

Hospitality

Electives

SITXFSA005	<i>Use hygienic practices for food safety</i>
HLTFSE001	<i>Follow basic food safety practices</i>
SITHCCC023	<i>Use food preparation equipment</i>
SITHCCC024	<i>Prepare and present simple dishes</i>
SITHFAB025	<i>Prepare and serve espresso coffee</i>
SITHFAB024	<i>Prepare and serve non-alcoholic beverages</i>

Horticulture

Electives

AHCWHS102	<i>Work safely</i>
AHCWRK102	<i>Maintain the workplace</i>
AHCNSY205	<i>Pot up plants</i>
AHCNSY206	<i>Care for nursery plants</i>
AHCPGD102	<i>Support gardening work</i>
AHCLSC102	<i>Support landscape work</i>
AHCMOM203	<i>Operate basic machinery and equipment</i>
VU23470	<i>Investigate job opportunities</i>

Warehousing

Electives

TLIF0025	<i>Follow work health and safety procedures</i>
TLIE1003	<i>Participate in basic workplace communication</i>
TLIA0022	<i>Pick and process orders</i>
TLIA0020	<i>Package goods</i>
TLIA0023	<i>Receive goods</i>
TLIA0024	<i>Replenish stock</i>
MSMOPS200	<i>Operate equipment</i>

Business Administration

Electives

BSBWHS211	<i>Contribute to the health and safety of self and others</i>
BSBINS201	<i>Process and maintain workplace information</i>
BSBTEC201	<i>Use business software applications</i>
BSBOPS201	<i>Work effectively in business environments</i>
BSBOPS203	<i>Deliver a service to customers</i>
BSBPEF201	<i>Support personal wellbeing in the workplace</i>

Small Business

Electives

BSBWHS211	<i>Contribute to the health and safety of self and others</i>
VU23433	<i>Contribute to small business operations and innovation</i>
VU23438	<i>Contribute to small business planning</i>
VU23434	<i>Develop fundamental skills for small business environments</i>
BSBPEF202	<i>Plan and apply time management</i>
BSBOPS203	<i>Deliver a service to customers</i>
BSBTEC201	<i>Use business software applications</i>

Certification

At the successful completion of this course, you will receive a nationally recognised 22631VIC Certificate II in Work Education under the Australian Qualifications Framework (AQF).