**Victorian Purchasing Guide**

**for**

**AUM Automotive Manufacturing Training Package**

**Release No 1.0**

**September 2015**



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Victorian Purchasing Guide - Version History

|  |  |  |
| --- | --- | --- |
| Training Package Version | Date VPG Released | Comments |
| AUM Automotive Manufacturing Training Package Release 1 | 5 September 2015 | This release of the AUM Victorian Purchasing Guide revises the maximum payable hours for a number of AUM qualifications from the previous version published on 12 May 2014. |
| AUM Automotive Manufacturing Training Package Release 1 | 12 May 2014 | This Victorian Purchasing Guide reflects the changes made to (AUM12 Automotive Manufacturing Training Package 1).  This is a new Training Package which contains:   * 1 revised qualifications * 6 equivalent qualifications * 98 non equivalent units   For more information, refer to the modification history and summary mapping in the training package. |
| AUM12 Automotive Manufacturing Training Package Version 1 | 21 September 2012 | This Victorian Purchasing Guide reflects the changes made to (AUM12 Automotive Manufacturing Training Package 1).  This is a new Training Package which contains 1 new and 6 revised qualifications.  One new unit.  Recoding of all units of competency to conform with the Training Package Development Handbook  For more information, refer to the modification history and summary mapping in the training package |

**AUM Automotive Manufacturing 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: <http://www.education.vic.gov.au/svts>

QUALIFICATIONS

| **Code** | **Title** | **Minimum Payable Hours** | **Maximum Payable Hours** |
| --- | --- | --- | --- |
| AUM10113 | Certificate I in Automotive Manufacturing | 128 | 135 |
| AUM20113 | Certificate II in Automotive Manufacturing Production - Passenger Motor Vehicle | 361 | 380 |
| AUM20213 | Certificate II in Automotive Manufacturing Production - Bus Truck & Trailer | 408 | 430 |
| AUM30113 | Certificate III in Automotive Manufacturing – Technical Operations - Passenger Motor Vehicle | 280 | 295 |
| AUM30213 | Certificate III in Automotive Manufacturing – Technical Operations - Bus Truck & Trailer | 940 | 990 |
| AUM40113 | Certificate IV in Automotive Manufacturing | 465 | 490 |
| AUM50113 | Diploma of Automotive Manufacturing | 570 | 600 |

UNITS OF COMPETENCY

| Unit Code | Unit Title | Nominal Hours |
| --- | --- | --- |
| AUMABA002 | Operate load shifting equipment | 10 |
| AUMABM001 | Control stock | 40 |
| AUMAFA001 | Apply for jobs and undertake job interviews | 20 |
| AUMAFA002 | Maintain workplace relationships | 50 |
| AUMAKM002 | Produce computer-aided drawings | 50 |
| AUMAMA001 | Contribute to production goals | 10 |
| AUMAMA002 | Work effectively in teams | 30 |
| AUMAMA003 | Prepare new product designs | 40 |
| AUMAMA004 | Coordinate automotive project activities | 50 |
| AUMAMM001 | Influence and lead work groups in an automotive manufacturing workplace | 30 |
| AUMANA001 | Prepare and document quotations | 40 |
| AUMAQA001 | Apply quality assurance techniques | 60 |
| AUMASA001 | Apply safe work practices in the automotive manufacturing environment | 50 |
| AUMASM001 | Monitor and maintain a safe automotive work environment | 30 |
| AUMATA001 | Develop documentation and procedures | 30 |
| AUMATA002 | Conduct post-production inspections and tests | 20 |
| AUMATA003 | Repair faults in vehicle metal components | 50 |
| AUMATA004 | Diagnose and repair mechanical faults | 50 |
| AUMATA005 | Rectify assembly faults | 40 |
| AUMATA006 | Provide automotive manufacturing advice | 40 |
| AUMATA007 | Conduct vehicle performance tests | 10 |
| AUMATA008 | Produce drawings manually | 40 |
| AUMATE001 | Rework faulty production engines | 60 |
| AUMATK001 | Use and maintain tools and equipment | 20 |
| AUMATK002 | Prepare and operate tools, equipment and machinery | 60 |
| AUMATK003 | Monitor and maintain automotive equipment | 40 |
| AUMATK004 | Use and maintain measuring equipment | 30 |
| AUMATK005 | Calibrate measuring equipment | 40 |
| AUMATK006 | Test plant, tools, equipment, product and systems | 40 |
| AUMATK007 | Install vehicle plant, equipment and systems | 110 |
| AUMATK008 | Maintain vehicle plant, tools, equipment and systems | 125 |
| AUMATK009 | Repair vehicle plant, tools, equipment and systems | 95 |
| AUMATK010 | Manufacture and modify vehicle plant, tools, equipment and systems | 120 |
| AUMATK011 | Use technical data relating to plant, tools, equipment and systems | 40 |
| AUMATN001 | Repair structural faults in vehicles | 50 |
| AUMATP001 | Rectify minor faults in vehicle paintwork | 30 |
| AUMATP002 | Control vehicle paint line production | 40 |
| AUMATR001 | Repair vehicle electrical faults in assembled vehicles | 60 |
| AUMATR002 | Install and maintain motor vehicle instrumentation sensors and transmitters | 30 |
| AUMATS001 | Stamp and press vehicle parts | 30 |
| AUMATW001 | Test vehicle welds ultrasonically | 60 |
| AUMATW002 | Inspect welding | 40 |
| AUMFBK001 | Receive and dispatch vehicle components | 50 |
| AUMFBM001 | Prepare and process automotive materials and components | 60 |
| AUMFMM001 | Reduce cycle time in automotive manufacturing work processes | 40 |
| AUMFMM002 | Reduce waste in automotive work processes | 40 |
| AUMFMM003 | Plan and organise automotive production and assembly processes | 40 |
| AUMFQM001 | Apply continuous improvement in automotive manufacturing | 60 |
| AUMFQM002 | Sustain quality standards in an automotive manufacturing workplace | 40 |
| AUMFTA001 | Document manufacturing design processes | 80 |
| AUMFTA002 | Perform die coating | 40 |
| AUMFTA003 | Set and adjust automotive production machine tools | 40 |
| AUMFTA004 | Monitor and maintain operation of metal treatment plants | 60 |
| AUMFTA005 | Analyse test vehicles for research purposes | 40 |
| AUMFTA006 | Develop research reports on vehicle design, development and production | 50 |
| AUMFTA007 | Evaluate vehicle design, development and production information | 40 |
| AUMFTE001 | Conduct engine hot tests | 40 |
| AUMFTK001 | Test automotive production components, equipment and systems | 50 |
| AUMFTM001 | Undertake preliminary fault finding and machine reset | 40 |
| AUMFTM002 | Create new product designs | 80 |
| AUMFTM003 | Develop conceptual models and prototypes | 160 |
| AUMGCA001 | Provide customer service | 15 |
| AUMGLM001 | Apply heavy vehicle standards | 40 |
| AUMGMA001 | Participate in workplace productivity improvement processes | 40 |
| AUMGQA001 | Apply workplace technical quality standards | 20 |
| AUMGTA001 | Read and interpret work orders and working drawings | 30 |
| AUMGTA002 | Service vehicle after assembly | 20 |
| AUMGTB001 | Assemble, install and test braking system kits | 40 |
| AUMGTD001 | Perform wheel alignment operations | 40 |
| AUMGTG001 | Install fixed and moveable glass components on vehicles | 25 |
| AUMGTM001 | Assemble vehicle components | 20 |
| AUMGTM004 | Install and fit out components | 30 |
| AUMGTM002 | Assemble vehicle frames and axles | 20 |
| AUMGTM003 | Install and replace mechanical units and assemblies | 30 |
| AUMGTM005 | Read and interpret engineering drawings and determine requirements | 80 |
| AUMGTM006 | Assemble, install and test hydraulic system kits | 40 |
| AUMGTM007 | Assemble, install and test pneumatic system kits | 40 |
| AUMGTM008 | Bond and repair fibreglass components | 50 |
| AUMGTN001 | Replace and repair vehicle body panels and fittings | 60 |
| AUMGTP001 | Finish and paint vehicle body and part surfaces | 20 |
| AUMGTP002 | Rework vehicle paint faults | 10 |
| AUMGTR001 | Install and replace vehicle electrical units and assemblies | 40 |
| AUMGTR002 | Manufacture and modify vehicle wiring harnesses | 45 |
| AUMGTR003 | Test, modify and repair vehicle electrical circuits and systems | 20 |
| AUMGTS001 | Prepare materials for fabrication using jigs and fixtures | 30 |
| AUMGTS002 | Prepare materials for fabrication using manual processes | 30 |
| AUMGTS003 | Fabricate plugs | 50 |
| AUMGTS004 | Fabricate parts for vehicle sub-assemblies | 35 |
| AUMGTT001 | Apply trim to vehicle components | 10 |
| AUMGTW001 | Perform basic welding, thermal cutting, heating and gouging | 30 |
| AUMGTW002 | Perform mechanical cutting | 25 |
| AUMGTW003 | Perform manual metal arc welding | 40 |
| AUMGTW004 | Perform gas tungsten arc welding | 40 |
| AUMGTW005 | Perform gas metal arc welding | 50 |
| AUMGTW006 | Machine parts | 30 |
| AUMGTY001 | Paint vehicle chassis and panels | 25 |
| AUMGTY002 | Install vehicle components | 60 |
| AUMGTY003 | Modify and repair chassis and frames | 45 |

