Hospitality & Tourism

- Bakery
- Cookery
- Patisserie
- Hospitality
- Event Management
- Tourism
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.
Hospitality & Tourism at Holmesglen?

The Hospitality & Tourism Career Hub at Holmesglen offers specialist training in a range of areas including:

- **Hospitality Management and Operations**
- **Bakery, Cookery and Patisserie**
- **Wine Service**
- **Events and Tourism**
- **Housekeeping**

The choice is yours
From entry level courses for sommeliers, cooks, operations and tourist retail sales to courses for supervisors and managers in events, tourism and hospitality.

An award winning choice
In 2008 and 2009, Holmesglen won the Victorian Tourism award for Education and Training. Such recognition over two years is a sure sign of our excellence and dedication to innovation and learning in the hospitality and tourism industry.

You get the opportunity to shine under pressure through our strong involvement and success in national and international competitions. Previous graduates of Holmesglen have been awarded the National Cookery Apprentice of the Year, and the VIC TAFE Cookery Apprentice of the Year.

We invest in you
You will benefit from excellence in teaching and learning facilities and hands on experience with state-of-the-art equipment.

You will learn in a simulated travel office with industry leading software, fully operational training restaurants, a hotel and conference centre, specialist bakery and commercial kitchens equipped for Australian, European and Asian Cookery.

There is no substitute for real life experience and Holmesglen provides opportunities for you to be involved in large scale events such as the Melbourne Food and Wine Festival and the Grand Prix.

At Holmesglen, we give you the industry knowledge and work-ready skills you need for making the move from your course to employment.

Our partners
With over 200 industry training partners you benefit from our local, national and international industry contacts. Our hospitality partners include Peter Rowland Catering, Hamilton Island, and leading hotels such as the Hyatt, Novotel and The Langham.

You will be in demand
Trades included under the Holmesglen Hospitality & Tourism 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 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

WORK

- Graduate Certificate
- Degree
Bakery

Certificate II in Retail Baking

Course Code 21927VIC
Pre-apprenticeship

Course Length
Full time: 6 months.

Locations
Moorabbin campus
May include work placement

Course Description
This practically oriented program provides the basic skills required for retail baking. The course includes:
• training and skill development in retail baking, including bread and pastry making techniques
• training in workplace communications, health and safety, and customer service.

Career Opportunities
Assistant Baker

Prerequisites
Ability to read and comprehend simple texts and perform straightforward calculations.

How to Apply
Apply directly to Holmesglen. Applicants are required to attend an interview by appointment.

Commencement Dates
February and July

Course Enquiries
Centre for Hospitality, Cookery & Bakery
Moorabbin: 03 9209 5938
Email: info@holmesglen.edu.au

Certificate III in Food Processing (Retail Baking - Combined)

Course Code FDF30703
Apprenticeship Program and On-campus Program

Course Length
Apprenticeship: 3 years, including workplace assessment.
Full time: 30 weeks.

Location
Moorabbin campus

Course Description
Extensive career opportunities exist within the bakery industry. This program develops the skills necessary to pursue such opportunities through Holmesglen’s specialised bakery training facility. Students will gain the ability to work within retail or franchise baking enterprises.

Career Opportunities
Retail Baker

Prerequisites
Full time
Interview

Apprenticeship
Apprentices and employers must obtain and complete a training agreement. This agreement is forwarded to an Australian Apprenticeship Centre (AAC). A registration number for the agreement is forwarded to the employer and the apprentice. The apprentice should then contact Holmesglen to register for training.

On enrolment at Holmesglen the employer, the apprentice and Holmesglen must complete a training program. This must be done within three months of the apprentice commencing employment. Training agreement forms are available from the AAB, Apprenticeship Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

How to Apply
Apply directly to Holmesglen.

Commencement Dates
Courses commence at various times throughout the year.

Course Enquiries
Centre for Hospitality, Cookery & Bakery
Moorabbin: 03 9209 5938
Email: info@holmesglen.edu.au
Suchet  
**Certificate III in Hospitality (Commercial Cookery), (Patisserie), (Asian Cookery)**

Suchet worked as a graphic designer for a few years after completing his Bachelor of Graphic Design. In 2005 he started an Asian cookery course at Holmesglen, just as a hobby.

His passion for food was ignited and Suchet went on to complete his Chef’s apprenticeship at Holmesglen.

Suchet is currently working as a Chef de Cuisine at Orient Express at the Crown Complex Melbourne.

“Experience and knowledge from each teacher can encourage students to have confidence to do a job well in their field.”
Cookery

**Certificate II in Hospitality (Kitchen Operations)**

**Course Code** SIT20307

**Course Length**
Full time: 18 weeks.

This course may be undertaken concurrently with the Certificate III in Hospitality - Food and Beverage.

**Locations**
Moorabbin and Waverley campuses
May include work placement

**Course Description**
This qualification provides skills and knowledge in a range of kitchen functions and activities. It is suitable for an Australian apprenticeship pathway and VET in Schools delivery.

Work would be undertaken in various hospitality enterprises where food is prepared and served, including restaurants, hotels, catering operations, clubs, pubs, cafes, cafeterias and coffee shops. Individuals may work with some autonomy or in a team but usually under close supervision.

**Career Opportunities**
Various service positions in hotels, bars and clubs, motels, restaurants and cafes, casinos, gaming venues, cruise ships and resorts.

Some licensed venues may require applicants to be aged 18 years or over, prior to commencing employment.

**Prerequisites**
None

**Selection Process**
Interview

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

**Commencement Date**
February and July

**Course Enquiries**
Centre for Hospitality, Cookery & Bakery
Moorabbin: 03 9209 5938
Waverley: 03 9564 6250
Email: info@holmesglen.edu.au

**Certificate III in Hospitality (Asian Cookery)**

**Course Code** SIT30907

**Course Length**
Full time: 36 weeks.

**Location**
Waverley campus

**Course Description**
The course provides students with:
- training and skills development in Chinese and Asian cookery
- skills in collecting, analysing and organising information; planning and organising; working with others; using mathematical ideas and techniques; solving problems; and using technology
- a specific overview of Chinese and Asian cookery methods, preparation of food, and kitchen management
- basic and advanced skills and knowledge for entry to and operation within the hospitality industry as a chef
- interpersonal skills essential for a successful career in the hospitality industry

**Career Opportunities**
- Chef, Cook or Caterer, specialising in Asian cookery
- Various cookery positions in restaurants, hospitals, hotels, clubs, motels, pubs, cafes, retirement villages and aged care centres

**Selection Process**
Interview

**How to Apply**
Apply directly to Holmesglen.
Certificate III in Hospitality (Commercial Cookery)

Course Code SIT30807
Apprenticeship Program and Full time On-campus Program

Course Length
Apprenticeship: 3 years (1 day per week on-campus).
Full time: 36 weeks.

Locations
Moorabbin and Waverley campuses

Course Description
This qualification provides the skills and knowledge for an individual to be competent as a qualified cook, and is suitable for an Australian apprenticeship pathway. Work would be undertaken in various hospitality enterprises where food is prepared and served, including restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team.

Career Opportunities
• Chef, Cook or Caterer
• Various cookery positions in restaurants, hospitals, hotels, clubs, motels, pubs, cafes, retirement villages and aged care centres

Prerequisites
Full time
Interview

Apprenticeship
Apprentices and employers must obtain and complete a training agreement. This agreement is forwarded to an Australian Apprenticeship Centre (AAC). A registration number for the agreement is forwarded to the employer and the apprentice.

The apprentice should then contact Holmesglen to register for training.

On enrolment at Holmesglen the employer, the apprentice and Holmesglen must complete a training program. This must be done within three months of the apprentice commencing employment. Training agreement forms are available from the AAB, Apprenticeship Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

How to Apply
Apply directly to Holmesglen.

Certificate III in Hospitality (Patisserie)

Course Code SIT31107
Bridging Program

Course Length
Part time: 1 year.
Students attend training one day per week.

Locations
Moorabbin and Waverley campuses

Course Description
This qualification provides the skills and knowledge to become a qualified cook who specialises in patisserie, and is suitable for an Australian apprenticeship pathway. Work would be undertaken in various hospitality enterprises where patisserie products are prepared and served, including patisseries, restaurants, hotels, catering operations, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team.
Francis Noel  
**Certificate III in Cookery**

After completing a degree in Multimedia Systems with a major in Programming, Francis Noel decided to change his career from IT to cooking.

Francis decided that Holmesglen was the perfect choice as it allowed him to complete his qualification after normal working hours.

He is currently working in Melbourne as a Chef de Partie, and is on his way to pursing his dream of being a world class chef.

“The teachers all had industry experience.”
Career Opportunities
• Patissier
• basic cooking, and preparation of hot and cold desserts, pastries, cakes and yeast goods

Prerequisites
Certificate III in Hospitality (Commercial Cookery), or equivalent level of skill within the field.

Selection process
Interview

How to Apply
Apply directly to Holmesglen.

Commencement Dates
February and July

Course Enquiries
Centre for Hospitality, Cookery & Bakery
Moorabbin: 03 9209 5938
Waverley: 03 9564 6250
Email: info@holmesglen.edu.au

Hospitality Operations

Certificate II in Hospitality

Course Code SIT20207

Course Length
Full time: 6 months.

Locations
Moorabbin and Waverley campuses

Course Description
This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic operational knowledge and limited practical skills in a food and beverage operation. Employment would be undertaken in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops.

Managed workplace learning in hotel and other leading hospitality venues is provided during the course. Students have the opportunity to obtain positions of employment at these venues during the course.

Career Opportunities
Graduates of this course will be able to apply for employment in the hospitality industry and other service areas.

Prerequisites
None

How to Apply
Apply directly to Holmesglen.

Commencement Dates
February and July

Course Enquiries
Hospitality, Cookery & Bakery Department
Moorabbin: 03 9209 5938
Waverley: 03 9564 6250
Email: info@holmesglen.edu.au

Certificate II in Hospitality – Housekeeping

Course Code SIT20207

Course Length
Full time: 5 weeks.

Locations
Waverley campus
Work placement within leading hotels

Course Description
This course provides work skills and specific industry knowledge in housekeeping, complemented by course delivery within a practical and hands-on environment. Students work in small groups, and on an individual basis, for practical exercises in leading hotels.

Career Opportunities
Attendant in hotels, restaurants, resorts and other venues.

Prerequisites
None

Selection Process
Interview
How to Apply
Apply directly to Holmesglen.

Commencement Dates
Course commences at various dates throughout the year. Generally, intakes take place eight times a year every five weeks.

Course Enquiries
Centre for Hospitality, Cookery & Bakery
Waverley: 03 9564 6250
Email: info@holmesglen.edu.au

Certificate III in Hospitality – Food and Beverage

Course Code SIT30707
Course Length
Full time: 25 weeks.

This course may be undertaken concurrently with the Certificate II in Hospitality (Kitchen Operations).

Locations
Moorabbin and Waverley campuses
May include work placement

Course Description
This program prepares students for a career within the hospitality and cookery industries. Training incorporates:
• food and beverage service
• espresso coffee making skills
• food and beverage knowledge
• bar service of alcoholic beverages and cocktails
• communication and complaint handling skills
• health and safety in the workplace.

Students will be equipped to immediately commence employment, or may continue their study pathway through more specialised programs in cookery or hospitality management.

Career Opportunities
Various service positions in hotels, bars and clubs, motels, restaurants and cafes, casinos, gaming venues, cruise ships and resorts.

Some licensed venues may require applicants to be aged 18 years or over, prior to commencing employment.

Prerequisites
None

Selection Process
Interview

How to Apply
Apply directly to Holmesglen.

Commencement Date
April

Course Enquiries
Centre for Hospitality, Cookery & Bakery
Moorabbin: 03 9209 5938
Waverley: 03 9564 6250
Email: info@holmesglen.edu.au

Certificate IV in Hospitality

Course Code SIT40307
Course Length
Full time: 6 months

Locations
Moorabbin and Waverley campuses

Course Description
This qualification provides skills and knowledge in skilled operations and team leading or supervision. Work would be undertaken in various hospitality settings such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops.

Managed workplace learning in hotels and other leading hospitality venues is provided during the course. Students have the opportunity to obtain positions of employment at these venues during the course.

Career Opportunities
Various service positions in:
• hotels
• restaurants and cafes
• retail liquor outlets
• vineyard cellar doors
• bars and clubs
• reception and function centres
Prerequisites
• VCE or equivalent; or
• Mature age (at least 18 years of age and away from formal study for at least one year; or
• Certificate II in Hospitality with Certificate II in Hospitality (Kitchen Operations); or
• Certificate III in Hospitality.

