Building & Construction

- Advanced Building Technology
- Bricklaying
- Carpentry
- Flooring
- Glass & Glazing
- Painting & Decorating
- Plastering & Tiling
- Plumbing
- Stonemasonry
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.
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.
The Career Hub of Building & Construction at Holmesglen offers students one-stop training for the industry. You get access to a wide range of courses and trades including:

- Advanced Building Technology
- Bricklaying
- Carpentry
- Glass & Glazing
- Painting & Decorating
- Plumbing
- Roof Tiling & Slating
- Plastering
- Stonemasonry
- Tiling
- Flooring

The choice is yours
Courses are offered at pre-apprenticeship, apprenticeship, certificate, diploma and degree levels. We are the sole provider of Glass & Glazing (pre-apprenticeship & apprenticeship) and Stonemasonry (apprenticeship) courses in Victoria.

We invest in you
You will benefit from industry experienced teachers and hands on learning in excellent training facilities, acknowledged as the best in Victoria. No matter what building course you choose, our facilities are purpose built and fully equipped to industry standards for study at trade and post trade level.

An extensive network of industry speakers in classroom and lecture forums, with subsequent site visits makes your training totally relevant to current industry practices.

Our partners
We have longstanding relationships with industry organisations including the Housing Industry Association (HIA), Master Builders Association Victoria (MBAV), Building Designers Association Victoria, Master Plumbers and Mechanical Services Association of Australia (MPMSA), Australian Institute of Building Surveyors, Floorcovering Association of Victoria and the Australian Timber Flooring Association.

You will be in demand
Trades included under the Holmesglen Building & Construction Career Hub are on the National Skills Needs List, produced by the Federal Department of Education, Employment and Workplace Relations. This national list shows the trades that Australia needs now. These are the trades that are experiencing persistent skill shortages, where there is an even better opportunity for successful employment and career advancement.
About qualifications and pathways

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.
**Recognition of Prior Learning and Credit Transfer**

You may be able to shorten the length of the course or improve your chances of being accepted by taking advantage of your skills or qualifications gained through current, or previous study, and through work or life experience. This is called Recognition of Prior Learning.

Once you are enrolled you can apply for assessment and recognition of current competencies, skills and knowledge.

Through Recognition of Prior Learning (RPL) and Credit Transfer (CT) you may:
- finish your course earlier
- reduce study load
- take on additional modules leading to a second qualification.

RPL is available to all students in courses for which RPL is appropriate. CT is available for AQF qualifications and Statements of Attainment issued by Registered Training Organisations.

**For further information**
W: www.holmesglen.edu.au/RPL

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**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

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**Finding the right pathway**

- Early school leavers (Years 10, 11, 12)
- Holmesglen Vocational College
- VCE
- Mature age
- Certificates I, II, III
- Apprenticeships
- Pre-apprenticeships
- Certificate IV
- Diploma
- Advanced Diploma
- Graduate Certificate
- Degree

WORK
Advanced Building Technology

Certificate IV in Building and Construction (Building)

Course Code CPC40108

Course Length
17 weeks: Friday 6.00pm - 10.00pm
Saturday 8.30am - 5.00pm
25 weeks: Monday and Tuesday 6.00pm - 10.00pm

Location
Chadstone campus

Course Description
This accredited course is designed to meet the needs of builders and managers of small to medium building businesses. In line with the requirements of the Building Practitioners Board (BPB), this course is recognised by the BPB as an equivalent qualification for registration as a domestic builder. A builder coordinates the construction of a building, taking responsibility for the overall completion of the job, including selecting contractors, overseeing work and its quality, and liaising with the client. The builder may also be the appropriately licensed person with responsibility under the relevant building licensing authority in the state or territory.

Career Opportunities
- Registered building practitioner
- Building Works Supervisor
- Para-professional in domestic building
- Domestic building contractor employee

To become a registered builder the BPB in Victoria requires individuals to:
- demonstrate they hold the appropriate qualification
- ensure they have relevant practical experience
- have appropriate years of experience
- be of good character
- undertake an assessment (face to face interview) with the BPB assessors
- hold appropriate insurance.

Prerequisites
- three years relevant experience in domestic building or an allied field
- knowledge of computer applications and the internet

How to Apply
Apply directly to Holmesglen.

Commencement Dates
February, April, July, September and October

Course Enquiries
Community & Industry Short Courses
Chadstone: 03 9564 1742
Email: shortcourses@holmesglen.edu.au

Diploma of Building and Construction (Building)

Course Code CPC50208

Course Length
Full time: 2 years.

Location
Chadstone campus

Course Description
This qualification has been designed to mainly meet the needs of the building professional who coordinates the construction of a building, taking responsibility for the overall completion of the job, including selecting contractors, overseeing the work and its quality, and liaising with the client. The building professional may also be the appropriately licensed person with responsibility under the relevant building licensing authority in the state or territory.

This course provides students with the professional skills and knowledge required for the management, supervision and administration of residential, industrial and commercial building projects.

As many comprehensive building elements will be incorporated into project based learning, students will have the opportunity to develop their technical and research skills in an environment of self-paced learning, which may include study tours and site visits.
Career Opportunities
• Building practitioner registration with three year, post qualification industry experience as determined by the BPB
• On site management and supervision
• Local, national and international construction management
• Specialist construction roles in quality assurance and safety

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

Selection Process
Interview and assessment task

How to Apply
Full time: Apply through VTAC. The VTAC code for this course is 61011.
Part time and July intake: Apply directly to Holmesglen.

Commencement Dates
Full time: February and July.
Part time: February or July (subject to competencies being available).