**SAMPLE TRAINING PROGRAMS**

The following pages list a range of Sample Training Programs across the different qualification levels within the **AUM Automotive Manufacturing Training Package Training Package** to demonstrate how units might be packaged to meet a particular vocational outcome.

|  |  |  |
| --- | --- | --- |
| Occupation / Work Function | New entrant to the industry | |
| Qualification Title | Certificate I in Automotive Manufacturing | |
| Qualification Code | AUM10113 | |
| Description | Entry level production worker | |
| Notes | For advice on how to choose electives other than those listed below, please refer to the Automotive Manufacturing Training Package (AUM R1) and its Qualifications Packaging Rules or contact the CMM Automotive on (03) 9425 5761. | |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| AUMAFA001 | Apply for jobs and undertake job interviews | 20 |
| AUMATK001 | Use and maintain tools and equipment | 20 |
| MEM13014A | Apply principles of occupational health and safety in the work environment | 10 |
| *Electives* |  |  |
| AUMAMA002 | Work effectively in teams | 30 |
| AURAEA1001 | Identify environmental requirements in an automotive workplace | 25 |
| MSAENV272B | Participate in environmentally sustainable work practices | 30 |
| Total Hours |  | **135** |

|  |  |  |
| --- | --- | --- |
| Occupation / Work Function | Automotive Passenger Motor Vehicle Manufacturing Production Worker | |
| Qualification Title | Certificate II in Automotive Manufacturing Production - Passenger Motor Vehicle | |
| Qualification Code | AUM20113 | |
| Description | Motor vehicle assembly or component manufacture | |
| Notes | For advice on how to choose electives other than those listed below, please refer to the Automotive Manufacturing Training Package (AUM R1) and its Qualifications Packaging Rules or contact the CMM Automotive on (03) 9425 5761. | |
| Unit Code | Unit Title | Hours |
| ***Core*** |  |  |
| AUMAFA002 | Maintain workplace relationships | 50 |
| AUMAMA001 | Contribute to production goals | 10 |
| AUMAMA002 | Work effectively in teams | 30 |
| AUMASA001 | Apply safe work practices in the automotive manufacturing environment | 50 |
| AUMATK002 | Prepare and operate tools, equipment and machinery | 60 |
| AUMFBM001 | Prepare and process automotive materials and components | 60 |
| ***Electives*** |  |  |
| AUMATK003 | Monitor and maintain automotive equipment | 40 |
| AUMFBK001 | Receive and dispatch vehicle components | 50 |
| MSAENV272B | Participate in environmentally sustainable work practices | 30 |
| Total Hours |  | 380 |

