**Victorian Purchasing Guide**

**for**

**MSM Manufacturing  
Training Package**

**Release 7.0**

**November 2021**

© State of Victoria (Department of Education and Training) 2021.

Copyright of this material is reserved to the Crown in the right of the State of Victoria. This work is licensed under a Creative Commons Attribution-NoDerivs 3.0 Australia licence (See [Creativecommons.org](http://creativecommons.org/licenses/by-nd/3.0/au/) for more information). You are free to use, copy and distribute to anyone in its original form as long as you attribute Higher Education and Skills, Department of Education and Training (DET) as the author, and you license any derivative work you make available under the same licence.

**Disclaimer**

In compiling the information contained in and accessed through this resource, the Department of Education and Training has used its best endeavours to ensure that the information is correct and current at the time of publication but takes no responsibility for any error, omission or defect therein.

To the extent permitted by law, DET, its employees, agents and consultants exclude all liability for any loss or damage (including indirect, special or consequential loss or damage) arising from the use of, or reliance on the information contained herein, whether caused or not by any negligent act or omission. If any law prohibits the exclusion of such liability, DET limits its liability to the extent permitted by law, for the resupply of the information.

**Third party sites**

This resource may contain links to third party websites and resources. DET is not responsible for the condition or content of these sites or resources as they are not under its control.

Third party material linked from this resource is subject to the copyright conditions of the third party. Users will need to consult the copyright notice of the third party sites for conditions of usage.

Victorian Purchasing Guide ⎯ Release History

**Note**: RTOs should refer to the [National Register](https://training.gov.au/Home/Tga) for the detail of changes made in each Release.

| **Training Package Release** | **Date VPG Approved** | | Comments |
| --- | --- | --- | --- |
| MSM Manufacturing Training Package  Release 7.0 | | 23 November 2021 | Release 7.0 of the MSM Manufacturing Training Package includes one new unit and four revised units of competency to support the high pressure water jetting industry, as follows:  MSMWJ202 Use high-pressure water jetting equipment  MSMWJ304 Operate a high-pressure water jetting system  MSMWJ305 Operate a drain cleaning system  MSMWJ306 Operate a vacuum loading system  MSMWJ307 Operate a hydro excavation system  No revisions or changes have been made to any MSM qualifications.  Please refer to the Release 7.0 MSM Manufacturing Training Package Companion Volume - [Implementation Guide](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027) for further details. |
| MSM Manufacturing Training Package  Release 6.1 | | 8 July 2021 | Release 6.1 of the MSM Manufacturing Training Package reflects the deletion of training products with low or no enrolments, as instructed by the Commonwealth Skills Minister and authorised by the AISC Communiques issued on 2 December 2020 and confirmed on 23 February 2021.  Deletions include twenty-five (25) units and the following qualification:   * MSM51015 Diploma of Recreational Vehicles.   Please refer to the Release 6.1 MSM Manufacturing Training Package Companion Volume - [Implementation Guide](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027) for further details. |
| MSM Manufacturing Training Package  Release 6.0 | | 29 September  2020 | This VPG reflects Release 6.0 of the MSM Manufacturing Training Package which includes two new Recreational Vehicle units as follows:   * MSMRV367 Fabricate frame structures * MSMRV368 Install frame structure   For detailed mapping of qualifications and units between MSM Release 6.0 and MSM Release 5.0 please see Training PackageCompanionVolume [Implementation Guide](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027). |
| MSM Manufacturing  Training Package  Release 5.0 | | 5 September 2019 | Release 5.0 of the MSM Manufacturing Training Package includes four new units of competency to support the bioproducts industry; specifically, the production of biofuels and bioenergy using new and existing technologies:   * MSMBIO301 Process biomass using pyrolyser * MSMBIO302 Ferment biomaterial to produce bioproducts * MSMBIO303 Distil bioproducts * MSMBIO304 Separate and recover bioproducts   These new units have been included as electives in MSM30116 Certificate III in Process Manufacturing.  For detailed mapping of qualifications and units between MSM Release 5.0 and MSM Release 4.0 please see Training PackageCompanionVolume [Implementation Guide](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027). |
| MSM Manufacturing  Training Package  Release 4.0 | | 15 April 2019 | The previous Victorian Purchasing Guide incorporated changes made in Releases 3.0 & 4.0 of the MSM Manufacturing Training Package as below:  Release 4.0 of the MSM Manufacturing Training Package includes the following changes:  One new qualification - MSM30418: Certificate III in Fenestration.  Imported unit updates including the inclusion of the following MSF Furniture Training Package units for this new qualification:   * MSFFM3021 - Set up, operate and maintain computer numerically controlled (CNC) sizing machines * MSFFM3022 - Set up, operate and maintain computer numerically controlled (CNC) machining and processing centres * MSFGG2013 - Move single glass sheets by mechanical means * MSFGG2016 - Assemble glazing products * MSFGG3028 - Select, cut and process materials for glazing products * MSFGG3029 - Assess glass and glazing requirements * MSFGG3039 - Manually move glass   For detailed mapping of qualifications and units between MSM Release 4.0 and MSM Release 3.0 please see Training PackageCompanionVolume [Implementation Guide](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027). |
| MSM Manufacturing  Training Package  Release 3.0 | | 15 April 2019 | Release 3.0 of the MSM Manufacturing Training Package includes the following changes:  The PMC Manufactured Mineral Products Training Package has been cancelled. Aspects of the PMC Training Package have been transferred into MSM Release 3.0, as follows:   * One new qualification - MSM30318 Certificate III in Manufactured Mineral Products (MMP). * 36 new MMP units transferred and updated from the cancelled PMC Manufactured Mineral Products Training Package. * Minor upgrades and imported unit updates.   Note: Previous releases of the MSM Manufacturing Training Package have not totally replaced or superseded MSA07. Four Manufacturing Technology qualifications and 35 MSATC units of competency are to be progressively reviewed for inclusion in MEM Manufacturing and Engineering Training Package.  For detailed mapping of qualifications and units between MSM Release 3.0 and MSM Release 2.0 please see Training PackageCompanionVolume [Implementation Guide](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027). |
| MSM Manufacturing  Training Package  Release 2.0 | | 7 July 2016 | Release 2.0 of the MSM Manufacturing Training Package consolidates the remaining qualifications from the MSA07 Training Package. It includes the following components:   * Eight Process Manufacturing, Manufacturing Technology and Surface Preparation qualifications, * Note that Certificates III, IV, Diploma and Advanced Diploma of Manufacturing Technology have not carried forward and will be included in the MEM Training Package.   For detailed mapping of qualifications and units between MSM Release 2.0 and MSM Release 2.0 please see Training PackageCompanionVolume [Implementation Guide](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027). |
| MSM Manufacturing  Training Package  Release 1.0 | | 22 March 2016 | Release 1.0 of the MSM Manufacturing Training Package includes the following components:   * recreational vehicle qualifications and units of competency * water jetting and vacuum draining units of competency * high risk licensing units for boiler operations   For Process Manufacturing, Manufacturing Technology and Surface Preparation qualifications, refer to [MSA07 Victorian Purchasing Guide](http://www.education.vic.gov.au/training/providers/rto/Pages/):  Please also refer to MSM Release 1 [Implementation Guide](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027) for further information. |

**MSM Manufacturing  
Training Package Release 7.0   
Victorian Purchasing Guide**

**CONTENTS**

[INTRODUCTION 2](#_Toc11847573)

[What is a Victorian Purchasing Guide? 2](#_Toc11847574)

[Registration 2](#_Toc11847575)

[Transition 2](#_Toc11847576)

[QUALIFICATIONS 3](#_Toc11847577)

[UNITS OF COMPETENCY AND NOMINAL HOURS 4](#_Toc11847578)

[CONTACTS AND LINKS 11](#_Toc11847579)

[GLOSSARY 13](#_Toc11847580)

INTRODUCTION

What is a Victorian Purchasing Guide?

