Victorian Purchasing Guide
CUV03
Visual Arts, Craft and Design Training Package

Version 3.2
May 2009

This Victorian Purchasing Guide was prepared by the Curriculum Maintenance Manager Human Services (Telephone: (03) 9214 5034 Facsimile: (03) 9214 5026) on behalf of Skills Victoria.

Purchasing Guide – Version History

Purchasing Guide Version	Date Approved	Training Package Version	Comments
3.2	May 2009	CUV03 Version 3.2	The addition of 6 units that were not included in the original Purchasing Guide: • CUVICS02B Share ideas in the workplace • CUVICS03B Develop innovative ideas at work • CUVICS04B Originate and develop a concept • CUVICS05B Lead a team to foster innovation • CUVICS06B Create an innovative work environment • CUVICS07B Set up systems that support innovation.
3.1	June 2008	CUV03 Version 3.1	Amended nominal hours for the following units: CUVPHI505A Produce an innovative presentation of professional work- 160 hours CUVPHI506A Produce commercial photoimages- 50 hours CUVPHI507A Provide domestic portrait services- 50 hours CUVPHI511A Produce technical photoimages- 80 hours
3	June 2008	CUV03 Version 3	Addition of 17 new units: • CUVPHI501A Research role and use of the photoimage in visual communication • CUVPHI502A Research and exploit photoimaging trends • CUVPHI503A Explore the descriptive and emotive nature of photo lighting • CUVPHI504A Investigate and exploit innovative imaging options • CUVPHI505A Produce an innovative presentation of professional work • CUVPHI506A Produce commercial photoimages • CUVPHI507A Provide domestic portrait services • CUVPHI508A Produce media photoimages • CUVPHI509A Make wedding photoimaging products • CUVPHI510A Plan, capture and exploit art photoimages • CUVPHI511A Produce technical photoimages • CUVPHI512A Make illustrative images for publication and display • CUVPHI513A Plan, capture and exploit stock photoimages • CUVPHI514A Employ colour management in a digital imaging workplace • CUVPHI515A Prepare digital images for pre-press printing • CUVDES601A Design innovative products • CUVIND501A Maintain and apply creative arts industry knowledge Addition of two new qualifications: • CUV50407 Diploma of Photoimaging • CUV60307 Advanced Diploma of Creative Product Development Unit codes changed to reflect Employability Skills in units.

			Imported units updated (where amendments have been made through parent Training Package reviews).
2.1	November 2005		The qualification code for the Certificate IV in Visual Arts and Contemporary Craft was corrected to read CUV40103.
2	March 2005		This version of the Purchasing Guide is based on the addition of the qualifications, CUV20303 Certificate II in Opal Cutting and Polishing and CUV40603 Certificate IV in Opal Cutting and Polishing and their associated units of competency.

TABLE OF CONTENTS

VICTORIAN PURCHASING GUIDES

The Victorian Purchasing Guide provides information to assist Registered Training Organisations, teachers/trainers and assessors in using nationally endorsed industry Training Packages within Victoria. You can view, download or print your own copy of the Purchasing Guide from the Training Support Network (TSN) website at – http://trainingsupport.otte.vic.gov.au/

Definitions used in this Purchasing Guide

Term	Definition
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 in order to adequately present the educational material. These hours are determined by the Victorian State Training Authority.
Replaced Qualification Code	National identifier of the accredited course or Training Package qualification replaced by this Training Package.
Replaced Qualification Title	National title of the accredited course or Training Package qualification replaced by this Training Package.
No New Enrolments in	The date from which all new enrolments must be in this Training Package qualification and no new enrolments are to be accepted in the accredited courses or previous version of the Training Package.
Scope of Registration	The scope that identifies the particular services and products that can be provided by a Registered Training Organisation (RTO). A Registered Training Organisation can be registered to provide either: • training delivery services, assessment and products, and issue Australian Qualifications Framework qualifications and Statements of Attainment; or • assessment services and products, and issue Australian Qualifications Framework qualifications and Statements of Attainment. In addition, scope of registration is defined by Australian Qualifications Framework qualifications and/or Units of Competency.
Apprenticeships and Traineeships	Apprenticeships and Traineeships combine practical work with structured training under a training contract to give people an industry relevant nationally recognised qualification.
Pre-requisite	A pre-requisite is a requirement for the attainment of a particular unit or units prior to commencement of another unit of competency.
Entry Requirement	Entry requirements do not form part of the qualification, but are specific to the knowledge, skills or experience required to enter and successfully undertake an education or training program. They should be expressed in terms of competency, units of competency or equivalent, and may include licensing or industry recognised standards.
Practical Placement	Practical placement refers to any structured workplace learning, including but not limited to, work observation and work experience undertaken by a student as part of a course or training program. Used as a delivery strategy, it forms part of a course to enhance student learning. Practical Placement Guidelines for Victoria can be down loaded from the OTTE website http://www.otte.vic.gov.au/practicalplacement.asp Practical placement does not apply for an apprentice or trainee under a registered training contract.

What are Training Packages?

Training Packages are sets of nationally endorsed standards and qualifications for recognising and assessing people's skills. A Training Package describes the skills and knowledge needed to perform effectively in the workplace. They do not prescribe how an individual should be trained. Teachers and trainers develop learning strategies – the 'how' – depending on learners' needs, abilities and circumstances. Training Packages are developed by industry through National Industry Skills Councils (www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/lnk/advisory.htm) or by enterprises to meet the identified training needs of specific industries or industry sectors. To gain national endorsement, developers must provide evidence of extensive consultation and support within the industry area or enterprise.

Training Packages complete a quality assurance process and are then endorsed by the National Quality Council (NQC) (www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/vet/nqc.htm) and placed on the National Training Information Service (NTIS) (www.ntis.gov.au).

CUV03 VISUAL ARTS, CRAFT AND DESIGN TRAINING PACKAGE PURCHASING GUIDE

INTRODUCTION

If you are a teacher, trainer or assessor in a Registered Training Organisation (RTO), this Guide will assist you in using the **CUV03 Visual Arts, Craft and Design Training Package**. The Guide must be read in conjunction with the Training Package endorsed components (the competency standards, assessment guidelines and qualifications framework).

What do I need to deliver this Training Package?