|  |  |  |
| --- | --- | --- |
| Occupation / Work Function | Manufacturing/Assembly Operators | |
| Qualification Title | Certificate II in Automotive Manufacturing Production - Bus/Truck/Trailer | |
| Qualification Code | AUM20213 | |
| Description | Assisting in the manufacture of components and/or vehicles | |
| Notes | For advice on how to choose electives other than those listed below, please refer to the Automotive Manufacturing Training Package (AUM R1) and its Qualifications Packaging Rules or contact the CMM Automotive on (03) 9425 5761. | |
| Unit Code | Unit Title | Hours |
| ***Core*** |  |  |
| AUMAMA002 | Work effectively in teams | 30 |
| AUMASA001 | Apply safe work practices in the automotive manufacturing environment | 50 |
| AUMATK002 | Prepare and operate tools, equipment and machinery | 60 |
| AUMGTA001 | Read and interpret work orders and working drawings | 30 |
| AUMGTM001 | Assemble vehicle components | 20 |
| ***Electives*** |  |  |
| AUMATK003 | Monitor and maintain automotive equipment | 40 |
| AUMATS001 | Stamp and press vehicle parts | 30 |
| AUMGTG001 | Install fixed and moveable glass components on vehicles | 25 |
| AUMGTP001 | Finish and paint vehicle body and part surfaces | 20 |
| AUMGTR003 | Test, modify and repair vehicle electrical circuits and systems | 20 |
| AUMGTS001 | Prepare materials for fabrication using jigs and fixtures | 30 |
| AUMGTW001 | Perform basic welding, thermal cutting, heating and gouging | 30 |
| AUMGTW002 | Perform mechanical cutting | 25 |
| AURETR2006 | Carry out soldering of electrical wiring and circuits | 20 |
| Total Hours |  | 430 |

|  |  |  |
| --- | --- | --- |
| **Occupation / Work Function** | Passenger Motor Vehicle Production Operator | |
| **Qualification Title** | Certificate III in Automotive Manufacturing Technical Operations – Passenger Motor Vehicle | |
| **Qualification Code** | AUM30113 | |
| **Description** | Work individually or as part of a team manufacturing vehicles, or vehicle components/assemblies. | |
| **Notes** | For advice on how to choose electives other than those listed below, please refer to the Automotive Manufacturing Training Package (AUM R1) and its Qualifications Packaging Rules or contact the CMM Automotive on (03) 9425 5761. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |  |  |
| AUMAMA002 | Work effectively in teams | 30 |
| AUMASM001 | Monitor and maintain a safe automotive work environment | 30 |
| AUMFMM001 | Reduce cycle time in automotive manufacturing work processes | 40 |
| AUMFMM002 | Reduce waste in automotive work processes | 40 |
| AUMFQM002 | Sustain quality standards in an automotive manufacturing workplace | 40 |
| AUMGQA001 | Apply workplace technical quality standards | 20 |
| ***Electives*** |  |  |
| AUMATP001 | Rectify minor faults in vehicle paintwork | 30 |
| AURAEA2002 | Apply environmental and sustainability best practice in an automotive workplace | 25 |
| TLIA3023A | Coordinate stocktakes | 20 |
| TLIA4028A | Assess and monitor optimum stock levels | 20 |
| **Total Hours** |  | **295** |

