

VET SCHOOL

VET SCHOOLS

2022 VETIS [Schools] COURSE PROSPECTUS

VETIS – TRADE TRAINING AT SCHOOL

MOTIVATE YOUR STUDENTS TO PURSUE EXTRA-CURRICULAR STUDIES WITH AXIAL TRAINING



Whatever a student's post-secondary school plans are, it's vital that they explore all of the available education options to them in Year 11 and 12. Whether it be a student's desire to do further study, qualify for a trade or enter the workforce immediately. Axial Training and International College has the flexible vocational education and training solutions to assist them.

We are dedicated to helping young Queenslanders embrace their true potential and to help them achieve it. Our vocational course structure, resources and delivery are all designed to maximise engagement, progression and results. Every training plan and learning pathway we create for students is designed with full consultation, input and approval from the school. Axial Training and International College is CRICOS approved, meaning we can deliver the skills to International Students in selected qualifications.

At Axial Training we pride ourselves on being big enough to deliver the highest quality training and skills, yet small enough to stop, sit and listen to what our education partners need and want.

VETIS Funded Trade Training courses available at a Regional Trade Centre or High School

-MEM20413 Certificate II in Engineering Pathways
-SIT20316 Certificate II in Hospitality

-AUR20716 Certificate II in Automotive Vocational Preparation

VETIS Business & Hospitality courses

-BSB20115 Certificate II in Business
-BSB30115 Certificate III in Business
-BSB50215 Diploma of Business
-SIT50416 Diploma of Hospitality Management

-FSK20113 Certificate II in Skills for Work & Vocational Pathways
-BSB30415 Certificate III in Business Administration
-BSB51415 Diploma of Project Management
-BSB51918 Diploma of Leadership and Management

VETIS Care & Health courses

-HLT23215 Certificate II in Health Support Services
-HLT37315 Certificate III in Health Administration
-HLT47315 Certificate IV in Health Administration
-CHC30113 Certificate III in Early Childhood Education & Care
-CHC50113 Diploma of Early Childhood Care

-HLT33015 Certificate III in Allied Health Assistance
-HLT43015 Certificate IV in Allied Health Assistance
-CHC33015 Certificate III in Individual Support
-CHC43015 Certificate III in Ageing Support
-CHC51015 Diploma of Counselling

All on a fee-based arrangement and can be developed based on your students' needs



School based Traineeships in Hospitality and Business

Axial Training works with many employers who have incorporated School based Traineeship pathway programs into their workforce and have students completing national recognised qualifications in:

- SIT30616 Certificate III in Hospitality

- BSB30115 Certificate III in Business.

Short Courses

-Aspiring Supervisors in Customer Service
-Customer Engagement

-Business Management
-Responsible Service of Alcohol

All on a fee-based arrangement and can be developed based on your students' needs

School based Apprenticeships / Traineeships

Complete high school and undertake a Certificate III apprenticeship in qualifications like: Meat Processing, Commercial Cookery, Engineering, Automotive Light Vehicle and Automotive Heavy Vehicle.

Articulation agreements [on Diploma - level courses] are currently in place between Axial Training and:



Empowering
Lifelong
Learning



Funded
**Trade Training
Courses**



MEM20413

CERTIFICATE II IN ENGINEERING PATHWAYS

Study With Axial Training Whilst At School To Get
The Skills and Succeed



Students can get started on their engineering career with MEM20413 Certificate II in Engineering Pathways - a qualification suitable for students who are interested in exposure to an engineering or related working environment with a view to entering into employment in that area.

Students will obtain the knowledge and skills which will enhance their prospects of employment in an engineering or related working environment. No previous work experience is needed. This is a VETIS program being delivered by Axial

Training at Regional Trade Training Centres and at suitably equipped schools.

Study Mode	School Based - VETIS
Duration of Course	12 Months
Total Units	12



Course Units

- > MEM16006A Organise and communicate information
- > MEM18001C Use hand tools
- > MEM18002B Use power tools/hand held operations
- > MEMPE001A Use engineering workshop machines
- > MEMPE002A Use electric welding machines
- > MEMPE003A Use oxy-acetylene and soldering equipment
- > MSAPMSUP106A Work in a team
- > MEMPE006A Undertake a basic engineering project
- > MEMPE007A Pull apart and re-assemble engineering mechanisms
- > MSAENV272B Participate in environmentally sustainable work practices
- > MEM13014A Apply principles of occupational health and safety in the work environment
- > MEMPE005A Develop a career plan for the engineering and manufacturing industry

Use this course as an apprenticeship pathway in:

- > Mechanical Refrigeration and Air Conditioning
- > Diesel Fitting
- > Fitting and Turning
- > Mechanical Machining
- > Boiler making / Welding
- > Light Fabrication / Sheet metal

AUR20716

CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

Study With Axial Training Whilst At School To Get
The Skills and Succeed



Students can commence a pathway towards their automotive career with AUR20716 Certificate II in Automotive Vocational Preparation - a qualification suitable for students who are interested in working in an automotive environment. Students will obtain the knowledge and skills which will enhance their prospects of employment in an automotive or related working environment.

No previous work experience is needed. This is a VETIS program being delivered by Axial Training at Regional Trade Training Centres and suitably equipped schools.

Study Mode	School Based - VETIS
Duration of Course	12 Months
Total Units	13



Course Units

- > AURETR006 Solder electrical wiring and circuits
- > AURETR015 Inspect, test and service batteries
- > AURTTA002 Assist with automotive workplace activities
- > AURTTA027 Carry out basic vehicle servicing operations
- > AURFAA003 Communicate effectively in an automotive workplace
- > AURFAA004 Resolve routine problems in an automotive workplace
- > AURASA002 Follow safe working practices in an automotive workplace
- > AURETR003 Identify automotive electrical systems and components
- > AUURLTA001 Identify automotive mechanical systems and components
- > AURASA002 Follow safe working practices in an automotive workplace
- > AURTTK002 Use and maintain tools and equipment in an automotive workplace
- > AURAEA002 Follow environmental and sustainability best practice in an automotive workplace
- > AUURLTJ003 Remove, inspect and refit light vehicle wheel and tyre assemblies

Use this course as an apprenticeship pathway in:

- > Light Vehicle Mechanical [cars]
- > Heavy Vehicle Mechanical [trucks]
- > Diesel Fuel Technology
- > Diesel Engine Technology

SIT20316

CERTIFICATE II IN HOSPITALITY

Study With Axial Training Whilst At School To Get
The Skills and Succeed

Students can sample a hospitality career with SIT20316 Certificate II in Hospitality qualification designed to equip students with basic practical skills and operational knowledge to enable them to seek employment in various hospitality settings.

