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Holmesglen is looking forward to an even brighter future, as it undergoes significant development in 2009. It will change its image to a fresh and contemporary look to more adequately reflect the range and quality of its programs and facilities.

Since its inception in 1982 Holmesglen has grown from a delivery of 90 programs to 7,000 students, to its current offering of over 600 programs to more than 50,000 students. 2008 saw the introduction of a number of new degree and associate degree programs, increasing the Institute’s range of higher education courses to 10.

New degree programs, most notably the Bachelor of Nursing, are envisaged for 2009. Holmesglen is the only institute in Australia offering upper secondary, vocational and higher education.

In its third year of operation, Holmesglen Vocational College has increased its enrolments in 2008, and added new streams to its VCAL programs. The College curriculum combines upper secondary level education with vocational and personal development programs that have been designed within the TAFE environment. With a focus on vocational education, the College offers career pathways and preferred entry into Holmesglen’s industry recognised apprenticeships, certificate, diploma and degree courses.

There is considerable activity outside the campuses. Holmesglen is developing its rural learning centre at a property near Eldon in central Victoria to provide camping and recreational facilities for students.

The Institute continues to diversify its international profile with a number of overseas projects underway including:

- **Bahrain** - a three year secondary vocational reform project in conjunction with the Department of Education (Australia)
- **Qatar** - a five year project in association with Qatar Petroleum, delivering mainly Certificate I - III level training in engineering
- **India** - working in conjunction with GMR (India) to set up a Skills Development Centre for building and construction training
- **Malaysia** - an 18 month project to deliver trade training in construction and delivery of Certificate IV in Building & Construction (Building) - designed for building supervisors.

Its international students continue to make Holmesglen a vibrant institution. While building and construction remain a cornerstone of Holmesglen’s education and training, the ongoing development of courses and facilities in hospitality, business and administration, health and wellbeing, and so on has emphasised the need for a revitalised image.

A new website will be pivotal in attracting and addressing the needs of prospective students, as well as promoting the new Holmesglen image to a wider audience. New signage across the Institute will help to link the Chadstone, Moorabbin and Waverley campuses in a more symbiotic approach to education provision. The new look will accentuate the Holmesglen name, which remains synonymous with quality education and training.
Holmesglen is a leader in vocational and higher education, and the largest provider of TAFE in Victoria. Holmesglen delivers over 600 courses to nearly 50,000 students, with around 4,000 enrolments from international students. The institute’s courses are highly regarded within industry, and include:

- Apprenticeships and pre-apprenticeships in engineering, hospitality, horticulture, furnishing, and building and construction trades such as bricklaying, carpentry, flooring, glass and glazing, plastering and plumbing.
- Over 200 nationally accredited certificates, diplomas and advanced diplomas, with many courses offering a flexible approach to study (part-time, full-time, weekend, evening and off-campus options are available) and a pathway into higher education streams (including degrees)
- Degree and graduate certificate courses
- Adult short courses, bridging and preparatory courses, language programs, adult VCE, trade accreditation and testing, and corporate and industry programs.

Study can be undertaken at Holmesglen within the following areas:

- Applied & Health Sciences
- Art Industries
- Building & Construction
- Business & Administration
- Computing & Information Technology
- Design, Multimedia & Art
- Engineering & Electrotechnology
- Fitness & Recreation
- Furnishing & Joinery
- Health & Wellbeing
- Health, Human & Community Services
- Horticulture
- Hospitality, Cookery & Bakery
- Languages & General Education
- Tourism & Events

Study at Holmesglen

Courses offered by Holmesglen are suited to those who are interested in receiving a practical education that provides hands-on skills and experience. The institute can help you enter or re-enter the workforce, move up, or change professions. It will expose you to industry professionals by way of teachers, contacts, and industry placement. Holmesglen can also provide a pathway into further TAFE and university study, allowing you the opportunity to progress your studies from certificate to diploma or degree.

Exceptional campus facilities and money saving services

Since 2003, Holmesglen has invested over $40 million across its three campuses to ensure students experience the best possible education and training facilities available. The Learning Commons library areas are among the most up-to-date and sophisticated of their kind in Victoria. Most classrooms feature audio visual facilities, and new buildings on all three campuses have provided more space and updated facilities for teaching.

Course service and materials fees should be affordable. