify and exploring issues of significance in the history of Australian Deaf education and social progression of Deaf people, as follows:
  + two diverse types of Deaf schools and their teaching methods
  + an overview of two diverse debates about the provision of education to the Deaf
  + how teaching methods have changed from early establishment of schools until the present
  + the establishment of two welfare, social or advocacy organisations of and for Deaf people, their initial purpose and how this has changed over time
  + two significant issues, not related to education, that have engaged Deaf communities and ways in which Deaf people have addressed those issues in Australian history (this information will be incorporated into a written, verbal or Auslan signed report)

##### Numeracy – No inherent requirements

##### Writing – Exit level 1

* Produces written notes, summarises and records information in basic documents such as information sheets, notes for reports, portfolios and files.

### PSP40616 Certificate IV in Procurement and Contracting

##### Reading - Exit Level 3

* Accesses and interprets information from a range of sources relating to the following:
  + legislation and guidelines related to ethics for own work group
  + organisational code of conduct and code of ethics
  + organisational standards, procedures and protocols for ethical conduct
  + procedures and protocols for reporting unethical conduct
  + the nature of public sector ethics and ethical values legislation and guidelines related to ethics for own work group
  + organisational code of conduct and code of ethics
  + organisational standards, procedures and protocols for ethical conduct
  + the nature of public sector ethics and ethical values

* Interprets information from a range of sources to identify, monitor and review and manage risk functions and processes
* Accesses and interprets method(s) for identifying risks in accordance with organisational policies and procedures.
* Analyses and rate the probability of identified risks occurring and consequences
* Researches and analyses the wider context affecting the organisation with regard to risk and risk management
* Evaluates risks against established risk evaluation criteria
* Analyses risks and prioritise unacceptable risks
* Analyses and evaluates options for treating risks.
* Collects, analyses and uses data relating to risks and risk treatments to improve risk management in own area of operation
* Interprets complex written materials, including legislation, instructions, and standards
* Accesses up-to-date information relating to the structure and functions of the organisation
* Accesses up-to-date information relating to government protocols
* Locates, accesses and interprets a variety of simple and complex texts to determine legal requirements of the work group.
* Researches and analyses issues relating to procurement need
* Accesses and interprets relevant procurement legislation, policies and procedures
* Accesses information on sources of supply to determine possible providers and identify and resolve any conflict of interest.
* Accesses information to maintain currency with relevant procurement legislation, policies and procedures
* Reviews risk management plans for contracts.

##### Numeracy – Exit Level 3

* Interprets and applies mathematical data to monitoring, review and evaluation processes.
* Rates the probability of identified risks occurring and consequences
* Determines levels of risk in accordance with organisational procedures
* Undertakes a cost-benefit analysis for treatment of risks
* Estimates resources needed for implementation of risk treatments
* Analyses and uses data relating to risks and risk treatments to improve risk management in own area of operation.
* Procurement costings
* Applies numeracy skills relevant to contracts
* Using monitoring and control measures and performance indicators to manage performance of contract

##### Writing – Exit Level 3

* Completes workplace documentation accurately using appropriate language and following organisational requirements
* Prepares a written report that contains impartial, substantiated, accurate and complete information regarding unethical conduct
* Documents sources of risk and record risk events related to each source
* Documents analysis of risks according to organisational policies and requirements
* Documents the reasons for acceptance of risks once approved
* Prepares a risk treatment plan for relevant personnel
* Documents decisions and keep records to provide audit information of delegated authority exercised
* Adheres to written protocols, formats and standards in writing documents
* Completes records in required formats to identify and refer compliance issues.
* Documents procurement requirements
* Outlines procurement requirement from transition to close out
* Develops and approves procurement documentation and procurement plan which contains relevant detail about the procurement process and desired business outcomes.
* Prepares statement of requirement, specifying planned provider contract arrangements, standards of performance and codes of practice, incentives, disincentives and performance measures
* Maintains records relating to documenting request
* Develops and documents offer evaluation plan
* Develops and formalise contractual arrangements
* Develops risk management plans for contracts and updates risk management plan as required.
* Develops contract management strategy
* Maintains contract information and documentation.

### PSP40818 Certificate IV in Auslan

##### Reading – Exit level 3

* Sources and interprets information from a range of resources to gain knowledge and understanding through research of the significant differences between the structures of Auslan and English, including:
  + identifying the major structural differences in Auslan and English clauses and sentences, contrast the use of timelines and tense, and understand the features and use of role shift (constructed action).
* Sources and engages with information to identify basic linguistic similarities and differences between Auslan and other signed languages, Including the ability to research the use of International Sign.
* Conduct research and source information to develop knowledge about deafblindness and the main types communication used by Deafblind people, including:
  + explanations of two types of deafblindness and two impacts of deafblindness
  + customary definitions of Deafblindness
  + purpose of two different types of adaptive technology available to deafblind people and how these are used to assist communication
  + purpose of five different types of manual communication used by Deafblind people and how these are used to assist communication
  + the four main categories of deafblindness
  + common causes of deafblindness
  + terms and labels related to deafblindness, their general meaning and customary use in the community:
  + types of manual communication for Deafblind people and when these methods would be used
  + how Auslan may vary in use between people who are Deaf and Deafblind including choice of signs
  + appropriate Deaf protocols for discussions with deafblind people
  + terms related to guiding a Deafblind person, how these are signed and used when guiding:
  + types of visual descriptions, how these are signed and used when interacting with a Deafblind person

(this information will be incorporated into a written, verbal or Auslan signed report)

##### Numeracy – No inherent requirements

##### Writing – Exit Level 2

* Produces written notes, summarises and records information in documents such as information sheets, portfolios and files, and written reports from information obtained from required research \*see Reading section above.

**NOTE:** if elective unit - PSPLAN011 Take notes for Deaf, hard of hearing and Deafblind people - is chosen, there is a higher level of writing skills required to be a note taker – e.g., writing/taking accurate notes from a speaker, across a range of situations, topics and in a range of formats. It requires speed and accuracy, factual writing skills, use of headings, dot points, margin notes, etc, and highly articulate writing ability.

### PSP50616 Diploma of Procurement and Contracting

##### Reading – Exit level 3

* Accesses, interprets and applies complex information from a range of sources relating to the following:
  + legislation and guidelines, standards, procedures and protocols related to the application of public sector ethics to the work group
  + organisational code of ethics and code of conduct
  + legislation related to privacy, freedom of information, human rights, whistleblower protection and procedural fairness
  + equal employment opportunity, equity and diversity principles
  + procedures for declaring conflicts of interest
  + procedures or protocols for reporting unethical conduct
  + ethical decision-making and problem-solving models
* Analyses information relating to negotiations.
* Accesses and interprets a variety of complex texts to determine legal requirements of the work group
* Reads and interprets a range of complex documents, including contracts, legislation and guidelines
* Accesses and interprets supplier issues/supply chain management in the context of contract management
* Accesses, interprets and applies the following information and documentation relating to contract management and procurement:
  + Commonwealth, state or territory, and local government legislation, policies, practices and guidelines relating to contract management, including environmental purchasing and corporate social responsibility guidance
  + organisational procurement policies, practices and approval processes
  + contract management for diverse contractual situations
  + privacy and confidentiality issues
  + codes of conduct, codes of practice and standards of individual behaviour relating to management of contracts and relationships with contractors
  + financial and accounting issues relevant to the contract
  + legal aspects of negotiation
  + aspects of law of contracts, trade practices law and commercial law relevant to the management of contracts relating to complex procurement
* identifies emerging and potential risks in contracts
* Investigates disputes and complaints.
* Analyses information to determine appropriate procurement options and procurement methods for approaching the market, taking into account relevant jurisdictional and organisational policy requirements
* Identifies, source and manages resources to conduct procurement processes
* Critically assesses statements of requirements and specifications that meet business needs of the organisation.
* Researches and assesses supplier capability as part of offer evaluation.

##### Numeracy – Exit level 3

* financial and accounting skills required for managing procurement and contracts
* Monitors performance of contract against key performance indicators and tracks milestones to ensure obligations under the agreement are being met.
* Manages e-procurement, financial and other resources
* Identifies emerging and potential risks in contracts
* Manages contract variations
* Identifies risks associated with financial and accounting issues relevant to procurement and contract management
* Conducts market research and analysis for procurement and contract purposes.
* Identifies seeks and manages financial and budgetary resources required to effectively conduct procurement processes.
* Designs a procurement process that achieves a value for money outcome, including consideration of whole-of-life costs and benefits

##### Writing – Exit level 3

* Prepares information that incorporates the interpretation and analysis of information, using appropriate language in a format and style suited to the audience and context
* Documents records of negotiations according to organisational requirements
* Develops negotiation plans and other documents including:
  + Documents the agreement of all parties on the issue(s) under consideration and the negotiation process to be used
  + Modifies the negotiation plan to respond to contingencies.
  + Documents conclusions resulting from negotiation
* Writes complex and formal documents, including documents relating to legislation and codes of ethics, and how they apply to work practices, which may include information on:
  + types of legislation, regulations and guidelines applicable to organisation and work group
  + public sector codes of ethics and conduct
  + government processes and practices relating to compliance with legislation
  + organisational procedures and protocols applicable to job role for responding to legislative issues and consequences of non-compliance
  + procedures for acting on and reporting possible breaches of legislation
* Produces a range of factual reports
* Compiles management reports
* Maintains records of meetings, liaison, notes and follow-up actions
* Manages contract documentation
* Records consideration of conflicts of interest and their resolution in contract management.
* Updates contract management plan for effectiveness regularly
* Maintains contract information for organisational purposes
* Writes risk management plans using templates or a recognised risk management methodology
* Producing written recommendations about the management of procurement and contracting risks
* Develops procurement risk management plan
* Revises and updates plan to include potential or emerging risks during the life of the procurement activity.
* Documents detailed procurement plans and sub-plans for the various activities that will be conducted throughout the procurement process, including evaluation and reporting requirements
* Documents factors affecting procurement decisions.
* Records justification for selected procurement method.
* Records justification for selected contractual arrangements.
* Documents tender decision-making processes and decisions
* Makes written procurement recommendations
* Maintain records, including plans and sub-plans, to provide an effective audit trail of decisions taken throughout the procurement process.

### PSP51018 Diploma of Auslan

##### Reading – Exit level 3

* Sources and interprets information from a range of resources to gain knowledge and understanding through research of the significant differences between the structures of Auslan and English, including:
  + identifying the major structural differences in Auslan and English clauses and sentences,
  + contrast the use of timelines and tense and understand the features and use of role shift (constructed action).
* Sources and engages with information to identify basic linguistic similarities and differences between Auslan and other signed languages, Including the ability to research the use of International Sign.
* Conduct research and source information to develop knowledge about deafblindness and the main types communication used by Deafblind people, including:
  + explanations of two types of deafblindness and two impacts of deafblindness
  + customary definitions of Deafblindness
  + purpose of two different types of adaptive technology available to deafblind people and how these are used to assist communication
  + purpose of five different types of manual communication used by Deafblind people and how these are used to assist communication
  + the four main categories of deafblindness
  + common causes of deafblindness
  + terms and labels related to deafblindness, their general meaning and customary use in the community:
  + types of manual communication for Deafblind people and when these methods would be used
  + how Auslan may vary in use between people who are Deaf and Deafblind including choice of signs
  + appropriate Deaf protocols for discussions with deafblind people
  + terms related to guiding a Deafblind person, how these are signed and used when guiding:
  + types of visual descriptions, how these are signed and used when interacting with a Deafblind person

(This information will be incorporated into a written, verbal or Auslan signed report)

* Research, identify and analyse the structure of Auslan through comparisons of sign and word meanings, sociolinguistic variation, metaphor, euphemisms and taboo signs.

