Holmesglen is one of the largest providers of vocational and higher education in Victoria.

Since 1982, Holmesglen has grown from a delivery of 90 programs to 7,000 students, to a unique multi-sectoral provider offering over 600 programs to more than 50,000 students. Holmesglen delivers internationally and nationally across three campuses: Chadstone, Moorabbin and Waverley.

Holmesglen invests to ensure that students have access to the best possible education and training facilities available. In 2009 Holmesglen committed $60 million to capital works programs across all campuses, an amount unmatched by any other TAFE in Australia.

Our programs are highly regarded within industry and include:
- degree and graduate certificate courses
- apprenticeships and pre-apprenticeships in engineering, hospitality, horticulture, furnishing and building and construction trades
- over 200 nationally endorsed certificates, diplomas and advanced diplomas
- pathways to Holmesglen degrees or other higher education streams
- adult short courses
- bridging and preparatory courses and adult VCE
- language programs
- trade accreditation and testing
- corporate and industry programs.

Study can be undertaken at Holmesglen within the following areas:
- Arts & Design
- Building & Construction
- Business & Management
- Education & Languages
- Engineering & Technology
- Furnishing & Decoration
- Health & Social Sciences
- Hospitality & Tourism
- Fitness & Wellbeing
- Safety & Security
- Horticulture & Environment

Students can also benefit from flexible delivery with many courses offered part time, full time, weekend, evening and off campus.
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The information contained in this brochure was current at the time of printing and is subject to change without notice. Availability of courses is dependent upon Government funding or student demand. Due to re-accreditation changes may occur to the content and/or names of certain courses. Prospective students are advised to confirm details with Holmesglen prior to enrolment. It is recommended that information be verified prior to being acted upon. June 2010.
Holmesglen takes seriously the responsibility of providing students with access to affordable, quality education services and facilities. Careful to ensure out of pocket study expenses are kept to a minimum, Holmesglen offers you real savings by providing:

- **free car parking**
- **subsidised student activities and amenities**
- **free internet and email access via 350 open access computers**

As a student at Holmesglen, you are supported with comprehensive services and amenities including:

- careers and vocational counselling
- counselling for study, welfare and personal challenges
- student accommodation service
- employment services
- disability support
- literacy, numeracy and communication skills support through the Centre for Language Studies
- student sport and social activities
- gym and fitness centres (Chadstone and Moorabbin campuses)
- child care facilities (Chadstone and Moorabbin campuses)
- medical centres
- other on campus services including campus bookshops, cafeterias, Learning Commons and great value for money student training restaurants and retail bakery.
At Holmesglen we are proud to offer a range of language and education courses for all levels of experience and ability.

Whether you are a school leaver, mature age returning to education or come from a non-English speaking background our language, adult education and preparation programs will open doors to your new career.

The Education and Languages Career Hub includes:

- English (as a second language)
- English for Professionals
- Chinese
- Teacher Training
- Bridging Programs

Choose to succeed
Our committed staff are supported with teaching and learning services and resources to help you succeed. Small classes, an Independent Learning Centre stocked with learning resources, access to vocational counsellors and other learning support services means a positive environment for your success. With an extensive network of training partners, you will benefit from work placement learning with local Government, small, medium and large businesses.

Our partners
We develop our courses with input from industry, business and community experts. Our many partners include Adult Migrant Educational Service (AMES) The Department of Education and Early Childhood Development, Teacher Agency Network of Victoria (TANVIC), Engineers Australia, The Civil Contractors Federation, CPA Australia, The Institute of Chartered Accountants of Australia, The National Institute of Accountants and VECCI.

The Language Centre
Our students benefit from excellence in teaching and learning. Our committed staff members are highly experienced with post-graduate and specialist qualifications in teaching English language, or languages other than English (LOTE).

Teacher training
Our teacher training courses are nationally and internationally recognised qualifications. Courses include extensive teaching practice and provide clear pathways to teaching employment.
Find the right pathway
A pathway is the sequence of studies you choose to gain a qualification and your career outcome.

There are many different ways you can go about achieving the same career goal and it’s a good idea to explore your options and decide on the one that best suits you.

If you don’t get the ATAR you were hoping for, you are looking to change jobs or upgrade your skills, Holmesglen can help you plan a pathway that will help you achieve your career goal.

The course you choose will depend on the career you are working towards, and where you start your pathway will depend on your age, prior qualifications and experience.

Qualification levels explained

Certificate I
An entry level qualification where you learn basic skills and do routine tasks that get you job ready. Entry is normally successful completion of Year 10 or similar. Study duration is usually six months.

Certificate II
Another entry level qualification. You will develop your skills and gain operational knowledge to solve a range of common problems. Study duration is usually six months.

Certificate III
This qualification allows you to develop additional skills and knowledge to solve a range of problems and is usually required for recognition as a tradesperson. You may find employment at junior to intermediate levels and it can be a re-entry point for those wanting to return to study or work.

Certificate IV
This certificate gives you a broad knowledge in your chosen industry and prepares you to take on added responsibility. Study duration is commonly six to 12 months. This certificate level is the minimum requirement for entry into university level courses.

Diploma
This prepares you to work independently and solve practical issues in technical or management situations. Study duration is usually an additional six to 12 months after completion of the certificate IV. Many diplomas can lead to university study.

Advanced diploma
This qualification develops a broad range and depth of practical, theoretical and creative skills. Study duration is commonly six to 12 months after completion of a diploma.

Graduate certificate
Graduate certificates have a vocational focus and are designed for working professionals who wish to specialise and develop specific skills to meet employment requirements and gain a competitive edge in the job market. Study duration is usually six to 12 months full time.

Bachelor degree
Holmesglen degree programs provide an innovative delivery methodology with a distinct difference over the delivery of degrees at universities. The main advantage of the delivery is the applied nature of teaching. Courses are structured to include lectures, tutorials, a simulated work environment and an opportunity for practical placement within several of the degrees.
Express Lane
Holmesglen guarantees its students express lane entry into any Holmesglen vocational or higher education course.

Many students undertake more than one vocational course while studying at Holmesglen. As a currently enrolled student, we believe you should have preferred entry into subsequent Holmesglen courses.

If you are a currently enrolled student and successfully complete your course, you are guaranteed a place in any Holmesglen course provided you meet the entry requirements.

As a Holmesglen student you enrol into your next course using one simple application form, and on approval your application will be processed ahead of regular student applications, putting you in the express lane and ready to continue your pathway.

For further information
W: www.holmesglen.edu.au/publications
General Education

Certificate IV in Library / Information Services

Course Code CUL40104

Course Length
Part-time: dependent on subject/timetable selection.

Location
Moorabbin campus

Course Description
This course is designed to:
• develop knowledge of library and information services industries
• develop skills in creation and management of electronic data
• develop a customer service focus
• develop cataloguing skills
• encourage working in a team environment
• enhance IT skills in a library context.

Career Opportunities
Library assistant

Prerequisites
• VCE or equivalent; or
• Mature age (at least 18 years of age and away from formal education for at least one year).

How to Apply
Apply directly to Holmesglen.

Applicants must complete an application form, available on the Holmesglen website. Alternatively, applicants may contact the department directly to have a form sent by mail.

Commencement Date
June

Course Enquiries
Arts, Communications & Science Department
Moorabbin: 03 9209 5802
Email: info@holmesglen.edu.au

Courses in General Education for Adults

Course in Initial General Education for Adults
Course Code 21770VIC
Certificate I in General Education for Adults (Introductory)
Course Code 21771VIC
Certificate II in General Education for Adults
Course Code 21772VIC
Certificate III in General Education for Adults
Course Code 21773VIC
Certificate IV in General Education for Adults
Course Code 21774VIC

Course Length
- Classes are timetabled during weekdays, some evenings and weekends.
  - Weekdays - Full-time 20 hours per week, for 20 weeks between 9.00am and 5.00pm.
  - Evenings - 5 hours per week for 36 weeks, Monday and Wednesday, between 6.00pm and 8.30pm.
  - Weekends – 8 hours per week for 40 weeks, Saturday and Sunday, between 9.00am and 1.00pm.

Location
Moorabbin campus

Course Description
These courses are designed for adults who have left school early and need to improve their literacy (reading and writing), numeracy (maths) and general education skills.

Career Opportunities
These programs can assist anyone who requires improved literacy and numeracy to access further employment and career opportunities.

Who Can Apply
Applicants who:
• need to improve reading, writing, maths and/or speaking skills
• speak English reasonably well
• want to improve their learning skills before attempting further study
• have not completed secondary school in Australia
• are over 18 years of age and have left school.

How to Apply
Applicants will need to attend an interview and assessment to determine if the course suits their needs. Contact Holmesglen Language Centre directly to complete an application form.

Commencement Dates
February, April and July

Course Enquiries
Centre for Language Programs
Moorabbin: 03 9209 5768
Email: languagemoor@holmesglen.edu.au

Course in Volunteer Tutoring of Adult Learners

Course Code 21692VIC

Course Length
Part-time: 6 months
Classes are conducted 1 morning per week.

Location
Chadstone campus

Course Description
The course provides training that will assist people seeking to work as a volunteer tutor. Typically, tutors assist other adults with reading, writing, maths and conversation skills.

The program provides volunteers with insights into the reasons for literacy and numeracy problems in the community. Students will develop some theoretical knowledge about how adults learn and the reading process, as well as practical strategies for teaching adult students.

Volunteers are trained to assist the many adults in the community who come to Holmesglen to improve their reading, writing and numeracy skills. Tutors may assist students on a one-to-one basis, help small groups of students, or work closely with teachers in a classroom.