How to Apply
Apply directly to Holmesglen.

Commencement Dates
February and July

Course Enquiries
Centre for Hospitality, Cookery & Bakery
Moorabbin: 03 9209 5938
Waverley: 03 9564 6250
Email: info@holmesglen.edu.au

Certificate IV in Hospitality – Sommelier

Course Code SIT40307

Course Length
Full time: 34 weeks.

Location
Waverley campus

Course Description
Sommeliers (professional wine waiters) play an important role in identifying the best wines available to meet customers’ expectations and enhancing their dining experience. Upgrade your skills and knowledge to further your career and specialise as a sommelier.

This nationally recognised course provides participants with training and skill development in specialist wine knowledge, service, storage and promotion.

Career Opportunities
• Sommelier
• Various alcohol service roles in hotels, restaurants, retail liquor outlets, vineyard cellar doors, clubs, and reception and function centres

Prerequisites
• Certificate II in Hospitality; or
• at least two years’ relevant industry experience.

Selection Process
Interview

How to Apply
Apply directly to Holmesglen.

Commencement Date
April

Course Enquiries
Centre for Hospitality, Cookery & Bakery
Waverley: 03 9564 6250
Email: info@holmesglen.edu.au

Diploma of Hospitality

Course Code SIT50307

Course Length
Full time: 6 months.

Locations
Moorabbin and Waverley campuses

Course Description
This course provides training and skills development for people seeking employment in supervisory positions within the hospitality industry. The main areas of training are in leadership and management.

Career Opportunities
Supervisory and management positions in a variety or organisations.

Prerequisites
• Certificate IV in Hospitality (applicants will be considered on the basis of their performance through this course)
• VCE or equivalent; or
• Mature age (at least 18 years of age and away from formal study for at least one year).

Selection Process
Applicants with VCE
• Pre-selection form in addition to VTAC application. Applicants will be selected on the basis of this form, with possible consideration given to their ATAR.
Certificate IV, mature age and current Holmesglen students
• Interview. It is recommended that applicants attend an information session at Holmesglen prior to applying.
Danielle

Diploma of Hospitality

After completing Year 10 of her schooling, Danielle gained her Certificate III in Commercial Cookery apprenticeship in NSW. After finishing, she travelled and worked in Europe for 18 months. Danielle decided to come to Melbourne so she could “live in the foodie capital of Australia” and enrolled in the Diploma of Hospitality at Holmesglen so she could learn about the hospitality industry and all the areas linked to hospitality.

Though she would one day love to own her own business in the hospitality Industry, Danielle wants to gain as much knowledge as possible before making a decision about what area of the hospitality industry she will settle on.

“Staff are still in industry so they are very helpful when it comes to industry information and career path advice.”
**How to Apply**
Applicants with VCE
- Apply through VTAC and submit a pre-selection form. The VTAC codes are 61571 at Waverley and 66571 at Moorabbin.
Certificate IV, mature age and current Holmesglen students
- Apply directly to Holmesglen.

**Commencement Dates**
February and July

**Course Enquiries**
Centre for Hospitality, Cookery & Bakery
Moorabbin: 03 9209 5938
Waverley: 03 9564 6250
Email: info@holmesglen.edu.au

**Advanced Diploma of Hospitality**

**Course Code** SIT60307

**Course Length**
On completion of the Diploma of Hospitality
Full time: 6 months.
Incorporating the Diploma of Hospitality
Full time: 2 years.

**Location**
Waverley campus

**Course Description**
This course provides a higher level of training and knowledge in the operations and management of a hospitality enterprise. Through the study of marketing, financial management, human resource management, property management and business planning, graduates will be qualified to pursue numerous opportunities within the hospitality industry.

**Career Opportunities**
Supervisory and management positions in a variety or organisations.

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

**Events & Tourism**

**Certificate III in Tourism (Retail Travel Sales)**

**Course Code** SIT30207

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

**Location**
Waverley campus

**Course Description**
This course is ideal for those who love to travel and explore exciting destinations. Your ability to provide accurate and informative travel information will make you a sought after employee in this dynamic industry.
Develop your skills in helping people organise and book their dream holidays. You will also learn about local and international destinations, fares and ticketing, and how to access travel information, make use of the technology available and process the sales you make.

**Career Opportunities**
- Travel consultant (international and domestic)
- Various positions with travel agencies, airlines and tour operators

**Prerequisites**
- mature attitude and approach to study
- good communication, organisational and technical skills
- ability and desire to work face-to-face with customers
- smart presentation and grooming
- ability to work well under pressure, and within a team environment

**Selection Process**
Interview and resume demonstrating a passion to work in the travel and tourism industry.

**How to Apply**
Apply directly to Holmesglen by completing a pre-selection form.

Applicants can download the pre-selection form at www.holmesglen.edu.au, or request it directly from Holmesglen’s Tourism & Recreation Department.

**Commencement Dates**
February and July

**Course Enquiries**
Tourism & Recreation Department
Waverley: 03 9564 1699
Email: Tourism.Events@holmesglen.edu.au

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**Diploma of Events / Diploma of Management**

**Course Code** SIT50207 / BSB51107

**Course Length**
Full time: 1 year.
Part time: 1 year, 2 nights per week. Diploma of Management is not included and some RPL is required.

**Locations**
Moorabbin and Waverley campuses

**Course Description**
Victoria is on track to be the events capital of the world, playing host to an enormous variety of events including the Australian Open, Melbourne Cup and Formula One Grand Prix, as well as cultural events like Yarra Valley Grape Grazing. This course will provide you with the skills and qualifications to work in this dynamic and fun-filled industry.

You will learn how to develop, market and deliver high quality events of various size and focus. Your management skills will be complemented by training in customer service, budgeting, technology and sustainability, as well as completion of certificates in food handling, responsible service of alcohol and floral arranging.

**Career Opportunities**
- Events Manager
- Events Coordinator
- Various roles in managing weddings, conferences, music festivals and major tourism events

**Prerequisites**
- VCE or equivalent, or;
- Mature age (at least 18 years of age and away from formal study for at least one year)
- smart presentation and grooming
- strong customer focus and organisational skills
- good communication skills, and ability to work well under pressure and within a team environment
How to Apply
February: Apply through VTAC and submit a pre-selection form. The course appears in the VTAC Guide under ‘Event Management’.
July: Apply directly to Holmesglen by submitting a pre-selection form.

Applicants can download the pre-selection form at www.holmesglen.edu.au or request it directly from Holmesglen’s Tourism & Recreation Department.

Commencement Dates
February and July

Course Enquiries
Tourism & Recreation Department
Moorabbin and Waverley: 03 9564 1699
Email: Tourism.Events@holmesglen.edu.au

Diploma of Tourism / Diploma of Management

Course Code SIT50107 / BSB51107

Course Length
Full time: 18 months.

Locations
Moorabbin and Waverley campuses

Course Description
This course is ideal for those who love to travel and explore exciting destinations. There is high demand for travel professionals with strong destination knowledge and skills in fares and ticketing, tour guiding and sales. Develop expertise in these areas and learn how to help people plan and coordinate their travel arrangements.

Your tourism training will be complemented by studying human resource management and marketing. You will also be given the opportunity to work in a collaborative relationship with an industry partner to develop a marketing plan.

Career Opportunities
- Travel Consultant (retail and wholesale)
- Tour guide
- Various management and marketing positions with travel agencies, airlines, tour operators and wholesalers

Prerequisites
- VCE or equivalent, or;
- Mature age (at least 18 years of age and away from formal study for at least one year)
- smart presentation and grooming
- strong customer focus and organisational skills
- good communication skills, and ability to work well under pressure and within a team environment

How to Apply
February: Apply through VTAC and submit a pre-selection form. The course appears in the VTAC Guide under ‘Tourism’.
July: Apply directly to Holmesglen by submitting a pre-selection form.

Applicants can download the pre-selection form at www.holmesglen.edu.au or request it directly from Holmesglen’s Tourism & Recreation Department.

Commencement Dates
February and July

Course Enquiries
Tourism & Recreation Department
Moorabbin and Waverley: 03 9564 1699
Email: Tourism.Events@holmesglen.edu.au
About Fees

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

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:

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<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