Course Enquiries
Advanced Building Technology Department
Chadstone: 03 9564 1693
Email: info@holmesglen.edu.au

Advanced Diploma of Building Design (Architectural)

Course Code 21953VIC

Course Length
Full time: Equivalent of 5 semesters.
Part time: Variable, depending on the number of units undertaken per semester.

Location
Chadstone campus

Course Description
This program provides students with the professional skills and knowledge required for the design, drafting and documentation of residential, industrial and commercial buildings. Emphasis is on the design process, presentation and production of working drawings using industry standards.

Career Opportunities
With relevant work experience, graduates of this program may progress to managerial positions within:
• architectural drafting
• building design and planning.

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

Students should conduct their own research and ensure a clear understanding of the building design industry.

How to Apply
Full time: Apply through VTAC. The VTAC code for this course is 61031.
Part time and July: Apply directly to Holmesglen.

Commencement Dates
February and July

Course Enquiries
Advanced Building Technology Department
Chadstone: 03 9564 1693
Email: info@holmesglen.edu.au

Advanced Diploma of Building Surveying

Course Code CPC60108

Incorporating Diploma of Building Surveying
Course Code CPC50108

Course Length
Full time: 2 years.
Part time: Variable, depending on the number of units undertaken per semester.

Location
Chadstone campus
**Course Description**
This program provides students with the professional skills and competencies required for building inspection work and surveying related to residential, industrial and commercial buildings. The program will provide a diverse range of experiences in building theory, regulatory laws and practice.

Students may be required to attend site visits, study tours, etc. The program is based on the national training framework and is therefore fully portable, allowing students to commence studies in one state and complete them in another.

**Career Opportunities**
- Building surveyor
- Various managerial positions in building and construction

**Prerequisites**
- VCE or equivalent; or
- Mature age (at least 18 years of age and away from formal study for at least one year).
- Relevant work experience and previous study

**Selection Process**
Interview may be required

**How to Apply**
Full time: Apply through VTAC. The VTAC code for this course is 61021.
Part time: Apply directly to Holmesglen.

**Commencement Dates**
Full time: February
Part time: July (subject to unit availability)

**Course Enquiries**
Advanced Building Technology Department
Chadstone: 03 9564 1693
Email: info@holmesglen.edu.au

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**Bricklaying**

**Pre-apprenticeship Program for the Bricklaying Industry**

**Course Code** 21844VIC

**Incorporating units taken from Certificate II in Building and Construction (Bricklaying) – Pre-apprenticeship**

**Course Length**
Full time: 8 weeks (322 hours).

**Location**
Chadstone campus

**Course Description**
The Pre-apprenticeship program in bricklaying has been developed for the specific requirements of the bricklaying industry. Students will undertake training in hand skills, trade terminology and the use of various products, including clay bricks and concrete masonry.

Through this training program students will successfully achieve Stage One of Certificate II in Building and Construction (Bricklaying) – Pre-apprenticeship, and will receive credits towards their apprenticeship program. Students will also benefit from gaining practical experience on full-scale projects through Holmesglen’s industry recognised workshop facilities.

**Career Opportunities**
- Bricklaying apprenticeship
- Various apprenticeships in building and construction

**Selection Process**
- interview to determine motivation to undertake and complete the course
- aptitude test may be required

**How to Apply**
Contact the Trowel Trades Department at Holmesglen to obtain an enrolment form. Once received, this must be completed and returned via email, fax or post as soon as possible to ensure cut off dates are met.
Patrick
Pre-apprenticeship Program for the Bricklaying Industry

After completing his VCAL at Holmesglen’s Vocational College, Patrick went on to commence the Bricklaying Pre-apprenticeship at Holmesglen. After completing his course, he hopes to secure an apprenticeship and begin his career as a bricklayer.

As part of the VCAL program, Patrick was able to try a variety of trades and industries which helped him make decisions about his career and future study.

“I have accomplished more than I thought possible thanks to Holmesglen.”
If successful in being offered a position, you will be given a course booklet detailing your requirements as an apprentice and dates of attendance. You will be asked to complete a detailed enrolment form and pay any applicable fees within a set timeframe. Fees must be paid within the nominated timeframe to secure your position.

Commencement Dates
Courses commence at various times throughout the year. Contact the Trowel Trades Department for further information.

Course Enquiries
Trowel Trades Department
Chadstone: 03 9564 1909
Email: info@holmesglen.edu.au

Certificate III in Bricklaying / Blocklaying

Course Code CPC30108
Apprenticeship

Course Length
3 years.

Apprentices who have successfully completed Certificate II in Building and Construction (Bricklaying) – Pre-apprenticeship will need to attend classes only during the last 2 years of their apprenticeship.

Location
Chadstone campus

Course Description
This course provides comprehensive training for bricklaying apprentices, and covers all practical and theoretical aspects of the trade.

Career Opportunities
Bricklayer and Blocklayer

Prerequisites
Training agreement with a registered employer from a relevant industry. Preference may be given to students who have successfully completed a pre-apprenticeship program in a related field.

How to Apply
A training contract must be completed by the employer and apprentice within the first two weeks of employment. An Australian Apprenticeship Centre (AAC) representative will visit the workplace to complete the training contract with the employer and the apprentice. Contact the AAC on 13 38 73 or www.australianapprenticeships.gov.au for more information.

On signing the apprentice will be asked to nominate the registered training organisation (RTO), such as Holmesglen, which will automatically be notified of their intention to start training. The apprentice will then be placed on the notification list at the RTO to be contacted when the next apprenticeship group is starting.