This comprehensive research will contribute to a written, verbal or Auslan signed report that includes:

* + five examples of signs in Auslan and words in English that have a matching citation sign and lexical word but no semantic equivalence
  + an evaluation of five factors that affect the linguistic choices Auslan signers and English speakers make; to include social and contextual factors
  + definitions of metaphor and euphemism and how these are used to enrich communication
  + examples of four taboo words or signs and evaluation of why these may cause offence
  + arguments for and against standardisation of Auslan
* Investigate the requirements for sign language interpreting by sourcing information on a range of available jobs for Auslan interpreters to include:
  + job descriptions
  + employment or contract conditions
  + required qualifications and quality assurance certification
  + research information on industry codes of ethics
* Information for the resulting report must include:
  + definitions of key terminology for Auslan interpreting
  + how and why groups of interpreters work together in the Auslan context
  + environmental considerations for Auslan interpreting
  + three different contexts in which Auslan interpreters work and different requirements for each.

(The information from this research and investigation will form a broad summary of requirements in a written, verbal or Auslan signed report)

##### Numeracy – No inherent requirements

##### Writing – Exit level 2

* Produces written notes, summarises and records information in documents such as information sheets, portfolios and files, and written reports from information obtained from specified research \*see Reading section above.

NOTE: if elective unit - PSPLAN011 Take notes for Deaf, hard of hearing and Deafblind people - is chosen, there is a higher level of writing skills required to be a note taker – e.g., writing/taking accurate notes from a speaker, across a range of situations, topics and in a range of formats. It requires speed and accuracy, factual writing skills, use of headings, dot points, margin notes, etc, and highly articulate writing ability.

### RGR20221 Certificate II in Racing Industry

##### Reading – Exit level 2

* Identifies and interprets short and simple information in relation to WHS and incidents
* Interpret key information in print and online texts, including the rules of racing, written instructions and workplace procedures
* Select information on workplace policies, community views on racing, animal welfare and safety procedures from a range of written texts both online and in hard copy
* Interpret and follow policies and procedures, and safety signage.
* Interpret key information and work instructions in work program and stable routine and procedures
* Locate, interpret and consolidate key information to manage personal health and fitness

##### Numeracy – Exit level 2

* Interpret numerical information when investigating numbers of racing employees
* Measure quantities required for feed and additives accurately
* Estimate, calculate and record routine workplace measures

##### Writing – Exit level 1

* Uses structure and language appropriate to audience and context when giving factual information
* Enter data and information accurately into workplace records
* Record information about stable duties and events accurately, following workplace procedures

As there was only 4 core units the following common electives have been included in the mapping: SISCEMR001, ACMHBR203, ACMEQU208, RGRPSH211, RGRPSH207.

### RGR30218 Certificate III in Racing (Stablehand)

##### Reading - Exit Level 3

* Select information on workplace policies, community views on racing, animal welfare and safety procedures from a range of written texts both online and in hard copy
* Locate key information in medication records, supply orders and other stable documents
* Interpret key information in publications related to management of personal health and fitness
* Identify and interpret information in relation to WHS and emergency incidents
* Locate and interpret key information in medication labels
* Interpret stable forms, signage and instructions related to job role, including identification of horses and tasks
* Interpret textual information in workplace procedures and veterinary and medical instructions relating to the health and welfare of horses
* Read and interpret workplace documentation, including transport instructions, work instructions and procedures, information in stable routines and procedures, feeding schedules and inventories, and feed and supplement labels
* Interpret key information in schedules and external carrier conditions

##### Numeracy – Exit Level 3

* Estimate and measure quantity, weight, time, percentage and ratio
* Locate and interpret key information in medication labels
* Perform basic calculations and measurements of volume, weight and ratios to determine doses of medication
* Measure quantities of feed and additives (e.g. supplements) accurately for a range of horses using measuring equipment
* Calculate quantities for feed, supplies and medications
* Calculate quantities of feed stock against inventories
* Interpret and adjust staff rosters and feed ordering schedules
* Calculate distances, travel, and loading and unloading times to prepare transport schedule

##### Writing – Exit Level 2

* Record feeding data and information accurately
* Record information about stable duties and events accurately, following workplace procedures
* Complete stable records and reports accurately
* Complete workplace forms and documentation legibly using workplace formats
* Use clear language and accurate industry and/or medical terminology for reporting and recording horse health and welfare information
* Uses structures and language appropriate to audience and context in reports giving factual information

### RGR30518 Certificate III in Racing (Trackwork Rider)

##### Reading - Exit Level 3

* Identify and interpret short and simple information in relation to WHS and incidents
* Interpret key information in publications related to management of personal health and fitness
* Select information on workplace policies, community views on racing, animal welfare and safety procedures from a range of written texts both online and in hard copy
* Interpret stable forms, signage and instructions related to job role, including identification of horses and tasks
* Interpret key information in workplace instructions and workplace procedures
* Interpret key information in written instructions and workplace procedures, attending horses at race meetings and trials
* Interpret key information in written instructions and workplace procedures relating to riding pacework
* Locate key information in medication records, supply orders and other stable documents, including relevant rules of racing and individual horse records

##### Numeracy – Exit Level 3

* Estimate and measure quantity, weight, time, percentage and ratio
* Estimate and use basic arithmetic to calculate pace, time, distance and speed
* use various methods to measure and calculate distances between jumps, including strides, to inform riding strategy
* Calculate quantities for feed, supplies and medications
* Interpret and adjust staff rosters and feed ordering schedules
* Use mathematical concepts to calculate costs associated with transitioning and rehoming a horse and to estimate ongoing costs involved in owning a horse

##### Writing – Exit Level 2

* Use structure and language appropriate to audience and context when giving factual information
* Complete stable records and reports accurately

### RGR30619 Certificate III in Horse Breeding\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### RGR40118 Certificate IV in Racing (Racehorse Trainer)

##### Reading – Exit level 3

* Recognise the key features of a range of texts relating to protests and inquiries, the rules of racing and racing authority regulations
* Evaluates complex text to determine legislative, regulatory and workplace documentation
* Access and interpret information in multiple formal documents relating to business, financial and racing industry requirements
* Interpret
  + veterinary and medical information in horse treatment programs and instructions from specialists
  + and analyses legislative and organisational documentation
* Locate and interpret key information in medication labels
* Select information on workplace policies, community views on racing, animal welfare and safety procedures from a range of written texts both online and in hard copy
* Applies appropriate strategies to construct meaning from legislative and organisational documentation

##### Numeracy – Exit level 3

* Review, analyse, compare and contrast numerical data that may be embedded in documents relevant to protests and inquiries
* Uses basic mathematical formulas to review staff performances within available work schedules
* Itemise expenses and prepare costs
* Interpret financial data and prepare financial documentation
* Perform basic calculations and measurements of volume, weight and ratios to determine doses of medication

##### Writing – Exit level 2

* Use appropriate language and racing terminology when preparing statements for protests and inquiries
* Prepares written reports and workplace documentation that communicate complex information clearly and effectively
* Prepare workplace documentation and business reports accurately
* Use clear language and accurate industry and/or medical terminology for reporting and recording horse health and welfare information
* Documents WHS information using required format and industry specific vocabulary

### RGR40221 Certificate IV in Racing (Jockey)

##### Reading - Exit Level 3

* Access racing information from a range of sources
* Interpret stable forms, signage and instructions related to job role, including identification of horses and tasks
* Interpret key information in written workplace instructions (e.g. trainer instructions, workplace documents, and relevant rules of racing, procedures relating to riding pacework)
* Interpret racing industry terminology and locate and analyse key information to prepare for race riding
* Interpret information from a variety of sources on health, fitness and stress, and consolidate information to determine requirements
* Research and interpret key information in a range of documents relating to self-management
* Recognise the key features of a range of texts relating to protests and inquiries, the rules of racing and racing authority regulations
* Access, interpret and analyse information relating to own performance achievements
* Recognise the structures and key features of a range of familiar texts, including workplace policy on media interviews, the rules of racing and racing authority regulations

##### Numeracy – Exit Level 3

* Estimate and use basic arithmetic to calculate pace, time, distance and speed
* Interpret data in financial documents to determine key information, patterns and/or trends
* Analyse and compare statistics on horse performance and form, in preparation for race riding (e.g. speed maps)
* Perform calculations concerned with weight and food nutritional requirements
* Review, analyse, compare and contrast numerical data that may be embedded in documents relevant to protests and inquiries

##### Writing – Exit Level 2

* Use appropriate language and racing terminology when preparing statements for protests and inquiries
* Record horse race performance data
* Record horse assessment data

### RII20120 Certificate II in Resources and Infrastructure Work Preparation

##### Reading – Exit level 2

* Identifies and interprets information from workplace procedures, documentation, legislation and regulations

##### Numeracy – Exit level 2

* Calculates resource requirements, including use of basic addition, subtraction, multiplication and division

##### Writing – Exit level 1

Produces and completes written documents required for workplace procedures and legislative requirements

### RII30120 Certificate III in Surface Extraction Operations

##### Reading - Exit level 2

* Identifies and interprets information from
  + workplace procedures, policies, documentation and systems
  + legislation, regulations and standards

##### Numeracy – No inherent requirements

##### Writing – Exit level 2

* Produces and completes workplace reports, including risk management matrices, using appropriate vocabulary, grammatical structures and conventions
* Produces and completes written documents required for workplace procedures and legislative requirements
* Produces and completes written documents required for workplace procedures

As there was only 3 core units the following common electives have been included in the mapping: RIICOM302D, RIIMPO302E, RIIMPO303E, RIIGOV201E, RIIPRO301D

### RII30719 Certificate III in Emergency Response and Rescue

##### Reading – Exit level 2

* Identifies and interprets information from workplace procedures, documentation, legislation and regulations, including:
  + guidelines and procedures including:
  + ARC guidelines relevant to the provision of first aid
  + first aid guidelines from Australian national peak clinical bodies
  + potential incident hazards and risk minimisation processes when providing first aid
  + infection control procedures, including use of standard precautions and resuscitation barrier devices
  + first aid codes of practice
  + appropriate workplace or site procedures relevant to the provision of first aid
* Legal, workplace and community considerations including:
  + duty of care requirements
  + consent and how it relates to the conscious and unconscious casualty
  + privacy and confidentiality requirements
  + legal requirements
  + the five rights
  + the responsibilities of the first aider
* Considerations when providing CPR
* Techniques for providing CPR to adults, children and infants including basic anatomy, physiology and the differences between adults, children and infants relating to CPR
* Accesses and interprets instructions for operating first aid and resuscitation equipment, communication devices, and safety equipment, including PPE
* Interprets and follows guidelines for operation of communications including:
  + work health and safety procedures
  + emergency communication procedures.
  + communication systems and equipment types, characteristics, technical capabilities and limitations, including:
    - safety requirements
    - common faults
* Identifies and interprets information from workplace procedures, policies, documentation and systems for hazards and site incidents, including:
  + types and causes of hazards and site incidents
  + effects of work site atmospheric conditions
  + locations and distribution of required equipment
  + trigger points to initiate emergency response to alarms
  + locations and purpose of places of safety
  + guidance systems and markers
  + key components and requirements of site emergency plans
  + escape routes and alternative escape routes
  + types and effects of harmful gases
  + operation and limitations of breathing apparatus
  + standby/emergency procedures for incident control.
* Locates, interprets and applies relevant documentation, policies and procedures to site safety, hazard and risk identification, management and control, including:
  + specific hazard identification and risk assessment and control methods
  + concept of hazards, risks and risk factors
  + topics or subject areas which are targets for assessment and treatment
  + site risk management systems and their application
  + site work related health and safety management systems and their application
  + complying with isolation procedures
  + site safety procedures
  + work health and safety procedures, including reporting requirements
  + equipment safety procedures
  + complying with safety data sheets
  + hazardous substance handling and techniques

##### Numeracy – Exit level 2

* Numeracy skills required for:
  + Reading plans
  + Checking set up and correct equipment
  + Following directions, maps and plans (e.g. evacuation plans)
  + Checking pulse, temperature, rate, ratio and depth of compressions and ventilations, Calibration of equipment
  + Operating communications systems and equipment
  + Technical specifications and diagrams for equipment used in rescue, resuscitation and first aid
  + Identifying trigger points to initiate emergency response to alarms
  + Using guidance systems and markers
  + Identifying key components and requirements of site emergency plans, escape routes and alternative escape routes
  + Analysing risks and identifying resource requirements

##### Writing – Exit level 2

* Completes workplace documentation accurately using appropriate language and following organisational requirements, including:
  + accurate records of incident, patient information, vital signs, etc.
  + WHS reports, eg incidents, hazards, risk management matrices,
  + control measures, resources utilised, contingencies applied
* Maintains documentation in accordance with organisational and workplace requirements, including reports on equipment condition and maintenance, faults and deficiencies.

### RII30820 Certificate III in Civil Construction Plant Operations

##### Reading – Exit level 2

* Identifies and interprets information from workplace procedures, documentation, legislation and regulations, systems
* Identifies and interprets information from at times complex workplace procedures, documentation, legislation and regulations

##### Numeracy – Exit level 2

* Calculates basic measurements including mass and dimensions
* Calculates resource requirements, including use of basic addition, subtraction, multiplication and division
* Interprets basic mathematical information relating to heights, areas, volumes and grades
* Adjusts activities given tolerances of plan details and equipment

##### Writing – Exit level 2

* Produces and completes written documents required for workplace procedures and legislative requirements
* Produces and completes workplace reports, including risk management matrices, using appropriate vocabulary, grammatical structures and conventions
* Records simple and routine information relating to work activities

## RII30920 Certificate III in Civil Construction

##### Reading – Exit level 2

* Identifies and interprets information from workplace procedures, documentation, legislation and regulations

##### Numeracy – Exit level 2

* Interprets basic mathematical information relating to heights, areas, volumes and grades
* Calculates resource requirements, including use of basic addition, subtraction, multiplication and division

##### Writing – Exit level 2

* Produces and completes written documents required for workplace procedures and legislative requirements
* Produces and completes workplace reports, including risk management matrices, using appropriate vocabulary, grammatical structures and conventions

### RII40120 Certificate IV in Surface Extraction Operations

##### Reading – Exit level 3

* Interprets and analyses
  + legislative and organisational texts
  + WHS laws and organisational texts
* Identifies and interprets relevant information from workplace procedures, documentation, regulations and systems
* Organises, evaluates and critiques ideas and information from WHS laws, policies, procedures and programs

##### Numeracy – Exit level 3

* Collects, organises and analyses data using and draws conclusions from trends
* Selects from, and applies, an expanding range of mathematical and problem-solving strategies in identifying financial and human resources required to support WHS requirements

##### Writing – Exit level 2

* Uses structure, layout and language suitable for audience to document development of risk management system
* Develops:
  + required documentation using appropriate organisational formats and industry specific vocabulary
  + material for a specific audience using clear and detailed language to convey explicit information, requirements and recommendations
* Produces:
  + workplace reports, including workplace resourcing and work health and safety records, using appropriate vocabulary, grammatical structures and conventions
  + and completes written documents required for workplace procedures
  + WHS policies, procedures and programs using appropriate vocabulary, grammatical structure and conventions
  + and completes workplace reports, including risk management matrices, using appropriate vocabulary, grammatical structures and conventions
* Documents organisational WHS policies, procedures and programs according to WHS laws, using structure, layout and language suitable for audience
* Records:
  + WHS issues and actions taken according to reporting requirements
  + WHS decisions according to organisational requirements
* Prepares:
  + and maintains required records using appropriate structure and vocabulary
  + specific information that complies with a range of regulatory requirements, using sector-specific terminology

As there was only 4 core units the following common electives have been included in the mapping: BSBWHS411, BSBWHS521, RIIRIS501E, RIIRIS301E.

### RII40720 Certificate IV in Civil Construction

##### Reading - Exit level 3

* Interprets and analyses legislative and organisational texts
* Gathers, interprets and analyses text relating to organisational goals, standards and values to aid planning and decision making
* Interprets and analyses WHS laws and organisational texts
* Identifies, interprets, analyses and reviews textual information related to the operational plan and monitoring of operational performance

##### Numeracy – Exit level 3

* Collects, organises and analyses data using and draws conclusions from trends
* Identifies and comprehends mathematical information in familiar texts to establish key performance indicators
* Selects and uses familiar mathematical techniques to organise timely supply of adequate resources for the operational plan and to use budgetary information to monitor performance

##### Writing – Exit level 2

* Uses structure, layout and language suitable for audience to document development of risk management system
* Develops required documentation using appropriate organisational formats and industry specific vocabulary
* Records and reports key information related to the organisational goals, standards and objectives
* Researches, plans and prepares documentation for relevant stakeholders
* Documents organisational WHS policies, procedures and programs according to WHS laws, using structure, layout and language suitable for audience
* Records WHS issues and actions taken according to reporting requirements
* Prepares and maintains required records using appropriate structure and vocabulary
* Communicates relationships between ideas and information, matching style of writing to purpose and audience
* Researches, plans and prepares workplace documentation for relevant stakeholders using organisational formats

### RII50120 Diploma of Surface Operations Management

##### Reading – Exit level 3

* Identifies and interprets relevant information from workplace procedures, documentation, legislation and regulations
* Organises, evaluates and critiques ideas and information from WHS laws, policies, procedures and programs
* Read and interpret specific data, charts, maps and information relevant to industry

##### Numeracy – Exit level 2

* Calculates resourcing requirements, performs mathematical calculations and applies mathematical and scientific laws and theorem
* Selects from, and applies, an expanding range of mathematical and problem-solving strategies in identifying financial and human resources required to support WHS requirements
* Calculates resource requirements, including use of basic addition, subtraction, multiplication and division

##### Writing – Exit level 3

* Prepares specific information that complies with requirements, using sector-specific vocabulary, grammatical structures and conventions
* Produces WHS policies, procedures and programs using appropriate vocabulary, grammatical structure and conventions
* Records WHS decisions according to organisational requirements
* Prepares specific information that complies with a range of regulatory requirements, using sector-specific terminology

As there was only 3 core units the following common electives have been included in the mapping: RIIMEX501D, RIIMEX502D, RIIPRO501D, RIIWMG501D, RIIENV501E, RIISAM501E and RIISRM501E.

### SHB20216 Certificate II in Salon Assistant

##### Reading - Exit level 2

* Accesses and interpret documentation and online resources that present information on:
  + organisational policies and procedures, including WHS, incident reporting requirements, emergency procedures, customer service
  + workplace laws, rights and responsibilities
  + relevant state or territory anti-discrimination or equal employment opportunity law
  + general work practices
  + workplace dress, hygiene and personal presentation requirements
  + role boundaries and responsibilities for key hairdressing and beauty industry staff
  + organisational policies and procedures relevant to financial transactions
  + manufacturer instructions for tools, equipment and financial transaction software and hardware (e.g. POS)
* Reads and interprets messages, notes, emails and other online or paper-based workplace communications

##### Numeracy – Exit level 2

* Conducts salon financial transactions, including using POS transactions and software, as follows:
  + cash sales
  + credit card
  + EFTPOS
  + refunds/exchanges
  + estimating the total cost of transaction to determine accuracy of point-of-sale equipment
  + counting change required during cash transactions
  + balancing point-of-sale equipment
  + counting cash
  + maintenance of cash float
  + recording takings in accordance with organisational policy and procedure
  + securing cash and non-cash transactions

##### Writing – Exit level 1

* Completes workplace documentation accurately using appropriate language and following organisational requirements – e.g., client records, WHS reporting forms, hazard and incidents reporting protocols.
* Writes a summary of key information relating to organisational requirements.
* Accurately record financial transactions according to organisational requirements and policy

### SHB30121 Certificate III in Beauty Services

##### Reading - Exit level 2

* Accesses and interprets information detailing regulatory requirements, legal and ethical standards, and organisational standards for working in the industry. E.g.
  + workplace rights and responsibilities
  + organisational policies and procedures
  + organisational goals, customer service values and standards.
  + organisational customer service policy and procedures.
  + workplace laws
  + WHS policies and procedures, including hazard identification and risk control, procedures for emergencies, incidents or injuries, and reporting obligations
* Interprets symbols, signs and terminology used for Work Health and Safety (WHS) hazards
* Reads a range of information sources on working safely in the industry including;
  + safe practices to minimise risks to self, client and colleagues in a salon environment.
  + hygiene and skin penetration guidelines
  + treatment guidelines
  + industry guidelines on how to use electricity safely, identify and report faults, use personal protection and work safely in the beauty industry
  + detailed in-house and supplier product information documents
* Reads and interprets manufacturer instructions and safety data sheets for safe use of products and equipment, including:
  + cleaning and tanning products and equipment.
  + treatment products and equipment
  + make-up products and equipment
  + cleaning and nail products and electric nail file equipment
  + safe use, dilution and storage of cleaning and disinfection products.
* Interprets detailed documents which describe product performance, purpose and directions for use.
* Accesses information to update knowledge of the beauty industry and relevant industry legislation.
* Accesses, reads and interprets a range of ethical and professional standards when using social media and online platforms for business purposes
* Researches beauty industry trends, its relationship to other industries, and how beauticians and beauty therapists can use this information to enhance own work performance.
* Reads and interprets messages, notes, emails, letters, and online communications of varying complexity.

##### Numeracy – Exit level 2

* Conduct financial transactions for the sale of products and services within a personal services environment, including operating POS, including:
  + cash sales
  + credit card
  + EFTPOS
  + refunds/exchanges
  + estimating the total cost of transaction to determine accuracy of point-of-sale equipment
  + counting change required during cash transactions
  + balancing point-of-sale equipment
  + counting cash
  + maintenance of cash float
  + recording takings in accordance with organisational policy and procedure
  + securing cash and non-cash transactions
  + determine the cause of discrepancies in point-of-sale transactions.
* Schedule appointments
* Calculate treatment times
* Interpret basic fee information from in-house documents and complete basic pricing calculations.
* Plan and organise daily work activities
* Calculate ratios of cleaning and disinfecting products and disinfection timing

##### Writing – Exit level 2

* Completes workplace documentation accurately and legibly, using appropriate terminology and following organisational requirements
* Completes WHS hazard, risk and incident reports to provide clear and succinct details, according to workplace and industry regulations and guideline
* Accurately record financial transactions according to organisational requirements and policies
* Produces notes, reports, and summarises and records information in workplace documents, including information sheets, portfolios and client files
* Provides clients with written personal product recommendations using a standardised format

### SHB30416 Certificate III in Hairdressing

##### Reading – Exit level 3

* Interpret sometimes unfamiliar and detailed documents including organisational procedures and product instructions, safety data sheets and product and manufacturer instructions.
* Interpret basic written communication documents including hand recorded notes and emails.
* Research and interpret unfamiliar documents about new and emerging hair products and services.
* Interpret symbols used for occupational health and safety (ohs) or work health and safety (WHS) hazards
* Interpret and follow manufacturer instructions for safe use, dilution and storage of cleaning and disinfection products.
* Interpret unfamiliar plain English documents which describe workplace laws, rights and responsibilities
* Recognises and interprets textual information to establish job requirements from relevant information

##### Numeracy – Exit level 3

* Visually estimate angles and lines, exterior and interior lengths in the haircut structure
* Measure and apply hair finishing products in proportions that minimise waste.
* Measure and interpret degrees in angles
* Measure and apply hair and scalp treatment products in proportions that minimise waste
* Calculate
  + and record ratios, measure, mix and apply bleach treatment products in correct proportions
  + treatment times.
  + exterior and interior lengths for haircut structures
  + and record ratios, measure, mix and apply colour correction products in correct proportions
  + ratios of cleaning and disinfecting products and disinfection timing.
  + and record strengths, measure and apply correct amounts of reformation chemicals and neutralisers
  + and follow treatment processing times.
  + and record ratios, measure, mix and apply colour treatment products in correct proportions
  + basic metric measurements to determine resource usage
* Manage application and processing times effectively.
* Estimate the total cost of transaction to determine accuracy of point-of-sale equipment
* Count change required during cash transactions.
* Complete basic calculations involving ratios to dilute cleaning and disinfection products
* Identify tension measurements of tools.
* Record angles and lengths in simple line drawings and plans.
* Analyse sales data to set and monitor sales targets.

##### Writing – Exit level 2

* Complete/update client records
* Write legible workplace documentation such as completing incident reports to provide clear and succinct details.
* Completes documents using required formats

### SHB30516 Certificate III in Barbering

##### Reading – Exit level 3

* Interpret
  + sometimes unfamiliar and detailed documents including organisational procedures, safety data sheets and product instructions and manufacturer instructions.
  + basic written communication documents including hand recorded notes and emails.
  + symbols used for Occupational Health and Safety (OHS) or Work Health and Safety (WHS) hazards
  + and follow manufacturer instructions for safe use, dilution and storage of cleaning and disinfection products.
  + unfamiliar plain English documents which describe workplace laws, rights and responsibilities
  + messages, notes, emails, letters, and online communications of varying complexity.
* Recognises and interprets textual information to establish job requirements from relevant information
* Research and interpret unfamiliar documents about new and emerging hair products and services.

##### Numeracy – Exit level 3

* Estimate the total cost of transaction to determine accuracy of point-of-sale equipment
* Count change required during cash transactions.
* Complete basic calculations involving ratios to dilute cleaning and disinfection products
* Identify tension measurements of tools.
* Visually estimate angles and lines, exterior and interior lengths in the haircut structure
* Measure and apply hair finishing products in proportions that minimise waste.
* Calculates
  + basic metric measurements to determine resource usage
  + treatment times.
  + ratios of cleaning and disinfecting products and disinfection timing.
  + and follow time allowed to complete client service.
  + exterior and interior lengths for haircut structures
* Analyse sales data to set and monitor sales targets.
* Measure and interpret degrees in angles
* Record angles and lengths in simple line drawings and plans.
* Measure and apply hair and scalp treatment products in proportions that minimise waste
* Measure and apply hair finishing products in proportions that minimise waste.

##### Writing – Exit level 2

* Completes documents using required formats
* Write legible workplace documentation such as completing incident reports to provide clear and succinct details.

### SHB50121 Diploma of Beauty Therapy

##### Reading – Exit level 3

* Interpret and follow manufacturer instructions and safety data sheets for dilution, handling and disposal of cleaning and treatment products
* Source and interpret credible information from electrical currents and ultrasound technology publications and trade journals
* Interpret product and equipment information on safe use of cosmetic formulations, ingredients and device parameters.
* Source, interpret and apply information from:
* Anatomy, physiology and skin science publications
* Anatomical charts and models.
* Interpret unfamiliar and detailed documents which describe product performance, purpose and directions for use.
* Comprehend the content of plain english information about legal obligations
* Interpret unfamiliar information.

##### Numeracy – Exit level 3

* Interpret basic fee information from in-house documents and complete basic pricing calculations.
* Calculate ratios of cleaning and disinfecting products and disinfection timing.
* Interpret and follow manufacturer instructions for safe use, dilution and storage of cleaning and disinfection products.
* Record stock data and product purchases.
* Operate salon software system to schedule appointments.
* Calculate product quantities and prices
* Calculate tint ingredient quantities, ratios and timing according to manufacturer’s instructions and required outcomes.
* Calculate treatment duration, treatment sequencing, costs, product quantities and prices
* Measure cosmetic ingredient quantities and ratios to assess effectiveness of formulations
* Calculate treatment parameters for individual device.

##### Writing – Exit level 3

* Produce notes, summarise and record information in basic documents including information sheets, portfolios and files
* Complete workplace documentation for electrical safety problems and equipment faults.
* Document information for instructions and reports.
* Produce notes and summarise and record information in basic documents produce customer responses of varying complexity, using language suitable for purpose and audience.
* Record treatment using correct terminology to describe body areas and anatomical positions.
* Record treatment using basic anatomy and physiology terminology to describe facial areas and anatomical positions.
* Plain English documents that outline organisational customer service policy and procedures.

### SIR30116 Certificate III in Community Pharmacy

##### Reading - Exit level 2

* Read and follow workplace policies and procedures
* Accurately read and interpret workplace safety policies and procedures including safety signs, dangerous goods classifications and safety instructions
* Interpret written customer communications of varying complexity
* Read and follow product information
* Interpret both familiar and unfamiliar, and sometimes complex documentation

##### Numeracy – Exit level 2

* Calculate the dilution requirements for cleaning and disinfection products
* Calculate dosage and quantity requirements
* Estimate time allocation for tasks

##### Writing – Exit level 2

* Prepare medication label
* Uses structure, layout and language suitable for audience
* Record customer information

### SIR30216 Certificate III in Retail

##### Reading - Exit Level 2

* Interpret:
  + Detailed in-house and supplier product information documents.
  + Plain English documents that outline organisational customer service policy and procedures.
  + Plain English documents that outline organisational policies and procedures relevant to employment and work practices.
  + Unfamiliar plain English documents that describe workplace laws, rights and responsibilities.
* Interpret workplace safety signs, and emergency evacuation plans.

##### Numeracy – Exit Level 2

* Interpret basic fee information from in-house documents and complete basic pricing calculations.
* Perform basic calculations addition, subtraction, multiplication and division.
* Discount %, refunds, timesheets.
* Display layout – measurement.

##### Writing – Exit Level 1

* Complete basic written reports regarding security breaches.
* Complete customer records.
* Prepare promotional documentation.

### SIR30316 Certificate III in Business to Business Sales

##### Reading – Exit Level 2

* Accesses and interprets relevant state or territory Occupational Health and Safety (OHS) or Work Health and Safety (WHS) legislation relating to work role, including consumer protection laws
* Accesses and interprets organisational work health and safety policies and procedures, including emergency responses, and procedures for reporting workplace hazards and associated health and safety risks and incidents
* Interprets workplace safety signs, and emergency evacuation plans
* Accesses and interprets organisational policies and procedures for:
* building relationships with business customers
* pricing
* researches and interprets sources of information on:
* product and supply arrangements for customers
* current and future trends
* legislation that impacts sales work in a business-to-business context including Australian Consumer Law.
* interprets sources of information on:
* product and supply arrangements for customers
* current and future trends
* Reviews current business and promotional activities to determine future needs for individual customers.
* Sources and interprets information required for development of coverage plan, including meets business performance objectives and service standards.
* Analyses customer feedback and other sources of information gathered to optimise coverage and promotional activity.
* Accesses and interprets organisational policies and procedures relevant to general work practices and own role, including
* rights and responsibilities
* laws for anti-discrimination, harassment and equal employment opportunity
* national employment standards and specific employment arrangements for current role.
* accesses and interprets information on:
* minimum workplace entitlements provided by the National Employment Standards (NES)
* relevant provisions of Commonwealth, state or territory anti-discrimination and equal employment opportunity (EEO) law
* industrial awards for retail employees, issued by regulatory bodies or unions
* accesses and interprets a range of information on industry and organisational customer service, including:
* professional service standards
* attitudes and attributes expected when engaging with customers
* different customer service needs and expectations
* types of customer benefits
* essential features and use of customer databases
* key aspects of Australian consumer and privacy law as relevant to customer interactions.

##### Numeracy – Exit Level 2

* Interprets data on forecasts for current and future market trends.
* Applies organisational pricing policies and procedures.
* Processes information about business using the latest forecasts of current and future trends.
* Analyses sales data to determine needs and expectations of business customers.
* Identify trends in customer purchasing patterns.

##### Writing – Exit Level 2

* Accurately completes workplace hazard and incident reporting documentation, according to organisational requirements and standards.
* Documents and maintains currency of business contact details.
* Outlines and confirms trading terms for business customers.
* Plans and documents activities according to future needs of business customers.
* Documents activities for improved customer outcomes and relationship.
* Creates and documents coverage plan that meets business performance objectives and service standards.
* Prepares required documentation following customer interactions, to agreed format and level of detail.
* Report on strategies to improve coverage and outcomes for the nominated territory.

### SIR40116 Certificate IV in Community Pharmacy

##### Reading – Exit Level 3

* Interpret complex supplier agreements and contracts
* Interpret a range of familiar and detailed documents including organisational policies and manufacturer instructions for equipment maintenance
* Interpret supplier purchasing agreements, purchase orders, records of incoming stock and organisational policies and procedures for stock control
* Interpret complex documents including quality standards, instructions for external audits and audit compliance reports
* Researches, organises and interprets technical information

##### Numeracy – Exit Level 3

* Interpret complex sales data
* Calculate:
  + supplier costs and complex order costs
  + complex details of stock on hand and stock losses and produce complex numerically-based reports
  + dimensions of pharmacy areas to plan customer flow and space for displays
  + the dilution requirements for cleaning and disinfection products.
  + dosage and quantity requirements.
* Reconcile incoming stock and invoices against purchase orders.
* Work with numerical concepts about blood pressure levels and calibration requirements for home blood pressure testing equipment.
* Work with numerical concepts about blood glucose levels.

##### Writing – Exit Level 3

* Prepares workplace plans that communicate intent and elicits feedback clearly and effectively
* Complete workplace risk assessment
* Complete workplace incident reports in line with regulatory guidelines and organisational policies
* Develop and document comprehensive sales reports and customer service policies and procedures.
* Develop and maintain complex documents including policies and procedures, reports on potential work practice improvements, evidence based documents for quality audits and audit report responses providing clear evidence of remedial actions.

As there was only 3 core units the following common electives have been included in the mapping: SIRCPPA001, SIRCCPM002, SIRCCPM004, SIRCCPM005, SRCHCS003, SIRCHCS004, SIRCINF001, SIRCPPA012 and SIRRINV002.

### SIR40316 Certificate IV in Retail Management

##### Reading - Exit level 3

* Interpret sometimes complex legislative documentation relevant to employee relations.
* Interpret unfamiliar and complex materials describing regulatory requirements for work health and safety management and organisational policies and procedures.
* Interpret organisational policies, procedures, industrial awards, agreements and legislation

##### Numeracy – Exit level 3

* Complete roster planning activities involving dates, times and staff ratios.
* Review budget information including sales reports

##### Writing – Exit level 2

* Report on work health and safety practices, including recommendations for change and complete accurate records for regulatory compliance.
* Develop and document improvement plans
* Complete performance reports, financial reports

### SIR50116 Diploma of Retail Leadership Diploma of Retail Le

##### Reading - Exit Level 3

* Accesses and interprets a range of information sources in order to analyse the operating environment and develop, implement and review a retail strategy, including:
* organisational vision, mission, values and current strategies
* internal and external operating environments
* key components of a strategic plan
* allocation of roles and responsibilities
* strategies for communicating strategic plan and gaining stakeholder support
* documentation
* monitoring and control systems
* evaluation criteria, both quantitative and qualitative
* methods for measuring the success of project objectives
* role of various stakeholders in the strategic planning process
* ethical principles
* environmental challenges:
* economy
* social
* technological
* trends in consumer behaviour and competitor analysis to inform strategy development.
* Evaluates and reviews performance against strategic objectives and evaluation criteria.
* Interprets information from a variety of sources to inform change management planning and implementation, including:
* organisational culture
* change management process and principles
* characteristics of change plans
* key metrics
* action plans
* resource allocation
* barriers and risks associated with change
* monitoring and evaluating change metrics
* strategies for successful implementation
* internal and external change drivers:
* organisational operations
* organisational objectives
* organisational procedures
* trends in the external environment
* trends in consumer behaviour
* political, economic, social, technological, environmental and legal factors.
  + Accesses and interprets a range of information sources to inform performance planning e.g.
  + organisational vision and plans
  + organisational policies and procedures:
  + conflict and dispute resolution
  + performance plans and their application
  + development of key performance indicators
* Evaluates a range of information relating to the financial planning and analysis, and financial performance of the business, including:
* retail financial planning and reporting
* budgets and financial plans
* internal factors impacting on results
* financial results
* financial contingencies and contingency planning
* measuring results to identify trends
* reviewing variable and semi variable costs
* financial management strategies

##### Numeracy – Exit Level 2

* Develops quantitative evaluation criteria to be used in reviewing the strategic plan.
* Calculates and establishes realistic and achievable timeframes and milestones within the strategic plan
* Manages resources for strategic/change planning and implementation
* Analyses and interprets internal and external data on change drivers to inform change management planning, e,g,
* trends in the external environment
* trends in consumer behaviour
* Interprets numerical information and performs financial calculations relevant to store budgets and financial plans, including:
* external factors impacting on financial results
* competitor activity
* market performance
* budgets and financial plans
* internal factors impacting on results
* process to amend stock allocation
* financial results including:
  + - * sales
      * variable costs
      * semi variable costs
* measuring results to identify trends
* reviewing variable and semi variable costs:
  + - * labour
      * utilities
      * consumables

##### Writing – Exit Level 3

* Plans, drafts and creates a range of documents according to organisational requirements and protocols, ensuring accuracy of spelling, grammar, use of appropriate terminology and professional presentation
* Develops and documents strategic plan that includes:
* steps required to achieve strategic objectives.
* quantitative and qualitative evaluation criteria to be used in reviewing the strategic plan
* alignment with organisational vision, mission, and values
* Refines strategic plan as required, following monitoring and review
* Develops performance plans to deliver the organisation’s vision detailing:
* objectives
* key performance indicators
* action plan
* roles and responsibilities
* Develops and documents a financial plan detailing:
* strategies to drive sales
* strategies to reduce labour spend
* strategies to reduce cost of goods
* contingency planning
* Documents changes to strategies to improve uptake and outcomes
* Completes workplace documentation and other records of budget performance and expenditure, and reports to relevant personnel

### SIS30122 Certificate III in Sport, Aquatics and Recreation

##### Reading – Exit level 2

* Read and interpret workplace safety policies and procedures including safety signs, dangerous goods classifications and safety instructions
* Interpret
  + potentially unfamiliar and complex manufacturer instructions, industry information.
  + detailed and potentially unfamiliar organisational procedures for emergency response.
  + and identifies information from WHS laws, workplace policies, procedures and records
  + detailed and familiar organisational client service procedures
  + written client enquiries of varying complexity.
  + unfamiliar and complex information to determine regulatory requirements and organisational standards.
  + detailed in-house and supplier product information documents
  + plain English documents that outline organisational customer service policy and procedures.
  + detailed familiar organisational procedures for venue supervision, risk management of patron safety and emergency response.
  + often complex technical information in manufacturer instructions and user guides
  + organisational policies and procedures for technology use.
  + sometimes unfamiliar lesson plans which include swimming terminology and abbreviations
  + detailed familiar procedures for teaching and reporting on swimming lessons.

##### Numeracy – Exit level 2

* Interpret basic fee information from in-house documents and complete basic pricing calculations.
* Monitor and adjust lesson plan timings to meet requirements of lesson duration.
* Estimate weights for safe handling, conduct cardiopulmonary resuscitation

##### Writing – Exit level 2

* Use fundamental sentence structure to
  + complete basic repair and maintenance forms and reports that require factual and subjective information.
  + record accurate factual information about emergency responses in template incident reports.
* Uses structure and language appropriate to audience and context in plans, reports and general advice
* Produce
  + notes, summarise and record information in basic documents including information sheets, portfolios and files.
  + clear and concise customer messages, notes, emails and online communications.
  + notes and summarise and record information in basic documents produce customer responses of varying complexity, using language suitable for purpose and audience.

As there was only 6 core units the following common electives have been included in the mapping: SIRXOSM002, SIRXSLS001, HLTAID011, SISCAQU019, SISXIND012, SISXPLD004, SISCAQU024.

### SIS30321 Certificate III in Fitness

##### Reading – Exit level 3

* Interpret
  + information of varying complexity about anatomy and physiology, including anatomical terminology.
  + information of varying complexity in pre-exercise screening questionnaires and guidelines, including health terminology, directions for use and flow charts.
  + sometimes unfamiliar information of varying complexity in client pre-exercise screening and medical guidance records, involving health and fitness terminology and abbreviations.
  + key overarching recommendations of national dietary guideline documentation.
  + textual information to determine organisation’s procedures, own work performance and objectives
* Accurately read and interpret workplace safety policies and procedures including safety signs, dangerous goods classifications and safety instructions
* Evaluates textual information to determine customer service requirements
* Proofreads texts for clarity of meaning and accuracy of grammar and punctuation

##### Numeracy – Exit level 3

* Interpret
  + sometimes complex numerical information in screening questionnaires and guidelines including symbols, abbreviations, percentages, weights, volumes, ratios and pressures
  + numerical information of varying complexity in client pre-exercise screening records including symbols, abbreviations, percentages, weights, volumes, ratios and pressures
  + discuss and record numerical data from monitoring equipment involving pressures, rates and times.
  + sometimes unfamiliar session plans which include fitness terminology and abbreviations
  + detailed familiar procedures for instructing and reporting on group exercise sessions.
  + numerical aspects of the national dietary guidelines including recommended and proportional food intakes in different food groups.
* Take, discuss and record accurate basic body measurements involving blood pressure, weight, height, and length
* Complete and record calculations
  + involving addition, subtraction, multiplication, division percentages and ratios.
  + and estimations of varying complexity for program and session plans involving times, frequency, intervals, volume, speeds and loads.
* Follow and adjust session timings to meet requirements of session duration.
* Estimate weights for safe handling, conduct cardiopulmonary resuscitation

##### Writing – Exit level 2

* Use
  + fundamental sentence structure to complete forms and referral letters that require factual and subjective information
  + drafting and proofreading strategies to construct logically sequenced referral information and ensure accuracy of spelling and grammar.
  + fundamental sentence structure to complete program templates and client records that require factual and subjective information.
  + fundamental sentence structure to record factual and subjective information in session documentation.
* Completes responses to customer complaints in required format
* Prepares
  + reports using sequencing, format and words to communicate recommendations clearly and effectively
  + written reports and workplace documents that communicate information clearly and effectively
* Produce detailed session plans that use fitness terminology and abbreviations for instructional use
* Present client-based information using plain language and minimal technical terminology for ease of understanding

### SIS40221 Certificate IV in Fitness

##### Reading – Exit level 3

* Interpret
  + sometimes unfamiliar information of varying complexity in client pre-exercise screening and medical guidance records, including health and fitness terminology and abbreviations.
  + key recommendations and detailed implementation advice in national dietary guideline documentation and associated support resources.
  + potentially complex and unfamiliar evidence-based information about exercise behaviour change.
  + unfamiliar and complex evidence-based information including scientific, anatomical and physiological terminology.
  + information of varying complexity about exercise options for adolescents, including fitness and health terminology.
  + varied, unfamiliar and potentially complex evidence-based information that may include health, scientific and industry terminology.
  + familiar exercise program and session details involving health and exercise terminology.

##### Numeracy – Exit level 3

* Take and record accurate basic body measurements
* Interpret
  + and use potentially complex body composition data
  + numerical and measurement information in national dietary guidelines and on food labels, expressed in kilojoules, cups, grams, millilitres, centimetres, percentages and fractions.
  + numerical information of varying complexity involving times, frequency, intervals, volume and loads
  + statistical data in evidence-based research
* Complete
  + and record calculations and estimations of varying complexity for program and session plans involving times, frequency, intervals, volume, speeds and loads.
  + calculations of varying complexity.
* Follow and adjust session timings to meet requirements of session duration
* Take and record accurate measurements involving speed, weight and time.

##### Writing – Exit level 2

* Produce detailed program and session plans that use fitness terminology and abbreviations for instructional use
* Use
  + fundamental sentence structure to complete forms, basic evaluation records and client records that require factual and subjective information.
  + fundamental sentence structure to complete forms and reports that require factual and subjective information.
  + fundamental sentence structure to complete forms, and client records that require factual and subjective information.
  + fundamental sentence structure to summarise both factual and subjective information in client records.
  + fundamental sentence structure to complete records that require factual and subjective information.
* Summarise key information from evidence-based research using fundamental sentence structure.

### SIS40421 Certificate IV in Sport Development

##### Reading – Exit level 3

* Analyses
  + textual information from a range of sources to identify organisational requirements
  + information from a range of sources to evaluate performance
* Comprehends documents and texts of varying complexity to extract and analyse relevant information
* Interpret
  + often complex statistics and research findings
  + sometimes complex budget information

##### Numeracy – Exit level 2

* Estimate risk
* Uses numerical tools to assess risk and uses numerical data to review plans
* Prepare an event running sheet and monitor event timing

##### Writing – Exit level 2

* Develops materials to suit the requirements of different roles and individuals in the organisation
* Maintains records using correct technical and organisational vocabulary
* Complete a workplace risk assessment and complete a workplace incident report in line with regulatory guidelines and organisational policies
* Uses specific, industry related terminology and logical organisational structure in workplace documents that identify and analyse risk and report management process outcomes

### SIT20421 Certificate II in Cookery

##### Reading – Exit level 2

* Locate information in menus and standard recipes to determine food preparation requirements, lists and other workplace information,
* Follow manufacturer instructions, locate information in production instructions, task sheets in work schedules,
* Read and interpret workplace documents and diagrams.

##### Numeracy – Exit level 2

* Calculate the number of portions and determine cooking times and temperatures.
* Measure quantities of ingredients using simple measuring instruments, to follow simple dilution requirements for chemicals and cleaning products and calculate ratios in order to make them up.
* Read a thermometer correctly to measure temperatures and estimate times for regular temperature checks.

##### Writing – Exit level 1

* Identify and report on unsafe or faulty equipment or rectify according to level of individual responsibility.
* Write a list of tasks to be completed as part of the food production process, to complete orders to replace out of stock cleaning materials.
* Write stock rotation labels and simple documents that record temperature results.
* Complete basic template reports about hazards and emergency incidents according to organisational procedures.
* Record details of incoming stock according to organisational procedures.

### SIT30122 Certificate III in Tourism

##### Reading – Exit level 2

* Read the content of plain English information about laws, industry accreditation schemes and codes of conduct
* Research, sort and use tourism and travel industry information.
* Interpret messages, notes, letters, online communications, and policies and procedures.
* Follow organisational customer service policies and procedures.
* Interpret workplace anti-discrimination policies and plain English documents produced by government information agencies.
* Interpret workplace safety signs, procedures and emergency evacuation plans.

##### Numeracy – No inherent requirements

##### Writing – Exit level 2

* Prepare notes, summarise and record information in basic documents, sheets and files on current tourism and travel industry practices, products, services and technology.
* Record clear and concise messages, notes, emails and letters.
* Complete basic template reports about hazards and emergency incidents according to organisational procedures.

### SIT30222 Certificate III in Travel

##### Reading – Exit level 2

* Read the content of plain English information about laws, industry accreditation schemes and codes of conduct.
* Research, sort and use tourism and travel industry information.
* Research, sort and interpret diverse product information.
* Read and interpret general and specific details about the product and confirm information meets sales or operational need.
* Interpret jargon or specifications in product information and apply accurately to sales or operational activity.
* Interpret information on destinations as well as sometimes complex information about specific health, safety and regulatory issues for Australian and international destinations.
* Interpret product features, benefits and conditions, and plain English regulatory documents.
* Interpret documents, customer files, customer requests and complex product costing information, supplier confirmations and any applicable conditions.
* Interpret system codes, abbreviations and complex product information controlled by the system.
* Interpret messages, notes, letters, online communications, and policies and procedures.
* Interpret workplace anti-discrimination policies and plain English documents produced by government information agencies.
* Interpret workplace safety signs, procedures and emergency evacuation plans.

##### Numeracy – Exit level 2

* Interpret product rates and tariffs and their application to different customers and seasons.
* Use the 24-hour clock in both oral and written contexts and translate it to the 12-hour clock for customer use.
* Interpret and calculate any sales and product coordination fees.
* Interpret complex product and costing information and calculate complex costs for all products.
* Interpret and calculate any sales and product coordination fees.
* Interpret costs confirmed by the supplier.
* Create and maintain financial documentation to administer bookings.
* Interpret statistical data within various reports.
* Enter data from a number of sources and complete complex calculations and checks with that data.

##### Writing – Exit level 2

* Prepare notes, summarise and record information in basic documents, sheets and files on current tourism and travel industry practices, products, services and technology.
* Record customer details and requests, complex quotations and all quotation options in a clear format and style, with accurate details of conditions and limitations specifically applicable to the quotation.
* Complete customer documents accurately and legibly.
* Create accurate and succinct notes for special requests or operational details.
* Record clear and concise messages, notes, emails and letters.
* Complete basic template reports about hazards and emergency incidents according to organisational procedures.

### SIT30622 Certificate III in Hospitality

##### Reading – Exit level 2

* Interpret messages, notes, letters, online communications, and policies and procedures
* Interpret and follow a range of organisational procedures and work schedules
* Read the content of plain English information about laws and quality assurance processes
* Research and sort hospitality industry information and determine information relevant to own work
* Interpret workplace anti-discrimination policies and plain English documents produced by government information agencies
* Review workplace documentation completed by colleague
* Interpret workplace safety signs, procedures and emergency evacuation plans

##### Numeracy – Exit level 2

* Estimate adequate time required for coaching and for the colleague to complete required tasks
* Calculate volume and number of standard drinks or samples
* Determine customer’s age from date of birth on id and proof of age documents.
* Calibrate and use a temperature probe and calculate timings.
* Score the risks and estimated an overall risk level for the identified hazard.
* Calculate ingredient quantities when preparing beverages
* Calculate the cost of transactions and provide correct change.

The following common electives have been included in the mapping: SITHFAB021, SITHFAB023, SITXFS006 and SITXWHS006.

##### Writing – Exit level 1

* Record clear and concise messages, notes, emails and letters
* Complete basic template reports about hazards and emergency incidents according to organisational procedures

### SIT30821 Certificate III in Commercial Cookery

##### Reading – Exit level 2

* Locate information in lists and standard recipes in order to determine food preparation requirements.
* Interpret manufacturer instructions for equipment used in a commercial cookery context.
* Locate information in menus and standard recipes in order to determine food preparation requirements.
* Locate and read date codes and rotation labels on food products.
* Interpret packaging labels on ingredients and identify ingredients that do not meet special dietary requirements.
* Select and apply the organisational procedures and strategies needed to perform work effectively.
* Read and interpret workplace documents and diagrams for safety.
* Read and interpret food safety programs, policies, procedures and flow charts that identify critical control points.
* review workplace documentation completed by colleague.

##### Numeracy –Exit level 2

* Measure and use familiar quantities of cleaning agents on food preparation equipment.
* Measure and use familiar quantities of cleaning agents on food preparation equipment.
* Calculate ingredient amounts according to requirements.
* Weigh and measure ingredients.
* Calculate the number of portions.
* Determine cooking times and temperatures.
* Calculate the cost of producing dishes, mark-ups and selling price for profitability and compare dishes based on their anticipated yield, budgetary constraints and profitability.
* Calibrate and use a temperature probe and calculate timings.
* Estimate adequate time required for coaching and for the colleague to complete required tasks.
* Estimate times for regular temperature checks.

##### Writing – Exit level 2

* Label vegetarian and vegan food items.
* Record clear, sequenced instructions detailing suitable and unsuitable ingredients and quantities.
* Record clear sequenced instructions for work schedules.
* Complete orders to replace out of stock cleaning materials.
* Follow simple dilution requirements for chemicals and cleaning products, and calculate ratios in order to make them up.
* Write dish descriptions using words that appeal to customer base and fit with the business service style.
* Complete documentation for monitoring food safety.
* Write stock rotation labels and simple documents that record temperature results.
* Complete basic template reports about hazards and emergency incidents according to organisational procedures.

### SIT31021 Certificate III in Patisserie

##### Reading – Exit level 2

* Accesses and interprets manufacturer instructions for equipment used in a commercial cookery context
* Locates and interprets information in lists, menus and standard recipes in order to determine food preparation requirements
* Interprets information in production instructions, task sheets, and work schedules
* Reads and interprets workplace documents and diagrams in:
  + safety and waste disposal procedures
  + safety data sheets (SDS) and product instructions for cleaning agents and chemicals
* Locates and reads date code and stock rotation labels
* Interprets organisational documents or diagrams relating to:
  + hygiene and food safety procedures
* Reads and interprets food safety programs, policies, procedures and flow charts that identify critical control points
* Reads and reviews workplace documentation completed by colleague
* Interprets workplace safety signs, procedures and emergency evacuation plans

##### Numeracy – Exit level 2

* Measures and uses familiar quantities of cleaning agents on food preparation equipment
* Works with numerical features of equipment to weigh and measure ingredients
* Calculates the number of portions
* Determines cooking times and temperatures suitable to the type of cakes, pastries, petit fours, and other bakery products being prepared.
* Measures quantities of ingredients using simple measuring instruments
* Follows simple dilution requirements for chemicals and cleaning products, and calculates ratios in order to make them up
* Calibrates and uses a temperature probe and calculate timings
* Reads a thermometer correctly to measure temperatures
* Estimates times for regular temperature checks
* Estimates adequate time required for coaching and for the colleague to complete required tasks

##### Writing – Exit level 1

* Writes a list of tasks to be completed as part of the food production process.
* Completes workplace documentation accurately, following organisational requirements
* Completes orders to replace out of stock cleaning materials
* Writes notes on recipe requirements, client preferences and ingredient calculations
* Completes documentation for monitoring food safety
* Writes stock rotation labels and simple documents that record temperature results
* Completes basic template reports about hazards and emergency incidents according to organisational procedures.

### SIT40122 Certificate IV in Travel and Tourism

##### Reading – Exit level 3

* Read the content of plain English information about laws, industry accreditation schemes and codes of conduct.
* Research, sort and use tourism and travel industry information.
* Interpret organisational policies and procedures.
* Interpret workplace anti-discrimination policies and plain English documents produced by government information agencies.
* Research sources of internal and external assistance to resolve the conflict.
* Review workplace documentation completed by colleague.
* Interpret materials describing regulatory requirements for WHS management and organisational policies and procedures.

##### Numeracy – Exit level 3

* Calculate the cost of products and services, estimate profitability, and consider the cost of customer compensation.
* Use basic mathematics to calculate and check financial information.
* Estimate adequate time required for coaching and for the colleague to complete required tasks.

##### Writing – Exit level 3

* Prepare notes, summarise and record information in basic documents, sheets and files on current tourism and travel industry practices, products, services and technology.
* Record entries in customer service records.
* Prepare reports, noting comprehensive details of the conflict, the parties involved, discussions with all parties and the resolution.
* Prepare explanatory notes to accompany financial information.
* Write high level reports and complete accurate records for regulatory compliance.

### SIT40422 Certificate IV in Hospitality

##### Reading – Exit level 3

* Interpret and follow a range of organisational procedures and work schedules.
* Research sources of internal and external assistance to resolve conflict.
* Interpret business and financial documents.
* Review workplace documentation completed by colleague.
* Interpret documents outlining opening and closing times, operational hours, and expected customer traffic.
* Interpret varied and wide-ranging information of an operational nature.
* Interpret materials describing regulatory requirements for WHS management and organisational policies and procedures.

##### Numeracy – Exit level 3

* Calculate the cost of products and services, estimate profitability, and consider the cost of customer compensation.
* Interpret and use budget figures in day-to-day work operations.
* Calculate budget estimates and scenarios for performance improvement.
* Estimate adequate time required for coaching and for the colleague to complete required tasks.
* Complete planning activities involving dates, times and staff ratios.
* Develop schedules and timelines for team activities.

##### Writing – Exit level 3

* Complete administration and reporting requirements.
* Record entries in customer service records.
* Prepare reports, noting comprehensive details of the conflict, the parties involved, discussions with all parties and the resolution.
* Document clear recommendations based on budget information and reports.
* Write potentially complex roster documentation.
* Prepare and document team plans.
* Write high level reports and complete accurate records for regulatory compliance.

### SIT40521 Certificate IV in Kitchen Management

##### Reading – Exit level 3

* Locate information in lists and standard recipes in order to determine food preparation requirements.
* Interpret manufacturer instructions for equipment used in a commercial cookery context.
* Work with numerical features of equipment to weigh and measure ingredients.
* Locate and read date codes and rotation labels on food products.
* Interpret packaging labels on ingredients and identify ingredients that do not meet special dietary requirements.
* Select and apply the organisational procedures and strategies needed to perform work effectively.
* Review customer special requests and dietary requirements and interpret required changes to food preparation lists and recipes.
* Record clear sequenced instructions for work schedules.
* Interpret recipes, menus and stock control documents.
* select and apply the organisational procedures and strategies needed to perform work effectively.
* Read and interpret documents about food service trends, customer profiles and preferences, and market preferences.
* Research sources of internal and external assistance to resolve the conflict.
* Interpret business and financial documents.
* Interpret organisational documents or diagrams relating to: hygiene and food safety procedures.
* Read and interpret food safety programs, policies, procedures and flow charts that identify critical control points.
* Interpret sometimes complex materials describing regulatory requirements relating to food safety.
* Interpret documents outlining opening and closing times, operational hours, and expected customer traffic.
* Interpret varied and wide-ranging information of an operational nature.
* Interpret materials describing regulatory requirements for WHS management and organisational policies and procedures.

##### Numeracy – Exit level 3

* Measure and use familiar quantities of cleaning agents on food preparation equipment.
* Work with numerical features of equipment to weigh and measure ingredients.
* Calculate the number of portions.
* Determine cooking times and temperatures.
* Calculate the cost of producing dishes, mark-ups and selling price for profitability and compare dishes based on their anticipated yield, budgetary constraints and profitability.
* Calculate required food supplies for the volume of food production.
* Determine timings for production sequence of various food items.
* Interpret market statistics when calculating the cost of producing dishes for menus.
* Calculate mark-ups and selling price for profitability.
* Compare menu items based on their anticipated yield, budgetary constraints and profitability.
* Interpret and use budget figures in day-to-day work operations.
* Calculate budget estimates and scenarios for performance improvement.
* Calibrate and use a temperature probe and calculate timings and estimate times for regular temperature checks.
* Complete planning activities involving dates, times and staff ratios.
* Write stock rotation labels and simple documents that record temperature results.
* Develop schedules and timelines for team activities.

##### Writing – Exit level 3

* Record clear, sequenced instructions detailing suitable and unsuitable ingredients and quantities.
* Prepare product descriptions to creatively explain dishes and promote sales.
* Write recipes and recommendations for cooking methods.
* Write comprehensive yet easily accessible work flow schedules, mise en place plans, and equipment lists.
* Write comprehensive and creatively expressed menus and product descriptions to explain menu dishes and promote sales.
* Write notes on recipe requirements and calculations.
* Prepare reports, noting comprehensive details of the conflict, the parties involved, discussions with all parties and the resolution.
* Document clear recommendations based on budget information and reports.
* Complete documentation for monitoring food safety.
* Write potentially complex roster documentation.
* Prepare and document team plans.
* Write high level reports and complete accurate records for regulatory compliance.

### TAE40122 Certificate IV in Training and Assessment

##### Reading – Exit level 3

* Access and interpret existing training and assessment strategy to determine the training context and assessment environment
* Interprets specific information and instructions from a range of sources, to identify relevant methodologies and strategies to meet specified needs.
* Identifies and confirms legal, organisational and ethical requirements
* Selects and analyses assessment-related documents
* Accesses, reads and interprets documentation relevant to the learning context, including program documents, learning materials, policies and procedures relevant to the context
* Sources, analyses and interprets information, to identify relevance to client needs
* Interprets information from enrolment records and pre-training assessments in order to inform training design, delivery and assessment
* Sources and analyses basic instructional design principles relating to designing and developing plans for vocational training
* Accesses and interprets procedural and compliance information, and assessment documentation
* Accesses and interprets procedural and compliance documentation relevant to the assessment process
* Analyses and interprets relevant policies and procedures, benchmarks and validation materials
* Examines and evaluates assessment evidence
* Accesses and interprets compliance information, contractual information, WHS information, and documentation relevant to training and assessment in a range of contexts, that includes consultation with industry and other stakeholders
* Accesses and interprets organisational standards in order to maintain a continuous improvement culture, to meet industry standards and organisational requirements in training and assessment practice
* Analyses training specifications, training materials, and assessment requirements, including both explicit and embedded Foundation Skills requirements and Australian Core Skills Framework (ACSF ) requirements
* Sources, analyses and interprets information to identify relevance to VET sector work practices in order to evaluate and reflect on own practice, and to identify opportunities for professional development

##### Numeracy – Exit level 2

* Estimates assessment timeframes, and prioritises and schedules tasks to meet identified training needs and organisational requirements
* Communicates and works within time schedules
* Interprets and uses scheduling and sequencing information, and estimates time and risk when designing, developing and delivering training and facilitation

##### Writing – Exit level 3

* Completes workplace documentation accurately using appropriate language and following organisational requirements
* Develops documents and content using the required format, accurate spelling, and grammar and terminology specific to the purpose and audience
* Documents delivery and assessment plans, training resources, assessment outcomes and other
* Develops assessment instruments, including instructions and mapping
* Records outcomes of draft assessment checks and pre-assessment and post assessment validation
* Develops and maintains training and assessment documentation accurately and in accordance with organisational protocols
* Prepares information that incorporates the interpretation and analysis of information, using appropriate language in a format and style suited to the audience and context, which meets organisational requirements and standards
* Prepares assessment tools and documentation that incorporate language and format appropriate to the audience
* Implements amendments to assessment tools and instruments in response to feedback
* Records key information from the validation process accurately to meet standards and organisational requirements
* Develops and maintains documentation relevant to learning, including assessment plans, and learning plans and evaluations, in accordance with organisational and workplace requirements
* Documents strategies and processes for identifying and organising foundation skills support for learners, including language, literacy, numeracy, digital literacy and employability skills, including reference to Australian Core Skills Framework and Digital Literacy Skills Framework
* Completes a clear, sequenced plan to improve own professional practice that includes:
* evaluating vocational competency and industry currency, and current skills and knowledge related to the delivery of vocational training, including digital skills
* identifying opportunities for professional development to improve professional practice and knowledge

### TAE50122 Diploma of Vocational Education and Training

##### Reading – Exit level 3

* Accesses and interprets existing training and assessment strategies to determine the training context and assessment environment
* Analyses selected nationally recognised training products to identify skills and knowledge requirements
* Analyse options for training strategy design
* Sources and analyses information from a range of sources to inform the design and content of the training and assessment strategy, including:
  + target group
  + industry requirements
  + learning environment
  + nationally recognised training products
  + training provider
  + training mode of delivery
  + mandatory entry requirements of nationally recognised training products and additional selection requirements set by training provider
  + training duration
  + time needed to develop skills and knowledge of target group prior to being assessed
  + amount and duration of training and schedule of training sessions
  + learning resources ensuring full coverage of unit of competency requirements
  + human resources required to deliver the training
  + physical resources required
  + assessment methods
  + foundation skills, digital literacy and learner support
* Interprets specific information and instructions from a range of sources, to identify relevant
* strategies to meet specified needs.
* Identifies and confirms legal and organisational requirements
* Accesses, reads and interprets documentation relevant to the context, including program documents, policies and procedures relevant to the context
* Accesses and interprets procedural and compliance information
* Analyses and interprets relevant policies and procedures, benchmarks and national standards relating to training and assessment
* Examines and evaluates training documentation and practices
* Accesses and interprets compliance information, contractual information, WHS information, and documentation relevant to training and assessment in a range of contexts, that includes consultation with industry and other stakeholders
* Accesses and interprets organisational standards in order to maintain a continuous improvement culture, to meet industry standards and organisational requirements in training and assessment practice
* Sources, analyses and interprets information to identify relevance to VET sector work practices in order to evaluate and reflect on own practice, and to identify opportunities for professional development
* Access and interpret organisational procedures relating to training evaluation, including methodologies of conducting evaluation, and security of information and confidentiality requirements
* Collect and analyse qualitative and quantitative data to inform training evaluation process
* Identifies and researches ways to update and maintain currency of vocational competency
* Researches and sources information on ways to update, and maintain, vocational education and training (VET) knowledge and skills, as well as trainer and assessor competence
* Researches developments and trends impacting on professional practice

##### Numeracy – Exit level 3

* Estimates assessment timeframes, and prioritises and schedules tasks to meet identified training needs and organisational requirements
* Estimates and calculates:
  + training duration
  + time needed to develop skills and knowledge of target group prior to being assessed
  + amount and duration of training and schedule of training sessions
  + time needed for assessment tasks
* Communicates and works within time schedules
* Interprets and uses scheduling and sequencing information, and estimates time and risk when designing training and assessment
* Collects and analyses quantitative data to inform training evaluation process

##### Writing – Exit level 3

* Completes workplace documentation accurately using appropriate language and following organisational requirements
* Develops documents and content using the required format and terminology specific to the purpose and audience
* Design and document training strategy which includes:
  + training mode of delivery
  + mandatory entry requirements of nationally recognised training products and additional selection requirements set by training provider
  + training duration
  + time needed to develop skills and knowledge of target group prior to being assessed
  + amount and duration of training and schedule of training sessions
  + learning resources ensuring full coverage of unit of competency requirements
  + human resources required to deliver the training
  + physical resources required
  + assessment methods
  + foundation skills
  + learner support
* Maintains training and assessment documentation accurately and in accordance with organisational protocols
* Prepares information that incorporates the interpretation and analysis of information, using appropriate language in a format and style suited to the audience and context, which meets organisational requirements and standards
* Prepares documentation that incorporates language and format appropriate to the audience
* Implements amendments to plans in response to feedback
* Records key information from the evaluation process accurately to meet standards and organisational requirements
* Documents strategies and processes for identifying and organising foundation skills support for learners, including language, literacy, numeracy, digital literacy and employability skills, including reference to Australian Core Skills Framework and Digital Literacy Skills Framework
* Produces an evaluation report that addresses all phases of the evaluation process, including recommendations on areas for improvement.
* Completes a clear, sequenced plan to improve own professional practice that includes:
  + evaluating vocational competency and industry currency, and current skills and knowledge related to the specific work role and context
  + identifying opportunities for professional development to improve professional practice and knowledge

### TLI20421 Certificate II in Supply Chain Operations

##### Reading – Exit Level 3

* Read, interpret and follow instructions, procedures and information.
* Read workplace policies, procedures related to work role.
* Follow instructions for equipment and machine operation and maintenance.
* Understand dangerous and hazardous information for goods and materials.

##### Numeracy – Exit Level 2

* Sequencing of information.
* Written reporting.
* Reporting transport activities.
* Documentation of mapping and distance for load to be shifted.
* Maintain schedules and records for housekeeping duties.
* Complete workplace documentation and forms, including date entry into diaries and form logs.

##### Writing – Exit Level 2

* Sequencing information.
* Use methods to assess vehicle dimension and mass limits.
* Understanding coding, markings and emergency information panels.
* Time management to perform duties.
* Mapping and distance understanding for loads which are to be shifted.
* Follow load carrying information, including dimension and mass.
* Follow schedules for housekeeping or equipment and supplies.

### TLI22321 Certificate II in Rail Customer Service\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### TLI30122 Certificate III in Mobile Crane Operations\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### TLI30321 Certificate III in Supply Chain Operations

##### Reading – Exit Level 2

* Follow processes according to codes of practice, WHS/OHS requirements, and workplace procedures.
* Identify principle of shared responsibility obligations within chain of responsibility in the HVNL or applicable state/territory law and regulations.
* Identify and explain workplace polices, procedures and other documents relevant to transport activities.
* Identify heavy vehicle safety standards.
* Identify, assess and implement transport activities risks in accordance with workplace procedures.

##### Numeracy – Exit Level 3

* Estimate points of balance for loads.
* Compare clearances to available space and make adjustments to loads.
* Identify size to weight ratios and handle items appropriately.
* Assess vehicle dimension and mass limits.

##### Writing – Exit Level 1

* Complete and process workplace documents relating to chain of responsibility to workplace requirements.

### TLI31222 Certificate III in Driving Operations

##### Reading – Exit Level 3

* follow work health and safety (WHS)/occupational health and safety (OHS) and environmental requirements, manufacturer instructions and workplace procedures.
* Ensure appropriate procedures are followed in a driving emergency.
* Follow and comply with codes of practice and risk assessments.
* Identify and follow legislation and workplace procedures for dealing with incidents, hazards and emergencies.

##### Numeracy – Exit Level 3

* Use time to take the most efficient route of travel by monitoring and anticipating traffic flows and conditions, road standards and other factors likely to cause delays or route deviations.
* Estimate points of balance in manual handling tasks.
* Compare required clearances to available space and adjustments are made to moving loads to reflect required clearance.
* Identify size to weight ratio of items to be manually handled.

##### Writing – Exit Level 2

* Update records of inspection and document recommended repairs from relevant person/s in accordance with workplace procedures.
* Vehicle records are maintained/updated, and information is processed in accordance with workplace procedures.
* Complete and maintain WHS/OHS records in accordance with relevant legislation and workplace procedures.

### TLI40321 Certificate IV in Supply Chain Operations\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### TLI40722 Certificate IV in Mobile Crane Operations\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### TLI42622 Certificate IV in Train Driving

##### Reading – Exit level 3

* Read, interpret and comply with applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
* Read and interpret relevant instructions, workplace procedures, information and signs
* Interpret roster for the day’s train driving activities
* Access and interpret train schedules, notices and other operational and regulatory documentation in accordance with workplace procedures
* Use rail terminology as defined in the applicable Rail Infrastructure Manager safe working system
* Read and follow manufacturer operating requirements

##### Numeracy – Exit level 3

* Time management for planning work activities and completion of tasks in accordance with organisational requirements
* Use 24-hour clock in the application of safety-critical communications
* Estimate weights for application of safe manual and mechanically-assisted lifting and load-shifting procedures
* Interpret familiar and routine maps and plans, including fundamentals of track layout and geometry
* Basic measurement and calculation skills pertaining to fuel tank capacity and range knowledge
* Interpret familiar data, tables, graphs, and charts (e.g. to check and interpret roster for the day’s train driving activities)
* Apply knowledge of speed limitations, gauge limitations, curves and gradients, etc. to rail traffic operations
* Observe instruments and gauges and interpret readings to confirm effective operation
* Apply basic measurement skills to perform fluid level checks

##### Writing – Exit level 2

* Use clear language, accurate industry terminology, and logical structure to complete required documentation and reports
* Communicate written safety-critical information clearly and concisely
* Accurately completing incident reports in accordance with regulatory requirements and workplace procedures
* Complete and file logbooks and other service records in accordance with workplace procedures and regulatory requirements

### TLI50221 Diploma of Logistics\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### UEE22020 Certificate II in Electrotechnology (Career Start)

##### Reading – Exit level 2

* Follow simple pictorial safety instructions and follow simple safety instructions that are written in English.
* Identify health and safety legislative requirements, regulations, and codes of practices in a work area.
* Follow work schedule.

##### Numeracy – Exit level 2

* Locate and recognise numbers commonly used in safety signs.
* Electrotechnology problems are resolved using relevant numerical calculations with result outcome in accordance with relevant industry standards.

##### Writing – Exit level 2

* Complete a basic form.
* Complete WHS/OHS documentation and incident records in accordance with regulatory requirements and workplace procedures.
* Ensure workplace records are updated in accordance with work instructions and workplace procedures.
* Problems are accurately documented in written and/or diagrammatic form to ensure issues are explicit and appropriate problem-solving methods used to resolve matter/s.

### UEE30820 Certificate III in Electrotechnology Electrician

##### Reading – Exit level 3

* Follow relevant workplace WHS/OHS safety regulations and codes of practices.
* Read and apply workplace procedures.
* Follow relevant manufacturer guides and instructions and drawings.
* Use drawings, diagrams, schedules and manuals to obtain job information.

##### Numeracy – Exit level 3

* Measure or calculate component dimensions for fabrication.
* Calculate expected circuit parameters from relevant component ratings/specifications.
* Measure circuit parameters in accordance with industry standards and checked against expected values.
* Measure and calculate values as they apply to heating equipment to identify fault/s and probable cause/s.

##### Writing – Exit level 2

* Ensure WHS/OHS documentation and incident records are completed in accordance with regulatory requirements and workplace procedures.
* Document justification for solutions used to solve circuit problems.
* Use drawings, diagrams, schedules and manuals to convey information and ideas.
* Maintain records of competency development work activities.
* Document ‘As-connected’ control circuits using standard drawing conventions and appropriate person/s notified in accordance with workplace procedures.
* Complete workplace documentation in accordance with workplace procedures.

### UEE30920 Certificate III in Electronics and Communications\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### UEE31220 Certificate III in Instrumentation and Control\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### UEE32120 Certificate III in Appliance Service\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)

### UEE32220 Certificate III in Air Conditioning and Refrigeration

##### Reading – Exit level 3

* Access and interpret:
  + work health and safety legislation
  + workplace procedures, documentation,
  + legislation, regulations and codes of conduct
  + diagrams and drawings using industry specific symbols,
  + manufacturer specification and manuals

##### Numeracy – Exit level 3

* Perform:
  + basic measurements and calculate quantities of materials,
  + basic calculations addition, subtraction, multiplication and division
  + calculate and measure project to mark out
* Understanding and interpreting measurement including temperature, weight, voltage (Ohm’s law), resistance
* Select appropriate:
  + measuring tools
  + size and quantity
* Determine system pressures for comparison to specifications

##### Writing – Exit level 2

* Prepare material list
* Complete reports using clear, accurate and objective language
* Complete workplace documents in accordance with workplace policies and procedures including logbooks, problem-solving activities
* Recording measurements

### UEE40420 Certificate IV in Electrical – Instrumentation

##### Reading – Exit level 4

* Identify and apply Work health and safety (WHS)/occupational health safety (OHS) requirements and workplace procedures.
* Identify and assess reliability of information for relevance.
* Aggregate information from work area WHS/OHS records are used to identify hazards and monitor risk control procedures in accordance with workplace procedures.
* Follow a personal competency development plan.
* Determine the need for and select appropriate instrumentation drawings, specifications, industry standards or equipment manuals for the work to be undertaken.
* Review equipment manuals for information.
* Analyse works schedule/s, drawings, plans and material lists.

##### Numeracy – Exit level 3

* Complete appropriate measurement tasks relevant to the works.
* Extract and apply dimensions from drawings and diagrams.
* Sequence and prioritise time for work in accordance with workplace procedures.

##### Writing – Exit level 3

* Develop energy sector report, including report on scenarios/requirements identified in consultation with relevant person/s and industry regulatory and job requirements, reviewing and adjusting report to rectify anomalies, report is compiled in line with workplace policies and procedures and research information is compiled.
* Produce relevant WHS/OHS workplace policies, procedures and programs are available in a readily accessible manner for work group.
* Communicate identified hazards, risk assessments and risk control measures to the work group.
* Perform WHS/OHS training needs analysis of work group.
* Complete WHS/OHS records for work area in accordance with workplace procedures and relevant legislative requirements.
* Work completion is documented and appropriate person/s notified in accordance with workplace procedures.
* Convey instrumentation information using drawings and diagrams.
* Complete work permit/s.

### UEE40620 Certificate IV in Electrotechnology - Systems Electrician

**Reading – Exit level 4**

* Identify and apply Work health and safety (WHS)/occupational health safety (OHS) requirements and workplace procedures.
* Identify and evaluate reports in accordance with workplace procedures.
* Identify and assess reliability of information for relevance.
* Aggregate information from work area WHS/OHS records are used to identify hazards and monitor risk control procedures in accordance with workplace procedures.
* Follow a personal competency development plan.
* Analyse works schedule/s, drawings, plans and material lists.

**Numeracy – Exit level 3**

* Sequence and prioritise time for work in accordance with workplace procedures.

**Writing – Exit level 3**

* Develop energy sector report, including report on scenarios/requirements identified in consultation with relevant person/s and industry regulatory and job requirements, reviewing and adjusting report to rectify anomalies, report is compiled in line with workplace policies and procedures and research information is compiled.
* Produce relevant WHS/OHS workplace policies, procedures and programs are available in a readily accessible manner for work group.
* Communicate identified hazards, risk assessments and risk control measures to the work group.
* Perform WHS/OHS training needs analysis of work group.
* Complete WHS/OHS records for work area in accordance with workplace procedures and relevant legislative requirements.
* Complete work permit/s.

### UEE50420 Diploma of Electrical Engineering

##### Reading – Exit level

* Identify and apply Work health and safety (WHS)/occupational health safety (OHS) requirements and workplace procedures.
* Evaluate and identify scope and parameters of energy sector report.
* Identify information and sources for reporting.
* Identify and apply Work health and safety (WHS)/occupational health safety (OHS) requirements and workplace procedures.
* Aggregate information from work area WHS/OHS records are used to identify hazards and monitor risk control procedures in accordance with workplace procedures.
* Follow a personal competency development plan.
* Prepare engineering specification requirements.
* Determine scope of the environmental and sustainability issues from performance specifications and situation reports.
* Document environmental and sustainability strategies.

##### Numeracy – Exit level 3

The entry requirement for this qualification is:

* UEE30820 Certificate III in Electrotechnology Electrician (which has a required numeracy exit level   
  of 3.)

Or

* A current ‘Unrestricted Electricians Licence’ or its equivalent issued in an Australian state or territory. To complete engineering specification for electrotechnology engineering projects.

##### Writing – Exit level 3

* Develop energy sector report, including report on scenarios/requirements identified in consultation with relevant person/s and industry regulatory and job requirements, reviewing and adjusting report to rectify anomalies, report is compiled in line with workplace policies and procedures and research information is compiled.
* Complete WHS/OHS records for work area in accordance with workplace procedures and relevant legislative requirements.
* Report competency development activities.
* Write engineering specification.

### UEE62122 Advanced Diploma of Engineering Technology – Electrical

##### Reading – Exit level 3

* Review and apply ethical and community standards.
* Identify, obtain and apply Work health and safety (WHS)/occupational health and safety (OHS) processes and workplace procedures and scope of electrotechnology problem and material for the environment.
* Follow WHS/OHS risk control work preparation measures and workplace procedures.
* Follow procedures for dealing with accidents, fires and emergencies in accordance with workplace procedures, scope of responsibility and capabilities.
* Follow workplace instructions in accordance with regulatory requirements and workplace procedures.
* Identify energy sector report requirements – analyse research information.
* Identify scope of program or project from design brief specifications and/or relevant documentation.
* Identify and analyse potential, perceived and actual risk events in consultation with risk professionals and/or relevant person/s in accordance with workplace procedures.
* Interpret electrical drawings and diagrams.
* Identify project deliverables from project planning, relevant documentation.

##### Numeracy – Exit level 3

* Use tests, measurements and results to identify material science solutions to electrotechnology problems.
* Apply theoretical and measured values to develop solutions to static and dynamics problems.
* Determine project budget by deliverables and quality in accordance with workplace procedures and project parameters.
* Use methods to solve circuit problems from measured and calculated values as they apply to complex multiple path circuits.
* solve single and multiple path circuit problems - measured and calculated values of resistance, voltage, current and power in extra-low voltage (ELV) multiple path circuits and single path, single source circuits.
* Identify budget from project planning, relevant documentation.
* Solve complex polyphase power circuit problems from interpreting measurements and calculated values in accordance with workplace procedures.

##### Writing – Exit level 3

* Document identified health risks exposed by a material and/or application in workplace report.
* Complete solution reports.
* Develop energy sector report – compile and present research information.
* Document project design brief.
* Document potential, perceived and actual risk events analysed in consultation with risk professionals and/or relevant person/s in accordance with workplace procedures.
* Document and submit risk issues and recommended improvements to relevant person/s for approval to be incorporated into ongoing and/or future program or project plans.
* Document and/or diagrammatic form problems and appropriate methods identified to resolve them.
* Ensure maintenance of current methods and practices for work is documented in accordance with workplace procedures
* Write specification
* Produce and modify electrical drawings
* Maintain project records and write progress reports

### UET30521 Certificate III in ESI - Transmission Overhead

##### Reading - Exit Level 3

* Understanding manuals, electrical regulations and legislation, interpreting and workplace documentation, drawings and plans.
* Read relevant WHS/OHS legislation, regulations, codes of practice related to hazards management in the industry and workplace, including tools equipment and chemical for safety checks and functionality.

##### Numeracy – Exit Level 3

* Calculate fuel ratios and fuel quantities.
* Understand measurements:- capacity, length, mass and temperatures, weight, voltage (Ohm’s), resistance.
* Understand and follow mechanical drawings with mathematical information including measurements, symbols and drawings commonly used in the electrotechnology industry.
* Estimate weights for safe handling, conduct cardiopulmonary resuscitation.

##### Writing – Exit Level 2

* Record and maintain accurate information.
* Complete relevant documentation and incident reports according to WHS/OHS legislation, regulations and codes of practice related to hazards management in industry and workplace.

### UET30621 Certificate III in ESI - Distribution Overhead

##### Reading - Exit Level 3

* Understanding manuals, electrical regulations and legislation, interpreting and completing workplace documentation
* Able to read relevant WHS/OHS legislation, regulations and codes of practice related to hazards management in the electrotechnology industry and workplace, including tools equipment and chemical for safety checks and functionality

##### Numeracy – Exit Level 3

* Calculate fuel oil ratios and fuel quantities
* Understand measurements:- capacity, length, mass and temperatures
* Understand and follow mechanical drawings with mathematical information including measurements, symbols and drawings commonly used in the electrotechnology industry

##### Writing – Exit Level 2

* Recording and maintain accurate information
* Ability to complete relevant documentation and incident reports according to WHS/OHS legislation, regulations and codes of practice related to hazards management in the electrotechnology industry and workplace.

There are 20 core unit as this is an apprenticeship. Core units for the first year of study have been assessed with the realisation that skill development will happen during the first year.

### UET30721 - Certificate III in ESI - Rail Traction\*

Low volume not yet mapped. Contact Skills SA at [purchaseplanningandstrategy@sa.gov.au](mailto:purchaseplanningandstrategy@sa.gov.au)