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

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

* The maximum and minimum payable hours available for each qualification.
* Nominal hours for each unit of competency within the Training Package.

Registration

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

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

Transition

The relationship between new units and any superseded or replaced units from the previous version of **MSM Manufacturing Training Package Release 7.0** is provided in theTraining PackageCompanionVolume Implementation Guide. (See [VETnet.gov.au](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875) for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the **MSM Manufacturing Training Package Release 7.0** is conducted against the Training Package units of competency and complies with the assessment requirements.

QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **Minimum Payable Hours** | **Maximum Payable Hours** |
| MSM10116 | Certificate I in Process Manufacturing | 171 | 180 |
| MSM10216 | Certificate I in Manufacturing (Pathways) | 270 | 284 |
| MSM20116 | Certificate II in Process Manufacturing | 428 | 450 |
| MSM20216 | Certificate II in Manufacturing Technology | 342 | 360 |
| MSM21015 | Certificate II in Recreational Vehicle Service and Repair | 255 | 269 |
| MSM21115 | Certificate II in Recreational Vehicle Manufacturing | 361 | 380 |
| MSM30116 | Certificate III in Process Manufacturing | 760 | 800 |
| MSM30216 | Certificate III in Surface Preparation and Coating Application | 931 | 980 |
| MSM30318 | Certificate III in Manufactured Mineral Products. | 817 | 860 |
| MSM30418 | Certificate III in Fenestration | 513 | 540 |
| MSM31015 | Certificate III in Recreational Vehicle Service and Repair | 506 | 533 |
| MSM31115 | Certificate III in Recreational Vehicle Manufacturing | 633 | 666 |
| MSM31215 | Certificate III in Recreational Vehicle and Accessories Retailing | 508 | 535 |
| MSM40116 | Certificate IV in Process Manufacturing | 1045 | 1100 |
| MSM41015 | Certificate IV in Recreational Vehicles | 947 | 997 |
| MSM41115 | Certificate IV in Recreational Vehicle and Accessories Retailing | 922 | 970 |
| MSM50316 | Diploma of Production Management | 751 | 790 |

UNITS OF COMPETENCY AND NOMINAL HOURS

| **Unit Code** | **Unit Title** | **Nominal Hours** |
| --- | --- | --- |
| MSMBIO301 | Process biomass using pyrolyser | 50 |
| MSMBIO302 | Ferment biomaterial to produce bioproducts | 40 |
| MSMBIO303 | Distil bioproducts | 40 |
| MSMBIO304 | Separate and recover bioproducts | 40 |
| MSMBLIC001 | Licence to operate a standard boiler | 40 |
| MSMBLIC002 | Licence to operate an advanced boiler | 60 |
| MSMENV172 | Identify and minimise environmental hazards | 20 |
| MSMENV272 | Participate in environmentally sustainable work practices | 30 |
| MSMENV472 | Implement and monitor environmentally sustainable work practices | 40 |
| MSMENV672 | Develop workplace policy and procedures for environmental sustainability | 50 |
| MSMOPS100 | Use equipment | 30 |
| MSMOPS101 | Make measurements | 30 |
| MSMOPS102 | Perform tasks to support production | 30 |
| MSMOPS200 | Operate equipment | 40 |
| MSMOPS212 | Use organisation computers or data systems | 30 |
| MSMOPS244 | Lay out and cut materials | 30 |
| MSMOPS301 | Treat corrosion | 20 |
| MSMOPS363 | Organise on-site work | 30 |
| MSMOPS400 | Optimise process/plant area | 60 |
| MSMOPS401 | Trial new process or product | 60 |
| MSMPCI101 | Adapt to work in industry | 30 |
| MSMPCI102 | Apply effective work practices | 40 |
| MSMPCI103 | Demonstrate care and apply safe practices at work | 30 |
| MSMPCII295 | Operate manufacturing equipment | 40 |
| MSMPCII296 | Make a small furniture item from timber | 0 |
| MSMPCII297 | Make an object from cloth using an existing pattern | 0 |
| MSMPCII298 | Make an object from metal | 0 |
| MSMPCII299 | Make an object from plastic | 0 |
| MSMPER200 | Work in accordance with an issued permit | 20 |
| MSMPER201 | Monitor and control work permits | 20 |
| MSMPER202 | Observe permit work | 20 |
| MSMPER205 | Enter confined space | 30 |
| MSMPER300 | Issue work permits | 20 |
| MSMPER400 | Coordinate permit process | 30 |
| MSMPMC200 | Organise self | 20 |
| MSMPMC301 | Store materials for production | 20 |
| MSMPMC302 | Operate equipment to blend/mix materials | 40 |
| MSMPMC303 | Operate grinding equipment | 40 |
| MSMPMC304 | Prepare for production | 30 |
| MSMPMC307 | Operate a calcining kiln | 30 |
| MSMPMC308 | Operate slip casting equipment | 40 |
| MSMPMC309 | Finish products after firing | 20 |
| MSMPMC310 | Hand mould products | 30 |
| MSMPMC311 | Operate a firing kiln | 30 |
| MSMPMC312 | Operate glass finishing equipment | 40 |
| MSMPMC321 | Batch mix concrete | 40 |
| MSMPMC322 | Deliver concrete to site | 30 |
| MSMPMC323 | Prepare asphalt | 40 |
| MSMPMC324 | Move materials | 40 |
| MSMPMC325 | Operate bulk materials handling equipment | 30 |
| MSMPMC326 | Deliver customer service | 20 |
| MSMPMC329 | Prepare moulds and dies | 40 |
| MSMPMC400 | Carry out stock control | 20 |
| MSMPMC401 | Set up and tune a process | 50 |
| MSMPMC402 | Process raw meal into product | 40 |
| MSMPMC403 | Set up and optimise glass forming process | 80 |
| MSMRV310 | Fit recreational vehicle floor | 40 |
| MSMRV311 | Fit furniture in a recreational vehicle | 25 |
| MSMRV312 | Fit water systems in a recreational vehicle | 16 |
| MSMRV313 | Fit 12 V cable systems in a recreational vehicle | 20 |
| MSMRV314 | Construct and fit roof to a recreational vehicle | 20 |
| MSMRV315 | Construct and fit slide out in a recreational vehicle | 30 |
| MSMRV318 | Fit cladding to a recreational vehicle | 20 |
| MSMRV319 | Fit front and rear moulds to a recreational vehicle | 10 |
| MSMRV320 | Fit windows and doors to a recreational vehicle | 30 |
| MSMRV321 | Fit required external items to a recreational vehicle | 20 |
| MSMRV322 | Fit required external electrical components to a recreational vehicle | 20 |
| MSMRV323 | Fit required internal items to a recreational vehicle | 15 |
| MSMRV324 | Conduct final quality inspection for a recreational vehicle | 20 |
| MSMRV325 | Fabricate a chassis and suspension for a recreational vehicle | 45 |
| MSMRV350 | Remove and replace a recreational vehicle roof | 20 |
| MSMRV352 | Remove and replace a recreational vehicle sidewall cladding | 20 |
| MSMRV356 | Remove and replace gas struts and roof lifting equipment on a recreational vehicle | 10 |
| MSMRV357 | Remove and replace external components of a recreational vehicle | 20 |