|  |  |  |
| --- | --- | --- |
| **Occupation / Work Function** | Trade Level Specialist, Team Leader | |
| **Qualification Title** | Certificate III in Automotive Manufacturing Technical Operations - Bus, Truck & Trailer | |
| **Qualification Code** | AUM30213 | |
| **Description** | Prepare, install and fit components used in assembly of vehicles (buses, trucks and trailers) | |
| **Notes** | For advice on how to choose electives other than those listed below, please refer to the Automotive Manufacturing Training Package (AUM R1) and its Qualifications Packaging Rules or contact the CMM Automotive on (03) 9425 5761. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |  |  |
| AUMAMA002 | Work effectively in teams | 30 |
| AUMASA001 | Apply safe work practices in the automotive manufacturing environment | 50 |
| AUMATK002 | Prepare and operate tools, equipment and machinery | 60 |
| AUMATK003 | Monitor and maintain automotive equipment | 40 |
| AUMGLM001 | Apply heavy vehicle standards | 40 |
| AUMGQA001 | Apply workplace technical quality standards | 20 |
| AUMGTA001 | Read and interpret work orders and working drawings | 30 |
| AUMGTM005 | Read and interpret engineering drawings and determine requirements | 80 |
| AUMGTW001 | Perform basic welding, thermal cutting, heating and gouging | 30 |
| AUMGTW002 | Perform mechanical cutting | 25 |
| AURAFA2003 | Communicate effectively in an automotive workplace | 20 |
| ***Electives*** |  |  |
| AUMGTA002 | Service vehicle after assembly | 20 |
| AUMGTB001 | Assemble, install and test braking system kits | 40 |
| AUMGTG001 | Install fixed and moveable glass components on vehicles | 25 |
| AUMGTM001 | Assemble vehicle components | 20 |
| AUMGTM002 | Assemble vehicle frames and axles | 20 |
| AUMGTM003 | Install and replace mechanical units and assemblies | 30 |
| AUMGTM004 | Install and fit out components | 30 |

|  |  |  |
| --- | --- | --- |
| **Qualification Title** | Certificate III in Automotive Manufacturing Technical Operations – Bus, Truck & Trailer - continued | |
| **Qualification Code** | AUM30213 | |
| **Unit Code** | **Unit Title** | **Hours** |
| AUMGTM006 | Assemble, install and test hydraulic system kits | 40 |
| AUMGTM007 | Assemble, install and test pneumatic system kits | 40 |
| AUMGTR001 | Install and replace vehicle electrical units and assemblies | 40 |
| AUMGTR002 | Manufacture and modify vehicle wiring harnesses | 45 |
| AUMGTS001 | Prepare materials for fabrication using jigs and fixtures | 30 |
| AUMGTS002 | Prepare materials for fabrication using manual processes | 30 |
| AUMGTS003 | Fabricate plugs | 50 |
| AUMGTS004 | Fabricate parts for vehicle sub-assemblies | 35 |
| AUMGTT001 | Apply trim to vehicle components | 10 |
| AUMGTY002 | Install vehicle components | 60 |
| **Total Hours** |  | **990** |

|  |  |  |
| --- | --- | --- |
| **Occupation / Work Function** | Vehicle/Component Design Team Member | |
| **Qualification Title** | Certificate IV in Automotive Manufacturing | |
| **Qualification Code** | AUM40113 | |
| **Description** | A worker completing this qualification may expect to undertake technical tasks as part of a vehicle design team | |
| **Notes** | For advice on how to choose electives other than those listed below, please refer to the Automotive Manufacturing Training Package (AUM R1) and its Qualifications Packaging Rules or contact the CMM Automotive on (03) 9425 5761. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | |  |
| AUMAMM001 | Influence and lead work groups in an automotive manufacturing workplace | 30 |
| AUMFMM003 | Plan and organise automotive production and assembly processes | 40 |
| MSS403041A | Facilitate breakthrough improvements | 40 |
| ***Electives*** | |  |
| MSS403011A | Facilitate implementation of competitive systems and practices | 40 |
| MSS403040A | Facilitate and improve implementation of 5S | 50 |
| MSS404053A | Use six sigma techniques | 40 |
| AUMASA001 | Apply safe work practices in the automotive manufacturing environment | 50 |
| AUMATK006 | Test plant, tools, equipment, product and systems | 40 |
| AUMFTA001 | Document manufacturing design processes | 80 |
| AURTTA4021 | Carry out diagnosis of complex system faults | 80 |
| **Total Hours** |  | **490** |

