

**Victorian Purchasing Guide
for
SIS Sport, Fitness and Recreation Training Package
Release 3.0
March 2018**





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Victorian Purchasing Guide - Version History

Training Package Version	Date VPG Released	Comments
SIS Sport, Fitness and Recreation Training Package Release 3.0	27 March 2018	<p>This Victorian Purchasing Guide reflects the changes made to the SIS Sport, Fitness and Recreation Release 3.0. It include 15 units related to equine activities.</p> <p>Please refer to the SIS Sport, Fitness and Recreation Training Package Release 3.0 modification history for further details here.</p>
SIS Sport, Fitness and Recreation Training Package Release 1.0 & 2.0	25 January 2016	<p>This Victorian Purchasing Guide reflects the changes made to the SIS Sport, Fitness and Recreation Release 1.0 and 2.0. It includes qualifications and units in the following industry sectors:</p> <ul style="list-style-type: none"> • Community Recreation • Cross Sector • Fitness • Sport and Recreation <p>Please note: this Victorian Purchasing Guide only contains information on components within the SIS Sport, Fitness and Recreation Training Package. For information on components from the SIS10 Sport, Fitness and Recreation Training Package, please refer to the SIS10 Victorian Purchasing Guide.</p>

SIS Sport, Fitness and Recreation Training Package Victorian Purchasing Guide

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INTRODUCTION

What is a Victorian Purchasing Guide?

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

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

- maximum and minimum payable hours available for each qualification.
- nominal hours for each unit of competency within the Training Package.

They also contain sample training programs which reflect a vocational outcome for the particular qualification it has been developed for.

Victorian Government subsidised training

To deliver government subsidised training in Victoria, an RTO must have an approved VET funding contract with the Department of Education and Training (DET).

The VET funding contract and related guidelines set out the requirements that RTOs must abide by to maintain compliance as contracted providers in receipt of government subsidy. The contract and guidelines set standards of behaviour, as well as prescribing minimum requirements with regard to provider practice in the delivery of training services.

For further information relating to obtaining a VET funding contract, please visit the Skills Victoria Training System (SVTS) website [here](#).

QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
SIS10115	Certificate I in Sport and Recreation	160	168
SIS20115	Certificate II in Sport and Recreation	266	280
SIS30115	Certificate III in Sport and Recreation	385	405
SIS30315	Certificate III in Fitness	677	718
SIS31015	Certificate III in Aquatics and Community Recreation	329	346
SIS40115	Certificate IV in Sport and Recreation	601	633
SIS40215	Certificate IV in Fitness	1045	1100
SIS50115	Diploma of Sport and Recreation Management	1193	1255
SIS50215	Diploma of Fitness	1054	1110

UNITS OF COMPETENCY

Unit Code	Unit Title	Nominal Hours
SISCAQU001	Test pool water quality	5
SISCAQU002	Perform basic water rescues	10
SISCAQU003	Maintain aquatic facility plant and equipment	20
SISCAQU004	Develop and implement pool water maintenance procedures	20
SISCAQU005	Develop and implement aquatic facility maintenance procedures	20
SISCAQU006	Supervise clients in aquatic locations	15
SISCAQU007	Perform advanced water rescues	20
SISCAQU008	Instruct water familiarisation, buoyancy and mobility skills	20
SISCAQU009	Instruct water safety and survival skills	20
SISCAQU010	Instruct swimming strokes	20
SISCAQU011	Promote development of infants and toddlers in an aquatic environment	10
SISCAQU012	Assist participants with a disability during aquatic activities	10
SISCAQU013	Coordinate lifeguard service at an aquatic facility	25
SISCAQU014	Operate self-contained breathing apparatus in an aquatic facility	20
SISCCRD001	Facilitate community recreation initiatives	60
SISCCRO001	Plan and conduct recreation programs for older persons	40
SISFFIT001	Provide health screening and fitness orientation	15
SISFFIT002	Recognise and apply exercise considerations for specific populations	100
SISFFIT003	Instruct fitness programs	50
SISFFIT004	Incorporate anatomy and physiology principles into fitness programming	95
SISFFIT005	Provide healthy eating information	55
SISFFIT006	Conduct fitness appraisals	30
SISFFIT007	Instruct group exercise sessions	80
SISFFIT008	Instruct water-based fitness activities	55
SISFFIT009	Deliver pre-choreographed or prescribed community fitness	40
SISFFIT010	Deliver pre-choreographed or prescribed group exercise to music	40
SISFFIT011	Instruct approved community fitness programs	40