This course is ideal for students who have had little [to none] previous hospitality experience and who are looking to increase their all round skill levels.

No previous work experience is needed. This is a VETIS program being delivered by Axial Training at Regional Trade Training Centres, or suitably equipped schools.

Study Mode	School Based - VETIS
Duration of Course	12 Months
Total Units	12



Course Units

- > BSBWOR203 Work effectively with others
- > SITHFAB002 Provide responsible service of alcohol
- > SITXCCS003 Interact with customers
- > SITHFAB005 Prepare and serve espresso coffee
- > SITHIND003 Use hospitality skills effectively
- > SITXCOM002 Show social and cultural sensitivity
- > SITXCCS006 Provide service to customers
- > SITXFSA001 Use hygienic practices for food safety
- > SITXFIN001 Process financial transactions
- > SITHIND002 Source and use information on the hospitality industry
- > SITXWHS001 Participate in safe work practices
- > HLTAID003 Provide First Aid

Use this course as an employment pathway as a:

- > Café Attendant
- > Bar Attendant
- > Food & Beverage Attendant
- > Front Office Assistant
- > Catering Assistant
- > Porter
- > Room Attendant

Empowering
Lifelong
Learning



VETIS
**Business
Courses**



BSB20115

CERTIFICATE II IN BUSINESS

Study With Axial Training Whilst At School To Get
The Skills and Succeed

The BSB20115 Certificate II in Business qualification provides students with an opportunity to develop skills in administrative practices, as well as the basic skills and knowledge to work in a variety of business environments.

This course has been designed to teach the student about different procedures in business including, becoming proficient in office technology (such as using a computer), dealing with customers and clients, and developing an individual's writing skills.

Study Mode	School Based - VETIS
Duration of Course	12 Months
Total Units	12



Course Units

- > BSBWHS201 Contribute to health and safety of others
- > BSBWOR203 Work effectively with others
- > SITHFAB002 Provide responsible service of alcohol
- > SITXCCS003 Interact with customers
- > SITHFAB005 Prepare and serve espresso coffee
- > SITHIND003 Use hospitality skills effectively
- > SITXCOM002 Show social and cultural sensitivity
- > SITXCCS006 Provide service to customers
- > SITXFSA001 Use hygienic practices for food safety
- > SITXFIN001 Process financial transactions
- > SITHIND002 Source and use information on the hospitality industry
- > SITXWHS001 Participate in safe work practice

**Use this course as an
employment pathway as a:**

- > Administration Assistant
- > Office Assistant
- > Junior Office Clerk



FSK20113

CERTIFICATE II IN SKILLS FOR WORK & VOCATIONAL PATHWAYS

Study With Axial Training Whilst At School To Get
The Skills and Succeed



The Certificate II in Skills for Work and Vocational Pathways has been designed to increase a student's confidence and get them prepared for their next step in study or work.

This nationally recognised qualification from Axial Training can open the door to study and employment opportunities Australia-wide.

Study Mode	School Based - VETIS
Duration of Course	15 Weeks
Total Units	14



Course Units

>FSKDIG03	Use digital technology for routine workplace tasks
>FSKLRG11	Use routine strategies for work-related learning
>FSKWTG09	Write routine workplace texts
>BSBCMM201	Communicate in the workplace
>BSBWOR301	Organise personal work priorities and development
>BSBCUS201	Deliver a service to customers
>BSBWOR202	Organise and complete daily work activities
>BSBWHS201	Contribute to health and safety of self and others
>FSKLRG09	Use strategies to respond to routine workplace problems
>BSBIND201	Work effectively with in a business environment
>FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work
>FSKNUM15	Estimate, measure and calculate routine metric measurements for work
>FSKOCM07	Interact effectively with others at work
>FSKRDG10	Read and respond to routine workplace information

This course is suitable if you are looking for:

- > A vocational training and employment plan.
- > A pathway to employment or further training
- > Improved reading, writing, numeracy, oral and learning skills.



BSB30115

CERTIFICATE III IN BUSINESS

Study With Axial Training Whilst At School To Get
The Skills and Succeed



Students can build the confidence and competencies they need to start a business career with BSB30115 Certificate III in Business from Axial Training. Successful students will be equipped with essential skills for entry-level management and business operations positions. This course covers key competencies for the workplace, ensuring they leave the course with highly transferrable and widely sought after foundational skills.

Throughout the training, students will develop their knowledge of business operations, learn how to deliver quality customer service and refine their ability to work effectively with teammates and managers.

Study Mode	School Based - VETIS
Duration of Course	12 - 24 Months
Total Units	12



Course Units

- > BSBDIV301 Work effectively with diversity
- > BSBINM301 Organise workplace information
- > BSBITU312 Create electronic presentations
- > BSBITU314 Design and produce spreadsheets
- > BSBITU313 Design and produce digital text documents
- > BSBPRO301 Recommend products & services
- > BSBITU306 Design & produce business documents
- > BSBSUS201 Participate in environmentally sustainable work practices
- > BSBWHS302 Apply knowledge of WHS legislation in the workplace
- > BSBWOR301 Organise personal work priorities & development
- > BSBCUS301 Deliver & monitor a service to customers
- > BSBINN301 Promote innovation in a team environment

**Use this course as an
employment pathway as a:**

- > Office Clerk
- > Clerical Officer
- > Receptionist
- > Logistics Clerk
- > Payroll Officer
- > HR Clerk
- > Legal Receptionist



BSB30415

CERTIFICATE III IN BUSINESS

ADMINISTRATION

Study With Axial Training Whilst At School To Get
The Skills and Succeed

The BSB30415 Certificate III in Business Administration qualification is a well-structured qualification that will equip students with the necessary foundation skills and knowledge required by business administrators.

Students who enrol in this qualification will learn key skills and knowledge in the areas such as; keyboarding, WHS, payroll, accounts payable and receivable, scheduling, electronic presentations, spreadsheets, business documents and customer service.

Study Mode	School Based - VETIS
Duration of Course	12 - 24 Months
Total Units	13



Course Units

- > BSBADM307 Organise schedules
- > BSBDIV301 Work effectively with diversity
- > BSBWRT301 Write simple documents
- > BSBFIA303 Process accounts payable & receivable
- > BSBITU314 Design and produce spreadsheets
- > BSBITU312 Create electronic presentations
- > BSBITU313 Design and produce digital text documents
- > BSBITU306 Design and produce business documents
- > BSBITU307 Develop keyboarding speed & accuracy
- > BSBINN301 Promote innovation in a team environment
- > BSBWHS201 Contribute to health and safety of self & others
- > BSBWOR301 Organise personal work priorities & development
- > BSBSUS201 Participate in environmentally sustainable work practice

Use this course as an employment pathway as a:

- > Office Clerk
- > Clerical Officer
- > Receptionist
- > Logistics Clerk
- > Payroll Officer
- > HR Clerk
- > Legal Receptionist



BSB30415

DIPLOMA OF BUSINESS

Study With Axial Training Whilst At School To Get The Skills and Succeed

This comprehensive Business diploma course is designed for future business leaders. Students who are ready to develop their supervisory, decision-making and problem-solving skills across a range of business functions.

Throughout the course, students will discover how to develop and implement successful business, project and marketing plans; lead teams and manage meetings and projects; identify and pursue business opportunities; and much more.



Study Mode	School Based - VETIS
Duration of Course	12 - 24 Months
Total Units	8



Course Units

- > BSBDIV501 Manage diversity in the workplace
- > BSBADM502 Manage meetings
- > BSBMGT517 Manage operational plan
- > BSBMKG506 Plan market research
- > BSBPMG522 Undertake project work
- > BSBRSK501 Manage risk
- > BSBWOR501 Manage personal work priorities and professional development
- > BSBMKG501 Identify and evaluate marketing opportunities

Use this course as an employment pathway as a:

- > Small Business / Start Up Owner
- > Business Manager
- > Entrepreneur
- > Department Manager
- > Program Coordinator
- > Office Manager
- > Senior Administration Officer

University Articulation

Study of this course can gain you credits into:



Bachelor of International Tourism & Hotel Management

Bachelor of Business



Associate Degree of Business & Commerce

Bachelor of Business & Commerce



BSB51415

DIPLOMA OF PROJECT MANAGEMENT

Study With Axial Training Whilst At School To Get The Skills and Succeed

Students can attain the broad range of skills required to plan, lead and execute the end-to-end delivery of an organisation's projects with this course. Providing the basic skills and knowledge required to undertake the role of a project manager, this course contains units of study covering key fundamental project management principles.

Throughout the training, students will develop their knowledge of coordinating all aspects of the project management lifecycle using a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.



Study Mode	School Based - VETIS
Duration of Course	12 Months
Total Units	12



Course Units

- > BSBPMG511 Manage project scope
- > BSBPMG512 Manage project time
- > BSBPMG513 Manage project quality
- > BSBPMG514 Manage project cost
- > BSBPMG515 Manage project human resources
- > BSBPMG516 Manage project information and communication
- > BSBPMG517 Manage project risk
- > BSBPMG521 Manage project integration
- > BSBMGT516 Facilitate continuous improvement
- > BSBPMG519 Manage project stakeholder engagement
- > BSBWOR501 Manage personal work priorities and professional development
- > BSBWOR502 Lead and manage team effectiveness

Use this course as an employment pathway as a:

- > Project Administrator
- > Project Manager
- > Clerical Manager
- > Administration Manager

University Articulation

Study of this course can gain you credits into:



Bachelor of International Tourism & Hotel Management

Bachelor of Business



Associate Degree of Business & Commerce

Bachelor of Business & Commerce

SIT50416

DIPLOMA OF HOSPITALITY MANAGEMENT

Study With Axial Training Whilst At School To Get The Skills and Succeed

SIT50416 Diploma of Hospitality Management is ideal for students who wish to undertake studies that will equip them for the Hospitality industry once graduating from high school or to use as a pathway to further University education.

Students will develop their hospitality skills [working in working in restaurants, cafes, hotels and other hospitality areas] and learn how to solve complex problems in a team environment.



Study Mode	School Based - VETIS
Duration of Course	12 - 24 Months
Total Units	28



Course Units

- > BSBADM502 Manage meetings
- > SITXCOM005 Manage conflict
- > SITXHRM002 Roster staff
- > SITXCCS006 Provide service to customers
- > SITHFAB005 Prepare and serve espresso coffee
- > SITXFIN003 Manage finances within a budget
- > BSBDIV501 Manage diversity in the workplace
- > SITHIND004 Work effectively in hospitality service
- > SITXFSA001 Use hygienic practices for food safety
- > BSBITU306 Design and produce business documents
- > SITXMGT002 Establish and conduct business relationships
- > SITXCCS007 Enhance customer service experiences
- > BSBINN301 Promote innovation in a team environment
- > SITXGLC001 Research and comply with regulatory requirements
- > SITXCOM002 Show social and cultural sensitivity
- > SITHFAB002 Provide responsible service of alcohol
- > SITXCCS008 Develop and manage quality customer service practices
- > SITXWHS003 Implement and monitor work health and safety practices
- > SITXWHS002 Identify hazards, assess & control safety risks
- > SITHIND002 Source and use information on the hospitality industry
- > BSBWOR501 Manage personal work priorities and professional development
- > BSBRSK501 Manage risk
- > BSBMGT517 Manage operational plan
- > SITXFIN004 Prepare and monitor budgets
- > SITXFIN001 Process financial transactions
- > SITXHRM001 Coach others in job skills
- > SITXMGT001 Monitor work operations
- > SITXHRM003 Lead and manage people

Use this course as an employment pathway as a:

- > Banquet Function Manager
- > Bar Manager
- > Gaming Manager
- > Café Manager
- > Club Manager
- > Executive Housekeeper
- > Motel Manager
- > Catering Manager

University Articulation

Study of this course can gain you credits into:



Bachelor of International Tourism & Hotel Management

Bachelor of Business



Associate Degree of Business & Commerce

Bachelor of Business & Commerce

SIT50416

DIPLOMA OF HOSPITALITY MANAGEMENT

Study With Axial Training Whilst At School To Get
The Skills and Succeed



SIT50416 Diploma of Hospitality Management is ideal for students who wish to undertake studies that will equip them for the Hospitality industry once graduating from high school or to use as a pathway to further University education.