|  |  |  |
| --- | --- | --- |
| **Occupation / Work Function** | Passenger Motor Vehicle/Component Designer | |
| **Qualification Title** | Diploma of Automotive Manufacturing | |
| **Qualification Code** | AUM50113 | |
| **Description** | Responsibility for design of vehicles and/or vehicle components | |
| **Notes** | For advice on how to choose electives other than those listed below, please refer to the Automotive Manufacturing Training Package (AUM R1) and its Qualifications Packaging Rules or contact the CMM Automotive on (03) 9425 5761. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Group A*** | |  |
| AUMAMA004 | Coordinate automotive project activities | 50 |
| AUMFTA006 | Develop research reports on vehicle design, development and production | 50 |
| AUMFTM002 | Create new product designs | 80 |
| ***Group B*** | |  |
| AURETA5001 | Analyse and evaluate electrical and electronic faults in electric over-hydraulic systems | 60 |
| AURETA5002 | Analyse and evaluate electrical and electronic faults in safety systems | 60 |
| AURETA5003 | Analyse and evaluate electrical and electronic faults in monitoring and protection systems | 60 |
| AURETR5033 | Develop and apply electronic systems modification | 80 |
| AURETR5034 | Develop and apply electrical systems modification | 80 |
| AURTTL5015 | Develop and apply gas fuel system modifications | 80 |
| **Total Hours** |  | **600** |

CONTACTS AND LINKS

|  |  |  |
| --- | --- | --- |
| **Curriculum Maintenance Manager (CMM)** | | |
| Engineering Industries - Automotive | 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. | Pat Thornton  Address: Private Bag 299, Somerton Vic 3062  Phone/fax: 9425 5761  Email: pthornton@kangan.edu.au |
| **Industry Skills Council (ISC)** | | |
| Auto Skills Australia Ltd | This ISC is responsible for developing this **AUM Automotive Manufacturing Training Package**, companion volumes and support material and can be contacted for further information. | Address: Level 4,533 Little Lonsdale Street Melbourne, Vic. 3000  Phone/fax: 03 9863 7850  Email: [pmiller@autoskillsaustralia.com.au](mailto:pmiller@autoskillsaustralia.com.au)  Web: www.**autoskillsaustralia**.com.au |
| **National Register for VET in Australia** | | |
| Training.gov.au (TGA) | TGA is the Australian governments’ official National Register of information on Training Packages, Accredited Courses, qualifications, units of competency and RTOs. | <http://training.gov.au> |
| **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. | <https://education.gov.au/> |
| **Victorian State Government** | | |
| Department of Education and Training (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  [www.education.vic.gov.au](http://www.education.vic.gov.au) |
| **National VET Regulatory Authority** | | |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector. | Info line: 1300 701 801  [www.asqa.gov.au](http://www.asqa.gov.au) |
| **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  [www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au/) |
| **Industry Regulatory Bodies applicable to this Training Package** | | |
| Automotive Alternative Fuels Registration Board (AAFRB) | The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package. | Address: 7th Floor,  464 St. Kilda Road,  Melbourne, 3004  Phone/fax: 03) 9862 6700/(03) 98665322  Email:  Web: [www.aafrb.com.au](http://www.aafrb.com.au) |
| Australian Refrigeration Council Ltd. | The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package. | |  | | --- | | Address: Locked Bag 3033, Box Hill, Vic, 3128 |   Level 2, 818 Whitehorse Road, Box Hill 3128  Phone/fax: 03 9843 1600 1300 88 44 83/03 9890 3399 1300 55 40 23  **Email:**  [enquire@arctick.org](mailto:enquire@arctick.org)  Website:  [www.arctick.org](http://www.arctick.org) |

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 the Victorian Training Guarantee 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. |