Unit Code	Unit Title	Nominal Hours
SISFFIT012	Instruct movement programs to children aged 5 to 12 years	90
SISFFIT013	Instruct exercise to young people aged 13 to 17 years	90
SISFFIT014	Instruct exercise to older clients	70
SISFFIT015	Collaborate with medical and allied health professionals in a fitness context	60
SISFFIT016	Provide motivation to positively influence exercise behaviour	45
SISFFIT017	Instruct long-term exercise programs	55
SISFFIT018	Promote functional movement capacity	45
SISFFIT019	Incorporate exercise science principles into fitness programming	55
SISFFIT020	Instruct exercise programs for body composition goals	50
SISFFIT021	Instruct personal training programs	70
SISFFIT022	Instruct aquatic sessions for specific population groups	33
SISFFIT023	Instruct group personal training programs	70
SISFFIT024	Instruct endurance programs	55
SISFFIT025	Recognise the dangers of providing nutrition advice to clients	15
SISFFIT026	Support healthy eating through the Eat for Health Program	60
SISFFIT027	Conduct health promotion activities	50
SISFFIT028	Apply evidence-based practice to exercise programs	45
SISFFIT029	Apply anatomy and physiology to advanced personal training	110
SISFFIT030	Instruct advanced exercise programs	90
SISFFIT031	Implement injury prevention strategies	70
SISO EQU001	Handle horses	25
SISO EQU002	Ride horses using fundamental skills	30
SISO EQU003	Ride horses on tracked trail rides	25
SISO EQU004	Ride horses on untracked trail rides	30
SISO EQU005	Guide horse trail rides in tracked areas	50
SISO EQU006	Guide horse trail rides in untracked areas	40
SISO EQU007	Instruct horse handling skills	40
SISO EQU008	Instruct fundamental horse riding skills	60
SISO EQU009	Instruct the advancement of recreational horse riding skills	40



Unit Code	Unit Title	Nominal Hours
SISOEQU010	Identify hazards, assess and control safety risks for horse handling and riding activities	30
SISOEQU011	Manage horse illness and injury in remote areas	20
SISOEQU012	Assess horses for sport or recreational performance	40
SISOEQU013	Condition horses for sport or recreational performance	50
SISOEQU014	Determine nutritional requirements for sport or recreational horses	40
SISOEQU015	Acquire and educate horses for sport or recreational programs	80
SISXADM001	Organise and supervise participant travel	15
SISXCAI001	Provide equipment for activities	10
SISXCAI002	Assist with activity sessions	15
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions	20
SISXCAI004	Plan and conduct programs	35
SISXCAI005	Conduct individualised long-term training programs	60
SISXCAI006	Facilitate groups	25
SISXCAI007	Assist with activities not requiring equipment	10
SISXCCS001	Provide quality service	25
SISXCCS002	Coordinate client service activities	40
SISXCCS003	Address client needs	10
SISXDIS001	Facilitate inclusion for people with a disability	20
SISXDIS002	Plan and conduct disability programs	40
SISXEMR001	Respond to emergency situations	18
SISXEMR002	Coordinate emergency responses	20
SISXFAC001	Maintain equipment for activities	5
SISXFAC002	Maintain sport, fitness and recreation facilities	14
SISXFAC003	Implement facility maintenance programs	7
SISXFAC004	Coordinate facility and equipment acquisition and maintenance	40
SISXFAC005	Manage stock supply and purchase	20
SISXFIN001	Develop and review budgets for activities or projects	20
SISXFIN002	Process financial transactions	15
SISXHRM001	Recruit and manage volunteers	35



Unit Code	Unit Title	Nominal Hours
SISXICT001	Select and use technology for sport, fitness and recreation work	45
SISXIND001	Work effectively in sport, fitness and recreation environments	25
SISXIND002	Maintain sport, fitness and recreation industry knowledge	30
SISXIND003	Maintain legal knowledge for organisation governance	80
SISXIND004	Analyse participation patterns	20
SISXIND005	Coordinate work teams or groups	35
SISXIND006	Conduct sport, fitness or recreation events	55
SISXIND007	Develop and implement participation strategies	40
SISXMGT001	Develop and maintain stakeholder relationships	20
SISXRES001	Conduct sustainable work practices in open spaces	60
SISXRES002	Educate user groups	25



SAMPLE TRAINING PROGRAMS

The following pages list a range of Sample Training Programs across the different qualification levels within the **SIS Sport, Fitness and Recreation Training Package** to demonstrate how units might be packaged to meet a particular vocational outcome.

