

**Victorian Purchasing Guide
for
TDM07 Maritime Training Package Version No 1.2**

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Victorian Purchasing Guide — Version History

Training Package Version	Date VPG Approved	Comments
TDM07 Maritime Training Package 1.2	December 2011	<p>This Victorian Purchasing Guide reflects the changes made to the TDM07 Maritime Training Package 1.2 in line with the National Quality Council introduction of flexible packaging rules for the following qualifications:</p> <ul style="list-style-type: none">• TDM10107 Certificate I in Transport & Distribution (Maritime Operations)• TDM20107 Certificate II in Transport & Distribution (Maritime Operations)• TDM30107 Certificate III in Transport & Distribution (Maritime Operations)
TDM07 Maritime Training Package Version 1	13 November 2007	<p>This Victorian Purchasing Guide reflects the initial release of the training package after a full review of the TDM01 Maritime Training Package.</p>

TDM07 Maritime Training Package Victorian Purchasing Guide

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INTRODUCTION

What is a Victorian Purchasing Guide?

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

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

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

Registration

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

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

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

QUALIFICATIONS

Code	Title	Qualification Nominal Hour Range	
		Minimum	Maximum
TDM10107	Certificate I in Transport & Distribution (Maritime Operations)	110	170
TDM10207	Certificate I in Transport & Distribution (Maritime Operations – Shore-based Linesperson)	130	130
TDM20107	Certificate II in Transport & Distribution (Maritime Operations)	355	535
TDM20207	Certificate II in Transport & Distribution (Marine Engine Driving – Grade 3)	380	380
TDM20307	Certificate II in Transport & Distribution (Coastal Maritime Operations – Coxswain)	445	445
TDM30107	Certificate III in Transport & Distribution (Maritime Operations)	475	775
TDM30207	Certificate III in Transport & Distribution (Marine Engine Driving – Grade 2)	420	420
TDM30307	Certificate III in Transport & Distribution (Maritime Operations – Integrated Rating)	575	575
TDM30407	Certificate III in Transport & Distribution (Coastal Maritime Operations – Master Class 5)	520	520
TDM40107	Certificate IV in Transport & Distribution (Maritime Operations)	715	1075
TDM40207	Certificate IV in Transport & Distribution (Marine Engine Driving – Grade 1)	485	485
TDM40307	Certificate IV in Transport & Distribution (Coastal Maritime Operations – Master Class 4)	555	555
TDM50107	Diploma of Transport & Distribution (Maritime Operations)	655	975
TDM50207	Diploma of Transport & Distribution (Marine Engineering – Engineer Watchkeeper)	1075	1075
TDM50307	Diploma of Transport & Distribution (Maritime Operations – Deck Watchkeeper)	945	945
TDM50407	Diploma of Transport & Distribution (Coastal Marine Engineering – Engineer Class 3)	745	745
TDM50507	Diploma of Transport & Distribution (Coastal Maritime Operations – Master Class 3)	920	920
TDM60107	Advanced Diploma of Transport & Distribution (Maritime Operations)	925	1425
TDM60207	Advanced Diploma of Transport & Distribution (Marine Engineering Class 1)	1445	1445
TDM60307	Advanced Diploma of Transport & Distribution (Marine Engineering Class 2)	1380	1380
TDM60407	Advanced Diploma of Transport & Distribution (Maritime Operations – Master Unlimited)	1395	1395

UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping inside the Training Package that describes the relationship between new units and superseded or replaced units from the previous version of TDM07 Maritime Training Package. Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

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

Listing of the Units of Competency and Nominal Hours

Unit Code	Unit Title	Nominal Hours
TDMMA1007B	Control trim, stability and stress	60
TDMMA107B	Plan and ensure safe loading, stowage, security and unloading of cargo	50
TDMMA1107B	Maintain the stability of a vessel using basic stability information	15
TDMMA1207B	Manage stress and dynamic factors affecting a small vessel's stability	20
TDMMA1607B	Manage loading and embarkation procedures on roll-on roll-off vessels	30
TDMMA1707A	Determine the stability and trim of the vessel	60
TDMMA207B	Plan and ensure safe care of cargo during the voyage	40
TDMMA307B	Plan and monitor the carriage of dangerous cargoes	40
TDMMA407B	Manage procedures for the handling, loading and discharging of liquefied gas cargoes	40
TDMMA507B	Manage procedures for the handling, loading and discharging of chemical cargoes	40
TDMMA607B	Manage procedures for the handling, loading and discharging of oil cargoes	40
TDMMA707B	Monitor the loading, stowage, security and unloading of cargo	45
TDMMA807B	Monitor the care of cargo during a voyage	30
TDMMA907B	Prepare a cargo plan for cargo loading and unloading operations within limits of responsibility of a Master 4	30
TDMMB107C	Perform routine remedial, preventative and survey deck maintenance on a vessel	40
TDMMB1207B	Fault-find, dismantle, maintain and repair shipboard plant and equipment	40
TDMMB1307B	Carry out shipboard fabrication and repair operations	40
TDMMB1507B	Detect and identify the cause of machinery malfunctions and repair faults on vessels over 750 kW propulsion power	40
TDMMB1607B	Organise safe maintenance and repair procedures on vessels of over 750 kW of propulsion power	40
TDMMB1907B	Carry out basic hull servicing	20
TDMMB2007B	Assist engineer in the routine maintenance of main propulsion and ancillary machinery and systems	20
TDMMB2907B	Recognise and correct deteriorated fittings and machinery	30

Unit Code	Unit Title	Nominal Hours
TDMMB3107B	Organise maintenance and repairs on a small vessel	40
TDMMB3507B	Employ damage control techniques for hull damage	20
TDMMB3607B	Prepare a small vessel's machinery for sea within the limits of responsibility of a Marine Engine Driver Grade 3	20
TDMMB3707B	Fabricate simple shipboard components	40
TDMMB3807B	Dismantle, inspect, repair and reassemble vessel machinery	40
TDMMB3907A	Manage the testing, detection of faults, maintenance and restoration of electrical machinery and equipment to operating condition on vessels of unlimited propulsion power	60
TDMMB4007A	Manage the testing, detection of faults, maintenance and restoration of electronic control equipment to operating condition on vessels of unlimited propulsion power	60
TDMMB407B	Maintain seaworthiness of vessel	40
TDMMB4107A	Test, detect faults and maintain and restore electrical machinery and equipment to operating condition on vessels over 750 kW propulsion power	30
TDMMB4207A	Test, detect faults and maintain and restore electronic control equipment to operating condition on vessels over 750 kW propulsion power	30
TDMMB4307A	Monitor and manage the seaworthiness of the vessel	40
TDMMB4307A	Monitor and manage the seaworthiness of the vessel	40
TDMMB4507A	Monitor condition and seaworthiness of a small vessel up to 24 metres	20
TDMMB4507A	Monitor condition and seaworthiness of a small vessel up to 24 metres	20
TDMMB4607A	Apply information on vessel structure to maintenance and seaworthiness	20
TDMMB4607A	Apply information on vessel structure to maintenance and seaworthiness	20
TDMMB4707A	Perform routine remedial, preventative and survey deck maintenance on a vessel of less than 80 metres	40
TDMMB4807A	Manage the operations and maintenance on vessels limited by tonnage or near coastal operations	20
TDMMB507B	Manage the maintenance of the vessel	20
TDMMB607B	Monitor condition and seaworthiness of a coastal vessel up to 80 metres	20
TDMMB707B	Slip vessel and maintain hull	20
TDMMB807B	Detect and identify the cause of machinery malfunctions and repair faults on vessels of unlimited propulsion power	40
TDMMB907B	Manage safe maintenance and repair procedures on vessels of unlimited propulsion power	40
TDMMC1007C	Steer a domestic vessel under the direction of the master or officer in charge of the watch	20
TDMMC107B	Manoeuvre and handle a vessel of 500 gross tonnage or more under all conditions	50
TDMMC207B	Operate remote controls of propulsion plant and engineering	30

Unit Code	Unit Title	Nominal Hours
	systems	
TDMMC307B	Manoeuvre and handle the vessel in normal conditions	40
TDMMC407B	Manoeuvre the vessel and operate small power plants within limits of responsibility of a Master 3	20
TDMMC507B	Manoeuvre a vessel within limits of responsibility of a Master 4	30
TDMMC607B	Manage a propulsion unit using the appropriate engine systems and support services	30
TDMMC707C	Apply seamanship skills and techniques when operating a small vessel within limits of responsibility of a Coxswain	40
TDMMC807B	Manoeuvre a vessel within the limits of responsibility of a Master 5	20
TDMMC907C	Manoeuvre a domestic vessel within limits of responsibility of a Coxswain	40
TDMME1007A	Transmit and receive information by marine VHF radio or telephone	20
TDMME1107A	Contribute to effective communications and teamwork on a coastal vessel	50
TDMME207B	Communicate using standard marine vocabulary	25
TDMME307B	Transmit and receive information by visual signalling	30
TDMME507B	Transmit and receive information by marine radio or telephone	20
TDMME707B	Use English in written and oral form to perform engineering duties	40
TDMME807C	Transmit and receive information by GMDSS subsystems and equipment	20
TDMME907A	Communicate during shore-based mooring and untying operations	10
TDMMF1007B	Provide elementary first aid	20
TDMMF107B	Assist in search and rescue operations	20
TDMMF1107B	Survive at sea in the event of vessel abandonment	20
TDMMF1407B	Plan and implement special safety, maintenance and emergency procedures for liquefied gas tankers	40
TDMMF1507B	Plan and implement special safety, maintenance and emergency procedures for chemical tankers	40
TDMMF1607B	Plan and implement special safety, maintenance and emergency procedures for oil tankers	40
TDMMF1807B	Apply medical first aid on board a vessel	30
TDMMF1907B	Operate survival craft and other lifesaving appliances	50
TDMMF2107B	Control safe access to and on vessel	15
TDMMF2207B	Maintain safety of engine equipment, systems and services on vessels of unlimited propulsion power	20
TDMMF2307B	Operate emergency equipment and apply emergency procedures	5
TDMMF2407B	Maintain safety of engine equipment, systems and services on vessels over 750 kW propulsion power	40
TDMMF2507B	Ensure safe working practices	40
TDMMF2607B	Establish watchkeeping arrangements and procedures	30
TDMMF2707B	Prevent, control and fight fires on board a small vessel	15
TDMMF2907B	Maintain a safe navigational watch on a coastal voyage	20

Unit Code	Unit Title	Nominal Hours
TDMMF3007B	Maintain a safe navigational watch	30
TDMMF307B	Manage business and legal requirements on a vessel	40
TDMMF3107B	Maintain a safe engineering watch	20
TDMMF3207C	Apply domestic regulations and industry practices when operating a small coastal vessel	15
TDMMF3307B	Execute watchkeeping arrangements and procedures on a small vessel	20
TDMMF3507B	Contribute to maintaining a safe watch	10
TDMMF3807B	Establish engine room watchkeeping procedures on vessels of less than 3,000 kW propulsion power	20
TDMMF3907B	Maintain running log within the limits of responsibility of a Marine Engine Driver Grade 3	10
TDMMF4007B	Carry out basic operational engineering calculations	20
TDMMF407B	Maintain the operational condition of lifesaving, firefighting and other safety systems	20
TDMMF4107B	Carry out engineering calculations related to maintenance and operations	40
TDMMF4307B	Carry out fast rescue craft (FRC) operations	40
TDMMF4407B	Apply safety regulations on roll-on roll-off passenger vessels	40
TDMMF4707B	Contribute to maintaining a safe watch on a domestic vessel	20
TDMMF507C	Develop emergency and damage control plans and handle emergency situations on board a vessel	50
TDMMF5407A	Observe safety and emergency procedures on a coastal vessel	20
TDMMF5507A	Fight and extinguish fires on board a coastal vessel	30
TDMMF5607A	Observe personal safety and social responsibilities	50
TDMMF5707A	Assist in safe operations and emergency procedures on a coastal vessel	30
TDMMF5807A	Adapt to basic industry and regulatory requirements for tanker operations	80
TDMMF5907A	Work safely in enclosed spaces on a vessel	30
TDMMF6007A	Follow OH&S and emergency procedures during shore-based mooring operations	20
TDMMF607B	Organise and manage the provision of medical care on board a vessel	80
TDMMF6107A	Manage marine firefighting and prevention activities on board a vessel	90
TDMMF6207A	Prevent, control and fight fires on board an ocean-going vessel	30
TDMMH1007B	Navigate a high speed vessel	40
TDMMH107B	Plan a voyage and conduct navigation	60
TDMMH1107B	Use radar and other electronic navigational aids to maintain safe navigation within limits of responsibility of a Master 5	40
TDMMH1207B	Plan and navigate a short voyage within inshore limits	50
TDMMH1307B	Apply weather information when navigating a small vessel within limits of responsibility of a Master 5	20

Unit Code	Unit Title	Nominal Hours
TDMMH1407A	Apply weather information when navigating a vessel within limits of responsibility of a Master 3	30
TDMMH1507A	Measure and observe weather conditions and interpret and apply to watchkeeping	30
TDMMH1607A	Determine position of the vessel	40
TDMMH1707A	Apply command navigation procedures on vessels limited by tonnage or near coastal operations	30
TDMMH1807A	Apply command navigation procedures on vessels (unlimited)	40
TDMMH1907A	Plan a passage	40
TDMMH2007A	Use radar and other wheelhouse equipment to maintain safe navigation within the limits of responsibility of a Master 4	50
TDMMH207B	Determine position of the vessel and the accuracy of the resultant position	15
TDMMH307B	Manage safe navigation through the use of radar and other navigational aids	15
TDMMH507B	Use radar and other bridge equipment to maintain safe navigation	40
TDMMH607B	Plan and conduct a coastal passage and determine position within limits of responsibility of a Master 4	50
TDMMH707B	Apply weather information when navigating a small vessel within limits of responsibility of a Master 4	10
TDMMH807B	Plan and navigate an offshore passage within limits of responsibility of a Master 5	60
TDMMH907B	Forecast weather and oceanographic conditions	40
TDMLL307B	Establish and maintain a harmonious workplace environment	40
TDMLL407A	Manage administration of the vessel and its personnel	120
TDMLL507A	Manage business and administration on vessels limited by tonnage or near coastal operations	80
TDMMO107A	Follow maritime security procedures	30
TDMMO207A	Carry out ship security officer functions	80
TDMMR1007B	Operate pumping systems and associated control systems	10
TDMMR107B	Operate and maintain steering gear arrangements	10
TDMMR1107B	Operate main and auxiliary machinery and associated control systems	35
TDMMR1307B	Operate electrical machinery and electronic control equipment on vessels over 750 kW propulsion power	20
TDMMR1407B	Manage fuel, bilge and ballast operations procedures on vessels over 750 kW propulsion power	25
TDMMR1507B	Operate, monitor and evaluate engine performance on vessels over 750 kW propulsion power	40
TDMMR1607B	Plan and schedule operations on vessels over 750 kW propulsion power	10
TDMMR1707B	Start up and shut down main propulsion and auxiliary machinery and associated systems on vessels over 750 kW propulsion power	20
TDMMR1807B	Operate deck machinery installed on a small vessel of less than 750 KW propulsion power	10

Unit Code	Unit Title	Nominal Hours
TDMMR1907B	Safely handle and stow explosive and flammable materials	20
TDMMR207B	Use and maintain deck equipment and machinery	20
TDMMR2107B	Operate and maintain engines, machinery and auxiliary power sources on vessels of less than 3,000 kW propulsion power	20
TDMMR2207B	Operate and maintain boiler systems	40
TDMMR2307B	Operate and maintain batteries, starter motors and power distribution systems	15
TDMMR2407B	Operate and maintain internal combustion engines and propulsion transmission systems	15
TDMMR2507B	Operate and maintain auxiliary machinery systems, including steering gear and refrigeration systems	20
TDMMR2607B	Operate, test and maintain marine electrical and control equipment	20
TDMMR2707B	Operate and maintain marine internal combustion engines within the limits of responsibility of a Marine Engine Driver Grade 2	40
TDMMR2807B	Operate and maintain auxiliary systems on vessels within limits of responsibility of a Marine Engine Driver Grade 2	30
TDMMR2907B	Operate and maintain marine low and medium voltage electrical systems	15
TDMMR3007B	Operate and carry out basic service checks on small vessel marine propulsion systems	20
TDMMR307B	Operate fuel, fresh and sea water, bilge and fire pumping systems installed in a vessel	10
TDMMR3107B	Operate and carry out basic servicing on auxiliary systems	40
TDMMR3207B	Operate and carry out basic routine servicing of marine extra low and low voltage electrical systems	20
TDMMR3307B	Perform rigging and lifting operations on board a vessel	40
TDMMR3407B	Operate deck machinery	20
TDMMR407B	Operate electrical machinery and electronic control equipment on vessels of unlimited propulsion power	20
TDMMR4307B	Assist in mooring and anchor handling activities	10
TDMMR4407B	Assist in completion of deck operations and maintenance documentation	10
TDMMR4507B	Provide support in completing cargo and bunkering operations	30
TDMMR4607B	Assist in basic welding, brazing, cutting and machinery operations on a vessel	35
TDMMR4707B	Use and care for hand and power tools on a vessel	35
TDMMR5007B	Carry out basic food handling, preparation, stock control and storage on an off-shore support vessel or rig	70
TDMMR507B	Manage fuel, bilge and ballast operations procedures on vessels of unlimited propulsion power	40
TDMMR5107B	Carry out windlass operations on a rig	40
TDMMR5207B	Carry out dogging and cargo handling operations at a rig	40
TDMMR5307B	Carry out anchor handling, towage and supply duties at a rig	40
TDMMR5407B	Carry out refueling and fuel transfer operations	20

Unit Code	Unit Title	Nominal Hours
TDMMR5507B	Perform seamanship, rigging and lifting operations on board a small domestic vessel	20
TDMMR5607A	Carry out shore-based mooring and untying operations	20
TDMMR5707A	Manage the operation, monitoring and evaluation of the performance of steam propulsion plant on vessels of unlimited propulsion power	80
TDMMR5807A	Manage the operation, monitoring and evaluation of the performance of steam propulsion plant on vessels over 750 kW propulsion power	80
TDMMR5907A	Operate steam propulsion plant and associated systems on steam vessels	100
TDMMR6007A	Assist in routine deck operations within limits of responsibility of a General Purpose Hand	40
TDMMR607B	Manage the operation, monitoring and evaluation of the performance of engines on vessels of unlimited propulsion power	40
TDMMR6107A	Use and care for hand and power tools on a small vessel	40
TDMMR6207A	Carry out basic welding, brazing, cutting and machining operations on a coastal vessel	35
TDMMR707B	Plan and schedule operations on vessels of unlimited propulsion power	20
TDMMR807B	Manage the start up and shut down of main propulsion and auxiliary machinery and associated systems on vessels of unlimited propulsion power	20
TDMMR907B	Operate alternators, generators and control systems to supply shipboard electrical power	20
TDMMU107B	Monitor compliance with legislative requirements and measures to ensure protection of the environment	25
TDMMU407B	Ensure compliance with pollution prevention measures	20
TDMMU507B	Ensure compliance with environmental considerations in a small domestic vessel	20

SAMPLE TRAINING PROGRAMS

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **Code Title Training Package**, but are by no means mandatory.

Occupation / Work Function	General Purpose Hand	
Qualification Title	Certificate I in Transport & Distribution (Maritime Operations)	
Qualification Code	TDM10107	
Description	This sample training program reflects the role of a General Purpose Hand undertaking basic functions.	
Unit Code	Unit Title	Hours
Core		
TDMMF1107B	Survive at sea in the event of vessel abandonment	20
TDMMF5707A	Assist in safe operations and emergency procedures on a coastal vessel	30
Electives		
TDMME1107A	Contribute to effective communications and teamwork on a coastal vessel	50
TDMMF1007B	Provide elementary first aid	20
TDMMR6007A	Assist in routine deck operations within limits of responsibility of a General Purpose Hand	40
Total Hours		160

Occupation / Work Function	Hospitality Staff working on a Vessel	
Qualification Title	Certificate II in Transport & Distribution (Maritime Operations)	
Qualification Code	TDM20107	
Description	This sample training program reflects the role of those working in a support capacity as Hospitality Staff on a vessel who also carries out basic shipboard duties.	
Unit Code	Unit Title	Hours
Core		
TDMME1107A	Contribute to effective communications and teamwork on a coastal vessel	50
TDMMF1007B	Provide elementary first aid	20
TDMMF1107B	Survive at sea in the event of vessel abandonment	20
TDMMF3207C	Apply domestic regulations and industry practices when operating a small coastal vessel	15
TDMMF5407A	Observe safety and emergency procedures on a coastal vessel	20
TDMMF5507A	Fight and extinguish fires on board a coastal vessel	30
TDMMU507B	Ensure compliance with environmental considerations in a small domestic vessel	20
Electives		
TDMMR4307B	Assist in mooring and anchor handling activities	10
THHGHS01B	Follow workplace hygiene procedures	15
THHBFB02B	Provide a link between kitchen and service areas	10
THHBFB03B	Provide food & beverage service	110
THHBFB04B	Provide table service of alcoholic beverages	50
THHBFB09B	Provide responsible service of alcohol	10
THHGGA01B	Communicate on the telephone	10
THHGCS02B	Promote products and services to customers	45
THHBFB11B	Develop and update food and beverage knowledge	50
Total Hours		485

Occupation / Work Function	Marine Cook on a Coastal Charter Vessel	
Qualification Title	Certificate III in Transport & Distribution (Maritime Operations)	
Qualification Code	TDM30107	
Description	This sample program reflects the role of a cook working in a support capacity on a vessel who also carries out basic shipboard duties.	
Unit Code	Unit Title	Hours
Core		
TDMME1107A	Contribute to effective communications and teamwork on a coastal vessel	50
TDMMF1007B	Provide elementary first aid	20
TDMMF1107B	Survive at sea in the event of vessel abandonment	20
TDMMF3207C	Apply domestic regulations and industry practices when operating a small coastal vessel	15
TDMMF5407A	Observe safety and emergency procedures on a coastal vessel	20
TDMMF5507A	Fight and extinguish fires on board a coastal vessel	30
TDMMU507B	Ensure compliance with environmental considerations in a small domestic vessel	20
Electives (15)		
THHBCAT01B	Prepare foods according to dietary and cultural needs	70
THHADCAT02B	Develop menus to meet special dietary and cultural needs	12
THHBCC04B	Prepare vegetables, eggs and farinaceous dishes	45
THHBCC05B	Prepare and cook poultry and game	25
THHBCC06B	Prepare and cook seafood	30
THHBCC07B	Select, prepare and cook meat	50
THHBCC08B	Prepare hot and cold desserts	50
BSBCM201A	Work effectively in a business environment	20
BSBCM202A	Organise and complete daily work activities	20
BSBCM208A	Deliver a service to customers	20
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHGHS01B	Follow workplace hygiene procedures	15
THHHCO01B	Develop and update hospitality industry knowledge	25
Total Hours		602

Occupation / Work Function	Tour Guide role on a Coastal Tourist Charter Vessel	
Qualification Title	Certificate IV in Transport & Distribution (Maritime Operations)	
Qualification Code	TDM40107	
Description	This sample program reflects the role of a Tour Guide working on a vessel who also carries out some shipboard duties.	
Unit Code	Unit Title	Hours
Core		
TDMME1107A	Contribute to effective communications and teamwork on a coastal vessel	50
TDMMF1007B	Provide elementary first aid	20
TDMMF1107B	Survive at sea in the event of vessel abandonment	20
TDMMF3207C	Apply domestic regulations and industry practices when operating a small coastal vessel	15
TDMMF5407A	Observe safety and emergency procedures on a coastal vessel	20
TDMMF5507A	Fight and extinguish fires on board a coastal vessel	30
TDMMU507B	Ensure compliance with environmental considerations in a small domestic vessel	20
Electives		
THTFTG02B	Offer arrival and departure assistance	20
THTFTG11B	Manage extended touring programs	70
THTFTG14A	Prepared specialised interpretive content (cultural/heritage environments)	80
THTFTG07B	Research and share general information on Australian indigenous culture	80
THTSOP03B	Access and interpret product information	65
THTSOP04B	Sell tourism products and services	35
THTPPD04B	Plan and implement minimal impact operations	70
THHGGA01B	Communicate on the telephone	10
THHGFA01B	Process financial transactions	25
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THTTCO01B	Develop and update tourism industry knowledge	25
THTFTG01B	Work as a guide	90

THTFTG04B	Co-ordinate and operate a tour	70
THTFTG05B	Lead tour groups	30
THTFTG06B	Prepare and present tour commentaries or activities	70
THTFTG03B	Develop and maintain the general knowledge required by guides	100
BSBCM216A	Create customer relationship	20
Total Hours		1075

Occupation / Work Function	Financial administration on-board on a large Coastal Charter Vessel	
Qualification Title	Diploma of Transport & Distribution (Maritime Operations)	
Qualification Code	TDM50107	
Description	This sample program reflects the role of a Financial Administrator working on a vessel who also carries out some shipboard duties and meets the required elements of shipboard safety.	
Unit Code	Unit Title	Hours
Core (7)		
TDMME1107A	Contribute to effective communications and teamwork on a coastal vessel	50
TDMMF1007B	Provide elementary first aid	20
TDMMF1107B	Survive at sea in the event of vessel abandonment	20
TDMMF3207C	Apply domestic regulations and industry practices when operating a small coastal vessel	15
TDMMF5407A	Observe safety and emergency procedures on a coastal vessel	20
TDMMF5507A	Fight and extinguish fires on board a coastal vessel	30
TDMMU507B	Ensure compliance with environmental considerations in a small domestic vessel	20
Electives (16)		
TDMML507A	Manage business and administration on vessels limited by tonnage or near coastal operations	80
BSBFLM513A	Manage budgets and financial plans within the work team	70
BSBADM505A	Manage payroll	30
BSBPUR501A	Develop, implement and review purchasing strategies	60
BSBPUR502A	Manage supplier relationships	40
BSBRKG502A	Manage and monitor business or records systems	40
BSBCOM501A	Identify and interpret compliance requirements	20
BSBSBM406A	Manage finances	50
BSBSBM402A	Undertake financial planning	50
BSBSBM401A	Establish business and legal requirements	50
BSBCMN305A	Organise workplace information	30
BSBCMN308A	Maintain financial records	60
BSBCMN213A	Produce simple word-processed documents	60
BSBCMN201A	Work effectively in a business environment	20
BSBCMN205A	Use business technology	30

BSBCM207A	Prepare and process financial/business documents	40
	Total Hours	905



Occupation / Work Function	Business Manager on-board a large Coastal Charter Vessel	
Qualification Title	Advanced Diploma of Transport & Distribution (Maritime Operations)	
Qualification Code	TDM60107	
Description	This sample program reflects the role of a Business Manager working on a vessel who also carries out some shipboard duties and meets the required elements of shipboard safety.	
Unit Code	Unit Title	Hours
Core		
TDMME1107A	Contribute to effective communications and teamwork on a coastal vessel	50
TDMMF1007B	Provide elementary first aid	20
TDMMF1107B	Survive at sea in the event of vessel abandonment	20
TDMMF3207C	Apply domestic regulations and industry practices when operating a small coastal vessel	15
TDMMF5407A	Observe safety and emergency procedures on a coastal vessel	20
TDMMF5507A	Fight and extinguish fires on board a coastal vessel	30
TDMMU507B	Ensure compliance with environmental considerations in a small domestic vessel	20
Electives		
BSBMGT604A	Manage business operations	60
BSBMGT603A	Review and develop business plans	60
BSBMKG603A	Manage the marketing process	50
BSBHR604A	Manage employee relations	60
BSBMGT605A	Provide leadership across the organisation	60
BSBMGT606A	Manage customer focus	60
BSBMGT608A	Manage innovation and continuous improvement	60
TDMMO107A	Follow maritime security procedures	30
TDMML307B	Establish and maintain a harmonious workplace environment	40
BSBCM407A	Coordinate business resources	30
BSBCM416A	Identify risk and apply risk management processes	50
BSBCM316A	Process customer complaints	30
BSBCM305A	Organise workplace information	30
BSBCM306A	Produce business documents	80

BSBCMN307A	Maintain business resources	20
BSBCMN308A	Maintain financial records	60
BSBCMN213A	Produce simple word-processed documents	60
BSBCMN301A	Exercise initiative in a business environment	20
BSBCMN201A	Work effectively in a business environment	20
BSBCMN202A	Organise and complete daily work activities	20
BSBCMN205A	Use business technology	30
BSBCMN206A	Process and maintain workplace information	30
BSBCMN216A	Create customer relationship	20
BSBCMN217A	Process customer feedback	30
BSBCMN107A	Operate a personal computer	20
Total Hours		1205

CONTACTS AND LINKS

Industry Skills Council (ISC)		
Transport and Logistics Industry Skills Council (TLISC)	This ISC is responsible for developing the TDM07 Maritime Training Package and can be contacted for further information. You can also source copies of the Training Package and support material.	Address: Level 4, 411 Collins Street Melbourne VIC 3000 Phone/fax: (03) 9604 7200 Email: enquiries@tlisc.org.au Web: tlisc.org.au
National Register for VET in Australia		
Training.gov.au (TGA)	TGA is the Australian governments' official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs.	training.gov.au
Australian Government		
The Department of Education, Employment and Workplace Relations (DEEWR)	DEEWR provides a range of services and resources to assist in delivery of Training Packages. Search the DEEWR website for links to a range of relevant resources and publications.	www.deewr.gov.au
State Government		
Department of Education and Early Childhood Development Higher Education and Skills Group	Higher Education and Skills Group is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships.	General information: www.skills.vic.gov.au Approved Training Schemes: http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides
Curriculum Maintenance Manager (CMM)		
Transport and Distribution	The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of Skills Victoria.	Cheryl Bartolo Address: PO Box 14428 Melbourne, VIC 8001 Phone: (03) 9919 5302 Email: cheryl.bartolo@vu.edu.au Web: http://trainingsupport.skills.vic.gov.au
State VET Regulatory Authority		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration of education and training providers in Victoria to ensure the delivery of quality education and training.	www.vrqa.vic.gov.au Phone: 03 9637 2806

National VET Regulatory Authority		
<p>Australian Skills Quality Authority (ASQA)</p>	<p>ASQA is the national regulator for Australia's VET sector vocational education and training sector.</p> <p>ASQA regulates courses and training providers to ensure nationally approved quality standards are met.</p>	<p>www.asqa.gov.au Info line: 1300 701 801</p>
Industry Regulatory Body		
<p>Transport Safety Victoria</p>	<p>The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package.</p>	<p>Address: PO Box 2797, Melbourne VIC 3001 Phone: 1800 223 022 Email: information@transportsafety.vic.gov.au Web: www.transportsafety.vic.gov.au/maritime-safety</p>

GLOSSARY

Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit code.
Unit Title	Nationally endorsed Training Package unit title.
Nominal Hours	The anticipated hours of supervised learning or training deemed necessary to conduct training and assessment activities associated with the program of study. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected.
Scope of Registration	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.