Commencement Dates
Courses commence at various times throughout the year. Contact the Trowel Trades Department for further information.

Course Enquiries
Trowel Trades Department
Chadstone: 03 9564 1909
Email: info@holmesglen.edu.au

Carpentry

Certificate II in Building and Construction (Carpentry)

Course Code 21844VIC
Pre-apprenticeship

Course Length
Full time: 16 weeks (640 hours).

Location
Chadstone campus

Course Description
This course is an introduction to the building and construction industry, and provides students with skills and training in carpentry and a range of building trades. Students will gain experience in the use of hand and portable power tools, levelling, sub floor framing, wall and roof framing, scaffolding, door hanging, wet area installations, basic stairbuilding and material calculation.
Career Opportunities
• Carpentry apprenticeship
• Various apprenticeships in building and construction

Selection Process
• Interview to determine motivation to undertake and complete the course
• Aptitude test to determine suitability for the training program

How to Apply
Contact the Carpentry Department at Holmesglen to obtain an enrolment form. Once received, this must be completed and returned via email, fax or post as soon as possible to ensure cut off dates are met.

If successful in being offered a position, you will be given a course booklet detailing your requirements as an apprentice and dates of attendance. You will be asked to complete a detailed enrolment form and pay any applicable fees within a set timeframe. Fees must be paid within the nominated timeframe to secure your position.

Commencement Dates
Courses commence at various times throughout the year. Contact the Carpentry Department for further information.

Course Enquiries
Carpentry Department
Chadstone: 03 9564 1794
Email: info@holmesglen.edu.au

Certificate III in Carpentry

Course Code CPC30208
Apprenticeship

Course Length
4 years (960 hours).

Location
Chadstone campus

Course Description
This course provides comprehensive training for carpentry apprentices, and covers all practical and theoretical aspects of the trade. The program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands on, practical training wherever possible.

Career Opportunities
• Carpenter
• Various positions in building and construction

Prerequisites
Training agreement with a registered employer from a relevant industry.

How to Apply
A training contract must be completed by the employer and apprentice within the first two weeks of employment. An Australian Apprenticeship Centre (AAC) representative will visit the workplace to complete the training contract with the employer and the apprentice. Contact the AAC on 13 38 73 or www.australianapprenticeships.gov.au for more information.

On signing the apprentice will be asked to nominate the registered training organisation (RTO), such as Holmesglen, which will automatically be notified of their intention to start training. The apprentice will then be placed on the notification list at the RTO to be contacted when the next apprenticeship group is starting.

Apprentices who have successfully completed Certificate II in Building and Construction (Carpentry) – Pre-apprenticeship are required to attend for only 10 x 1 week blocks for 1 year.

Commencement Dates
Courses commence at various times throughout the year. Contact the Carpentry Department for further information.

Course Enquiries
Carpentry Department
Chadstone: 03 9564 1794
Email: info@holmesglen.edu.au
Degrees

Bachelor of Applied Science (Built Environment)

Course Code V12721

Course Length
Full time: 2 years.
Part time: Available.

Location
Chadstone campus

Course Description
Individuals interested in pursuing managerial or supervisory careers within the building industry will benefit from completing this degree program. The program supports both individuals currently employed within the building industry and those who seek to enter it, enabling them to maximise their opportunities within this field.

Developed in association with the building industry, this accelerated program enables individuals to achieve professional accreditation within the building industry sooner than through traditional four year qualification programs. Incorporating an applied learning approach, the program utilises practical projects and industry examples to support the varying learning styles of students. The degree comprises 19 subjects and is delivered in three trimesters per year, over two years, with students completing three stages per year.

Career Opportunities
Career opportunities available to a graduate completing this degree with relevant experience include:
- Building Supervisor
- Building Surveyor (NAF Level 2)
- Contract Administrator
- Building Maintenance Manager
- Project Manager
- Project Engineer
- Site Administrator
- Site Engineer
- Site Supervisor
- Superintendents' Representative.

Prerequisites
In order to be admitted to the Bachelor of Applied Science (Built Environment) an applicant must meet the criteria of entry associated with one of the following categories:

Normal Entry
Successful completion of VCE or equivalent.

Advanced Standing
An applicant may be granted the following based on previous study:
1. Block credit for Year One of the course after successful completion of one of the following:
   - Diploma of Building
   - Diploma of Building Surveying
   - Advanced Diploma of Building Surveying
2. Credit for up to eight subjects after successful completion of one of the following:
   - Diploma or advanced diploma level qualification within a field relevant to the building construction industry
   - Degree level studies undertaken in an area other than a construction related field of study
3. Credit for up to 12 subjects on successful completion of the Advanced Diploma of Building Surveying
4. Credit for up to eight subjects after successful completion of the Advanced Diploma of Building Design (Architectural), the Diploma of Building Design and Technology, or the Diploma of Built Environment by doing an additional Guided Readings subject.

Special Entry
Special entry applicants will be required to participate in an interview and demonstrate:
- 10 years’ work experience in the building industry; or
- Certificate IV level qualifications in a building or allied trade, along with relevant work experience of four years or more.

Special entry applicants may be required to undertake a bridging program prior to commencement of the degree. Bridging programs for this degree are for the duration of one trimester.

How to Apply
Full time: Apply through VTAC. The VTAC code for this course is 61372.
Part time: Apply directly to Holmesglen.
Bachelor of Building Surveying

Course Code V12722

Furthering qualifications achieved through the Bachelor of Applied Science (Built Environment) or equivalent.

Course Length
Full time: 27 weeks.

Location
Chadstone campus

Course Description
The primary focus of the Bachelor of Building Surveying is on building surveying as a fourth year specialisation, following the Bachelor of Applied Science (Built Environment) or an equivalent degree. Graduates will develop in-depth technical knowledge in building surveying and will be able to operate independently as a professional within this field.

Its strong vocational and building discipline focus will assist graduates in meeting the academic requirements for membership of relevant professional bodies in the building sector. For further information refer to the Australian Institute of Building Surveyors website: www.aibs.com.au.

Career Opportunities
Typical vocational roles, that may be available to a graduate completing the Bachelor of Building Surveying with relevant experience as a Building Surveyor (NAF Level 1), include working for local councils, private firms, government departments, health authorities and fire services.

Building Surveyors are experts in a range of building legislation, technical codes and construction standards. They are responsible for ensuring that buildings are safe, accessible and energy efficient and have an impact on the design, planning and functionality of buildings.

Prerequisites
In order to be admitted to the Bachelor of Building Surveying an applicant must meet the criteria of entry associated with one of the following categories:

Category 1
Successful completion of the Bachelor of Applied Science (Built Environment).

Category 2
A bachelor degree in a building industry related field of study, with an appropriate level of construction industry knowledge and suitable work experience. Applicants would be assessed on a case by case basis.

How to Apply
Apply directly to Holmesglen. All applicants who are required to attend an interview will be contacted by telephone or mail.

Bachelor of Construction Management and Economics

Course Code V12723

Furthering qualifications achieved through the Bachelor of Applied Science (Built Environment) or equivalent.

Course Length
Full time: 27 weeks.

Location
Chadstone campus

Course Description
The Bachelor of Construction Management and Economics embraces the construction management and quantity surveying fields of study. These are generally considered to fall within the management disciplines, quantification
After finishing secondary school Joe decided to study at Holmesglen because it offered him the opportunity to progress his studies from diploma to degree to a specialist degree.

Joe’s pathway took him from the Diploma of Building to the Bachelor of Applied Science (Built Environment) and finally the Bachelor of Construction Management and Economics.

He is currently employed at a design and construction company, and with his industry preferred degree, he is well on his way towards becoming a project manager.

“Being mentored by industry professionals brought a practicality to this course which made it quite unique.”

Joseph

Bachelor of Construction Management and Economics
and financial administration of building projects through their life cycle.

Students enter this fourth year specialisation following successful completion of the Bachelor of Applied Science (Built Environment), or equivalent degree.

**Career Opportunities**
- Assistant Construction Manager
- Assistant Superintendent
- Building Inspector
- Construction Manager
- Construction Planner and Supervisor
- Contracts Administrator
- Cost Estimator
- Quantity Surveyor (QS)
- Site Manager
- Superintendent
- Project Manager

**Prerequisites**
In order to be admitted to the Bachelor of Construction Management and Economics an applicant must meet the criteria of entry associated with one of the following categories:

**Category 1**
Successful completion of the Bachelor of Applied Science (Built Environment).

**Category 2**
A bachelor degree in a building industry related field of study, with an appropriate level of construction industry knowledge and suitable work experience. Applicants would be assessed on a case by case basis.

**How to Apply**
Apply directly to Holmesglen. All applicants who are required to attend an interview will be contacted by telephone or mail.

**Commencement Dates**
February, May and September

**Course Enquiries**
Degrees Office
Chadstone: 03 9564 1648
Email: info@holmesglen.edu.au

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**Bachelor of Facilities Management**

**Course Code** V12724

Furthering qualifications achieved through the Bachelor of Applied Science (Built Environment) or equivalent.

**Course Length**
Full time: 27 weeks.

**Location**
Chadstone campus

**Course Description**
Facilities management is an exciting new field which demands a diverse knowledge set required in managing modern technology driven facilities, and the people and space used within them. Students enter this fourth year specialisation following successful completion of the Bachelor of Applied Science (Built Environment), or equivalent degree.

**Career Opportunities**
- Facilities management
- Maintenance management
- Workplace logistics
- Strategic planning and space management
- Tenancy management
- Disposal and investment planning
- Risk management
- Coordination of business operations including human resources, information technology, sales and marketing, and training
- Corporate research and development

**Prerequisites**
In order to be admitted to the Bachelor of Facilities Management an applicant must meet the criteria of entry associated with one of the following categories:

**Category 1**
Successful completion of the Bachelor of Applied Science (Built Environment).

**Category 2**
A bachelor degree in a building industry related field of study, with an appropriate level of
construction industry knowledge and suitable work experience. Applicants would be assessed on a case by case basis.

**How to Apply**
Apply directly to Holmesglen. All applicants who are required to attend an interview will be contacted by telephone or mail.

**Commencement Dates**
February, May and September

**Course Enquiries**
Degrees Office
Chadstone: 03 9564 1648
Email: info@holmesglen.edu.au

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**Flooring**

**Certificate III in Flooring Technology**

**Course Code** LMF31208
Apprenticeship

**Course Length**
Up to 3 years.

**Location**
Chadstone campus and on the job

**Course Description**
The course provides comprehensive training for floor covering and finishing apprentices in their selected discipline.

**Career Opportunities**
Various roles within the floor covering and finishing industry

**Prerequisites**
Training agreement with a registered employer from a relevant industry.

**Selection Process**
Enter into this course is automatic for apprentices. Individuals with substantial industry experience who are not qualified will be required to attend an interview.

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**How to Apply**
A training contract must be completed by the employer and apprentice within the first two weeks of employment. An Australian Apprenticeship Centre (AAC) representative will visit the workplace to complete the training contract with the employer and the apprentice. Contact the AAC on 13 38 73 or www.australianapprenticeships.gov.au for more information.

On signing the apprentice will be asked to nominate the registered training organisation (RTO), such as Holmesglen, which will automatically be notified of their intention to start training. The apprentice will then be placed on the notification list at the RTO to be contacted when the next apprenticeship group is starting.

**Commencement Dates**
Courses commence at various times throughout the year. Contact the Flooring Technology Training Centre for further information.

**Course Enquiries**
Flooring Technology Training Centre
Chadstone: 03 9564 1676
Email: flu@holmesglen.edu.au

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**Glass & Glazing**

**Certificate II in Furnishing (Flat Glass Working)**

**Course Code** 21273VIC
Pre-apprenticeship

**Course Length**
Full time: 16 weeks.

**Location**
Chadstone campus

**Course Description**
This course aims to provide students with a broad range of skills that will assist them in gaining an apprenticeship within the glass and glazing industry.
Career Opportunities
Glass and glazing is a nationally recognised trade, and offers students a range of exciting career opportunities across the commercial and domestic glazing industry. Flat glass workers carry out a variety of tasks with flat or sheet glass across a wide range of industries including construction, automotive and furnishing.

Prerequisites
Adequate literacy and numeracy skills

How to Apply
Contact the Building Industry Training Centre at Holmesglen to obtain an enrolment form. Once received, this must be completed and returned via email, fax or post as soon as possible to ensure cut off dates are met.

If successful in being offered a position, you will be given a course booklet detailing your requirements as an apprentice and dates of attendance. You will be asked to complete a detailed enrolment form and pay any applicable fees within a set timeframe. Fees must be paid within the nominated timeframe to secure your position.

Commencement Dates
Courses commence at various times throughout the year. Contact the Building Industry Training Centre for information on commencement dates.

Course Enquiries
Building Industry Training Centre
Chadstone: 03 9564 1794
Email: glass@holmesglen.edu.au

Certificate III in Glass and Glazing

Course Code LMF30602
Apprenticeship

Course Length
3 years (800 hours).

Location
Chadstone campus

Course Description
This course provides comprehensive training for glass and glazing apprentices in all practical and theoretical aspects of the industry. An emphasis is placed on providing hands on, practical training wherever possible.

Career Opportunities
- Domestic or Commercial Glazier
- Cutter
- Glass edgeworker / Processor

Prerequisites
- Training agreement with a registered employer from a relevant industry
- preference may be given to applicants who have successfully completed a pre-apprenticeship in a related field

How to Apply
A training contract must be completed by the employer and apprentice within the first two weeks of employment. An Australian Apprenticeship Centre (AAC) representative will visit the workplace to complete the training contract with the employer and the apprentice. Contact the AAC on 13 38 73 or www.australianapprenticeships.gov.au for more information.

On signing the apprentice will be asked to nominate the registered training organisation (RTO), such as Holmesglen, which will automatically be notified of their intention to start training. The apprentice will then be placed on the notification list at the RTO to be contacted when the next apprenticeship group is starting.

Commencement Dates
Courses commence at various times throughout the year. Contact the Building Industry Training Centre for further information.

Course Enquiries
Building Industry Training Centre
Chadstone: 03 9564 1794
Email: glass@holmesglen.edu.au
Painting & Decorating

Certificate II in Building and Construction (Painting and Decorating)

Course Code 21844VIC
Pre-apprenticeship

Course Length
Full time: 16 weeks (640 hours).

Location
Chadstone campus

Course Description
This course provides skills and knowledge in painting and decorating, including:
- colour theory and practice
- timber staining and paint application
- environmental sustainability
- workplace safety

The program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands on, practical training wherever possible.

Career Opportunities
- Painting and decorating apprenticeship
- Various apprenticeships in building and construction

How to Apply
Contact Holmesglen to obtain an enrolment form. Once received, this must be completed and returned via email, fax or post as soon as possible to ensure cut off dates are met.

If successful in being offered a position, you will be given a course booklet detailing your requirements as an apprentice and dates of attendance. You will be asked to complete a detailed enrolment form and pay any applicable fees within a set timeframe. Fees must be paid within the nominated timeframe to secure your position.

Commencement Dates
Courses commence at various times throughout the year. Contact the Plumbing & Construction Finishing Department for further information.

Course Enquiries
Plumbing & Construction Finishing Department
Chadstone: 03 9564 1701
Email: info@holmesglen.edu.au

Certificate III in Painting and Decorating

Course Code CPC30608
Apprenticeship

Course Length
4 years (up to 976 hours). Classes are conducted in 8 x 1 week blocks per year for three years.

Location
Chadstone campus

Course Description
This course provides comprehensive training for painting and decorating apprentices in all practical and theoretical aspects of the trade.

Career Opportunities
- Painter
- Decorator

Prerequisites
- Training agreement with a registered employer from a relevant industry
- preference will be given to those who have completed a pre-apprenticeship in painting and decorating

How to Apply
A training contract must be completed by the employer and apprentice within the first two weeks of employment. An Australian Apprenticeship Centre (AAC) representative will visit the workplace to complete the training contract with the employer and the apprentice. Contact the AAC on 13 38 73 or www.australianapprenticeships.gov.au for more information.
On signing the apprentice will be asked to nominate the registered training organisation (RTO), such as Holmesglen, which will automatically be notified of their intention to start training. The apprentice will then be placed on the notification list at the RTO to be contacted when the next apprenticeship group is starting.

**Commencement Dates**
Courses commence at various times throughout the year. Contact the Plumbing & Construction Finishing Department for further information.

**Course Enquiries**
Plumbing & Construction Finishing Department
Chadstone: 03 9564 1701
Email: info@holmesglen.edu.au

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### Plastering & Tiling

#### Certificate II in Building and Construction (Solid Plastering)

**Course Code** 21844VIC
Pre-apprenticeship

**Course Length**
Full time: 16 weeks.

**Location**
Chadstone campus

**Course Description**
Solid plastering deals with the application of gypsum and cement materials in a plastic state, spread and formed to a desired finish. It is integral to the modern day construction process. As a particularly visible element of any structure it requires attention to detail, and is relevant to contemporary building as well as restoration and heritage work. Solid plasterers are required to work on all types of internal and external finishes, therefore a great degree of skill and knowledge is required. Extensive job opportunities exist for individuals with relevant training.

**Career Opportunities**
- Solid plastering apprenticeship
- Various apprenticeships in building and construction

#### How to Apply
Contact the Trowel Trades Department at Holmesglen to obtain an enrolment form. Once received, this must be completed and returned via email, fax or post as soon as possible to ensure cut off dates are met.

If successful in being offered a position, you will be given a course booklet detailing your requirements as an apprentice and dates of attendance. You will be asked to complete a detailed enrolment form and pay any applicable fees within a set timeframe. Fees must be paid within the nominated timeframe to secure your position.

**Commencement Dates**
Courses commence at various times throughout the year. Contact the Trowel Trades Department for further information.

**Course Enquiries**
Trowel Trades Department
Chadstone: 03 9564 1909
Email: info@holmesglen.edu.au

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**Certificate II in Building and Construction (Wall and Ceiling Lining)**

**Course Code** 221844VIC
Fibrous Plastering Pre-apprenticeship

**Course Length**
Full time: 16 weeks.

**Location**
Chadstone campus

**Course Description**
This course is designed for people who want to explore the career and employment opportunities within the building and construction industry, and in particular the plastering trade. Students will gain practical experience relevant to the plastering industry, in an educational environment.

**Career Opportunities**
- Fibrous plastering apprenticeship
- Various apprenticeships in building and construction
**Selection Process**
Interview to determine motivation to undertake and complete the course.

**How to Apply**
Contact the Trowel Trades Department at Holmesglen to obtain an enrolment form. Once received, this must be completed and returned via email, fax or post as soon as possible to ensure cut off dates are met.

If successful in being offered a position, you will be given a course booklet detailing your requirements as an apprentice and dates of attendance. You will be asked to complete a detailed enrolment form and pay any applicable fees within a set timeframe. Fees must be paid within the nominated timeframe to secure your position.

**Commencement Dates**
Courses commence at various times throughout the year. Contact the Trowel Trades Department for further information.

**Course Enquiries**
Trowel Trades Department
Chadstone: 03 9564 1909
Email: info@holmesglen.edu.au

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**Certificate II in Building and Construction (Wall and Floor Tiling)**

**Course Code** 21844VIC
Pre-apprenticeship

**Course Length**
Full time: 16 weeks.

**Location**
Chadstone campus

**Course Description**
This course is designed for people entering the building and construction industry, who want to explore career and employment opportunities as wall and floor tilers. It offers students the opportunity to work on site for a period of the course.

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**Career Opportunities**
- Wall and floor tiling apprenticeship
- Various apprenticeships in building and construction

**Prerequisites**
Interview to determine motivation to undertake and complete the course.

**How to Apply**
Contact the Trowel Trades Department at Holmesglen to obtain an enrolment form. Once received, this must be completed and returned via email, fax or post as soon as possible to ensure cut off dates are met.

If successful in being offered a position, you will be given a course booklet detailing your requirements as an apprentice and dates of attendance. You will be asked to complete a detailed enrolment form and pay any applicable fees within a set timeframe. Fees must be paid within the nominated timeframe to secure your position.

**Commencement Dates**
Courses commence at various times throughout the year. Contact the Trowel Trades Department for further information.

**Course Enquiries**
Trowel Trades Department
Chadstone: 03 9564 1909
Email: info@holmesglen.edu.au

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**Certificate III in Solid Plastering**

**Course Code** CPC31008
Apprenticeship

**Course Length**
3 years.

Apprentices attend classes for 7 x 1 week blocks each year over 3 years. Apprentices who have successfully completed Certificate II in Building and Construction (Solid Plastering) – Pre-apprenticeship will need to attend classes only during the last 2 years of their apprenticeship.
Certificate III in General Construction (Wall and Ceiling Lining)

Course Code BCG30298
Fibrous Plastering Apprenticeship

Course Length
3 years.

Apprentices attend classes for 7 x 1 week blocks each year over three years. Apprentices who have successfully completed Certificate II in Building and Construction (Wall and Ceiling Lining) – Pre-apprenticeship will need to attend classes only during the last two years of their apprenticeship.

Location
Chadstone campus

Course Description
This course provides comprehensive training for fibrous plastering apprentices, incorporating a range of practical and theoretical aspects of the trade.

Career Opportunities
Trained apprentices enjoy a range of career and employment opportunities within the building and construction industry, including the opportunity to run their own business.

Prerequisites
Training agreement with a registered employer from a relevant industry. Preference may be given to students who have completed a pre-apprenticeship program in a related field.

How to Apply
A training contract must be completed by the employer and apprentice within the first two weeks of employment. An Australian Apprenticeship Centre (AAC) representative will visit the workplace to complete the training contract with the employer and the apprentice. Contact the AAC on 13 38 73 or www.australianapprenticeships.gov.au for more information.

On signing the apprentice will be asked to nominate the registered training organisation (RTO), such as Holmesglen, which will automatically be notified of their intention to start training. The apprentice will then be placed on the notification list at the RTO to be contacted when the next apprenticeship group is starting.

Commencement Dates
Courses commence at various times throughout the year. Contact the Trowel Trades Department for further information.

Course Enquiries
Trowel Trades Department
Chadstone: 03 9564 1909
Email: info@holmesglen.edu.au

Location
Chadstone campus

Course Description
This course provides comprehensive training for solid plastering apprentices, and covers all practical and theoretical aspects of the trade.

Career Opportunities
Plasterer

Prerequisites
Training agreement with a registered employer from a relevant industry. Preference may be given to students who have successfully completed a pre-apprenticeship program in a related field.

How to Apply
A training contract must be completed by the employer and apprentice within the first two weeks of employment. An Australian Apprenticeship Centre (AAC) representative will visit the workplace to complete the training contract with the employer and the apprentice. Contact the AAC on 13 38 73 or www.australianapprenticeships.gov.au for more information.

On signing the apprentice will be asked to nominate the registered training organisation (RTO), such as Holmesglen, which will automatically be notified of their intention to start training. The apprentice will then be placed on the notification list at the RTO to be contacted when the next apprenticeship group is starting.

Commencement Dates
Courses commence at various times throughout the year. Contact the Trowel Trades Department for further information.

Course Enquiries
Trowel Trades Department
Chadstone: 03 9564 1909
Email: info@holmesglen.edu.au
On signing the apprentice will be asked to nominate the registered training organisation (RTO), such as Holmesglen, which will automatically be notified of their intention to start training. The apprentice will then be placed on the notification list at the RTO to be contacted when the next apprenticeship group is starting.

**Commencement Dates**
Courses commence at various times throughout the year. Contact the Trowel Trades Department for further information.

**Course Enquiries**
Chadstone: 03 9564 1909
Email: info@holmesglen.edu.au

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**Certificate III in Wall and Floor Tiling**

**Course Code** CPC31308
Apprenticeship

**Course Length**
3 years.

Apprentices attend classes for 6 x 1 week blocks each year over 3 years. Apprentices who have completed Certificate II in Building and Construction (Wall and Floor Tiling) – Pre-apprenticeship will receive credit 6 months for their apprenticeship.

**Location**
Chadstone campus

**Course Description**
This course provides comprehensive training for tilelaying apprentices and covers all practical and theoretical aspects of the trade.

**Career Opportunities**
Wall and floor tiler

**Prerequisites**
Training agreement with a registered employer from a relevant industry. Preference may be given to students who have completed a pre-apprenticeship program in a related field.

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**How to Apply**
A training contract must be completed by the employer and apprentice within the first two weeks of employment. An Australian Apprenticeship Centre (AAC) representative will visit the workplace to complete the training contract with the employer and the apprentice. Contact the AAC on 13 38 73 or www.australianapprenticeships.gov.au for more information.

On signing the apprentice will be asked to nominate the registered training organisation (RTO), such as Holmesglen, which will automatically be notified of their intention to start training. The apprentice will then be placed on the notification list at the RTO to be contacted when the next apprenticeship group is starting.

**Commencement Dates**
Courses commence at various times throughout the year. Contact the Trowel Trades Department for further information.

**Course Enquiries**
Trowel Trades Department
Chadstone: 03 9564 1909
Email: info@holmesglen.edu.au

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**Certificate III in Roof Tiling**

**Course Code** CPC30808
Apprenticeship

**Course Length**
3 years (468 hours).

**Location**
Chadstone campus

**Course Description**
This course provides comprehensive skills and knowledge in roof tiling, including:
- tiling regular and irregular roofs
- repairing and renovating tile roofs
- interpreting plans and specifications; and
- workplace safety.

The program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands on, practical training wherever possible.
Penelope

**Advanced Diploma of Building Surveying**

Penelope returned to school as a mature age student after leaving school after year 10 and working in various customer service roles.

After completing her placement, Penelope was offered a position where she currently works as an assistant building surveyor. She has been lucky enough to work on projects like the ANZ building at Docklands and DFO South Warf.

Glad to have discovered her passion, Penelope has continued her studies and is now undertaking the Bachelor of Applied Science Built Environment part time at Holmesglen.

“The teachers at Holmesglen are people with industry experience with real life/ job skills.”
Career Opportunities

Roofer

Prerequisites
Training agreement with a registered employer from a relevant industry

How to Apply
A training contract must be completed by the employer and apprentice within the first two weeks of employment. An Australian Apprenticeship Centre (AAC) representative will visit the workplace to complete the training contract with the employer and the apprentice. Contact the AAC on 13 38 73 or www.australianapprenticeships.gov.au for more information.

On signing the apprentice will be asked to nominate the registered training organisation (RTO), such as Holmesglen, which will automatically be notified of their intention to start training. The apprentice will then be placed on the notification list at the RTO to be contacted when the next apprenticeship group is starting. On-site visits are also included in the training, and this may reduce the hours of attendance at Holmesglen. On application and subject to their progress, apprentices may be granted reductions in the length of their apprenticeships by the State Training Board.

Commencement Dates
Courses commence at various times throughout the year. Contact the Plumbing & Construction Finishing Department for further information.

Course Enquiries
Plumbing & Construction Finishing Department
Chadstone: 03 9564 1701
Email: info@holmesglen.edu.au

Certificate III in Waterproofing (General Construction)

Course Code BCG31403

Course Length
Full time: 4-6 days, including assessments (depending on qualifications).

Location
Chadstone Campus

Course Description
This qualification is relevant to construction industry workers who provide services in waterproofing internal wet areas. It is an assessment and skills gap training course to produce suitably skilled waterproofing applicators who can demonstrate the level of competency required in the industry.

Career Opportunities
Graduates will be equipped to:
• identify waterproofing systems
• prepare backgrounds to receive waterproofing systems
• install waterproofing systems
• undertake post installation functions; and
• provide quality assurance.

Prerequisites
• Qualifications in an associated or equivalent trade
• Minimum of two years waterproofing experience and a Construction Industry OH&S Induction Certificate (red card) preferred

How to Apply
Apply directly to Holmesglen.

Commencement Dates
Courses commence at various times throughout the year. Contact the Trowel Trades Department for further information.

Course Enquiries
Chadstone: 03 9564 1909
Email: info@holmesglen.edu.au

Plumbing

Certificate II in Plumbing (Pre-vocational)

Course Code 21642VIC
Pre-apprenticeship

Course Length
Full time: 480 hours.

Location
Chadstone campus
**Course Description**
This course provides skills and knowledge in plumbing, including:
- technical drawing and plan development
- plumbing fixtures and fittings
- introduction to welding
- workplace safety.

The program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands on, practical training wherever possible.

**Career Opportunities**
- Plumbing apprenticeship
- Mechanical or air-conditioning apprenticeship
- Various apprenticeships in building and construction

**Prerequisites**
- minimum of Year 10 level education preferred

**Selection Process**
- interview
- aptitude test may be required

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

**Commencement Dates**
Courses commence at various times throughout the year. Contact the Plumbing & Construction Finishing Department for further information.

**Course Enquiries**
Plumbing & Construction Finishing Department
Chadstone: 03 9564 1700
Email: info@holmesglen.edu.au

**Certificate III in Plumbing**

**Course Code** CPC32408
Apprenticeship

**Course Length**
4 years.

Classes are conducted in 9 x 1 week blocks per year over 3 years.

**Location**
Chadstone campus

**Course Description**
This course provides comprehensive training for all plumbing and gasfitting apprentices, and covers the practical and theoretical aspects of the industry.

**Career Opportunities**
Domestic or commercial plumber

**Prerequisites**
Training agreement with a registered employer from the plumbing industry. Preference may be given to students who have successfully completed a pre-apprenticeship program in a related field.

**How to Apply**
A training contract must be completed by the employer and apprentice within the first two weeks of employment. An Australian Apprenticeship Centre (AAC) representative will visit the workplace to complete the training contract with the employer and the apprentice. Contact the AAC on 13 38 73 or www.australianapprenticeships.gov.au for more information.

On signing the apprentice will be asked to nominate the registered training organisation (RTO), such as Holmesglen, which will automatically be notified of their intention to start training. The apprentice will then be placed on the notification list at the RTO to be contacted when the next apprenticeship group is starting.

**Commencement Dates**
Courses commence at various times throughout the year. Contact the Plumbing & Construction Finishing Department for further information.

**Course Enquiries**
Plumbing & Construction Finishing Department
Chadstone: 03 9564 1700
Email: info@holmesglen.edu.au

**Plumbing Licence Training**

Featuring Plumbing Industry Commission Licence competencies

**Course Length**
Dependant on licence requirements.
Location
Chadstone campus

Course Description
These competencies are drawn from or based on Certificate IV in Plumbing and Services (BCP40106), and will provide participants with training in the six licence areas of plumbing. The program is suitable for registered plumbers who want to qualify for their required licences in plumbing.

Career Opportunities
Setting up and managing a plumbing business

Prerequisites
Completion of a relevant trade qualification or equivalent.

How to Apply
Apply directly to Holmesglen.

Commencement Dates
Courses commence at various times throughout the year. Contact the Plumbing & Construction Finishing Department for further information.

Course Enquiries
Plumbing & Construction Finishing Department
Chadstone: 03 9564 1700
Email: info@holmesglen.edu.au

Stonemasonry

Certificate III in Stonemasonry (Monumental / Installation)

Course Code  CPC32308
Apprenticeship

Course Length
4 years.

Apprentices attend classes for 7 x 1 week blocks each year for the first 3 years.

Location
Chadstone campus

Course Description
This course provides comprehensive training for stonemasonry apprentices, and covers both practical and theoretical aspects of the stonemasonry trade.

Career Opportunities
Stonemason

Prerequisites
Training agreement with a registered employer from a relevant industry

How to Apply
A training contract must be completed by the employer and apprentice within the first two weeks of employment. An Australian Apprenticeship Centre (AAC) representative will visit the workplace to complete the training contract with the employer and the apprentice. Contact the AAC on 13 38 73 or www.australianapprenticeships.gov.au for more information.

On signing the apprentice will be asked to nominate the registered training organisation (RTO), such as Holmesglen, which will automatically be notified of their intention to start training. The apprentice will then be placed on the notification list at the RTO to be contacted when the next apprenticeship group is starting.

Commencement Dates
Courses commence at various times throughout the year. Contact the Trowel Trades Department for further information.

Course Enquiries
Trowel Trades Department
Chadstone: 03 9564 1909
Email: info@holmesglen.edu.au
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 aged over 20 and do not hold a prior qualification at the same or higher level which was completed in Australia, then you will be eligible for a GSP.

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. Fees information for skills deepening courses can also be found on the website at www.holmesglen.edu.au/start/fees_and_charges/vet_fee-help or refer to specific course information on the website for degree courses.

**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

Chadstone campus
Batesford Road, Chadstone
(P.O. Box 42 Holmesglen 3148)
Telephone 03 9564 1555

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

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

www.holmesglen.edu.au