Occupation/ Work Function	Recreation assistant	
Qualification Title	Certificate I in Sport and Recreation	
Qualification Code	SIS10115	
Description	This qualification allows individuals to develop basic functional knowledge and skills to prepare for work in the sport and recreation industry. The range of technical knowledge and skills is limited. It does not have an industry employment outcome.	
Unit Code	Unit Title	Hours
Core		
HLTAID003	Provide first aid	18
HLTWHS001	Participate in workplace health and safety	20
SISXCAI001	Provide equipment for activities	10
SISXCAI002	Assist with activity sessions	15
SISXIND001	Work effectively in sport, fitness and recreation environments	25
Elective		
BSBCMM101	Apply basic communication skills	40
BSBLED101	Plan skills development	20
BSBWOR202	Organise and complete daily work activities	20
Total Hours		168

Occupation/ Work Function Qualification Title Qualification Code	Leisure Assistant	
	Certificate II in Sport and Recreation	
	SIS20115	
	<p>This qualification allows individuals to develop basic functional knowledge and skills for work in customer contact positions in the sport or community recreation industry. These individuals are competent in a range of administrative activities and functions within a team and under supervision. They are involved in mainly routine and repetitive tasks using practical skills and basic sport and recreation industry knowledge.</p> <p>They work in locations such as sport and recreation centres or facilities, and leisure and aquatic centres assisting with the conduct of recreation activities, and facility maintenance and operations.</p>	
Description		
Unit Code	Unit Title	Hours
Core		
BSBWOR202	Organise and complete daily work activities	20
HLTAID003	Provide first aid	18
HLTWHS001	Participate in workplace health and safety	20
SISXCAI002	Assist with activity sessions	15
SISXCCS001	Provide quality service	25
SISXEMR001	Respond to emergency situations	18
SISXIND001	Work effectively in sport, fitness and recreation environments	25
SISXIND002	Maintain sport, fitness and recreation industry knowledge	30
Elective		
CHCCOM001	Provide first point of contact	35
FSKDIG03	Use digital technology for routine workplace tasks	15
SISXMER201	Merchandise products	30
SISXFAC002	Maintain sport, fitness and recreation facilities	14
SISXFIN002	Process financial transactions	15
Total Hours		280

Occupation/ Work Function Qualification Title Qualification Code	Sport and recreation attendant	
	Certificate III in Sport and Recreation	
	SIS30115	
Description	This qualification reflects the multi-skilled role of individuals in operational and customer support positions in the sport or community recreation industry. These individuals are competent in a range of activities and functions requiring autonomous work within a defined range of situations and environments.	
	They work in locations such as fitness centres, sporting grounds or complexes, leisure and aquatic centres and community recreation centres.	
Unit Code	Unit Title	Hours
Core		
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	50
BSBWOR301	Organise personal work priorities and development	30
HLTAID003	Provide first aid	18
HLTWHS001	Participate in workplace health and safety	20
ICTWEB201	Use social media tools for collaboration and engagement	20
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions	20
SISXCAI004	Plan and conduct programs	35
SISXCCS001	Provide quality service	25
SISXEMR001	Respond to emergency situations	18
Elective		
BSBINM301	Organise workplace information	30
BSBWOR204	Use business technology	20
SISXCAI006	Facilitate groups	25
SISXFAC002	Maintain sport, fitness and recreation facilities	14
SISXIND006	Conduct sport, fitness or recreation events	55
SISXRES002	Educate user groups	25
Total Hours		405