| MSMRV358 | Modify the body of a recreational vehicle | 40 |
| MSMRV359 | Install additional appliances in a recreational vehicle | 20 |
| MSMRV360 | Service camper wind up systems | 10 |
| MSMRV361 | Repair dry rot in a recreational vehicle | 30 |
| MSMRV362 | Install and repair battery systems in a recreational vehicle | 15 |
| MSMRV363 | Complete pre-delivery check of a recreational vehicle | 15 |
| MSMRV364 | Hand over a recreational vehicle to a customer | 15 |
| MSMRV365 | Remove and refit body moulding | 10 |
| MSMRV366 | Fit transfers and decals to a recreational vehicle | 10 |
| MSMRV367 | Fabricate frame structures | 40 |
| MSMRV368 | Install frame structures | 20 |
| MSMRVG201 | Tow a recreational vehicle safely | 10 |
| MSMRVS202 | Repair/service LPG systems in a recreational vehicle | 30 |
| MSMRVT201 | Apply technical knowledge of recreational vehicle manufacturing to work activities | 20 |
| MSMSUP100 | Apply workplace context to own job | 20 |
| MSMSUP101 | Clean workplace or equipment | 20 |
| MSMSUP102 | Communicate in the workplace | 20 |
| MSMSUP106 | Work in a team | 30 |
| MSMSUP200 | Achieve work outcomes | 30 |
| MSMSUP204 | Pack products or materials | 20 |
| MSMSUP205 | Transfer loads | 20 |
| MSMSUP210 | Process and record information | 30 |
| MSMSUP230 | Monitor process operations | 30 |
| MSMSUP240 | Undertake minor maintenance | 30 |
| MSMSUP273 | Handle goods | 20 |
| MSMSUP280 | Manage conflict at work | 20 |
| MSMSUP291 | Participate in continuous improvement | 30 |
| MSMSUP292 | Sample and test materials and product | 40 |
| MSMSUP300 | Identify and apply process improvements | 40 |
| MSMSUP301 | Apply HACCP to the workplace | 40 |
| MSMSUP303 | Identify equipment faults | 40 |
| MSMSUP309 | Maintain and organise workplace records | 20 |
| MSMSUP310 | Contribute to the development of workplace documentation | 30 |
| MSMSUP330 | Develop and adjust a production schedule | 30 |
| MSMSUP382 | Provide coaching/mentoring in the workplace | 40 |
| MSMSUP383 | Facilitate a team | 30 |
| MSMSUP390 | Use structured problem-solving tools | 40 |
| MSMSUP400 | Develop and monitor quality systems | 50 |
| MSMSUP404 | Coordinate maintenance | 40 |
| MSMSUP405 | Identify problems in fluid power system | 50 |
| MSMSUP406 | Identify faults in electronic control | 50 |
| MSMTMINS301 | Inspect a range of simple measures | 30 |
| MSMTMINS302 | Inspect a range of simple measuring instruments | 30 |
| MSMTMINS401 | Inspect a range of weighing instruments | 60 |
| MSMTMINS402 | Inspect liquid measuring instruments using volume measures | 60 |
| MSMTMINS403 | Inspect a range of trading practices | 50 |
| MSMTMINS404 | Inspect a range of pre-packaged products | 60 |
| MSMTMINS501 | Inspect a range of complex measuring instruments | 60 |
| MSMTMREF301 | Use and maintain reference standards | 20 |
| MSMTMVER301 | Verify simple measures | 30 |
| MSMTMVER302 | Verify simple measuring instruments | 30 |
| MSMTMVER401 | Verify weighing instruments | 60 |
| MSMTMVER402 | Verify liquid measuring instruments using volume measures | 60 |
| MSMTMVER403 | Verify Inspectors' Class reference standards | 50 |
| MSMTMVER501 | Verify complex measuring instruments | 50 |
| MSMWHS100 | Follow WHS procedures | 20 |
| MSMWHS110 | Follow emergency response procedures | 20 |
| MSMWHS200 | Work safely | 30 |
| MSMWHS201 | Conduct hazard analysis | 20 |
| MSMWHS205 | Control minor incidents | 30 |
| MSMWHS210 | Undertake first response to non-fire incidents | 20 |
| MSMWHS212 | Undertake first response to fire incidents | 30 |
| MSMWHS216 | Operate breathing apparatus | 20 |
| MSMWHS217 | Gas test atmospheres | 30 |
| MSMWHS218 | Control the risks of falls | 20 |
| MSMWHS300 | Facilitate the implementation of WHS for a work group | 40 |
| MSMWHS400 | Contribute to WHS management system | 40 |
| MSMWHS401 | Assess risk | 40 |
| MSMWHS503 | Maintain WHS management system | 50 |
| MSMWHS510 | Manage risk | 50 |
| MSMWJ202 | Use high pressure water jetting equipment | 60 |
| MSMWJ304 | Operate a high pressure water jetting system | 80 |
| MSMWJ305 | Operate a drain cleaning system | 60 |
| MSMWJ306 | Operate a vacuum loading system | 40 |
| MSMWJ307 | Operate a hydro excavation system | 100 |

CONTACTS AND LINKS

|  |  |  |
| --- | --- | --- |
| **Curriculum Maintenance Manager (CMM)** | | |
| General Manufacturing | The CMM Service is provided on behalf of Higher Education and Skills.  CMM Service Executive Officers can assist with questions on payable and nominal hours. | Name: Paul Saunders  Address: Chisholm Institute, PO Box 684, Dandenong, Victoria, 3175.  Phone: 03 9238 8448  Email: [paul.saunders@chisholm.edu.au](mailto:paul.saunders@chisholm.edu.au) |
| Engineering Industries – Automotive | The CMM Engineering Industries – Automotive can assist with enquiries regarding recreational vehicles qualifications and units of competency contained in this Victorian Purchasing Guide | Name: Pat Thornton  Address: Private Bag 299, Somerton Vic 3062  Phone: 03 9425 5761  Email: [pthornton@kangan.edu.au](mailto:pthornton@kangan.edu.au) |
| **Service Skills Organisation (SSO)** | | |
| Innovation & Business Skills Australia (IBSA) | Innovation & Business Skills Australia (IBSA) | Phone: 03 9815 7099  Email: [manufacturing@ibsa.org.au](mailto:manufacturing@ibsa.org.au)  See [ibsa.org.au](https://ibsa.org.au/) for further information. |
| **National Register for VET in Australia** | | |
| Training.gov.au (TGA) | TGA is the Australian government’s official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. | See [training.gov.au](http://training.gov.au/) for more information. |
| **Australian Government** | | |
| Department of Education, Skills and Employment. | The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. | See [dese.gov.au](https://www.dese.gov.au/) for more information. |
| **State Government** | | |
| Department of Education and Training (DET) | DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. | (03) 9637 2000  See [education.vic.gov.au](http://www.education.vic.gov.au/) for more information. |
| **National VET Regulatory Authority** | | |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector. | Info line: 1300 701 801  See [asqa.gov.au](http://www.asqa.gov.au/) for more information. |

|  |  |  |
| --- | --- | --- |
| **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  See [vrqa.vic.gov.au](http://www.vrqa.vic.gov.au/) |
| **Industry Regulatory Bodies** | | |
| WorkSafe Victoria | 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.  WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO’s scope of registration. | 222 Exhibition Street, Melbourne, 3000.  (03) 9641 1444 or 1800 136 089 (toll free)  [info@worksafe.vic.gov.au](mailto:info@worksafe.vic.gov.au).  See [worksafe.vic.gov.au](http://www.worksafe.vic.gov.au/) for further information. |

GLOSSARY

|  |  |
| --- | --- |
| **Code** | Nationally endorsed Training Package qualification code. |
| **Title** | Nationally endorsed Training Package qualification title. |
| **Unit Code** | Nationally endorsed Training Package unit code. |
| **Unit Title** | Nationally endorsed Training Package unit title. |
| **Maximum Payable Hours** | The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the 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.  Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration. |
| **Scope of Registration** | Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide. |
| **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. |