Students will develop their hospitality skills [working in working in restaurants, cafes, hotels and other hospitality areas] and learn how to solve complex problems in a team environment.



Study Mode	School Based - VETIS
Duration of Course	12 - 24 Months
Total Units	28



Course Units

- > BSBADM502 Manage meetings
- > SITXCOM005 Manage conflict
- > SITXHRM002 Roster staff
- > SITXCCS006 Provide service to customers
- > SITHFAB005 Prepare and serve espresso coffee
- > SITXFIN003 Manage finances within a budget
- > BSBDIV501 Manage diversity in the workplace
- > SITHIND004 Work effectively in hospitality service
- > SITXFSA001 Use hygienic practices for food safety
- > BSBITU306 Design and produce business documents
- > SITXMGT002 Establish and conduct business relationships
- > SITXCCS007 Enhance customer service experiences
- > BSBINN301 Promote innovation in a team environment
- > SITXGLC001 Research and comply with regulatory requirements
- > SITXCOM002 Show social and cultural sensitivity
- > SITHFAB002 Provide responsible service of alcohol
- > SITXCCS008 Develop and manage quality customer service practices
- > SITXWHS003 Implement and monitor work health and safety practices
- > SITXWHS002 Identify hazards, assess & control safety risks
- > SITHIND002 Source and use information on the hospitality industry
- > BSBWOR501 Manage personal work priorities and professional development
- > BSBRSK501 Manage risk
- > BSBMGT517 Manage operational plan
- > SITXFIN004 Prepare and monitor budgets
- > SITXFIN001 Process financial transactions
- > SITXHRM001 Coach others in job skills
- > SITXMGT001 Monitor work operations
- > SITXHRM003 Lead and manage people

Use this course as an employment pathway as a:

- > Banquet Function Manager
- > Bar Manager
- > Gaming Manager
- > Café Manager
- > Club Manager
- > Executive Housekeeper
- > Motel Manager
- > Catering Manager

University Articulation

Study of this course can gain you
credits into:



Bachelor of International Tourism &
Hotel Management

Bachelor of Business



Associate Degree of Business &
Commerce

Bachelor of Business & Commerce

Empowering
Lifelong
Learning



VETIS
**Health & Care
Courses**



HLT23215

CERTIFICATE II IN HEALTH SUPPORT SERVICES

Study With Axial Training Whilst At School To Get
The Skills and Succeed



Commence your career in the health care sector with this entry-level course and develop the basic skills needed to work within a variety of health environments in support roles. Certificate II in Health Support Services prepares students for the role of workers who provide support for the effective functioning of health services. At this level workers complete tasks under supervision involving known routines and procedures or complete routine but variable tasks in collaboration with others in a team environment.

Study Mode	School Based - VETIS
Duration of Course	12 Months
Total Units	12



Course Units

- > CHCDIV001 Work with diverse people
- > CHCCOM005 Communicate and work in health or community services
- > HLTWHS001 Participate in workplace health and safety
- > HLTINF001 Comply with infection prevention and control policies and procedures
- > BSBINM201 Process and maintain workplace information
- > BSBWOR202 Organise and complete daily work activities
- > HLTHSS004 Handle and move equipment, goods and mail
- > BSBWOR203 Work effectively with others
- > BSBADM101 Use business equipment and resources

Use this course as an employment pathway as a:

- > Health Services Assistant
- > Ward Assistant
- > Health Support Services Worker
- > Ward Clerk
- > Health Admin Worker
- > Housekeeping Attendant
- > Hospital Porter

HLT33015

CERTIFICATE III IN ALLIED HEALTH ASSISTANCE

Study With Axial Training Whilst At School To Get The Skills and Succeed



The Certificate III in Allied Health Assistance equips the student with a solid understanding of how to assist with allied health programming, how to interpret basic medical terminology and how to comply with infection prevention and control policies.

Students will also learn the important skill of communicating effectively with both professionals and patients.

Study Mode	School Based - VETIS
Duration of Course	12 Months
Total Units	11



Course Units

- > CHCCCS010 Maintain a high standard of service
- > HLTAHA001 Assist with an allied health program
- > HLTAAP001 Recognise healthy body systems
- > HLTWHS001 Participate in workplace health and safety
- > CHCCOM005 Communicate and work in health or community services
- > CHCDIV001 Work with diverse people
- > HLTINF001 Comply with infection prevention and control policies and procedures
- > BSBMED301 Interpret and apply medical terminology appropriately
- > BSBFLM312 Contribute to team effectiveness
- > CHCLEG001 Work legally and ethically
- > CHCCCS020 Respond effectively to behaviours of concern

Use this course as an employment pathway as a:

- > Therapy Assistant
- > Physiotherapy Assistant
- > Podiatry Assistant
- > Speech Pathology Assistant
- > Occupational Therapy Assistant
- > Allied Health Assistant

HLT37315

CERTIFICATE III IN HEALTH ADMINISTRATION

Study With Axial Training Whilst At School To Get
The Skills and Succeed



This course reflects the role of administrative workers and medical receptionists and provides the successful student with entry level certification to begin a health administration career.

This course will teach students how to maintain patient and financial records, manage information and resources and contribute to innovation in the workplace. The Certificate III in Health Administration equips the student with knowledge of medical terminology and develops an understanding of how to implement infection control policies and work health and safety processes.

Study Mode	School Based - VETIS
Duration of Course	12 Months
Total Units	13



Course Units

- > CHCDIV001 Work with diverse people
- > BSBINM301 Organise workplace information
- > CHCLEG001 Work legally and ethically
- > CHCCCS020 Respond effectively to behaviours of concern
- > BSBFLM312 Contribute to team effectiveness
- > CHCCOM001 Provide first point of contact
- > CHCCOM005 Communicate and work in health or community services
- > HLTWHS001 Participate in workplace health and safety
- > BSBMED301 Interpret and apply medical terminology appropriately
- > HLTINF001 Comply with infection prevention and control policies and procedures
- > CHCCCS010 Maintain a high standard of service
- > BSBITU306 Design and produce business documents
- > BSBMED303 Maintain patient records

Use this course as an employment pathway as a:

- > Health Administrative Worker
- > Ward Clerk
- > Admissions Clerk
- > Medical Receptionist
- > Medical Administration
- > Medical Records Clerk
- > Medical Secretary

HLT43015

CERTIFICATE IV IN ALLIED HEALTH ASSISTANCE

Study With Axial Training Whilst At School To Get
The Skills and Succeed

This qualification suits the role of workers who provide therapeutic and program related support to allied health professionals. The worker is required to conduct therapeutic and program related activities. Supervision may be direct, indirect or remote and must occur within organisation requirements. The worker is required to identify client circumstances that need additional input from the allied health professional and may be engaged to work in a specialty area or work generically across the organisation in delivery of allied health assistance services.

The worker, in conjunction with the allied health professional, may have responsibility for supervising other allied health assistance workers.

Study Mode	School Based - VETIS
Duration of Course	24 Months
Total Units	16



Course Units

- > BSBMED301 Interpret and apply medical terminology appropriately
- > CHCLEG003 Manage legal and ethical compliance
- > CHCCOM005 Communicate and work in health or community services
- > CHCDIV001 Work with diverse people
- > HLTAAP002 Confirm physical health status
- > HLTAAP001 Recognise healthy body systems
- > HLTWHS002 Follow safe work practices for direct client care
- > HLTAHA001 Assist with an allied health program
- > HLTAHA004 Support client independence and community participation
- > CHCAGE001 Facilitate the empowerment of older people
- > CHCAGE005 Provide support to people living with dementia
- > CHCCCS020 Respond effectively to behaviours of concern
- > CHCLAH001 Work effectively in the leisure and health industries
- > BSBFLM312 Contribute to team effectiveness
- > CHCCCS010 Maintain a high standard of service
- > HLTINF001 Comply with infection prevention and control policies and procedures

Use this course as an employment pathway as a:

- > Therapy Assistant
- > Occupational Therapy Assistant
- > Massage Therapist
- > Anaesthetic Technician
- > Health Services Supervisor
- > Massage Therapist

HLT47315

CERTIFICATE IV IN HEALTH ADMINISTRATION

Study With Axial Training Whilst At School To Get
The Skills and Succeed



The nationally accredited Certificate IV in Health Administration teaches you how to understand and apply medical terminology, manage patient record-keeping systems and contribute to the organisational effectiveness of the health industry. In addition to this, you will learn a variety of customer service strategies which will allow you to provide quality client care in a range of medical and health care environments.

Axial's qualified trainers will help students understand the theoretical and practical aspects of the course to support their success.

Study Mode	School Based - VETIS
Duration of Course	12 Months
Total Units	14



Course Units

- > CHCDIV001 Work with diverse people
- > CHCLEG001 Work legally and ethically
- > HLTWHS003 Maintain work health and safety
- > BSBLDR402 Lead effective workplace relationships
- > BSBMED301 Interpret and apply medical terminology appropriately
- > BSBMGT403 Implement continuous improvement
- > CHCCOM005 Communicate and work in health or community services
- > HLTINF001 Comply with infection prevention and control policies and procedures
- > BSBITU306 Design and produce business documents
- > CHCCCS010 Maintain a high standard of service
- > BSBCUS403 Implement customer service standards
- > BSBHRM405 Support the recruitment, selection and induction of staff
- > BSBLED401 Develop teams and individuals
- > CHCCCS020 Respond effectively to behaviours of concern

Use this course as an employment pathway as a:

- > Executive Assistant
- > Practice Manager
- > Health Administration
Supervisor
- > Senior Clinical Coder
- > Ward Clerk
- > Medical Records Section
Leader

CHC33015

CERTIFICATE III IN INDIVIDUAL SUPPORT

Study With Axial Training Whilst At School To Get
The Skills and Succeed



An ideal course for those wishing to develop their career in the aged and community care sector through gaining the latest nationally accredited qualification for care givers and support workers.

This individual support qualification with a specialisation in Ageing is ideal for anyone who wants a rewarding career in aged care, disability, or home and community care.

Study Mode	School Based - VETIS
Duration of Course	12 Months
Total Units	12



Course Units for all participants

- > Provide individualised support
- > Work with diverse people
- > Recognise healthy body systems
- > Communicate and work in health or community services
- > Support independence and well being
- > Work legally and ethically
- > Follow safe work practices for direct client care

Elective Units of competency based on the chosen stream

6 elective units, consisting of at least 4 units from the electives listed below. At least 2 units must be from those units listed under Groups A, B or C. Up to 2 units from the electives listed below, any endorsed Training Package or accredited course – these units must be relevant to the work outcome.

Group A – Ageing Stream

- > Provide individualised support
- > Support independence & well being
- > Communicate & work in health or community services

Group B – Home & Community Stream

- > Facilitate the empowerment of older people
- > Meet personal support needs
- > Support relationships with carers & families
- > Provide home & community support services
- > Comply with infection prevention & control

Group C – Ageing & Home Community Stream

- > Facilitate the empowerment of older people
- > Provide support to people living with dementia
- > Meet personal support needs
- > Support relationships with carers & families
- > Provide home & community support services
- > Comply with infection prevention & control policies & procedures

Disability Stream

- > Contribute to ongoing skills development using a strengths-based approach
- > Follow established person-centred behaviour supports
- > Support community participation & social inclusion
- > Facilitate the empowerment of people with disability
- > Comply with infection prevention & control policies & procedures
- > Support relationships with carers & families

Use this course as an employment pathway as a:

- > Personal Care Worker
- > Personal Carer
- > Direct Care Worker
- > Home Help Worker
- > Support Worker
- > Respire Care Worker

HLT30113

CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE

Study With Axial Training Whilst At School To Get
The Skills and Succeed

In this course students will be introduced to working in the field of early childhood to provide education and care to children in a range of services. Students will learn to help plan and deliver educational programs that focus on supporting children's wellbeing, learning and development. CHC30113 is the minimum qualification to gain employment in ACECQA approved early childhood services and often the qualification studied for those wanting to begin their career in early childhood education.

Study Mode	School Based - VETIS
Duration of Course	12 Months
Total Units	18



Course Units

- > CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
- > CHCECE001 Develop cultural competence
- > CHCECE002 Ensure the health and safety of children
- > CHCECE003 Provide care for children
- > CHCECE004 Promote and provide healthy food and drinks
- > CHCECE005 Provide care for babies and toddlers
- > CHCECE007 Develop positive and respectful relationships with children
- > CHCECE009 Use an approved learning framework to guide practice
- > CHCECE010 Support the holistic development of children in early childhood
- > CHCECE011 Provide experiences to support children's play and learning
- > CHCECE013 Use information about children to inform practice
- > CHCLEG001 Work legally and ethically
- > CHCPRT001 Identify and respond to children and young people at risk
- > HLTAID004 Provide an emergency first aid response in an education and care setting
- > HLTWHS001 Participate in workplace health and safety
- > CHCDIV001 Work with diverse people
- > CHCECE006 Support behaviour of children and young people
- > BSBWOR301 Organise personal work priorities and development

Use this course as an employment pathway as a:

- > Out Of School Hours Care Assistant
- > Nanny
- > Family Day Care Worker
- > Early Childhood Educator
- > Playgroup Supervisor
- > Pre-School Assistant

CHC43015

CERTIFICATE IV IN AGEING SUPPORT

Study With Axial Training Whilst At School To Get The Skills and Succeed

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community-based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of Individualised service planning and delivery.

Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters.

Study Mode	School Based - VETIS
Duration of Course	12 Months
Total Units	18



Course Units

- > CHCCCS023 Support independence and well being
- > CHCDIV001 Work with diverse people
- > CHCLEG003 Manage legal and ethical compliance
- > HLTAAP001 Recognise healthy body systems
- > HLTWHS002 Follow safe work practices for direct client care
- > CHCAGE001 Facilitate the empowerment of older people
- > CHCAGE005 Provide support to people living with dementia
- > CHCCCS011 Meet personal support needs
- > CHCCCS025 Support relationships with carers and families
- > CHCPAL001 Deliver care services using a palliative approach
- > CHCADV001 Facilitate the interests and rights of clients
- > CHCAGE003 Coordinate services for older people
- > CHCAGE004 Implement interventions with older people at risk
- > CHCCCS006 Facilitate individual service planning and delivery
- > CHCPRP001 Develop and maintain networks and collaborative partnerships
- > HLTINF001 Comply with infection prevention and control policies and procedures
- > CHCDIS007 Facilitate the empowerment of people with disability
- > BSBMGT401 Show leadership in the workplace

Use this course as an employment pathway as a:

- > Care Service Team Leader
- > Aged Care Activity Worker
- > Personal Care Assistant
- > Assistant in Nursing (AIN)
- > Program Coordinator / Supervisor Care Supervisor

CHC50113

DIPLOMA OF EARLY CHILDHOOD CARE

Study With Axial Training Whilst At School To Get The Skills and Succeed



This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community-based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of Individualised service planning and delivery.

Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters.

Study Mode	School Based - VETIS
Duration of Course	24 Months
Total Units	28



Course Units

- > CHCECE002 Ensure the health and safety of children
- > CHCECE001 Develop cultural competence
- > CHCECE005 Provide care for babies and toddlers
- > HLTWHS003 Maintain work health and safety
- > CHCECE018 Nurture creativity in children
- > CHCECE007 Develop positive and respectful relationships with children
- > CHCECE009 Use an approved learning framework to guide practice
- > CHCPRT001 Identify and respond to children and young people at risk
- > CHCECE021 Implement strategies for the inclusion of all children
- > CHCECE023 Analyse information to inform learning
- > BSBMGT605 Provide leadership across the organisation
- > BSBWOR502 Lead and manage team effectiveness
- > CHCECE019 Facilitate compliance in an education and care services
- > HLTAID004 Provide an emergency first aid response in an education and care setting
- > CHCECE016 Establish and maintain a safe and healthy environment for children
- > CHCECE017 Foster the holistic development and wellbeing of the child in early childhood
- > CHCECE020 Establish and implement plans for developing cooperative behaviour
- > CHCECE024 Design and implement the curriculum to foster children's learning and development
- > CHCECE025 Embed sustainable practices in service operations
- > CHCECE026 Work in partnership with families to provide appropriate education and care for children
- > CHCECE006 Support behaviour of children and young people
- > BSBWOR301 Organise personal work priorities and development
- > CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
- > CHCECE004 Promote and provide healthy food and drinks
- > CHCECE003 Provide care for children
- > CHCLEG001 Work legally and ethically
- > CHCDIV001 Work with diverse people
- > CHCECE022 Promote children's agency

Use this course as an employment pathway as a:

- > Out Of School Hours Care Manager
- > Nanny
- > Family Day Care Worker
- > Early Childhood Educator

University Articulation

Study of this course with Axial Training can gain you credits into:



Bachelor of Child, Youth and Family Practice

CHC51015

DIPLOMA OF COUNSELLING

Study With Axial Training Whilst At School To Get
The Skills and Succeed

This qualification reflects the role of counsellors, who work with clients on personal and psychological issues using established counselling modalities. They use communication, micro-counselling and interviewing skills and draw on varied counselling therapies to assist clients. At this level, the counsellor will be working in defined and supported counselling roles in established agencies rather than in independent practice.

Axial's qualified trainers will help students understand the theoretical and practical aspects of the course to support their success.

Study Mode	School Based - VETIS
Duration of Course	24 Months
Total Units	17



Course Units

- > CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
- > CHCCCS019 Recognise and respond to crisis situations
- > CHCCSL001 Establish and confirm the counselling relationship
- > CHCCSL002 Apply specialist interpersonal and counselling interview skills
- > CHCCSL003 Facilitate the counselling relationship and process
- > CHCCSL004 Research and apply personality and development theories
- > CHCCSL005 Apply learning theories in counselling
- > CHCCSL006 Select and use counselling therapies
- > CHCLEG001 Work legally and ethically
- > CHCCSL007 Support counselling clients in decision-making processes
- > CHCCSM005 Develop, facilitate and review all aspects of case management
- > CHCDIV001 Work with diverse people
- > CHCPRP003 Reflect on and improve own professional practice
- > CHCDFV001 Recognise and respond appropriately to domestic and family violence
- > CHCFAM003 Support people to improve relationships
- > CHCMHS001 Work with people with mental health issues
- > CHCSET001 Work with forced migrants

Use this course as an employment pathway as a:

- > Councilor
- > Case Worker
- > Health and leisure worker
- > Case Manager
- > Support Worker

University Articulation

Study of this course with Axial Training can gain you credits into:



Bachelor of Social Work

Bachelor of Counselling

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Learning



SCHOOL BASED
Traineeships



SIT30616

CERTIFICATE III IN HOSPITALITY

SCHOOL BASED TRAINEESHIP

Study With Axial Training Whilst At School To Get
The Skills and Succeed

The SIT30616 Certificate III in Hospitality qualification provides students with the skills and knowledge required to be competent in varying operations within the hospitality industry. It builds on basic operational skills and provides the learner with advanced operational and technical skills. Individuals can work with some independence and under limited supervision and may provide operational advice and support to team members.

Study Mode	School Based Traineeship
Duration of Course	24 Months
Total Units	8 + Chosen Stream Units



Course Units for all participants

- > Provide service to customer
- > Coach others in job skills
- > Participate in safe work practices
- > Use hygienic practices for food safety
- > Source & use information on the hospitality industry
- > Show social & cultural sensitivity
- > Work effectively in hospitality service
- > Work effectively with others

Course Units based on chosen stream

Back Of House

- > Clean kitchen premises & equipment
- > Clean wet areas
- > Clean premises & equipment
- > Participate in safe food handling practices
- > Prepare & present simple dishes
- > Process financial transactions

Front Of House

- > Process financial transactions
- > Prepare & serve espresso coffee
- > Identify hazards, assess & control safety risks
- > Design & produce business documents
- > Maintain financial records

Cleaning Operations

- > Provide housekeeping to guests
- > Communicate in the workplace
- > Prepare rooms for guests
- > Clean premises & equipment
- > Launder linen & guests clothes
- > Maintain hard floor surfaces
- > Deliver & monitor a service to customers

Take Away

- > Advise on products and services
- > Sell to the retail customer
- > Use hygienic practices for hospitality service
- > Clean kitchen premises and equipment
- > Participate in safe food handling practices
- > Communicate in the workplace
- > Assist with customer difficulties

Guest Services

- > Use hygienic practices for hospitality service
- > Participate in environmentally sustainable work practices
- > Design and produce business documents
- > Provide accommodation reception services
- > Process reservations
- > Process financial transactions
- > Use a computerised reservations or operations system
- > Contribute to workplace innovation

**Use this course as an
employment pathway as a:**

- > Café Attendant
- > Bar Attendant
- > Food & Beverage Attendant
- > Front Office Assistant
- > Catering Assistant
- > Porter
- > Room Attendant
- > Housekeeper

BSB30115

CERTIFICATE III IN BUSINESS

SCHOOL BASED TRAINEESHIP

Study With Axial Training Whilst At School To Get
The Skills and Succeed

Students can build the confidence and competencies they need to start a business career with BSB30115 Certificate III in Business from Axial Training. Successful students will be equipped with essential skills for entry-level management and business operations positions. This course covers key competencies for the workplace, ensuring they leave the course with highly transferrable and widely sought after foundational skills.

Throughout the training, students will develop their knowledge of business operations, learn how to deliver quality customer service and refine their ability to work effectively with teammates and managers.

Study Mode	School Based Traineeship
Duration of Course	12 - 24 Months
Total Units	12



Course Units

- > BSBDIV301 Work effectively with diversity
- > BSBINM301 Organise workplace information
- > BSBITU312 Create electronic presentations
- > BSBITU314 Design and produce spreadsheets
- > BSBITU313 Design and produce digital text documents
- > BSBPRO301 Recommend products & services
- > BSBITU306 Design & produce business documents
- > BSBSUS201 Participate in environmentally sustainable work practices
- > BSBWHS302 Apply knowledge of WHS legislation in the workplace
- > BSBWOR301 Organise personal work priorities & development
- > BSBCUS301 Deliver & monitor a service to customers
- > BSBINN301 Promote innovation in a team environment

Use this course as an employment pathway as a:

- > Office Clerk
- > Clerical Officer
- > Receptionist
- > Logistics Clerk
- > Payroll Officer
- > HR Clerk
- > Legal Receptionist



Empowering
Lifelong
Learning



SCHOOL BASED
Short Courses



SHORTCOURSE

ASPIRING SUPERVISORS IN CUSTOMER SERVICE

Study With Axial Training Whilst At School To Get
The Skills and Succeed

Students can build the confidence and competencies required to work in customer service with this specially designed online short course from Axial Training. Successful students will be equipped with essential skills for entry-level positions through to supervisory roles, and business operations positions. This course covers key competencies for customer service, ensuring they gain widely sought after foundational skills. Throughout this short course, students will develop their knowledge of workplace operations, learn how to deliver quality customer service and refine their ability to work effectively with teammates and managers.

This course is delivered online with full trainer support.

Study Mode	Online
Duration of Course	Self paced
Total Units	6



Course Skill Sets

- > BSBSSO0033 Aspiring Supervisor Skill Set
 - BSBFLM305 Support operational plan
 - BSBFLM312 Contribute to team effectiveness
 - BSBFLM303 Contribute to effective workplace relationships
 - BSBFLM306 Provide workplace information and resourcing plans
- > SITSSO0036 Customer Service
 - SITXCCS006 Provide service to customers
 - SITXCOM002 Show social and cultural sensitivity

Use this course as an employment pathway as a:

- > Customer Service Attendant
- > Administration Assistant
- > Office Assistant
- > Junior Office Clerk

SHORTCOURSE

SITSS00055

RESPONSIBLE SERVICE OF ALCOHOL

Study With Axial Training Whilst At School To Get The Skills and Succeed



SITSS00055 Responsible Service of Alcohol is an accredited competency that gives students the skills and knowledge to serve alcohol legally and responsibly in a bar environment. This program will equip licensees, liquor serving staff, other staff and security employees with a way to ensure compliance with liquor licensing laws in a variety of premises in Queensland.

To work and serve alcohol in a licensed venue in Queensland, all workers **MUST** have a valid Queensland RSA certificate, obtained by completion of this fully accredited course.

Study Mode	Blended
Duration of Course	1 day
Total Units	1



Course Units

- > SITHFAB002 Provide Responsible Service Of Alcohol

Topics Covered

- > Sell or serve alcohol responsibly
- > Identify issues related to the sale & service of alcohol
- > Assist customers to drink within appropriate limits
- > Standard drinks – beer, wine, spirits
- > Monitor emotional and physical state of customers
- > Acceptable proof of age
- > Appropriate communication and conflict resolution
- > Identify situations which pose a risk
- > Assess alcohol affected customers Identify customers to whom sale or service must be refused

Use this course as an employment pathway as a:

- > Food & beverage attendants
- > Packaged liquor salespersons
- > Winery, brewery & distillery cellar door staff
- > Alcohol sales representatives

SHORTCOURSE BUSINESS MANAGEMENT

Study With Axial Training Whilst At School To Get
The Skills and Succeed

Students with a view to one day creating their own start-up business can build the confidence and competencies required to manage with this specially designed online course from Axial Training. Successful students will be equipped with essential skills for business work and management with units covering key competencies such as planning, communications and customer service.

This course is delivered online with full trainer support.

Study Mode	Online
Duration of Course	Self paced
Total Units	5



Course Units

- > BSBLDR403 Lead team effectiveness
- > BSBMGT401 Show leadership in the workplace
- > BSBMGT402 Implement operational plan
- > SITXCCS006 Provide service to customers
- > SITXCOM002 Show social and cultural sensitivity

Use this course as an employment pathway as a:

- > Home Business Operator
- > Entrepreneur
- > Office Assistant
- > Junior Office Clerk

SHORTCOURSE CUSTOMER ENGAGEMENT

Study With Axial Training Whilst At School To Get
The Skills and Succeed



Students can build the confidence, know-how and competencies required to deliver customer engagement with this specially designed two-week, online school holiday course from Axial Training. Successful students will be equipped with essential skills for customer engagement with education in key competencies such as customer service practices, conflict management and cultural sensitivity.

This course is delivered online with full trainer support.

Study Mode	Online
Duration of Course	Self paced
Total Units	5



Course Skill Sets

- >SITSSO0035 Customer Service Management
 - SITXCCS007 Enhance customer service experiences
 - SITXCOM005 Manage conflict
 - SITXCCS008 Develop and manage quality customer service practices
- > SITSSO0036 Customer Service
 - SITXCCS006 Provide service to customers
 - SITXCOM002 Show social and cultural sensitivity

Use this course as an employment pathway as a:

- > Customer Service Attendant
- > Retail Assistant
- > Office Reception
- > Junior Office Clerk

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SCHOOL BASED
**Apprenticeships &
Traineeships**



SCHOOL BASED APPRENTICESHIPS & TRAINEESHIPS

Study With Axial Training Whilst At School To Get
The Skills and Succeed



School-based apprenticeships and traineeships (SATs) provide an opportunity for students in Years 10, 11 and 12 to undertake employment-based training while continuing full-time enrolment in a school program and studying towards a Queensland Certificate of Education (QCE).

Axial Training is one of Queensland's leading providers of apprenticeship and traineeship training having trained over 120,000 students since our foundation in 1997. SATs provide the students with hands-on industry experience and combine study, work and training to provide a head start on their career. With an Axial Training school-based traineeship or apprenticeship the student will attend school four days per week and work one day per week.

The highest level of accredited SAT training is provided to Queensland high school students from Axial Training in:



ENGINEERING



RETAIL MEAT (Butcher)



LIGHT VEHICLE MECHANICAL (Cars)



COMMERCIAL COOKERY (Chef)



HEAVY VEHICLE MECHANICAL (Trucks)



BUSINESS

See next page for full Axial Training course listing.



SCHOOL BASED APPRENTICESHIPS & TRAINEESHIPS



Hospitality / Cookery / Tourism	
SIT20316	Certificate II in Hospitality
SIT30616	Certificate III in Hospitality (Front of House, Back of House, Guest Services, Restaurant Service, Takeaway Chain or Cleaning Operations)
SIT30816	Certificate III in Commercial Cookery
SIT40516	Certificate IV in Commercial Cookery

Engineering	
MEM20105	Certificate II in Engineering
MEM20205	Certificate II in Engineering - Production Technology
MEM20413	Certificate II in Engineering Pathways
MEM30205	Certificate III in Engineering - Mechanical Trade
MEM30205B	Certificate III in Engineering (Mechanical Diesel Fitting)
MEM30205C	Certificate III in Engineering (Mechanical Fitting and / or Turning)
MEM30205F	Certificate III in Engineering (Mechanical Machining)
MEM30305	Certificate III in Engineering (Fabrication Trade)
MEM30305C	Certificate III in Engineering - (Light Fabrication — Sheet metal)
MEM30305G	Certificate III in Engineering (Boiler making / Welding)

Automotive	
AUR20716	Certificate II in Automotive Vocational Preparation
AUR30616	Certificate III in Light Vehicle Mechanical Technology
AUR31416	Certificate III in Automotive Diesel Fuel Technology

Retail Meat	
AMP20117	Certificate II in Meat Processing (Food Services)
AMP30815	Certificate III in Meat Processing (Retail Butcher)

Business	
BSB20115	Certificate II in Business
BSB30115	Certificate III in Business
BSB30415	Certificate III in Business Administration



AXIALTM TRAINING

- in schools

Axial Training and International College – Head Office

Level 1, 33 Brandl Street
EIGHT MILE PLAINS QLD 4113

Axial Training and International College

– Nth Qld Office and Townsville International Campus
382 Sturt Street
TOWNSVILLE QLD 4810

Axial International College – Brisbane Campus

Level 1, 44 Ferry Street
KANGAROO POINT QLD 4169

Phone: 1300 729 425

Email: connect@axial.edu.au

Web: www.axial.edu.au

RTO 2437

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