



Scope of Registration as a Registered Training Organisation Providing Recognised Training

This certifies that the Registered Training Organisation No. 22032 **Association of Independent Schools of Victoria Incorporated** is approved to deliver the following recognised training:

Training Package Qualifications

<i>Code</i>	<i>Title</i>
BSB20101	Certificate II in Business
BSB20107	Certificate II in Business
BSB30407	Certificate III in Business Administration
CHC20202	Certificate II in Community Services Work
CHC30402	Certificate III in Children's Services
CUF20107	Certificate II in Creative Industries (Media)
CUF20601	Certificate II in Multimedia
CUF30107	Certificate III in Media
CUF30601	Certificate III in Multimedia
HLT32507	Certificate III in Health Services Assistance
ICA10105	Certificate I in Information Technology
ICA 20105	Certificate II in Information Technology
ICA30105	Certificate III in Information Technology
PML30104	Certificate III in Laboratory Skills
RTD20102	Certificate II in Conservation and Land Management
RTF20103	Certificate II in Horticulture
SIT20207	Certificate II in Hospitality
SIT20307	Certificate II in Hospitality (Kitchen Operations)
SIT20807	Certificate III in Hospitality (Commercial Cookery)
SRC20206	Certificate II in Community Recreation
SRO20206	Certificate II in Outdoor Recreation
SRO30106	Certificate III in Sport and Recreation
SRS30306	Certificate III in Sport (Coaching)

Units of Competency

<i>Code</i>	<i>Title</i>
BSBADM305A	Create and use databases
BSBCMN207A	Prepare and process financial/business documents
BSBCMN302A	Organise personal work priorities and development
BSBCMN305A	Organise workplace information
BSBCMN306A	Produce business documents
CUFIMA03A	Create 2D digital animation
CUFMEMO7A	Apply principles of visual design and communication to the development of a multimedia product
CUFWRTO5A	Write content and/or copy
ICAD3218A	Create user documentation
ICAI3020A	Install and optimise operating system software
ICAI3021A	Connect internal hardware components
ICAITU126A	Use advanced features of computer applications
ICAS3024A	Provide basic system administration
ICAS3031A	Provide advice to clients
ICAS3115A	Maintain equipment and software in working order
ICAT3025A	Run standard diagnostic tests
ICAU3004A	Apply occupational health and safety procedures
ICPMM15DA	Develop a multimedia script
ICPMM65DA	Create web pages with multimedia
ICTCC330A	Manage customer relationships
SRCAQUO03B	Respond to an aquatic emergency using basic water rescue techniques
SRCAQUO07B	Respond to an aquatic emergency using advanced water rescue techniques
SRCAQUO08B	Apply the principles of movement in water to aquatic activities
SRCAQUO09B	Instruct water familiarisation, buoyancy and mobility skills
SRCAQUO10B	Instruct water safety and survival skills

SRCCRD003B	Promote access, equity and diversity in community recreation
SRCCR0007B	Operate in accordance with accepted instructional practices, styles and legal and ethical responsibilities
SRFFIT001 B	Provide orientation to clients prior to undertaking a fitness program
SRFFIT003B	Undertake client induction and screening
SRFFIT004B	Develop basic fitness programs
SRFFIT005B	Apply basic exercise science to exercise instruction
SRFFIT006B	Use and maintain core fitness industry equipment
SROODROO2A	Plan outdoor recreation activities
SROODROO5A	Guide outdoor recreation sessions
SROOPS002B	Plan for minimal environmental impact
SROOPS003B	Apply weather information
SRSOGP002A	Apply rules and regulations to conduct games and competitions
SRXCAI004B	Plan a session or program for participants
SRXCAI005B	Conduct a sport and recreation session for participants
SRXCAI007B	Conduct a sport and recreation program
SRXFAC003B	Implement facility maintenance programs
SRXGR0001 A	Facilitate a group
SRXGR0002A	Deal with conflict
SRXINU002A	Apply sport and recreation law
SRXINU003A	Analyse participation patterns in specific markets of the leisure and recreation industry
SRXRES001 B	Educate the public on the safe use of a sport and recreational resource
SRXRIK001A	Undertake risk analysis of activities

Nationally Recognised Courses

<i>State Code</i>	<i>National Code</i>	<i>Title</i>	<i>Expires</i>
21530VIC	21530VIC	Certificate II in Small Business (Operations/Innovation)	No New Enrolments after 17 /12/2008
21695VIC	21695VIC	Certificate IV in Further Education	31/12/2010
21696VIC	21696VIC	Diploma of Further Education	31/12/2010
21773VIC	21773VIC	Certificate II in General Education for Adults	31/12/2011
39042QLD	39042QLD	Certificate II in Applied Language	30/03/2009

Signed:

Date Issued: 30 March 2009



LYNN GLOVER
Director VRQA