

REPORT 3 — TIME 14:15:13 Jun 20 2013

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OCEAN GROVE NEIGHBOURHOOD CENTRE INC

Enrolments and completions (Qualifications) by State/Territory

Year 2012, Offshore flag: N

Qualification	Qualification Description	Accreditation	VIC		Total	
			Enrol	Compl	Enrol	Compl
BSB20107	CERTIFICATE II IN BUSINESS	national	0	0	0	0
BSB30107	CERTIFICATE III IN BUSINESS	national	0	0	0	0
CHC30102	CERTIFICATE III IN AGED CARE WORK	national	0	0	0	0
CHC30402	CERTIFICATE III IN CHILDREN'S SERVICES	national	0	0	0	0
ICA10105	CERTIFICATE I IN INFORMATION TECHNOLOGY	national	0	0	0	0
ICA20105	CERTIFICATE II IN INFORMATION TECHNOLOGY	national	0	0	0	0
ICA30105	CERTIFICATE III IN INFORMATION TECHNOLOGY	national	0	0	0	0
SIR20207	CERTIFICATE II IN RETAIL	national	0	0	0	0
SIR30207	CERTIFICATE III IN RETAIL	national	0	0	0	0
SIT30707	CERTIFICATE III IN HOSPITALITY	national	0	0	0	0
BSB30407	CERTIFICATE III IN BUSINESS ADMINISTRATION	other	7	6	7	6
CHC30208	CERTIFICATE III IN AGED CARE	other	87	55	87	55
CHC30308	CERTIFICATE III IN HOME AND COMMUNITY CARE	other	87	55	87	55
CHC30708	CERTIFICATE III IN CHILDREN'S SERVICES	other	138	14	138	14
CHC30808	CERTIFICATE III IN EDUCATION SUPPORT	other	19	11	19	11
SIT20207	CERTIFICATE II IN HOSPITALITY	other	314	0	314	0

## Comments

Enrolments:

Completions:

REPORT 4 — TIME 14:15:22 Jun 20 2013

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## OCEAN GROVE NEIGHBOURHOOD CENTRE INC

## Enrolments and completions (Units of Competency) by State/Territory

Year 2012, Offshore flag: N

Unit	Description	VIC		Total	
		Enrol	Compl	Enrol	Compl
BSBADM307B	ORGANISE SCHEDULES	7	6	7	6
BSBCMM301B	PROCESS CUSTOMER COMPLAINTS	7	6	7	6
BSBCUS301B	DELIVER AND MONITOR A SERVICE TO CUSTOMERS	7	6	7	6
BSBFIA302A	PROCESS PAYROLL	7	6	7	6
BSBITU301A	CREATE AND USE DATABASES	7	6	7	6
BSBITU302B	CREATE ELECTRONIC PRESENTATIONS	7	6	7	6
BSBITU303A	DESIGN AND PRODUCE TEXT DOCUMENTS	7	6	7	6
BSBITU304A	PRODUCE SPREADSHEETS	7	6	7	6
BSBITU306A	DESIGN AND PRODUCE BUSINESS DOCUMENTS	7	6	7	6
BSBITU307A	DEVELOP KEYBOARDING SPEED AND ACCURACY	7	6	7	6
BSBOHS201A	PARTICIPATE IN OHS PROCESSES	7	6	7	6
BSBWOR301B	ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT	7	6	7	6
BSBWRT301A	WRITE SIMPLE DOCUMENTS	7	6	7	6
CHCAC317A	SUPPORT OLDER PEOPLE TO MAINTAIN THEIR INDEPENDENCE	85	60	85	60
CHCAC318A	WORK EFFECTIVELY WITH OLDER PEOPLE	1	1	1	1
CHCAC318B	WORK EFFECTIVELY WITH OLDER PEOPLE	85	62	85	62
CHCAC319A	PROVIDE SUPPORT TO PEOPLE LIVING WITH DEMENTIA	86	67	86	67
CHCCHILD301A	SUPPORT BEHAVIOUR OF CHILDREN AND YOUNG PEOPLE	19	13	19	13
CHCCHILD401A	IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK	19	14	19	14
CHCCN301B	ENSURE THE HEALTH AND SAFETY OF CHILDREN	18	14	18	14
CHCCN302A	PROVIDE CARE FOR CHILDREN	19	14	19	14
CHCCN303A	CONTRIBUTE TO PROVISION OF NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER	19	14	19	14
CHCCN305B	PROVIDE CARE FOR BABIES	19	15	19	15
CHCCOM403A	USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS	81	62	81	62
CHCCS305A	ASSIST CLIENTS WITH MEDICATION	1	1	1	1
CHCCS305B	ASSIST CLIENTS WITH MEDICATION	85	60	85	60
CHCCS400A	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	1	1	1	1
CHCCS400B	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	103	73	103	73
CHCCS411A	WORK EFFECTIVELY IN THE COMMUNITY SECTOR	1	1	1	1
CHCCS411B	WORK EFFECTIVELY IN THE COMMUNITY SECTOR	84	67	84	67
CHCDIS301A	WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY	1	1	1	1
CHCDIS301B	WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY	81	58	81	58
CHCEDS301A	COMPLY WITH LEGISLATIVE, POLICY AND INDUSTRIAL REQUIREMENTS IN THE EDUCATION ENVIRONMENT	19	12	19	12
CHCEDS303A	CONTRIBUTE TO STUDENT EDUCATION IN ALL DEVELOPMENTAL DOMAINS	19	13	19	13
CHCEDS305A	SUPPORT THE DEVELOPMENT OF READING SKILLS	19	11	19	11
CHCEDS306A	SUPPORT THE DEVELOPMENT OF WRITING SKILLS	19	11	19	11
CHCEDS307A	SUPPORT THE DEVELOPMENT OF NUMERACY SKILLS	19	11	19	11

CHCEDS308A	SUPPORT THE DEVELOPMENT OF ORAL LANGUAGE SKILLS	19	11	19	11
CHCEDS312A	WORK WITH DIVERSITY IN THE EDUCATION ENVIRONMENT	19	17	19	17
CHCEDS313B	COMMUNICATE WITH STUDENTS	19	17	19	17
CHCEDS314B	WORK EFFECTIVELY IN AN EDUCATION TEAM	19	12	19	12
CHCEDS316B	COMPLY WITH SCHOOL ADMINISTRATIVE REQUIREMENTS	19	11	19	11
CHCEDS330A	SUPPORT LEARNING FOR STUDENTS WITH DISABILITIES IN A CLASSROOM ENVIRONMENT	19	11	19	11
CHCEDS335A	SUPPORT STUDENTS WITH ADDITIONAL NEEDS IN THE CLASSROOM ENVIRONMENT	19	11	19	11
CHCFC301A	SUPPORT THE DEVELOPMENT OF CHILDREN	18	15	18	15
CHCHC311A	WORK EFFECTIVELY IN A HOME AND COMMUNITY CARE ENVIRONMENT	1	1	1	1
CHCHC311B	WORK EFFECTIVELY IN HOME AND COMMUNITY CARE	81	56	81	56
CHCIC301E	INTERACT EFFECTIVELY WITH CHILDREN	19	15	19	15
CHCIC302A	SUPPORT ABORIGINAL AND/OR TORRES STRAIT ISLANDER FAMILIES TO PARTICIPATE IN CHILDREN'S SERVICES	19	14	19	14
CHCICS301A	PROVIDE SUPPORT TO MEET PERSONAL CARE NEEDS	85	66	85	66
CHCICS302A	PARTICIPATE IN THE IMPLEMENTATION OF INDIVIDUALISED PLANS	85	61	85	61
CHCICS303A	SUPPORT INDIVIDUAL HEALTH AND EMOTIONAL WELL BEING	85	59	85	59
CHCICS304A	WORK EFFECTIVELY WITH CARERS	1	1	1	1
CHCICS304B	WORK EFFECTIVELY WITH CARERS	81	56	81	56
CHCLD315A	RECOGNISE STAGES OF LIFESPAN DEVELOPMENT	84	59	84	59
CHCOHS312A	FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK	1	1	1	1
CHCOHS312B	FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK	84	58	84	58
CHCORG303B	PARTICIPATE EFFECTIVELY IN THE WORK ENVIRONMENT	19	14	19	14
CHCPA301B	DELIVER CARE SERVICES USING A PALLIATIVE APPROACH	80	60	80	60
CHCPR301B	PROVIDE EXPERIENCES TO SUPPORT CHILDREN'S PLAY AND LEARNING	19	16	19	16
CHCPR303D	DEVELOP UNDERSTANDING OF CHILDREN'S INTERESTS AND DEVELOPMENTAL NEEDS	19	15	19	15
CHCRF301E	WORK EFFECTIVELY WITH FAMILIES TO CARE FOR THE CHILD	19	15	19	15
CHCRH402A	UNDERTAKE LEISURE AND HEALTH PROGRAMMING	86	56	86	56
COMP1	BEGINNERS COMPUTERS	77	76	77	76
COMP2	BEGINNERS COMPUTERS 2	10	10	10	10
COOK	COOKING CLASS	18	18	18	18
CPR	CARDIOPULMONARY RESUSCITATION	6	6	6	6
DP	DIGITAL PHOTOGRAPHY	30	30	30	30
EXEL	INTRO TO EXCEL	5	5	5	5
HLTAP301A	RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT	1	1	1	1
HLTAP301B	RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT	80	61	80	61
HLTFA301C	APPLY FIRST AID	211	195	211	195
HLTFS207C	FOLLOW BASIC FOOD SAFETY PRACTICES	79	64	79	64
HLTHIR403B	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	1	1	1	1
HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	79	57	79	57
HLTOHS300B	CONTRIBUTE TO OHS PROCESSES	37	25	37	25
ICDL	INTERNATIONAL COMPUTER DRIVER LICENCE	10	10	10	10

LANG	LANGUAGE	52	52	52	52
SITHFAB009A	PROVIDE RESPONSIBLE SERVICE OF ALCOHOL	195	195	195	195
SITXFSA001A	IMPLEMENT FOOD SAFETY PROCEDURES	6	6	6	6
SITXOHS002A	FOLLOW WORKPLACE HYGIENE PROCEDURES	119	119	119	119

**Comments**

Enrolments:

Completions: