

REPORT 1 — TIME 10:23:26 Sep 4 2014

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HEALESVILLE LIVING AND LEARNING CENTRE INC

Enrolments and completions by Qualifications

Year 2013, Offshore flag: N

| Qualification | Qualification Description | Accreditation | Enrolments | Completions |
|---------------|--|---------------|------------|-------------|
| AHC20410 | CERTIFICATE II IN HORTICULTURE | national | 0 | 0 |
| BSB20107 | CERTIFICATE II IN BUSINESS | national | 0 | 0 |
| BSB30407 | CERTIFICATE III IN BUSINESS ADMINISTRATION | national | 0 | 0 |
| CHC30308 | CERTIFICATE III IN HOME AND COMMUNITY CARE | national | 0 | 0 |
| CHC40308 | CERTIFICATE IV IN DISABILITY | national | 0 | 0 |
| ICA10105 | CERTIFICATE I IN INFORMATION TECHNOLOGY | national | 0 | 0 |
| ICA10111 | CERTIFICATE I IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY | national | 0 | 0 |
| ICA20105 | CERTIFICATE II IN INFORMATION TECHNOLOGY | national | 0 | 0 |
| ICA30105 | CERTIFICATE III IN INFORMATION TECHNOLOGY | national | 0 | 0 |
| RTF20103 | CERTIFICATE II IN HORTICULTURE | national | 0 | 0 |
| WRB20104 | CERTIFICATE II IN NAIL TECHNOLOGY | national | 0 | 0 |
| WRB20204 | CERTIFICATE II IN MAKE-UP SERVICES | national | 0 | 0 |
| WRH20106 | CERTIFICATE II IN HAIRDRESSING | national | 0 | 0 |
| WRH20109 | CERTIFICATE II IN HAIRDRESSING | national | 0 | 0 |
| WRH30106 | CERTIFICATE III IN HAIRDRESSING | national | 0 | 0 |
| WRH30109 | CERTIFICATE III IN HAIRDRESSING | national | 0 | 0 |
| BSB30412 | CERTIFICATE III IN BUSINESS ADMINISTRATION | other | 1 | 1 |
| ICA20111 | CERTIFICATE II IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY | other | 1 | 1 |
| ICA30111 | CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY | other | 1 | 1 |
| LMT21707 | CERTIFICATE II IN APPLIED FASHION DESIGN AND TECHNOLOGY | other | 14 | 7 |
| SIB20110 | CERTIFICATE II IN RETAIL MAKE-UP AND SKIN CARE | other | 19 | 13 |
| SIB20210 | CERTIFICATE II IN NAIL TECHNOLOGY | other | 5 | 5 |
| SIH20111 | CERTIFICATE II IN HAIRDRESSING | other | 20 | 15 |
| SIH30111 | CERTIFICATE III IN HAIRDRESSING | other | 16 | 1 |

Comments

Enrolments: In 2013, we did not receive a HESG funding contract so student enrolments were made up of fee for service and continuing students from 2012.



REPORT 2 — TIME 10:23:56 Sep 4 2014

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HEALESVILLE LIVING AND LEARNING CENTRE INC

Enrolments and completions by Units of Competency

Year 2013, Offshore flag: N

| Unit of Competency | Description | Enrolments | Completions |
|--------------------|---|------------|-------------|
| HLTCPR201A | PERFORM CPR | 0 | 0 |
| HLTFA201A | PROVIDE BASIC EMERGENCY LIFE SUPPORT | 0 | 0 |
| HLTFA301B | APPLY FIRST AID | 0 | 0 |
| BSBADM307B | ORGANISE SCHEDULES | 1 | 1 |
| BSBCUS301B | DELIVER AND MONITOR A SERVICE TO CUSTOMERS | 1 | 1 |
| BSBEBU401A | REVIEW AND MAINTAIN A WEBSITE | 1 | 1 |
| BSBINM202A | HANDLE MAIL | 1 | 1 |
| BSBITU302B | CREATE ELECTRONIC PRESENTATIONS | 1 | 1 |
| BSBITU303A | DESIGN AND PRODUCE TEXT DOCUMENTS | 1 | 1 |
| BSBITU304A | PRODUCE SPREADSHEETS | 1 | 1 |
| BSBITU306A | DESIGN AND PRODUCE BUSINESS DOCUMENTS | 1 | 1 |
| BSBITU307A | DEVELOP KEYBOARDING SPEED AND ACCURACY | 1 | 1 |
| BSBITU309A | PRODUCE DESKTOP PUBLISHED DOCUMENTS | 1 | 1 |
| BSBOHS201A | PARTICIPATE IN OHS PROCESSES | 1 | 1 |
| BSBSUS201A | PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES | 23 | 23 |
| BSBSUS301A | IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES | 1 | 1 |
| BSBWHS201A | CONTRIBUTE TO HEALTH AND SAFETY OF SELF AND OTHERS | 1 | 1 |
| BSBWHS304A | PARTICIPATE EFFECTIVELY IN WHS COMMUNICATION AND CONSULTATION PROCESSES | 1 | 1 |
| BSBWOR204A | USE BUSINESS TECHNOLOGY | 1 | 1 |
| BSBWOR301B | ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT | 1 | 1 |
| BSBWRT301A | WRITE SIMPLE DOCUMENTS | 1 | 1 |
| CUFDIG303A | PRODUCE AND PREPARE PHOTO IMAGES | 1 | 1 |
| HLTCPR211A | PERFORM CPR | 15 | 15 |
| HLTFA211A | PROVIDE BASIC EMERGENCY LIFE SUPPORT | 15 | 15 |
| HLTFA311A | APPLY FIRST AID | 15 | 15 |
| ICAICT201A | USE COMPUTER OPERATING SYSTEMS AND HARDWARE | 1 | 1 |
| ICAICT202A | WORK AND COMMUNICATE EFFECTIVELY IN AN IT ENVIRONMENT | 2 | 2 |
| ICAICT203A | OPERATE APPLICATION SOFTWARE PACKAGES | 1 | 1 |
| ICAICT204A | OPERATE A DIGITAL MEDIA TECHNOLOGY PACKAGE | 1 | 1 |
| ICAICT206A | INSTALL SOFTWARE APPLICATIONS | 1 | 1 |
| ICAICT209A | INTERACT WITH ICT CLIENTS | 1 | 1 |
| ICAICT210A | OPERATE DATABASE APPLICATIONS | 1 | 1 |
| ICAICT301A | CREATE USER DOCUMENTATION | 1 | 1 |
| ICAICT302A | INSTALL AND OPTIMISE OPERATING SYSTEM SOFTWARE | 1 | 1 |
| ICAICT303A | CONNECT INTERNAL HARDWARE COMPONENTS | 1 | 1 |
| ICAICT304A | IMPLEMENT SYSTEM SOFTWARE CHANGES | 1 | 1 |
| ICAICT306A | MIGRATE TO NEW TECHNOLOGY | 1 | 1 |
| ICAICT307A | | 1 | 1 |

| | | | |
|-------------|--|----|----|
| | CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS | | |
| ICAICT308A | USE ADVANCED FEATURES OF COMPUTER APPLICATIONS | 1 | 1 |
| ICAICT409A | DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS | 1 | 1 |
| ICASAS301A | RUN STANDARD DIAGNOSTIC TESTS | 1 | 1 |
| ICASAS304A | PROVIDE BASIC SYSTEM ADMINISTRATION | 1 | 1 |
| ICASAS305A | PROVIDE IT ADVICE TO CLIENTS | 1 | 1 |
| ICASAS306A | MAINTAIN EQUIPMENT AND SOFTWARE | 1 | 1 |
| ICAWEB201A | USE SOCIAL MEDIA TOOLS FOR COLLABORATION AND ENGAGEMENT | 1 | 1 |
| ICAWEB301A | CREATE A SIMPLE MARKUP LANGUAGE DOCUMENT | 1 | 1 |
| ICAWEB303A | PRODUCE DIGITAL IMAGES FOR THE WEB | 1 | 1 |
| ICPMM263C | ACCESS AND USE THE INTERNET | 1 | 1 |
| ICPMM321C | CAPTURE A DIGITAL IMAGE | 1 | 1 |
| LMTCL2001B | USE A SEWING MACHINE | 7 | 4 |
| LMTCL2003B | IDENTIFY FIBRES AND FABRICS | 5 | 2 |
| LMTCL2004B | SEW COMPONENTS | 5 | 2 |
| LMTCL2010B | MODIFY PATTERNS TO CREATE BASIC STYLES | 7 | 7 |
| LMTCL2011B | DRAW AND INTERPRET A BASIC SKETCH | 7 | 7 |
| LMTCL3002B | PREPARE AND PRODUCE SEWN GARMENT | 7 | 7 |
| LMTCL3009B | DEVELOP PATTERNS FROM A BLOCK USING BASIC PATTERNMAKING PRINCIPLES | 7 | 7 |
| LMTFD2001B | DESIGN AND PRODUCE A SIMPLE GARMENT | 4 | 3 |
| LMTFD2005B | IDENTIFY DESIGN PROCESS FOR FASHION DESIGNS | 2 | 2 |
| LMTFD3003B | PREPARE DESIGN CONCEPT FOR A SIMPLE GARMENT | 7 | 7 |
| LMTGN2001B | FOLLOW DEFINED OHS POLICIES AND PROCEDURES | 8 | 4 |
| LMTGN2002B | APPLY QUALITY STANDARDS | 12 | 7 |
| LMTGN2003B | WORK IN THE TEXTILES, CLOTHING AND FOOTWEAR INDUSTRY | 6 | 6 |
| MSAENV272B | PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES | 11 | 7 |
| SIBBFAS201A | DEMONSTRATE RETAIL SKIN CARE PRODUCTS | 16 | 16 |
| SIBBNLS201A | WORK IN A NAIL SERVICES FRAMEWORK | 1 | 1 |
| SIBBNLS203A | APPLY ULTRAVIOLET GEL NAIL ENHANCEMENT | 5 | 5 |
| SIBBNLS204A | APPLY ACRYLIC NAIL ENHANCEMENT | 2 | 2 |
| SIBBNLS205A | APPLY NAIL ART | 5 | 5 |
| SIBBNLS206A | USE ELECTRIC FILE EQUIPMENT FOR NAILS | 3 | 3 |
| SIBBNLS207A | APPLY ADVANCED NAIL ART | 5 | 5 |
| SIBBRES201A | RESEARCH AND APPLY BEAUTY INDUSTRY INFORMATION | 16 | 14 |
| SIBXCCS201A | CONDUCT FINANCIAL TRANSACTIONS | 23 | 19 |
| SIBXCCS202A | PROVIDE SERVICE TO CLIENTS | 17 | 17 |
| SIBXFAS201A | DESIGN AND APPLY MAKE-UP | 18 | 18 |
| SIBXFAS202A | DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY | 15 | 12 |
| SIHHBAS201A | PERFORM SHAMPOO AND BASIN SERVICES | 23 | 22 |
| SIHHBAS202A | PERFORM HEAD, NECK AND SHOULDER MASSAGE | 15 | 15 |
| SIHHCCS201A | GREET AND PREPARE CLIENTS FOR SALON SERVICES | 18 | 15 |
| SIHHCCS302A | PERFORM A FULL CLIENT CONSULTATION | 2 | 2 |
| SIHHCCS303A | RESPOND TO SERVICE RELATED AND TECHNICAL PROBLEMS | 2 | 2 |
| SIHHCCS304A | PLAN SERVICES FOR SPECIAL EVENTS | 3 | 3 |
| SIHHCLS201A | APPLY HAIR COLOUR PRODUCTS | 18 | 15 |
| SIHHCLS302A | COLOUR AND LIGHTEN HAIR | 14 | 13 |

| | | | |
|-------------|--|----|----|
| SIHHCLS303A | DESIGN AND PERFORM FULL AND PARTIAL HIGHLIGHTING TECHNIQUES | 13 | 13 |
| SIHHCLS304A | NEUTRALISE UNWANTED COLOURS AND TONES | 4 | 3 |
| SIHHCLS305A | PERFORM ON SCALP FULL HEAD AND RETOUCH BLEACH SERVICES | 4 | 4 |
| SIHHHCS301A | DESIGN HAIRCUT STRUCTURES | 12 | 12 |
| SIHHHCS302A | APPLY ONE LENGTH OR SOLID HAIRCUT STRUCTURES | 13 | 13 |
| SIHHHCS303A | APPLY GRADUATED HAIRCUT STRUCTURES | 4 | 4 |
| SIHHHCS304A | APPLY LAYERED HAIRCUT STRUCTURES | 3 | 3 |
| SIHHHCS305A | APPLY OVER-COMB TECHNIQUES | 11 | 11 |
| SIHHHCS306A | COMBINE STRUCTURES FOR CURRENT HAIRCUT DESIGNS | 1 | 1 |
| SIHHHCS307A | COMBINE STRUCTURES FOR TRADITIONAL AND CLASSIC MEN'S HAIRCUT DESIGNS | 1 | 1 |
| SIHHHCS308A | DESIGN AND MAINTAIN BEARDS AND MOUSTACHES | 1 | 1 |
| SIHHHDS201A | DRY HAIR TO SHAPE | 20 | 20 |
| SIHHHDS202A | APPLY HAIR BRAIDING TECHNIQUES | 18 | 15 |
| SIHHHDS303A | DESIGN AND APPLY SHORT TO MEDIUM LENGTH HAIR DESIGN FINISHES | 4 | 4 |
| SIHHHDS304A | DESIGN AND APPLY CLASSIC LONG HAIR UP STYLES | 3 | 3 |
| SIHHHRS302A | PERFORM CHEMICAL CURLING AND VOLUMISING SERVICES | 5 | 3 |
| SIHHHRS303A | PERFORM CHEMICAL STRAIGHTENING AND RELAXING SERVICES | 6 | 6 |
| SIHHHSC301A | APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE | 11 | 11 |
| SIHHHSC302A | IDENTIFY AND TREAT HAIR AND SCALP CONDITIONS | 10 | 10 |
| SIHHIND201A | MAINTAIN AND ORGANISE TOOLS, EQUIPMENT AND WORK AREAS | 18 | 18 |
| SIHHIND202A | DEVELOP HAIRDRESSING INDUSTRY KNOWLEDGE | 18 | 18 |
| SIHHIND303A | CO-ORDINATE CLIENTS AND SERVICES | 2 | 2 |
| SIHHIND304A | DEVELOP AND EXPAND A CLIENT BASE | 2 | 2 |
| SIHHOHS201A | APPLY SALON SAFETY PROCEDURES | 32 | 31 |
| SIRXCLM001A | ORGANISE AND MAINTAIN WORK AREAS | 15 | 15 |
| SIRXCOM001A | COMMUNICATE IN THE WORKPLACE | 36 | 36 |
| SIRXIND001A | WORK EFFECTIVELY IN A RETAIL ENVIRONMENT | 32 | 29 |
| SIRXINV001A | PERFORM STOCK CONTROL PROCEDURES | 16 | 14 |
| SIRXMER001A | MERCHANDISE PRODUCTS | 16 | 12 |
| SIRXMER005A | CREATE A DISPLAY | 16 | 14 |
| SIRXOHS001A | APPLY SAFE WORKING PRACTICES | 16 | 15 |
| SIRXRPK002A | RECOMMEND HAIR, BEAUTY AND COSMETIC PRODUCTS AND SERVICES | 16 | 14 |
| SIRXSLS001A | SELL PRODUCTS AND SERVICES | 39 | 39 |

Comments

Enrolments: In 2013, our main up take of training was in Hairdressing, Fashion Design and Make-Up that were mostly VCE/VET students.

