

Pre-enrolment notification of course requirements at Baxter Institute

COURSE	PHYSICAL REQUIREMENTS	PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS	HEALTH & SAFETY CONSIDERATIONS	COMPUTER LITERACY REQUIREMENTS	EQUIPMENT / MATERIALS REQUIRED
AUR20512 Certificate II in Automotive Servicing Technology	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Safety boots 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p>

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AUR30612 Certificate III in Light Vehicle Mechanical Technology	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Safety boots 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p>

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AUR30616 Certificate III in Light Vehicle Mechanical Technology	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Safety boots 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p>

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AUR40212 Certificate IV in Automotive Mechanical Diagnosis	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Safety boots 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p>

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AUR40216 Certificate IV in Automotive Mechanical Diagnosis	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Safety boots 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p>
BSB30115 Certificate III in Business	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must follow all relevant legislation as notified by the institute or trainers. Students must show 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p>

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			respect for safety and the well-being of others.	classes can be arranged for students to improve computer skills.	
BSB40215 Certificate IV in Business	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.	All materials and equipment are provided at orientation and are included in the materials fee.

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BSB50215 Diploma of Business	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.	All materials and equipment are provided at orientation and are included in the materials fee.
BSB60215 Advanced Diploma of Business	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.	All materials and equipment are provided at orientation and are included in the materials fee.

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FDF20510 Certificate II in Retail Baking Assistance	<ul style="list-style-type: none"> • Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. • Extended periods of sitting may be required in a classroom environment. • Extended periods of standing may be may be required in a classroom practice environment. • Repeated use of hands, arms and upper torso may be required for practical class sessions. • Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> • Uniform • Safety boots • Apron • Cap 	<ul style="list-style-type: none"> • Students should apply ergonomic considerations to work and study environments. • Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. • Students must follow all relevant legislation as notified by the institute or trainers. • Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p>

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FDF30510 Certificate III in Retail Baking (Cake and Pastry)	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Safety boots Apron Cap 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p>

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FDF30610 Certificate III in Retail Baking (Bread)	<ul style="list-style-type: none"> • Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. • Extended periods of sitting may be required in a classroom environment. • Extended periods of standing may be may be required in a classroom practice environment. • Repeated use of hands, arms and upper torso may be required for practical class sessions. • Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> • Uniform • Safety boots • Apron • Cap 	<ul style="list-style-type: none"> • Students should apply ergonomic considerations to work and study environments. • Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. • Students must follow all relevant legislation as notified by the institute or trainers. • Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p>

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FDF30710 Certificate III in Retail Baking (Combined)	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Safety boots Apron Cap 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p>

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FDF40110 Certificate IV in Food Processing	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Safety boots Apron Cap 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p>

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FDF40811 Certificate IV in Advanced Baking	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Safety boots Apron Cap 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p>
FNS30315 Certificate III in Accounts Administration	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must follow all relevant legislation as notified by the institute or trainers. Students must show 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p>

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			respect for safety and the well-being of others.	classes can be arranged for students to improve computer skills.	
FNS40615 Certificate IV in Accounting	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.	All materials and equipment are provided at orientation and are included in the materials fee.

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FNS50215 Diploma of Accounting	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.	All materials and equipment are provided at orientation and are included in the materials fee.
FNS60215 Advanced Diploma of Accounting	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.	All materials and equipment are provided at orientation and are included in the materials fee.

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ICT30115 Certificate III in Information, Digital Media and Technology	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	All materials and equipment are provided at orientation and are included in the materials fee.

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ICT40115 Certificate IV in Information Technology	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.	All materials and equipment are provided at orientation and are included in the materials fee.

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ICT50115 Diploma of Information Technology	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.	All materials and equipment are provided at orientation and are included in the materials fee.

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MEM30305 Certificate III in Engineering - Fabrication Trade	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Safety boots Safety goggles Ear plugs Safety gloves 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p>

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MEM40105 Certificate IV in Engineering	<ul style="list-style-type: none"> • Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. • Extended periods of sitting may be required in a classroom environment. • Extended periods of standing may be may be required in a classroom practice environment. • Repeated use of hands, arms and upper torso may be required for practical class sessions. • Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> • Uniform • Safety boots • Safety goggles • Ear plugs • Safety gloves 	<ul style="list-style-type: none"> • Students should apply ergonomic considerations to work and study environments. • Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. • Students must follow all relevant legislation as notified by the institute or trainers. • Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p>

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SHB20116 Certificate II in Retail Cosmetics	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Closed toe shoes 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p> <p>Closed toe shoes to be provided by student.</p>

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SHB30115 Certificate III in Beauty Services	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Closed toe shoes 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p> <p>Closed toe shoes to be provided by student.</p>

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SHB40115 Certificate IV in Beauty Therapy	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Closed toe shoes 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p> <p>Closed toe shoes to be provided by student.</p>

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SHB40216 Certificate IV in Hairdressing	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Closed toe shoes 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p> <p>Closed toe shoes to be provided by student.</p>

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SHB50115 Diploma of Beauty Therapy	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Closed toe shoes 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p> <p>Closed toe shoes to be provided by student.</p>

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SIB20110 Certificate II in Retail Make-Up and Skin Care	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Closed toe shoes 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p> <p>Closed toe shoes to be provided by student.</p>

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SIB50210 Diploma of Salon Management	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Closed toe shoes 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p> <p>Closed toe shoes to be provided by student.</p>

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SIH20111 Certificate II in Hairdressing	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Closed toe shoes 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p> <p>Closed toe shoes to be provided by student.</p>

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SIH30111 Certificate III in Hairdressing	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Closed toe shoes 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p> <p>Closed toe shoes to be provided by student.</p>

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SIH40111 Certificate IV in Hairdressing	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. Extended periods of standing may be may be required in a classroom practice environment. Repeated use of hands, arms and upper torso may be required for practical class sessions. Lifting of tools and equipment may be required. 	<ul style="list-style-type: none"> Uniform Closed toe shoes 	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must wear appropriate personal protective equipment (PPE) in the designated practice areas. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p> <p>Closed toe shoes to be provided by student.</p>
10361NAT Course in Preliminary Spoken and Written English	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must follow all relevant legislation as notified by the institute or trainers. Students must show 	<p>Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support</p>	<p>All materials and equipment are provided at orientation and are included in the materials fee.</p>

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			respect for safety and the well-being of others.	classes can be arranged for students to improve computer skills.	
10362NAT Certificate I in Spoken and Written English	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.	All materials and equipment are provided at orientation and are included in the materials fee.

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10363NAT Certificate II in Spoken and Written English	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.	All materials and equipment are provided at orientation and are included in the materials fee.
10364NAT Certificate III in Spoken and Written English	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.	All materials and equipment are provided at orientation and are included in the materials fee.

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10365NAT Certificate IV in Spoken and Written English - Further Studies	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.	All materials and equipment are provided at orientation and are included in the materials fee.
10366NAT Certificate IV in Spoken and Written English - Employment	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.	All materials and equipment are provided at orientation and are included in the materials fee.

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22250VIC Certificate I in EAL (Access)	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.	All materials and equipment are provided at orientation and are included in the materials fee.
22251VIC Certificate II in EAL (Access)	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.	All materials and equipment are provided at orientation and are included in the materials fee.

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22255VIC Certificate III in EAL (Further Study)	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.	All materials and equipment are provided at orientation and are included in the materials fee.
22258VIC Certificate IV in EAL (Further Study)	<ul style="list-style-type: none"> Extended periods of using a keyboard and visual display unit, as it relates to a classroom environment may be required. Extended periods of sitting may be required in a classroom environment. 	not applicable	<ul style="list-style-type: none"> Students should apply ergonomic considerations to work and study environments. Students must follow all relevant legislation as notified by the institute or trainers. Students must show respect for safety and the well-being of others. 	Students will be required to use a mouse and keyboard to navigate simple webpages to complete online assessments. Familiarity with Microsoft Word and Excel may be an advantage for some units, as is a familiarity with using email programs. Support classes can be arranged for students to improve computer skills.	All materials and equipment are provided at orientation and are included in the materials fee.

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