Most tutors enjoy the challenge and fulfilment that comes from assisting students to learn. For some, the experience provides a stepping stone to paid employment or further study, while for others working with students provides a sense of achievement. All tutors are enriched by sharing a learning experience with another adult.

Career Opportunities
Volunteering provides work experience, and volunteer tutors can progress into a career in the area of adult literacy, or gain valuable experience through their volunteer work with students.

Prerequisites
• good oral and written skills in English
• basic maths skills
• empathy towards individuals from different language and socio-economic backgrounds
• understanding of volunteer work
• previous experience in assisting students or adults with reading, writing, maths or speaking would be an advantage

How to Apply
Apply directly to Holmesglen.

Commencement Date
March

Course Enquiries
Centre for Language Programs
Chadstone: 03 9564 1665
Email: Language.Centre@holmesglen.edu.au

Preparation Programs

Adult VCE

Course Code 2200LZV

Course Length
Year 11 (Units 1 & 2)
Full-time: 1 year (Units 1 & 2).
6 months (Unit 2 only).
Part-time: 2 years or more.

Year 12 (Units 3 & 4)
Full-time: 1 year.
Part-time: 2 years or more.

Location
Chadstone and Moorabbin campuses
Course Description
All studies normally undertaken in Years 11 and 12 at Victorian secondary schools form part of the Victorian Certificate of Education (VCE). During their VCE, students will normally complete Units 1 & 2 during Year 11, and then continue to Units 3 & 4 in Year 12, completing each unit per semester respectively.

To achieve their VCE, students must successfully complete the necessary sequence of units in their selected range of subjects, one of which must be English. Mature age students returning to study to obtain their VCE can commence their study of three subjects directly at Unit 3 & 4 level, and must also complete any two units of English.

Mature age students will need to complete Unit 2 of some subjects, as the bridging program, prior to undertaking the subsequent Units 3 & 4.

Prerequisites
• Mature age (at least 18 years of age, as at January 1, and away from full-time study for at least one year) or;
• continuing Year 12 students who attempted VCE in Units 3 & 4 in the previous year.

It is preferred that students aged 17 years and under continue their studies at a secondary college or a vocational college.

Selection Process
Applicants must attend an interview at which they are required to provide past academic results, evidence of relevant work history, and references attesting to their ability to undertake the course successfully.

When enrolling for Units 3 & 4 of Information Technology, Biology, Chemistry, Physics or Mathematics, preference will be given to applicants who have successfully completed Unit 2 of that same subject, and achieved a minimum average grade of D for all assessment tasks. Students who can demonstrate an equivalent level of achievement may undertake Units 3 & 4.

How to Apply
Apply directly to Holmesglen.

Course Enquiries
Arts, Communications & Science Department
Chadstone: 03 9564 1641
Moorabbin: 03 9209 5802
Email: info@holmesglen.edu.au

Occupational Preparatory Course

Course Description
This course is designed as preparation for the general entrance exams of organisations, particularly the police force. It is ideal for individuals who require a short preparatory course in English and Mathematics or wish to develop their test skills.

Prerequisites
Motivation to seek employment, return to study or undertake the entrance examinations for organisations. Students undertaking the course in order to improve their chances of entering a chosen field (i.e. the police force) must satisfy the entry requirements of that profession.

How to Apply
Apply directly to Holmesglen.

Course Enquiries
Arts, Communications & Science Department
Chadstone: 03 9564 1602
Email: info@holmesglen.edu.au
Certificate III in Science

**Course Code** 21857VIC

**Course Length**
Full-time: 6 months.

**Location**
Chadstone campus

**Course Description**
Certificate III in Science provides participants who have an interest in science with a thorough grounding in the principles of biology, chemistry and mathematics. Participants do not require a background in science to enter this course.

This program has been developed as a bridging course, allowing graduates to pursue further study or career opportunities in fields where science forms a major component. As such it is particularly appealing to mature age individuals returning to study. It also benefits school-leavers who need to improve their overall knowledge of science prior to entry into higher level courses.

**Career Opportunities**
This course will benefit participants pursuing further scientific study, including higher level studies, or individuals looking to progress in a variety of areas with a science base.

**Prerequisites**
- basic knowledge in mathematics

**Selection Process**
- application form and interview

**How to Apply**
Apply directly to Holmesglen. An application form may be downloaded from the website, and submitted to the Applied Sciences Department of Holmesglen.

**Commencement Dates**
February and July

**Course Enquiries**
Arts, Communications & Science Department
Chadstone: 03 9564 1641
Email: info@holmesglen.edu.au

Certificate IV in Science

**Course Code** 21858VIC

**Course Length**
Full-time: 1 year.

**Location**
Chadstone campus

**Course Description**
Certificate IV in Science provides participants who have an interest in science with a thorough grounding in the principles of biology, chemistry and mathematics. Participants do not require a background in science to enter this course.

This program has been developed to act as a bridging course, allowing graduates to pursue further study or career opportunities in fields where science forms a major component. As such it is particularly appealing to people returning to study as mature age students. It is also beneficial to school-leavers who need to improve their overall knowledge of science prior to entry into higher level courses.

**Career Opportunities**
This course will benefit participants who want to pursue further scientific study, including higher level studies, or individuals looking to progress their career within the various fields incorporating principles of science.

**Prerequisites**
- basic knowledge in mathematics

**Selection Process**
- application form and interview

**How to Apply**
Apply through VTAC (code 61431) and submit an application form, which may be downloaded from the website and submitted to the Applied Sciences Department of Holmesglen.

**Commencement Date**
February

**Course Enquiries**
Arts, Communications & Science Department
Chadstone: 03 9564 1641
Email: info@holmesglen.edu.au
Josiane
Certificate IV in Science

While studying year 12 Josiane had no idea what she wanted to do.

After completing year 12 with mostly arts subjects she realised she wanted a career in nutrition and dietetics. Because she didn’t have the pre-requisites for a university degree, Josiane utilised the Certificate IV in Science to gain a background in science and the appropriate pre-requisites.

Josiane is now studying a Bachelor of Science at Swinburne University.

“This course taught me the basics and filled in gaps in my knowledge, allowing me to take my studies to the next level.”
Language Programs

Courses in Chinese

Certificate II in Language (Mandarin)
Course Code 80775ACT
Certificate III in Language (Mandarin)
Course Code 80774ACT
Certificate IV in Language (Mandarin)
Course Code 80773ACT
Diploma of Applied Language (Mandarin)
Course Code 52002

Course Length
All courses in Chinese are conducted on a part-time basis. Students attend classes for 6 hours per week.

Location
Chadstone campus

Course Description
These part-time courses are suitable for anyone who would benefit from being able to use the Chinese language within their workplace or social situations. The courses focus on the language being used in social and business contexts and comprise speaking, listening, reading and writing skills, as well as cultural awareness. Each activity is integrated and developed concurrently via the performance of tasks throughout the course.

Career Opportunities
Graduates of this program will have access to employment and career opportunities in fields where abilities in speaking Chinese (Mandarin) may be required.

Prerequisites
None.

How to Apply
Apply directly to Holmesglen.

Commencement Date
February.
Flexible entry times for post-beginners are available.

Course Enquiries
Centre for Language Programs
Chadstone: 03 9564 1820
Email: Language.Centre@holmesglen.edu.au

Courses in Spoken and Written English

Course in Preliminary Spoken and Written English (CPSWE)
Course code 91412NSW
Certificate I in Spoken and Written English (CSWEI)
Course code 91421NSW
Certificate II in Spoken and Written English (CSWEII)
Course code 91422NSW
Certificate III in Spoken and Written English (CSWEIII)
Course code 91423NSW

Locations
Chadstone, Moorabbin and Waverley campuses

Course Description
These courses aim to provide English language skills to students from non-English speaking backgrounds, from beginner to intermediate levels. They provide practice in listening, speaking, reading and writing, as well as help with grammar and pronunciation.

Prerequisites
18 years of age or over, and from a non-English speaking background

Selection Process
Interview

How to Apply
Apply directly to Holmesglen.

Commencement Dates
February and July

Course Enquiries
Centre for Language Programs
Chadstone: 03 9564 1978
Moorabbin: 03 9209 5768
Waverley: 03 9564 6384
Email: Language.Centre@holmesglen.edu.au
CRICOS Code: 050223D
Certificate III in ESL (Access)

Course Code 21933VIC and
Certificate IV in ESL (Access)
Course Code 21934VIC

Course Length
Full-time: 20 weeks (20 hours per week).
Part-time (weekends): 40 weeks (10 hours per week).

Locations
Chadstone and Moorabbin campuses

Course Description
These courses provide higher level English skills to students from non-English speaking backgrounds. They cover reading, writing, speaking and listening, as well as grammar and pronunciation. They also incorporate computer skills and information to help students learn more about the Australian community, and are intended for students who require advanced English skills to live and work in Australia.

Career Opportunities
These courses prepare students to continue their studies in a wide range of vocational and higher education courses, leading to a variety of occupations.

Prerequisites
• minimum 18 years of age and non-English speaking background
• English language skills at Level 2 (for Certificate III) and Level 2+ (for Certificate IV) on the International Second Language Proficiency Scale

How to Apply
Apply directly to Holmesglen.

Commencement Dates
February and July

Course Enquiries
Centre for Language Programs
Chadstone: 03 9564 1978
Moorabbin: 03 9209 5768
Email: Language.Centre@holmesglen.edu.au

Certificate III in ESL (Employment)

Course Code 21935VIC

Course Length
Full-time: 20 weeks (20 hours per week).

Locations
Chadstone and Moorabbin campuses

Course Description
This is an advanced level English course, designed to provide students with the language skills related to an office environment. It is suitable for students intending to study or work in the fields of office administration, accounting, trade, tourism or business. It is also suitable for migrants with a professional or semi-professional background in office administration, who wish to find work in their own field within Australia.

Career Opportunities
This course prepares students for employment across a range of office administration roles.

Prerequisites
• English language skills at a minimum of ISLPR (2) on the International Second Language Proficiency Rating Scale
• English language proficiency test

How to Apply
Apply directly to Holmesglen.

Commencement Dates
February and July

Course Enquiries
Centre for Language Programs
Chadstone: 03 9564 1978
Moorabbin: 03 9209 5768
Email: Language.Centre@holmesglen.edu.au
Certificate III in ESL (Further Study)

**Course Code** 21939VIC and

**Course IV in ESL (Further Study)**

**Course Code** 21940VIC

## Course Length
Full-time: 20 weeks, at 20 hours per week.

## Locations
Chadstone, Moorabbin and Waverley campuses

## Course Description
These courses provide students from non-English speaking backgrounds with the language, cross-cultural communication and study skills needed to undertake further education. They also aim to develop a cultural understanding necessary for successful participation in the Australian post-secondary education system. These courses include the intensive language, study and basic computer skills students require in order to undertake further study.

## Career Opportunities
These courses prepare students to continue their studies in a wide range of vocational and higher education courses leading to a variety of occupations.

## Prerequisites
Non-English speaking background.

Students who wish to continue with a course of further education, and who have completed Year 11 or higher in their country of origin, will be given preference. Individuals with English language skills at Level 2 on the International Second Language Proficiency Scale will be admitted to English for Further Study. Individuals with skills at Level 2+ will be admitted to Academic English.

## How to Apply
Apply directly to Holmesglen.

## Commencement Dates
February and July

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**Certificate IV in ESL (Accountants)**

**Course Code** 21937VIC

## Course Length
Full-time: 6 months. 
Part-time: 1 year.

## Locations
Moorabbin campus and City centre

## Course Description
This course is designed for overseas trained accounts professionals and those trained for occupations within the financial services industry. The course focuses on developing students’ workplace English, communication skills and knowledge of practices in a technical and professional work environment in Australia.

## Career Opportunities
This course provides overseas trained accountants with the English language skills and practical experience necessary to pursue career opportunities within the accounting and financial services industry.

## Prerequisites
- English language skills at a minimum of Level 2+ on the International Second Language Proficiency Scale (ISLPR) and Level 3 on the National Reporting System (NRS)
- English language proficiency test

It is preferable that applicants hold an overseas qualification that is Australian equivalency recognised, or be in the process of recognition.

## How to Apply
Apply directly to Holmesglen.

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**Course Enquiries**
Centre for Language Programs
Chadstone: 03 9564 1978
Moorabbin: 03 9209 5768
Waverley: 03 9564 6384
Email: Language.Centre@holmesglen.edu.au
**Certificate IV in ESL (Engineers)**

**Course Code** 21937VIC

**Course Length**
- Full-time: 6 months.
- Part-time: 1 year.

**Locations**
Moorabbin campus and City centre

**Course Description**
This course is suitable for overseas trained engineers, other technical professionals and business professionals. It focuses on developing students' workplace English and communication skills, and provides knowledge of the practices within a technical and professional work environment in Australia.

**Career Opportunities**
The vocational component of this course is designed to enhance participants' awareness of an Australian work environment within the engineering industry. With practical experience in a business environment, students can be better prepared for seeking work in Australia.

**Prerequisites**
- English language skills at a minimum of Level 2+ on the International Second Language Proficiency Rating Scale (ISLPR), and Level 3 on the National Reporting System (NRS)
- English language proficiency test

It is preferable that applicants hold an overseas qualification that is Australian equivalency recognised, or be in the process of gaining recognition.

**How to Apply**
Apply directly to Holmesglen.

**Certificate IV in ESL (Health Professionals)**

**Course Code** 21937VIC

**Course Length**
- Full-time: 6 months.

**Location**
Moorabbin campus

**Course Description**
This course is aimed at overseas trained health professionals who are seeking to practise their profession in Australia. It prepares them for sitting the Occupational English Test (OET) – a requirement for any health professional who seeks to practise in Australia. This is the first part of the re-qualification process.

**Career Opportunities**
This course prepares students to sit the Occupational English Test, which is a precursor to students' entering the workplace within their chosen profession.

**Prerequisites**
- English language skills at a minimum of Level 2+ on the International Second Language Proficiency Rating Scale (ISLPR), and Level 3 on the National Reporting System (NRS).

It is preferred that applicants hold an overseas qualification that is Australian equivalency recognised, or be in the process of gaining recognition.

**How to Apply**
Apply directly to Holmesglen.

**Commencement Dates**
- Full-time: February, April and July.
- Part-time: On demand.
Marsil
Certificate IV in ESL (Professional) – Engineers

Marsil worked as an Electrical Power Engineer in Egypt for six years before coming to Australia.

After undertaking the ESL course Marsil found that she improved her English as well as gaining practical placement within the Australian engineering industry.

Marsil is currently working as an Electrical Engineer (Design Engineer), and is on her way to top level management.

“So I said that’s it... this is what I need.”
Certificate IV in ESL (IT and Business Professionals)

Course Code 21937VIC

Course Length
Full-time: 6 months.
Part-time: 1 year.

Locations
Moorabbin campus and city centre

Course Description
This course is designed for overseas trained business professionals and those trained for occupations within the information technology industry. The course focuses on developing students’ workplace English, communication skills and knowledge of practices in a technical and professional work environment in Australia.

Career Opportunities
The vocational component of this course is designed to enhance participants’ awareness of an Australian work environment. With practical experience in a business environment, students can be better prepared for seeking work within Australia.

Prerequisites
- English language skills at a minimum of Level 2+ on the International Second Language Proficiency Rating Scale (ISLPR) and Level 3 on the National Reporting System (NRS)
- English language proficiency test

It is preferable that applicants hold an overseas qualification that is Australian equivalency recognised, or be in the process of recognition.

How to Apply
Apply directly to Holmesglen.

Commencement Dates
Full-time: February, April and July.
Part-time: On demand.

Certificate IV in ESL (Teachers)

Course Code 21937VIC

Course Length
Full-time: 6 months.

Locations
Moorabbin campus and city centre

Course Description
This course is primarily designed for overseas qualified and experienced primary and secondary teachers, who are eligible for registration with the Victorian Institute of Teaching. It is also designed for teachers who possess the required qualifications to work in Australia but have little or no experience in the Australian education system. The course includes a practical placement component and will facilitate the transition to employment within an Australian educational institution.

Career Opportunities
This course provides overseas trained teachers with the English language skills and practical experience necessary to enable employment within equivalent schools throughout Australia. Those seeking to register in Victoria as a teaching professional should contact the Victorian Institute of Teaching for further information about their eligibility, or visit www.vit.vic.edu.au.

Prerequisites
- English language skills at a minimum of Level 2+ on the International Second Language Proficiency Rating Scale (ISLPR) and Level 3 on the National Reporting System (NRS)
- English language proficiency test

It is preferable that applicants hold an overseas qualification that is Australian equivalency recognised, or be in the process of recognition.

How to Apply
Apply directly to Holmesglen.

Commencement Dates
Full-time: February and April.
**Course Enquiries**
Center for Language Programs
Moorabbin: 03 9209 5768
Email: languagemoor@holmesglen.edu.au

**Cambridge Certificate in English Language Teaching to Adults (CELTA)**

**Course Code** 4590LDA

**Course Length**
- Full-time: 4 weeks.
- Part-time: 18 weeks.
- Mixed-mode: 2 weeks full-time, plus an additional 10 Saturdays.

**Locations**
Chadstone campus (full-time & mixed-mode) and Moorabbin campus (part-time)

**Course Description**
Holmesglen is a well established provider of The Cambridge Certificate in English Language Teaching to Adults (CELTA) in Melbourne. The program provides thorough and practical training for people seeking employment as teachers of English to speakers of other languages.

CELTA has been in existence for over 30 years and is recognised worldwide. Offered in 286 approved centres in 54 countries, CELTA is in many places considered a prerequisite for employment in the field.

**Career Opportunities**
Recognised worldwide, the CELTA qualification enables graduates to pursue a range of English language related occupations, nationally and internationally.

**Prerequisites**
- at least 18 years old at commencement (20 years old is the recommended minimum age)
- good level of education that would enable entry into tertiary education
- standard of English, both written and spoken, adequate to allow successful completion of all aspects of the course
- interview and language awareness task

Please note that for employment in Australia the candidate requires, at a minimum, an undergraduate degree.

**How to Apply**
Apply directly to Holmesglen.

**Commencement Dates**
Please contact the Centre for Language Programs for information about future commencement dates.

**Course Enquiries**
Centre for Language Programs
Chadstone: 03 9564 1820
Email: Language.Centre@holmesglen.edu.au

**Certificate IV in Teaching English to Speakers of Other Languages (TESOL)**

**Course Code** 40540SA

**Course Length**
Full-time: 10 weeks.

**Location**
Chadstone and Waverley campuses

**Course Description**
The nationally recognised Certificate IV in TESOL provides candidates with practical skills in teaching English to speakers of other languages. The course aims to develop candidates’ language analysis skills and awareness of cultural factors in language learning.

On graduation, students will be able to:
- plan lessons for learners at different levels, in a variety of contexts
- design and adapt classroom materials
- conduct lessons effectively; and
- analyse language for teaching purposes.

**Career Opportunities**
Successful completion of this program may open opportunities for employment in English language schools internationally. Graduates with additional qualifications in teaching are also eligible for roles in English training programs within Australia.
Prerequisites
• VCE or equivalent
• good level of spoken and written English.
  (Individuals whose first language is not English
  are required to achieve an overall score of
  IELTS (Academic) 6.5, with no band less than 6)

Selection Process
All applicants will be asked to complete a pre-
interview task, and undertake an interview to
demonstrate their suitability for work in the TESOL
field.

How to Apply
Apply directly to Holmesglen.

Commencement Dates
Please contact the Centre for Language Programs
for information about future commencement
dates.

Course Enquiries
Centre for Language Programs
Chadstone: 03 9564 1820
Email: Language.Centre@holmesglen.edu.au
CRICOS Code: 055842C

Vocational Graduate Certificate
in Teaching English to Speakers
of Other Languages (TESOL)

Course Code 22027VIC

Course Length
Part-time: 6 months.

Location
Chadstone campus
This program provides teachers and TESOL
graduates with the opportunity to enhance their
skills and update their knowledge in teaching
English.

Course Description
This is a practical program designed to enable
graduates to:
• focus on practical classroom methodology and
  language awareness
• relate theories of second language learning and
  curriculum design to the classroom
• identify developments and changes in
  education policy at the national and
  international level
• prepare teaching and learning resources that
  will meet the needs of language learners
  across a range of learning environments
• deliver these materials efficiently and
  effectively in the classroom
• develop principles for other administrative
  aspects of teaching
• demonstrate an ability to deal with language
  learners via an on-the-job teaching practicum
  under the supervision of an experienced ESL
  teacher.

Career Opportunities
Successful completion of this program may
open opportunities for employment in areas not
available to CELTA graduates.

Prerequisites
• successful completion of a course of
  undergraduate study / Diploma of Education
• successful completion of an initial course in
  English language teacher training, typically
  CELTA
• preferably, some ESL teaching experience

How to Apply
Apply directly to Holmesglen.

Commencement Dates
February and July

Course Enquiries
Centre for Language Programs
Chadstone: 03 9564 1820
Email: Language.Centre@holmesglen.edu.au
CRICOS Code: 055842C
About Fees

Skills Reform and fees
Studying at TAFE is still one of the most affordable ways of getting your qualification.

The Victorian Government’s “Securing Jobs for Your Future: Skills for Victoria” which took effect from 1 July 2009 has meant changes to TAFE VET education and fees.

Under Skills Reform, the Victorian Government guarantees that wherever there is demand from eligible students for accredited training, it will subsidise that training or help pay the fees.

Under Skills Reform, fees are charged according to the skill level of your course. In most cases, the Government will pay most of the cost of your course and you will pay some fees.

At the time of printing, final tuition rates for 2011 were not available, however updated fee information will be available at www.holmesglen.edu.au/fees.

As a guide, tuition rates for Holmesglen government funded courses commencing 2010 were as follows:

<table>
<thead>
<tr>
<th>Skill level category</th>
<th>Types of courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation</td>
<td>Basic general education, English language and preparatory courses, VCAL (Foundation)</td>
</tr>
<tr>
<td>Skills creation</td>
<td>Certificate I and II, VCAL (Intermediate and Senior)</td>
</tr>
<tr>
<td>Apprenticeships and traineeships</td>
<td>Any course taken as part of a training contract, at any level</td>
</tr>
<tr>
<td>Skills building</td>
<td>Certificate III and IV</td>
</tr>
<tr>
<td>Skills deepening</td>
<td>Diploma, advanced diploma, graduate certificate, graduate diploma</td>
</tr>
</tbody>
</table>

2010 fees summary
Your tuition fee is calculated according to the number of hours you are enrolling in, multiplied by the rate for your course’s skill level as shown in the table below.

<table>
<thead>
<tr>
<th>Skill level</th>
<th>Minimum and concession fee (1 year)</th>
<th>Maximum tuition fee (1 year)</th>
<th>GSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skills creation</td>
<td>$105</td>
<td>$875</td>
<td>Up to $131</td>
</tr>
<tr>
<td>All apprenticeships and traineeships</td>
<td>$57</td>
<td>$903</td>
<td>Up to $135</td>
</tr>
<tr>
<td>Skills building</td>
<td>$120</td>
<td>$1,000</td>
<td>Up to $150</td>
</tr>
<tr>
<td>Skills deepening</td>
<td>$225</td>
<td>$2,000</td>
<td>Up to $300</td>
</tr>
</tbody>
</table>
General Services Fee (GSF)
In addition all students pay a General Services Fee which is 15% of their tuition fee at the time of enrolment. The GSF is a non-academic fee used to provide facilities, services and activities for Holmesglen students. There are no concessions on the GSF.

New students
Tuition fees will vary according to the course you want to do and will be based on the current hourly tuition fee.

In addition, all students pay a General Services Fee which is 15% of the tuition fee.

Material Fees cover the materials and incidentals supplied to students for use in their course. They are paid at the time of enrolment and vary between courses. Some courses have no Material Fees.

Government Subsidised Place (GSP) eligibility
You may be eligible for a GSP at skills deepening level if you are aged between 16 and 20 on 1 January in the year that you enrol in your course.

If you are assessed as being not eligible for a Government Subsidised Place, you will be required to pay full fees. Full fees are charged in bands according to funding requirements of your course.

Please contact the Information Office for information about individual course fees.

Fee concessions
Students at all skill levels except skills deepening will be eligible for a tuition fee concession if they hold or are listed as a dependant on a:
- Commonwealth Health Care Card
- Pensioner Card
- Veteran’s Gold Card
- Or are of Aboriginal or Torres Strait Islander descent.

Students eligible for tuition fee concession pay the minimum fee as listed in the fees table.

Students who are determined to be fees maintenance are also entitled to a tuition fee concession regardless of the skill level of their course.

FEE-HELP
At Holmesglen there is assistance to help you pay your fees.

Holmesglen is an approved VET provider and can offer VET FEE-HELP, a government contingent loan similar to HECS-HELP at university. More information about VET FEE-HELP can be found at www.deewr.gov.au/vetfeehelp.

If you are experiencing temporary financial difficulties a payment plan is also available to assist you by allowing you to pay your fees by instalment. You should seek advice from the staff in the Information Office regarding your eligibility.

Holmesglen Payment Plan
A payment Plan is available to assist with your fee payment. You should seek advice from the staff in the Information Office regarding your eligibility. You will be charged an establishment fee to set up the Payment Plan.

Further information
T: 03 9564 1555
W: www.holmesglen.edu.au/fees
Getting here

Chadstone campus

Train
Chadstone campus is located on the Glen Waverley train line and is adjacent to Holmesglen Station.

Bus
The Chadstone campus is accessible via the following bus routes:

- 612 Box Hill to Chadstone via Surrey Hills, Camberwell, Glen Iris
- 623 Glen Waverley to St Kilda via Mount Waverley, Chadstone, Carnegie
- 624 Kew to Oakleigh via Caulfield, Carnegie, Darling or Chadstone
- 627 Elsternwick to Brighton East via Oakleigh, Chadstone, McKinnon
- 742 Eastland to Chadstone via Vermont South, Glen Waverley, Oakleigh
- 767 Southland to Box Hill via Chadstone
- 800 Dandenong to Chadstone via Princes Highway, Oakleigh
- 802 Dandenong to Chadstone via Mulgrave, Oakleigh
- 804 Dandenong to Chadstone via Wheelers Hill, Oakleigh
- 862 Dandenong to Chadstone via Dandenong North, Oakleigh
- 903 Altona to Mordialloc (SMARTBUS Service)

Moorabbin campus

Train
Moorabbin campus is a short walk from the Moorabbin train station, located on the Frankston Line.

Bus
The Moorabbin campus is accessible via the following bus routes:

- 823 North Brighton to Southland via Moorabbin
- 824 Moorabbin to Keysborough via Clayton, Westall
- 825 Moorabbin to Southland via Black Rock, Mentone

Waverley campus

Train
Travel on the Glen Waverley train line to Glen Waverley station. The campus is approximately a 15 minute walk. The 623 bus travels from Glen Waverley station along Waverley Road to the Waverley campus.

Bus
The Waverley campus is accessible via the following bus routes:

- 623 Glen Waverley to St Kilda via Mount Waverley, Chadstone, Carnegie
- 734 Glen Iris to Glen Waverley
- 742 Eastland to Chadstone via Vermont South, Glen Waverley, Oakleigh
- 753 Bayswater to Glen Waverley
- 754 Rowville to Glen Waverley
- 850 Dandenong to Glen Waverley
- 885 Springvale to Glen Waverley
- 888 Nunawading to Chelsea
Get set for life

City campus
Level 3, 123 Lonsdale Street, Melbourne
(P0 Box 42 Holmesglen 3148)
Telephone 03 9564 1555

Chadstone campus
Batesford Road, Chadstone
(P0 Box 42 Holmesglen 3148)
Telephone 03 9564 1555

Moorabbin campus
488 South Road, Moorabbin
(P0 Box 42 Holmesglen 3148)
Telephone 03 9564 1555

Waverley campus
585 Waverley Road, Glen Waverley
(P0 Box 42 Holmesglen 3148)
Telephone 03 9564 1555

www.holmesglen.edu.au

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