Occupation/ Work Function Qualification Title Qualification Code	Fitness Instructor	
	Certificate III in Fitness (Gym Instructor)	
	SIS30315	
	<p>This qualification reflects the role of instructors who perform a range of activities and functions within the fitness industry. Depending on the specialisation chosen, this qualification provides a pathway to work as an instructor providing exercise instruction for group, aqua or gym programs.</p> <p>They work independently with some level of autonomy in a controlled environment such as fitness, leisure, aquatic and community centres where risks are managed through pre-existing risk assessment and hazard control processes.</p> <ul style="list-style-type: none"> - Individuals who specialise in Aqua Exercise Instruction deliver water-based exercise sessions designed for participation by a group of clients. Sessions may be freestyle, pre-choreographed or circuit style. They also have the skills to rescue a client in distress, and an appropriate level of pool deck fitness and endurance. - Individuals who specialise in Group Exercise Instruction deliver exercise sessions designed for participation by a group of clients with a mix of ages/fitness levels. Sessions may be freestyle, pre-choreographed or circuit style. These individuals instruct and demonstrate complete exercise sessions to groups with limited individual interaction. - Individuals who specialise in Gym Instruction provide individually tailored client assessments, provide technique correction as needed, and develop and demonstrate programs. They also provide supervision of a facility or service, keep equipment clean, tidy and well maintained, and handle various customer inquiries. 	
Description		
Notes	This qualification offers three different specialisations	
Unit Code	Unit Title	Hours
Core		
SISFFIT001	Provide health screening and fitness orientation	15
SISFFIT002	Recognise and apply exercise considerations for specific populations	100
SISFFIT003	Instruct fitness programs	50
SISFFIT004	Incorporate anatomy and physiology principles into fitness programming	95
SISFFIT005	Provide healthy eating information	55
SISFFIT014	Instruct exercise to older clients	70
SISXCCS001	Provide quality service	25
SISXFAC001	Maintain equipment for activities	5
SISXIND001	Work effectively in sport, fitness and recreation environments	25
Elective		
Group C - Gym Instructor		
BSBRK401	Identify risk and apply risk management processes	50
HLTAID003	Provide first aid	18
HLTWHS001	Participate in workplace health and safety	20
SISFFIT006	Conduct fitness appraisals	30
Group D		
SISFFIT007	Instruct group exercise sessions	80
SISFFIT010	Deliver pre-choreographed or prescribed group exercise to music	40
SISFFIT011	Instruct approved community fitness programs	40
Total Hours		718

Occupation/ Work Function	Recreation Leader	
Qualification Title	Certificate III in Aquatics and Community Recreation	
Qualification Code	SIS31015	
Description	<p>This qualification reflects the role of individuals who work in aquatic facilities or environments, and recreation facilities. These individuals are competent in a range of activities and functions requiring autonomous work within a defined range of situations and activities.</p> <p>This qualification provides a pathway to work as a swimming teacher, pool lifeguard, or recreation leader.</p>	
Unit Code	Unit Title	Hours
Core		
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions	20
SISXCCS001	Provide quality service	25
SISXEMR001	Respond to emergency situations	18
SISXIND001	Work effectively in sport, fitness and recreation environments	25
SISXRES002	Educate user groups	25
Electives		
Group A		
BSBRK401	Identify risk and apply risk management processes	50
BSBWOR301	Organise personal work priorities and development	30
HLTAID003	Provide first aid	18
Group B		
SIRXCCS201	Apply point-of-sale handling procedures	20
SIRXSLS201	Sell products and services	20
SISFFIT011	Instruct approved community fitness programs	40
SISXCAI001	Provide equipment for activities	10
SISXCAI006	Facilitate groups	25
SISXMGT001	Develop and maintain stakeholder relationships	20
Total Hours		346

Occupation/ Work Function Qualification Title Qualification Code	Recreation coordinator	
	Certificate IV in Sport and Recreation	
	SIS40115	
Description	<p>This qualification reflects the role of individuals who work in the sport and recreation industry in an administrative or organisational capacity. These individuals are able to plan, conduct and evaluate activities of others, deal with unpredictable and non-routine situations and provide leadership and guidance to staff.</p> <p>The qualification provides a pathway to work in a diversity of sport and recreation locations such as fitness centres, sporting grounds or complexes, leisure and aquatic centres and community recreation centres or sporting organisations and associations.</p>	
Unit Code	Unit Title	Hours
Core		
BSBRK401	Identify risk and apply risk management processes	50
BSBWOR404	Develop work priorities	40
CHCCCS020	Respond effectively to behaviours of concern	20
HLTAID003	Provide first aid	18
HLTWHS003	Maintain work health and safety	40
SISXCCS003	Address client needs	10
SISXFIN001	Develop and review budgets for activities or projects	20
SISXIND004	Analyse participation patterns	20
SISXIND005	Coordinate work teams or groups	35
SISXMGT001	Develop and maintain stakeholder relationships	20
Elective		
CHCCDE010	Develop and lead community engagement strategies to enhance participation	70
CHCCOM002	Use communication to build relationships	55
CHCDIV001	Work with diverse people	40
CHCLAH002	Contribute to leisure and health programming	65
SISXCCS002	Coordinate client service activities	40
SISXCAI004	Plan and conduct programs	35
SISXIND006	Conduct sport, fitness or recreation events	55
Total Hours		633

Occupation/ Work Function	Fitness Instructor	
Qualification Title	Certificate IV in Fitness	
Qualification Code	SIS40215	
Description	<p>This qualification reflects the role of personal trainers who have specialist skills to train individual clients, or groups of clients, on a one-on-one or group basis, to improve health-related components of fitness in relatively low risk situations. This may include training of older clients and children.</p> <p>They have a substantial depth of knowledge to plan, conduct and evaluate exercise training; provide leadership and guidance to clients and other staff; and deal with unpredictable situations applying defined guidelines and procedures from the fitness industry and the organisation.</p> <p>They work independently or with limited guidance from others and use discretion to solve non-routine problems, including monitoring and managing business activities to operate efficiently and profitably.</p> <p>The qualification does not provide the skills and knowledge for an individual to provide advice or exercise instruction to high risk clients, other than to refer the client to an appropriate medical or allied health professional.</p> <p>This qualification provides a pathway to work in a diversity of fitness industry businesses including fitness centres, gyms, aquatic facilities, community facilities and in open spaces, where risk management (through risk assessment and hazard control processes) does not already exist.</p>	
Notes	This qualification has entry requirements	
Unit Code	Unit Title	Hours
Core		
SISFFIT013	Instruct exercise to young people aged 13 to 17 years	90
SISFFIT015	Collaborate with medical and allied health professionals in a fitness context	60
SISFFIT016	Provide motivation to positively influence exercise behaviour	45
SISFFIT017	Instruct long-term exercise programs	55
SISFFIT018	Promote functional movement capacity	45
SISFFIT019	Incorporate exercise science principles into fitness programming	55
SISFFIT020	Instruct exercise programs for body composition goals	50
SISFFIT021	Instruct personal training programs	70
SISFFIT023	Instruct group personal training programs	70
SISFFIT025	Recognise the dangers of providing nutrition advice to clients	15
SISFFIT026	Support healthy eating through the Eat for Health Program	60
SISXRES001	Conduct sustainable work practices in open spaces	60
Elective		
Group A – Business Electives		
BSBSLS408	Present, secure and support sales solutions	60
BSBSMB401	Establish legal and risk management requirements of small business	60
BSBSMB403	Market the small business	50
BSBSMB404	Undertake small business planning	50
Group B - General Electives		
SISFFIT024	Instruct endurance programs	55
SISSSTC301A	Instruct strength and conditioning techniques	60
SISSSTC402A	Develop strength and conditioning programs	30
SISXCAI005	Conduct individualised long-term training programs	60
Total Hours		1100



Occupation/ Work Function Qualification Title Qualification Code	Program Manager	
	Diploma of Sport and Recreation Management	
	SIS50115	
	This qualification reflects the role of individuals who work in the sport and recreation industry in a management or organisational capacity. These individuals have a high degree of autonomy and manage the effective provision of services or programs in locations such as fitness centres, sporting grounds or complexes, leisure and aquatic centres and community recreation centres.	
Description		
Unit Code	Unit Title	Hours
Core		
AHCBUS506A	Develop and review a business plan	150
BSBFIM601	Manage finances	80
BSBHRM405	Support the recruitment, selection and induction of staff	50
BSBLDR502	Lead and manage effective workplace relationships	50
BSBMGT517	Manage operational plan	70
BSBMKG523	Design and develop an integrated marketing communication plan	60
BSBPMG522	Undertake project work	60
BSBRISK501	Manage risk	60
HLTWHS004	Manage work health and safety	40
SISXCCS002	Coordinate client service activities	40
SISXIND003	Maintain legal knowledge for organisation governance	80
SISXIND007	Develop and implement participation strategies	40
SISXMGT001	Develop and maintain stakeholder relationships	20
Elective		
BSBADM502	Manage meetings	30
BSBMGT502	Manage people performance	70
BSBSUS501	Develop workplace policy and procedures for sustainability	50
CHCCDE002	Develop and implement community programs	125
CHCDIV003	Manage and promote diversity	80
CHCEDU001	Provide community focused health promotion and prevention strategies	60
ICTICT308	Use advanced features of computer applications	40
Total Hours		1255

Occupation/ Work Function	Sport and Recreation Manager (Management)	
	Qualification Title	Diploma of Fitness
Qualification Code	SIS50215	
	Description	<p>This qualification reflects the role of individuals who perform a range of activities and functions within the fitness industry. These individuals have substantial depth of knowledge to plan, conduct and evaluate advanced exercise programs using principles of program design, and progressed anatomy and physiology knowledge to support delivery of functional, effective and safe exercise programs. They have specialist skills to independently implement current approaches supported by evidence, and establish strategies for the prevention of recurrence of injury with guidance from medical or allied health professionals where appropriate.</p> <p>The qualification does not provide the skills and knowledge for an individual to provide advice or exercise instruction to high risk clients, other than to refer the client to an appropriate medical or allied health professional. This qualification provides a pathway to work in a diversity of fitness industry businesses including fitness centres, gyms, aquatic facilities, community facilities and in open spaces, where risk management (through risk assessment and hazard control processes) does not already exist.</p>
Notes	The qualification has entry requirements and must provide for one of two specialisations.	
Unit Code	Unit Title	Hours
Core		
SISFFIT027	Conduct health promotion activities	50
SISFFIT028	Apply evidence-based practice to exercise programs	45
SISFFIT029	Apply anatomy and physiology to advanced personal training	110
SISFFIT030	Instruct advanced exercise programs	90
SISFFIT031	Implement injury prevention strategies	70
Elective		
Group B – Management		
BSBFIM501	Manage budgets and financial plans	70
BSBHRM405	Support the recruitment, selection and induction of staff	50
BSBMGT502	Manage people performance	70
BSBMKG514	Implement and monitor marketing activities	50
BSBPMG522	Undertake project work	60
BSBRISK501	Manage risk	60
CHCCOM002	Use communication to build relationships	55
CHCPRP003	Reflect on and improve own professional practice	120
HLTAID006	Provide advanced first aid	30
HLTPOP402C	Assess readiness for and effect behaviour change	50
Group C - General Electives		
BSBADM502	Manage meetings	30
BSBWOR501	Manage personal work priorities and professional development	60
HLTWHS004	Manage work health and safety	40
Total Hours		1110

CONTACTS AND LINKS

Curriculum Maintenance Manager (CMM)		
Human Services: Community Services & Health; Art, Design & Entertainment; Sport & Recreation	The CMM Service is provided by Executive Officers, across all industry areas covered by Training Packages. They can assist with questions on payable and nominal hours.	Autumn Shea Address: Swinburne University of Technology, PO Box 218, Hawthorn VIC 3122 Phone: (03) 9214 8501/5034 Email: cmmhs@swin.edu.au
Skills Service Organisation (SSO)		
SkillsIQ	This SSO is funded by the Department of Education and Training to support the allocated Industry Reference Committees (IRCs) for the development and maintenance of the SIS Sport, Fitness and Recreation Training Package . The SSO is responsible for developing the Training Package, companion volumes and support material and may be contacted for further information.	Phone: (02) 9392 8100 Email: enquiries@skillsiq.com.au SkillsIQ can be found here
National Register for VET in Australia		
Training.gov.au (TGA)	TGA is the Australian governments' official National Register of information on Training Packages, Accredited Courses, qualifications, units of competency and RTOs.	National Register website can be found here .
Australian Government		
Department of Education and Training	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	The Commonwealth Department of Education and Training website can be found here
Victorian State Government		
Department of Education and Training Victoria (DET)	DET is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships policy.	(03) 9637 2000 The Victorian Department of Education and Training website can be found here

National VET Regulatory Authority		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector.	Info line: 1300 701 801 ASQA's website can be found here
Victorian State VET Regulatory Authority		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria.	(03) 9637 2806 VRQA's website can be found here



GLOSSARY

Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit of competency code.
Unit Title	Nationally endorsed Training Package unit of competency title.
Payable Hours	The maximum number of hours the Victorian Government will subsidise under Skills First for the achievement of the minimum realistic vocational outcome of any qualification, as determined by the qualification packaging rules. The maximum payable hours do not cover every possible combination of core and elective units available for a specific qualification.
Nominal Hours	Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria.