

**Electrotechnology Qualifications**  
*Certificate II - Electrotechnology Business Support (UTE 2 01 99)*

Modules				Core Units		Specialisation			
						Administration *N	Wholesaling *Q		
Nat. Code	Title	C	Dur	NES014*	NES015*	General	Wholesaling- General	Wholesaling- Warehouse	Wholesaling- Point of Sale
NBB002.1	Occupational Health & Safety	C	0.5	0.5	0.5				
NCS001	Workplace Communication	C	1	1	1				
NCS002	Writing Skills for Work	C	0.5	0.5	0.5				
NUE005	Electrical Concepts	C	1	1	1				
NUE123	Computing in the Electrotechnology Industry	C	1	1	1				
ABB481	Stock Control	C	0.5				0.5	0.5	
ABG507	Warehouse Operations	C	0.5				0.5	0.5	
ABG508	Product Knowledge	C	0.5						0.5
ABG512	Manual Materials Handling	C	0.5				0.5	0.5	0.5
ABG516	Mechanical Materials Handling	C	0.5				0.5	0.5	0.5
NBB005	Quality Concepts	C	0.5			0.5	0.5		0.5
NOS125	Wholesale Calculations	C	0.5						0.5
NUE001	Electrical Wholesale Techniques 1	C	1				1	1	
NUE002	Office Administration - Electrical Contracting	C	1			1			
NUE004	Electrical Wholesale Techniques 2	C	0.5				0.5	0.5	
NUE010	Enterprise Specific	C	0.5			0.5			
NUE036	Inventory Management	C	0.5						0.5
NUE050	Introduction to the Electrical Industry	C	0.5			0.5			
NUE095	Parts and Component Selection	C	0.5			0.5			
VBB041	Software Awareness	C	1			1			
VBB479	Point of Sale Systems and Procedures	C	0.5						0.5
VBB479	Selling Skills	C	0.5						0.5
VBB480	Merchandise Products	C	0.5			0.5	0.5	0.5	0.5
VBB482	Customer Service	C	0.5				0.5		0.5
ABG513	Dangerous Goods	C	0.5					0.5	
ABG571	Forklift Operations	C	0.5					0.5	
NEWP014N	Undertake Basic Office/Warehouse Administration (Administration) WP	N	~			WP			
NEWP014Q	Undertake Basic Office/Warehouse Administration (Wholesaling) WP	N	~				WP	WP	WP
NEWP015N	Promote Basic Organisational Services/Products (Administration) WP	N	~			WP			
NEWP015Q	Promote Basic Organisational Services/Products (Wholesaling) WP	N	~				WP	WP	WP

Please see page titled "Notes to Matrices"