All training delivery and assessment must be conducted by an RTO that has the Training Package qualifications or specific units of competency on its scope of registration, or that works in partnership with another Registered Training Organisation that does, under the quality arrangements outlined in the Australian Quality and Training Framework (AQTF)
AQTF 2007 Essential Standards for Registration
http://www.training.com.au/documents/aqtf2k7_ess-std-reg_final2.pdf

You must have a copy of the endorsed components of the Training Package and be a qualified trainer or assessor in line with the requirements of the *AQTF 2007 Essential Standards for Registration*.

Where do I get this Training Package?

You can purchase the Training Package from TVET Australia (www.tvetaustralia.com.au) or the Industry Skills Council (see Links and Contacts). In addition, you can view and download the endorsed components from the National Training Information Service (www.ntis.gov.au).

REGISTRATION

Under the AQTF 2007
(www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/aqtf/default.htm), RTOs issue nationally recognised qualifications and Statements of Attainment in the vocational education and training sector.

To offer qualifications and Statements of Attainment from the **CUV03 Visual Arts, Craft and Design Training Package**, RTOs must have the Training Package qualifications and/or relevant units of competency on their scope of registration.

How does a training organisation become registered?

To gain and maintain registration, RTOs must comply with the nationally agreed standards for training organisations under the AQTF 2007 – across a specified scope of qualifications.

The Victorian registering body registers training organisations and audits them for compliance with the *AQTF 2007 Essential Standards for Registration*.

Applications for registration are made to the registering body in the State or Territory where you have your head office, or where you will conduct most or all of your training and assessment. Because registration is recognised nationally, you make one registration application and pay one registration fee. (However, other fees may apply, for example if the scope of registration alters.)

Details regarding registration as a Training Organisation in Victoria can be found at the Victorian Registration and Qualifications Authority (VRQA) website: http://www.vrqa.vic.gov.au/reg/registration.htm

What are the AQTF 2007 Essential Standards for Registration?

The *AQTF 2007 Essential Standards for Registration* are the nationally agreed standards for training organisations under the *Australian Quality Training Framework* adopted by Ministers for vocational education and training. The revised *AQTF 2007 Essential Standards for Registration* and *AQTF 2007 Standards for State and Territory Registering Bodies* were introduced on and effective from 1 July 2007. The Australian Quality Training Framework (AQTF) is a set of nationally agreed standards that ensures the quality of vocational education and training products and services throughout Australia.

There are two publications to support the development of the standards available on the training.com.au website:

AQTF 2007 Essential Standards for Registration
http://www.training.com.au/documents/aqtf2k7_ess-std-reg_final2.pdf - standards for RTOs

AQTF 2007 Users' Guide to the Essential Standards for Registration
http://www.training.com.au/documents/aqtf2k7_usr-guide-ess-std_final2.pdf - users' guide to the standards for RTO's

QUALIFICATIONS

Code	Title	Range of Nominal Hours	Comments
CUV10103	Certificate I in Visual Arts and Contemporary Craft	150 – 250	Core units of competency have been updated
CUV10203	Certificate I in Aboriginal or Torres Strait Islander Cultural Arts	300 – 400	Core units of competency have been updated
CUV20103	Certificate II in Visual Arts and Contemporary Craft	300 – 412	Core units of competency have been updated
CUV20203	Certificate II in Aboriginal or Torres Strait Islander Cultural Arts	500 – 612	Core units of competency have been updated
CUV20303	Certificate II in Opal Cutting and Polishing	200 – 362	Core units of competency have been updated
CUV30103	Certificate III in Visual Arts and Contemporary Craft	450 – 658	Core units of competency have been updated
CUV30203	Certificate III in Aboriginal or Torres Strait Islander Cultural Arts	850 – 1028	Core units of competency have been updated
CUV30303	Certificate III in Design Fundamentals	450 – 683	Core units of competency have been updated
CUV30403	Certificate III in Arts Administration	450 – 598	Core units of competency have been updated
CUV40103	Certificate IV in Visual Arts and Contemporary Craft	650 – 952	Core units of competency have been updated
CUV40203	Certificate IV in Aboriginal or Torres Strait Islander Cultural Arts	1100 – 1352	Core units of competency have been updated
CUV40303	Certificate IV in Design	650 – 1005	Core units of competency have been updated

CUV40403	Certificate IV in Photoimaging	850 – 1102	Core units of competency have been updated
CUV40503	Certificate IV in Arts Administration	650 – 992	Core units of competency have been updated
CUV40603	Certificate IV in Opal Cutting and Polishing	550 – 902	Core units of competency have been updated
CUV50407	Diploma of Photoimaging	590 – 1434	
CUV60103	Advanced Diploma of Arts Management	1000 – 1374	Core units of competency have been updated
CUV60307	Advanced Diploma of Creative Product Development	680 – 1374	

- Nominal hour range for qualification – includes the units in the qualification and their prerequisites
- In addition, some qualifications have an entry requirement of specified units or their equivalent. These units have a nominal hour value that is not included in the maximum nominal hours as they are outside the qualification packaging rules.

TRANSITION

Transition arrangements apply where existing accredited courses, or Training Package qualifications, are replaced by qualifications from the **CUV03 Visual Arts, Craft and Design Training Package**.

When should new enrolments be in this Training Package?

There should be no new enrolments in a replaced course after 30 June 2009.

What about currently enrolled students?

Where possible, you should give currently enrolled students the opportunity to transfer to the most recent qualification. The Transition Arrangements table of this Guide provides information to assist this process. When making the decision to transfer to the new qualification, consider issues such as the proportion of the qualification that has been completed by the learner, the degree of alignment with the new qualification and any potential advantage or disadvantage to learners.

Transition Arrangements

The following qualification **is equivalent** to the replaced qualification. RTOs delivering the following replaced course will be able to add the new qualification to their scope of registration by emailing or faxing back the form supplied by the VRQA.

If an RTO delivering the replaced course wishes to add the CUV40403 Certificate IV in Photoimaging to their delivery in addition to the CUV50407 Diploma of Photoimaging they can do so by emailing or faxing back a single form supplied by the VRQA.

Training Package Qualification Code	Training Package Qualification Title	Replaced Course Code	Replaced Course Title
CUV50407	Diploma of Photoimaging	12863VIC	Diploma of Arts (Applied Photography)

The following qualification is a **new qualification.** RTOs will be able to add this qualification to their scope of registration using the standard application process.

Training Package Qualification Code	Training Package Qualification Title
CUV60307	Advanced Diploma of Creative Product Development

ENDORSEMENT PERIOD FOR TRAINING PACKAGES

There is a difference between the accreditation period of a state accredited course and the endorsement of a Training Package qualification. For Training Packages the National Quality Council specifies a date that the review of the Training Package is to be completed. This date is not an expiry date; therefore, Training Package qualifications are current until they are replaced by qualifications in the reviewed or re-endorsed Training Package. In the case of a course, currency is for a fixed period of time determined at the time of accreditation and this is recorded on the National Training Information Service (NTIS).

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 **CUV03 Visual Arts, Craft and Design Training Package.** RTOs should be familiar with the mapping tables contained within the current Training Package.

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the **CUV03 Visual Arts, Craft and Design 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
Core Units		
CUVADM01B	Develop and implement arts administration systems and procedures	60
CUVADM02B	Plan work space	15
CUVADM05B	Plan and develop information management systems	60
CUVADM08B	Develop and manage public relations strategies	40
CUVADM10B	Research and utilise revenue and funding opportunities	30
CUVADM11B	Work within an arts organisation context	30
CUVADM12B	Work with arts professionals in an arts organisation	30
CUVADM13B	Research and critique cultural work(s)	50
CUVCON06B	Develop concepts for arts organisations or projects	60
CUVCOR01B	Source concept for own work	30
CUVCOR02B	Develop and articulate concept for own work	40
CUVCOR03B	Develop, refine and communicate concept for own work	50
CUVCOR04B	Originate concept for own work and conduct critical discourse	60
CUVCOR07B	Use drawing techniques to represent the object or idea	50
CUVCOR08B	Produce drawings to represent and communicate the concept	60
CUVCOR09B	Select and apply drawing techniques and media to represent and communicate the concept	80
CUVCOR11B	Source information on history and theory and apply to own area of work	30
CUVCOR12B	Review history and theory for application to artistic practice	50
CUVCOR13B	Research and critically analyse history and theory to inform artistic practice	70
CUVCRS01B	Plan work for a nominated site	15

Unit Code	Unit Title	Nominal Hours
CUVCRS02B	Select sites and plan work	15
CUVCRS03B	Produce computer-aided drawings	50
CUVCRS04B	Produce technical drawings	50
CUVCRS05B	Use typography techniques for design work	50
CUVCRS06B	Make scale models	50
CUVCRS08B	Document the work progress	15
CUVCRS11B	Select and prepare work for exhibition	30
CUVCRS13B	Store finished work	15
CUVCRS14B	Prepare, store and maintain finished work	30
CUVCRS16B	Prepare text and graphic files for print processing	50
CUVDES03B	Apply the design process to 3-dimensional work in response to a brief	50
CUVDES04B	Integrate colour theory and design processes in response to a brief	30
CUVDES05B	Interpret and respond to a brief	15
CUVDES601A	Design innovative products	50
CUVDSP04B	Research and apply the history and theory of design to design practice	65
CUVDSP07B	Research and apply techniques for graphic design	50
CUVDSP11B	Research and apply techniques for illustrative work	50
CUVDSP13B	Research and apply techniques for the design of wearable objects	50
CUVDSP14B	Research and apply techniques for the design of products	50
CUVDSP15B	Research and apply techniques for application to spatial design	50
CUVICS01B	Contribute to workplace improvements	18
CUVICS02B	Share ideas in the workplace	12
CUVICS03B	Develop innovative ideas at work	36
CUVICS04B	Originate and develop a concept	80
CUVICS05B	Lead a team to foster innovation	36
CUVICS06B	Create an innovative work environment	36
CUVICS07B	Set up systems that support innovation	36
CUVIND501A	Maintain and apply creative arts industry knowledge	50
CUVOPA01B	Identify and describe opal	20
CUVOPA02B	Handle and store rough and cut opal	10

Unit Code	Unit Title	Nominal Hours
CUVOPA03B	Complete pre-cutting processes for solid opals	30
CUVOPA04B	Cut and polish an opal solid	80
CUVOPA05B	Complete pre-cutting processes for opal doublets and triplets	30
CUVOPA06B	Cut and polish an opal doublet/triplet	80
CUVOPA07B	Use opal carving tools	80
CUVOPA08B	Production cut and polish opal	40
CUVOPA09B	Use a faceting machine	40
CUVOPA10B	Cut opal spheres and beads	30
CUVOPA11B	Obtain opal	10
CUVOPA12B	Identify the requirements for establishing an opal-cutting workshop	20
CUVOPA13B	Apply advanced pre-cutting processes to complex opals	40
CUVOPA14B	Undertake operational maintenance of machinery	50
CUVPHI01B	Source and apply photoimaging industry knowledge	15
CUVPHI02B	Develop self for photoimaging industry	60
CUVPHI03B	Research and apply information on the traditions which inform photoimaging practice	50
CUVPHI04B	Apply photoimaging lighting techniques	100
CUVPHI05B	Use a 35mm SLR camera or digital equivalent	50
CUVPHI06B	Plan and carry out image capture in response to a brief	150
CUVPHI07B	Process photoimages to work print/file stage	120
CUVPHI08B	Enhance, manipulate and output photoimages	80
CUVPHI09B	Use colour materials, processing and printing techniques in a wet darkroom context	50
CUVPHI10B	Use and extend wet darkroom techniques to produce monochrome photographs	50
CUVPHI501A	Research role and use of the photoimage in visual communication	50
CUVPHI502A	Research and exploit photoimaging trends	50
CUVPHI503A	Explore the descriptive and emotive nature of photo lighting	50
CUVPHI504A	Investigate and exploit innovative imaging options	80
CUVPHI505A	Produce an innovative presentation of professional work	160
CUVPHI506A	Produce commercial photoimages	50

Unit Code	Unit Title	Nominal Hours
CUVPHI507A	Provide domestic portrait services	50
CUVPHI508A	Produce media photoimages	50
CUVPHI509A	Make wedding photoimaging products	50
CUVPHI510A	Plan, capture and exploit visual art photoimages	50
CUVPHI511A	Produce technical photoimages	80
CUVPHI512A	Make illustrative images for publication and display	80
CUVPHI513A	Plan, capture and exploit stock photoimages	50
CUVPHI514A	Employ colour management in a digital imaging workplace	50
CUVPHI515A	Prepare digital images for pre-press printing	50
CUVPRP01B	Develop self as artist	60
CUVPRP02B	Develop understanding of own Aboriginal or Torres Strait Islander identity	150
CUVPRP03B	Develop and apply knowledge of Aboriginal or Torres Strait Islander Cultural Arts	200
CUVPRP04B	Produce work which expresses own Aboriginal or Torres Strait Islander identity	100
CUVVSP01B	Produce calligraphy	50
CUVVSP02B	Research and experiment with techniques to produce calligraphy	50
CUVVSP04B	Apply techniques to produce ceramics	50
CUVVSP05B	Produce ceramics	50
CUVVSP06B	Research and experiment with techniques to produce ceramics	50
CUVVSP07B	Apply techniques in wheel-formed ceramics	50
CUVVSP11B	Apply techniques to produce digital images	50
CUVVSP12B	Produce digital images	50
CUVVSP13B	Research and experiment with techniques for digital image enhancement and manipulation	50
CUVVSP14B	Apply techniques to produce drawings	50
CUVVSP15B	Produce drawings	50
CUVVSP16B	Research and experiment with techniques to produce drawings	50
CUVVSP17B	Apply techniques to produce glass work	50
CUVVSP18B	Apply techniques to produce video art	50
CUVVSP19B	Produce video art	50

Unit Code	Unit Title	Nominal Hours
CUVVSP20B	Research and experiment with techniques to produce video art	50
CUVVSP21B	Produce glass work	50
CUVVSP22B	Research and experiment with techniques to produce glass work	50
CUVVSP24B	Research and experiment with techniques to produce installation	50
CUVVSP26B	Apply techniques to produce jewellery	50
CUVVSP27B	Produce jewellery	50
CUVVSP28B	Research and experiment with techniques to produce jewellery	50
CUVVSP34B	Apply techniques to produce paintings	50
CUVVSP35B	Produce paintings	50
CUVVSP36B	Research and experiment with techniques to produce paintings	50
CUVVSP38B	Research and experiment with techniques to produce performance art	50
CUVVSP44B	Apply techniques to produce prints	50
CUVVSP45B	Produce prints	50
CUVVSP46B	Research and experiment with techniques to produce prints	50
CUVVSP48B	Research and experiment with techniques to produce public art	50
CUVVSP50B	Apply techniques to produce sculpture	50
CUVVSP51B	Produce sculpture	50
CUVVSP52B	Research and experiment with techniques to produce sculpture	50
CUVVSP54B	Apply techniques to produce textile/fibre work	50
CUVVSP55B	Produce textile/fibre work	50
CUVVSP56B	Research and experiment with techniques to produce textile/fibre work	50
CUVVSP57B	Apply techniques to produce wood objects	50
CUVVSP58B	Produce wood objects	50
CUVVSP59B	Research and experiment with techniques to produce wood objects	50
Imported Units		
BSBADM405B	Organise meetings	20
BSBADM407B	Administer projects	40
BSBADM502B	Manage meetings	30
BSBCMM101A	Apply basic communication skills	40

Unit Code	Unit Title	Nominal Hours
BSBCMM301A	Process customer complaints	30
BSBCMM401A	Make a presentation	30
BSBCOM501B	Identify and interpret compliance requirements	20
BSBCOM503B	Develop processes for the management of breaches in compliance requirements	30
BSBCRT402A	Collaborate in a creative process	40
BSBCRT403A	Explore the history and social impact of creativity	50
BSBCRT501A	Originate and develop concepts	30
BSBCRT601A	Research and apply concepts and theories of creativity	65
BSBCUS501A	Manage quality customer service	60
BSBDES301A	Explore the use of colour	40
BSBDES302A	Explore and apply the creative design process to 2D forms	50
BSBDES303A	Explore and apply the creative design process to 3D forms	50
BSBDES304A	Source and apply design industry knowledge	20
BSBDES305A	Source and apply information on the history and theory of design	65
BSBDES402A	Interpret and respond to a design brief	20
BSBDES403A	Develop and extend design skills and practice	30
BSBDES501A	Implement design solutions	60
BSBDES502A	Establish, negotiate and refine a design brief	65
BSBDES601A	Manage design realisation	50
BSBDES602A	Research global design trends	30
BSBDES701A	Research and apply design theory	40
BSBDIV301A	Work effectively with diversity	30
BSBDIV701A	Develop cross-cultural communication and negotiation strategies	80
BSBFIA303A	Process accounts payable and receivable	30
BSBFIM501A	Manage budgets and financial plans	70
BSBFIM601A	Manage finances	80
BSBFLM507B	Manage quality customer service	60
BSBFLM509B	Facilitate continuous improvement	60
BSBHRM403A	Support performance management process	40

Unit Code	Unit Title	Nominal Hours
BSBINM301A	Organise workplace information	30
BSBINM501A	Manage an information or knowledge management system	50
BSBINM601A	Manage knowledge and information	80
BSBINN502A	Build and sustain an innovative work environment	50
BSBINN801A	Lead innovative thinking and practice	80
BSBITA401A	Design databases	60
BSBITU102A	Develop keyboard skills	40
BSBITU201A	Produce simple word processed documents	30
BSBITU301A	Create and use databases	30
BSBITU202A	Create and use spreadsheets	30
BSBITU302A	Create electronic presentations	20
BSBITU305A	Conduct online transactions	40
BSBITU306A	Design and produce business documents	80
BSBITU307A	Develop keyboarding speed and accuracy	50
BSBITU309A	Produce desk top published documents	50
BSBITU402A	Develop and use complex spreadsheets	50
BSBADM506B	Manage business document design and development	80
BSBLED501A	Develop a workplace learning environment	60
BSBMGT502B	Manage people performance	70
BSBMGT515A	Manage operational plan	60
BSBMGT516A	Facilitate continuous improvement	60
BSBMGT608B	Manage innovation and continuous improvement	70
BSBMGT616A	Develop and implement strategic plans	80
BSBMGT617A	Develop and implement a business plan	60
BSBMKG413A	Promote products and services	40
BSBMKG501B	Identify and evaluate marketing opportunities	70
BSBMKG514A	Implement and monitor marketing activities	50
BSBMKG603B	Manage the marketing process	50
BSBMKG605B	Evaluate international marketing opportunities	60
BSBMKG607B	Manage market research	50

Unit Code	Unit Title	Nominal Hours
BSBMKG608A	Develop organisational marketing objectives	60
BSBMKG609A	Develop a marketing plan	50
BSBOHS201A	Participate in OHS processes	20
BSBOHS509A	Ensure a safe workplace	60
BSBPMG510A	Manage projects	60
BSBPMG601A	Direct the integration of projects	70
BSBREL401A	Establish networks	35
BSBREL403A	Implement client international relationships and strategies	30
BSBREL701A	Develop and cultivate collaborative partnerships and relationships	40
BSBRES401A	Analyse and present research information	40
BSBRES801A	Initiate and lead applied research	150
BSBRKG506A	Develop and maintain terminology and classification schemes	30
BSBRSK501A	Manage risk	60
BSBSMB301A	Investigate micro business opportunities	30
BSBSMB401A	Establish legal and risk management requirements of small business	60
BSBSMB402A	Plan small business finances	50
BSBSMB403A	Market the small business	50
BSBSMB404A	Undertake small business planning	50
BSBSMB405A	Monitor and manage small business operations	45
BSBSMB406A	Manage small business finances	60
BSBSMB407A	Manage a small team	40
BSBWOR203A	Work effectively with others	15
BSBWOR204A	Use business technology	20
BSBWOR401A	Establish effective workplace relationships	50
BSBWOR402A	Promote team effectiveness	50
BSBWOR501A	Manage personal work priorities and professional development	60
BSBWOR502A	Ensure team effectiveness	60
CUECOR01B	Manage own work and learning	10
CUECOR02B	Work with others	15
CUEFOH01B	Provide quality service to customers	20

Unit Code	Unit Title	Nominal Hours
CUEFOH08B	Process incoming customer orders	30
CUEFOH09B	Provide venue information and assistance	20
CUEFIN01B	Develop a budget	30
CUEFIN02B	Manage a budget	40
CUEFIN03B	Obtain sponsorship	80
CUEIND01B	Source and apply entertainment industry knowledge	10
CUEIND03B	Integrate accessibility principles into work practices	80
CUEMAR01B	Assist with marketing activities	40
CUEMAR02B	Undertake market research	40
CUEMAR03B	Undertake marketing activities	60
CUEOHS01B	Implement workplace health safety and security procedures	60
CUEOHS03B	Establish and maintain a safe and secure workplace	100
CUETEM09B	Manage diversity	60
CUFANM503A	Design animation and digital visual effects	80
CUFCMP301A	Implement copyright arrangements	20
CUFCMP501A	Manage and exploit copyright arrangements	20
CUFDIG201A	Maintain interactive content	30
CUFDIG303A	Produce and prepare photo images	20
CUFDIG304A	Create visual design components	30
CUFDIG401A	Author interactive media	50
CUFDIG402A	Design user interfaces	50
CUFDIG403A	Create user interfaces	50
CUFDIG502A	Design web environments	50
CUFDIG507A	Design digital simulations	50
CUFIND201A	Develop and apply creative arts industry knowledge	20
CUFIND401A	Provide services on a freelance basis	30
CUFLGT501A	Conceive and develop lighting designs	30
CUFPOS402A	Manage media assets	40
CUFRES301A	Collect and organise content	20
CUFRES401A	Conduct research	30

Unit Code	Unit Title	Nominal Hours
CULMS003A	Move/store cultural material	40
CULMS008A	Conceive, develop and realise exhibition designs	50
CULMS009A	Implement preventive conservation activities	60
CULMS010B	Contribute to the preservation of cultural material	50
CULMS202B	Provide visitors with venue information and assistance	30
CULMS205B	Observe and report basic condition of collection	30
CULMS407B	Install and dismantle exhibition elements	20
CULMS411B	Prepare display accommodation for cultural material	40
CULMS413B	Record and maintain collection information	40
CULMS503B	Acquire/dispose of cultural material	60
CULMS504B	Organise and monitor exhibition installation/dismantling	20
CULMS506B	Plan and develop activities, events and programs	60
CULMS605B	Develop and implement procedures for the movement/storage of cultural material	50
CULMS610B	Research, describe and document cultural material	50
CULMS611B	Lend/borrow cultural material	20
CUSADM01A	Purchase or hire equipment/supplies	35
CUSFIN01A	Finance a project	70
CUSGEN01A	Use and adapt to changes in technology	20
FNSICGEN305B	Maintain daily financial/business records	20
FNSICGEN402B	Participate in negotiations	20
FNSICORG609B	Develop and manage financial systems	60
HLTCOM408B	Use specific health terminology to communicate effectively	40
HLTDA417A	Take a clinical photograph	20
HLTFA301B	Apply first aid	18
HLTHIR403B	Work effectively with culturally diverse clients and co-workers	20
HLTOPD401A	Work effectively in the ophthalmic industry	30
ICAB4169B	Use development software and IT tools to build a basic website	20
ICAB5165A	Create dynamic web pages	30
ICAS5199B	Manage business websites and servers	30

Unit Code	Unit Title	Nominal Hours
ICAS5203B	Evaluate and select a web hosting service	15
ICAT4221B	Locate equipment, system and software faults	20
ICPMM331A	Capture a digital image	40
LMFDN4001A	Produce drawings from design concepts	64
LMFDN4002A	Produce line and component production drawings	64
LMFDN4003A	Produce patterns and/or templates	36
LMFDN4005A	Work within a furniture design team	54
LMFDN5001A	Generate and transfer complex computer-aided drawings and specifications	72
MCMC614A	Develop a communications strategy to support production	50
MCMS600A	Develop a competitive manufacturing system	60
MCMT675A	Facilitate the development of a new product	80
MEM19007B	Perform gemstone setting	60
MEM05006B	Perform brazing and/or silver soldering	20
MEM19002B	Prepare jewellery illustrations	40
PMCOPS221B	Operate manual glazing equipment	30
PMCOPS224B	Hand mould products	30
PMLTEST409A	Capture and manage scientific images	40
PSPPM402B	Manage simple projects	65
PSPPM405A	Administer simple projects	40
PSPPROC603B	Divest strategic assets	40
SRXHRM001B	Manage volunteers	20
TAAASS301A	Contribute to assessment	10
TAAASS401A	Plan and organise assessment	10
TAAASS403A	Develop assessment tools	30
TAAASS404A	Participate in assessment validation	20
TAADEL301A	Provide training through instruction and demonstration of work skills	40
TAADEL403A	Facilitate individual learning	15
TAADEL404A	Facilitate work based learning	15
TAATAS401A	Maintain information requirements of training and/or assessment organisations	40

Unit Code	Unit Title	Nominal Hours
TAATAS503A	Manage contracted work	20
TLIA907D	Complete and check import/export documentation	20
THHGFA02B	Maintain financial records	60
THHGLE12B	Develop and manage marketing strategies	80
THHGLE16B	Manage physical assets	40
THTFME03A	Develop and update event industry knowledge	25
THTFME06A	Manage event contractors	40
THTFME09A	Develop and update knowledge of protocol	25
THTSMA01B	Coordinate the production of brochures and marketing materials	60
WRRCA1B	Operate retail equipment	21
WRRCS1B	Communicate in the workplace	50
WRRCS2B	Apply point of sale handling procedures	21
WRRER1B	Work effectively in a retail environment	40
WRRF1B	Balance register/terminal	18
WRRI5A	Maintain and order stock	36
WRRLP1B	Apply safe working practices	18
WRRLP3B	Maintain store safety	36
WRRLP5B	Apply store security systems and procedures	36
WRRM2B	Perform routine housekeeping duties	18
WRRM5A	Monitor in-store visual merchandising display	36
WRRM6A	Create a display for small business	36
WRRS1B	Sell products and services	18
WRRS4B	Build relationships with customers	36
WRRSS3B	Recommend jewellery products	36
WRRSS8B	Recommend cameras, photographic equipment and services	36
WRRVM15A	Style merchandise for photography	45
WRWSL201A	Sell products and services to business customers	20

SAMPLE TRAINING PROGRAMS

Training Packages allow for flexibility in delivery strategies. You are encouraged to address the requirements of specific enterprises, industry sectors and individuals while maintaining nationally agreed standards. Sample training programs are examples provided to help you to see the potential flexibility of the Training Package. In no way are they mandatory. They are not offered as the preferred or only way to deliver the training – they simply show one possible option.

Do I have to devise a training program?

Under the *AQTF 2007 Essential Standards for Registration*, each Registered Training Organisation must devise and implement strategies for training delivery and assessment for every qualification (or part of a qualification) it provides.

In devising training programs, you must carefully analyse the qualification packaging rules in the Training Package to ensure the training covers all the required competencies and any pre-requisites. Then, depending on factors such as your region, State or Territory of operation, training pathways, learner and industry needs, you can select the most appropriate electives for inclusion.

The following sample training programs are for qualifications in the **CUV03 Visual Arts, Craft and Design Training Package**. To view more sample training programs go to Australian Apprenticeships Training Information Service (www.aatinfo.com.au) and follow the links to *'Sample Training Programs'*.

Qualification Title	Certificate I in Visual Arts and Contemporary Craft	
Qualification Code	CUV10103	
Description	Provides pathways to the visual arts and craft industries	
Unit Code	**Unit Title**	**Hours**
BSBOHS201A	Participate in OHS processes	20
CUVCOR01B	Source concept for own work	30
CUVCOR07B	Use drawing techniques to represent the object or idea	50
BSBDIV301A	Work effectively with diversity	30
CUFRES301A	Collect and organise content	20
CUVVSP14B	Apply techniques to produce drawings	50
Total Hours		**200**

Occupation / Work Function	Trainee in ceramics studio	
Qualification Title	Certificate II in Visual Arts and Contemporary Craft	
Qualification Code	CUV20103	
Description	Reflects the role of a trainee in a ceramics studio who performs mainly routine tasks under direct supervision	
Unit Code	**Unit Title**	**Hours**
BSBOHS201A	Participate in OHS processes	20
CUVCOR02B	Develop and articulate concept for own work	40
CUVCOR07B	Use drawing techniques to represent the object or idea	50
CUVCOR11B	Source information on history and theory and apply to own area of work	30
BSBITU102A	Develop keyboard skills	40
CUVCRS13B	Store finished work	15
CUVVSP04B	Apply techniques to produce ceramics	50
CUVVSP26B	Apply techniques to produce jewellery	50
CUVVSP50B	Apply techniques to produce sculpture	50
WRRCS2B	Apply point of sale handling procedures	21
WRRS1B	Sell products and services	18
Total Hours		**384**

Occupation / Work Function	Assistant in community arts facility
Qualification Title	Certificate III in Aboriginal or Torres Strait Islander Cultural Arts
Qualification Code	CUV30203
Description	This qualification is designed to reflect the role of individuals who work in the visual arts and contemporary crafts industries and perform a range of skilled tasks using discretion and judgement and who have the ability to select, adapt and transfer skills to different situations. Individuals may specialise in one area or be multi- skilled.

Unit Code	Unit Title	Hours
BSBOHS201A	Participate in OHS processes	20
CUVCOR03B	Develop, refine and communicate concept for own work	50
CUVCOR09B	Select and apply drawing techniques and media to represent and communicate the concept	80
CUVCOR12B	Review history and theory for application to artistic practice	50
CUVPRP02B	Develop understanding of own Aboriginal or Torres Strait Islander identity	150
CUVPRP03B	Develop and apply knowledge of Aboriginal or Torres Strait Islander Cultural Arts	200
BSBSMB401A	Establish legal and risk management requirements of small business	60
CUEMAR01B	Assist with marketing activities	40
CUFRES401A	Conduct research	30
CUVCRS11B	Select and prepare work for exhibition	30
CUVCRS14B	Prepare, store and maintain finished work	30
CUVPRP01B	Develop self as artist	60
CUVVSP15B	Produce drawings	50
CUVVSP35B	Produce paintings	50
Total Hours		**900**

Occupation / Work Function	Junior Design Assistant
Qualification Title	Certificate IV in Design
Qualification Code	CUV40303
Description	This qualification provides a pathway to a career in Design with a specialisation in graphic design. There may be some employment opportunities as a Junior Design Assistant.

Unit Code	Unit Title	Hours
BSBDES301A	Explore the use of colour	40
BSBDES302A	Explore and apply the creative design process to 2D forms	50
BSBDES303A	Explore and apply the creative design process to 3D forms	50
BSBDES304A	Source and apply design industry knowledge	20
BSBDES305A	Source and apply information on the history and theory of design	65
BSBDES402A	Interpret and respond to a design brief	20
BSBOHS201A	Participate in OHS processes	20
CUVCOR04B	Originate concept for own work and conduct critical discourse	60
CUVCOR09B	Select and apply drawing techniques and media to represent and communicate the concept	80
CUVDES04B	Integrate colour theory and design processes in response to a brief	30
CUFDIG201A	Maintain interactive content	30
CUFDIG303A	Produce and prepare photo images	20
CUVCRS03B	Produce computer-aided drawings	50
CUVCRS05B	Use typography techniques for design work	50
CUVCRS16B	Prepare text and graphic files for print processing	50
CUVDSP07B	Research and apply techniques for graphic design	50
CUVDSP11B	Research and apply techniques for illustrative work	50
CUVVSP02B	Research and experiment with techniques to produce calligraphy	50
Total Hours		**785**

Occupation / Work Function	Photoimaging assistant in specialised photographic studio (eg Portraits)	
Qualification Title	Certificate IV in Photoimaging	
Qualification Code	CUV40403	
Description	This qualification is designed to reflect the role of individuals working as a photographer's assistant who apply a broad range of skills including lighting, image capture, enhancements and manipulation and output.	
Unit Code	**Unit Title**	**Hours**
BSBDES402A	Interpret and respond to a design brief	20
BSBOHS201A	Participate in OHS processes	20
CUECOR02B	Work with others	15
CUVCRS14B	Prepare, store and maintain finished work	30
CUVDES04B	Integrate colour theory and design processes in response to a brief	30
CUVPHI01B	Source and apply photoimaging industry knowledge	15
CUVPHI03B	Research and apply information on the traditions which inform photoimaging practice	50
CUVPHI04B	Apply photoimaging lighting techniques	100
CUVPHI06B	Plan and carry out image capture in response to a brief	150
CUVPHI07B	Process photoimages to work print/file stage	120
CUVPHI08B	Enhance, manipulate and output photoimages	80
BSBSMB301A	Investigate micro business opportunities	30
CUSADM01A	Purchase or hire equipment/supplies	35
CUSGEN01A	Use and adapt to changes in technology	20
CUVCRS01B	Plan work for a nominated site	15
CUVCRS16B	Prepare text and graphics files for print processing	50
CUVPHI09B	Use colour materials, processing and printing techniques in a wet darkroom context	50
CUVVSP13B	Research and experiment with techniques for digital image enhancement and manipulation	50
Total Hours		**880**

Occupation / Work Function	Manager of a Small Gallery
Qualification Title	Advanced Diploma of Arts Management
Qualification Code	CUV60103
Description	This qualification is designed to reflect the role of individuals who analyse, design and execute judgements across a broad range of technical or management function and who have a wide range of specialised technical, creative or conceptual skills. They are also responsible for group outcomes. This qualification is applicable to a manager of a small gallery.

Unit Code	Unit Title	Hours
BSBADM502B	Manage meetings	30
BSBINN502A	Build and sustain an innovative work environment	50
BSBMGT502B	Manage people performance	70
BSBMGT617A	Develop and implement a business plan	60
BSBSMB401A	Establish legal and risk management requirements of small business	60
CUEFIN03B	Manage a budget	40
CUEOHS01B	Implement workplace health, safety and security procedures	60
CUETEM09B	Manage diversity	60
CUVADM12B	Work with arts professionals in an arts organisation	30
CUVCON06B	Develop concepts for arts organisations or projects	60
THHGLE12B	Develop and manage marketing strategies	80
BSBFLM509B	Facilitate continuous improvement	60
BSBMGT515A	Manage operational plan	60
BSBREL401A	Establish networks	35
BSBREL403A	Implement international client relationships and strategies	30
CUEFIN01B	Develop a budget	30
CUFCMP501A	Manage and exploit copyright arrangements	20
CULMS506B	Plan and develop activities, events and programs	60
CULMS605B	Develop and implement procedures for the movement/storage of cultural material	50
CUVADM01B	Develop and implement arts administration systems and procedures	60
CUVADM05B	Plan and develop information management systems	60

SRXHRM001B	Manage volunteers	20
BSBRSK501A	Manage risk	60
Total Hours		**1145**

INDUSTRY REGULATION

Every Registered Training Organisation must be aware of and observe any licensing, legislative or regulatory requirements that affect the delivery of training or issuance of qualifications under Training Packages.

Information on some regulatory requirements can also be obtained from the Training and Occupational Licensing Matrix on the Training Support Network website http://trainingsupport.otte.vic.gov.au/default.cfm

LINKS AND CONTACTS

While you must use the endorsed components of the Training Package when providing training and assessment, you can select and devise delivery and assessment strategies to suit your needs (in conjunction with industry, as applicable). You may select off–the–shelf resources that help your delivery and assessment, or design and develop your own. A wide range of contacts, tools and resources are available to assist you.

The **Innovation and Business Skills Australia Industry Skills Council** can provide you with information about the Training Package. You can also purchase copies of the Training Package and support materials. Search the ISC website www.ibsa.org.au , telephone 9815 7000.

The National Training Information Service (www.ntis.gov.au) provides comprehensive information on endorsed Training Packages, as well as details of accredited courses and Registered Training Organisations.

TVET Australia has a range of products you can purchase to assist in delivering this Training Package. View the online catalogue at www.tvetaustralia.com.au or telephone TVET Australia on 03 9832 8100. For orders or enquiries contact sales@tvetaustralia.com.au

The **Department of Education, Employment and Workplace Relations** (DEEWR) provides a range of services and resources to assist in delivery of Training Packages. Search the website: http://www.dewr.gov.au/ or links to a range of relevant resources and publications.

The **Australian Apprenticeships Training Information Service** provides a single point of contact to coordinate information to Australian Apprenticeships Centres (AACs) on the range, availability and relevance of the new national Training Packages. The Australian Apprenticeships Information Service website is at www.aatinfo.com.au. In addition, the Call Centre for Australian Apprenticeships Information Service is staffed during business hours on 1800 338 022. For specific information about Apprenticeships and Traineeships, go to www.australianapprenticeships.gov.au/ and www.otte.vic.gov.au/emp.asp.

Skills Victoria, formerly known as the **Office of Training and Tertiary Education** (OTTE), is responsible for the implementation of vocational education and training in Victoria, including Apprenticeships and Traineeships, and provides a range of support and information.

In Victoria, the Industry Training Board or Industry Advisory Body which has coverage of the **CUV03 Visual Arts, Craft and Design Training Package** and can support you in its delivery, including directing you to resources and other relevant products is:

Industry Training Board: Verve – knowledge and skills
Contact Person: Ms Cindy Tschernitz, Executive Officer
Telephone: 9614 5566
Address: Level 2, 10-16 Queen St Melbourne VIC 3000
Email: cindy.tschernitz@verve.org.au
Website: http://www.verve.org.au

OTHER USEFUL LINKS

CMM details

For information and advice on this Purchasing Guide and associated delivery and assessment in Victoria contact:

    CMM Human Services
    Swinburne University of Technology
    PO Box 218
    Hawthorn 3122
    Telephone: 9214 5034
    Facsimile: 9214 5026
    Email: cmmhs@swin.edu.au
    Website: Training Support Network (http://trainingsupport.otte.vic.gov.au/cmminf.cfm)

Training Packages

You can search the National Training Information Service website (www.ntis.gov.au) and view and download the endorsed Training Package components.

Training Package Support Materials

There are many generic and specific materials to support you in delivering training and assessing outcomes with Training Packages. For example, www.training.com.au is a very useful site, which gives access to:

- Resources Supporting Adult Literacy and Numeracy, Access, Equity and Diversity and the Australian Quality Training Framework (AQTF).

APPRENTICESHIPS AND TRAINEESHIPS

What qualifications in this Training Package are available as Apprenticeships and Traineeships?

State and Territory Governments allocate funding for Training Package qualifications under Apprenticeships and Traineeships on the basis of criteria such as strategic priorities, expected industry demand, budgetary capacity and identified skill shortages. So, while a range of qualifications is available in the **CUV03 Visual Arts, Craft and Design Training Package**, not all will be determined to be available as an apprenticeship or traineeship pathway.

The information in the following table will help you determine whether a qualification is available as an apprenticeship or traineeship.

Registered Training Organisations with the **CUV03 Visual Arts, Craft and Design Training Package** qualifications or units of competency on their scope of registration may be eligible for government funding to deliver some or all of the Training Package qualifications. If you require further information about government funded training or seek to identify RTOs with a current Victorian State Government contract for funded training go to: http://gftp.otte.vic.gov.au/gftp/.

It should be noted that in Victoria the hours of training that will be purchased using public funds is related to the nominal duration of training contracts. The maximum hours that will be purchased are:

1,300 for apprenticeships and traineeships with a duration of 4 years full time;
1,080 for apprenticeships and traineeships with a duration of 3 years full time;
780 for apprenticeships and traineeships with a duration of 2 years full time;
600 for apprenticeships and traineeships with a duration of 18 months full time;
400 for apprenticeships and traineeships with a duration of 1 year full time.

If hours in excess of the above are required to complete the qualification, the cost of this additional training will need to be met from sources other than public funds.

CODE	TITLE	MAXIMUM NOMINAL DURATION (MONTHS) (1)		PROBATIONARY PERIOD (DAYS)		LEVEL OF REGULATION (2)	STATE WAGE CAT (3)
		Full Time	Part Time	Full Time	Part Time		
CUV20103	Certificate II in Visual Arts and Contemporary Craft	12	36	30	91	2	B
CUV20203	Certificate II in Aboriginal or Torres Strait Islander Cultural Arts	18	36	30	91	2	B
CUV30103	Certificate III in Visual Arts and Contemporary Craft	18	36	30	91	2	B
CUV30203	Certificate III in Aboriginal or Torres Strait Islander Cultural Arts	36	72	91	91	2	B
CUV30303	Certificate III in Design Fundamentals	18	36	30	91	2	B
CUV30403	Certificate III in Arts Administration	18	36	30	91	2	B
CUV40103	Certificate IV in Visual Arts and Contemporary Craft	24	36	30	91	2	B
CUV40203	Certificate IV in Aboriginal or Torres Strait Islander Cultural Arts	48	72	91	91	2	B
CUV40303	Certificate IV in Design	24	36	30	91	2	B

CUV40403	Certificate IV in Photoimaging	36	72	91	91	2	B
CUV40503	Certificate IV in Arts Administration	36	72	91	91	2	B

NOTE:
(1) These Maximum Durations assume that the apprentice has not gained a lower level qualification prior to entering the Training Contract. For example:

If a full time apprentice entered a Certificate IV after gaining a Certificate III, then the duration of the Training Contract would be substantially shorter than the maximum listed above. The time for the negotiated band of selected units would be incorporated in the Training Contract signed by the apprentice, trainee, employer and RTO.

(2) Set of conditions which apply:
Set 1 applies generally to apprenticeships in traditional trade areas.
Set 2 applies to traineeships.

(3) Trainees undertaking a Certificate IV traineeship will receive the relevant weekly wage rate for Certificate III trainees at wage levels A, B or C as applicable with the addition of 3.8 percent of that wage rate.

(4) Pre–Apprenticeships
An approved pre-apprenticeship is a qualification that has an automatic training credit and duration credit into the training contract. The RTO will advise the apprentice and employer of the training credit on the agreed training plan. The employer and apprentice will receive written confirmation of the duration credit from the Office of Training and Tertiary Education when the Training Contract is registered.

Note for Workplace Based Training'

Where the qualification is at Certificate III or above, apprentice/trainees must be withdrawn from routine work duties for a minimum of three hours per week (pro rata for part time apprentices/trainees) for planned training, averaged over a 4-week cycle.

Where apprentices/trainees are undertaking workplace training at Certificate levels I and II, they must be withdrawn from routine work duties for a minimum of 1.5 hours per week, averaged over a two-month cycle for the purpose of undertaking structured training/learning activities. This release must occur periodically.

The training undertaken during the period of release must include a focus on the compliance and regulatory units and the units concentrating on generic skills. Up to 40 hours of this training may be transferred, to be delivered in one or more blocks during the first three months of the training program.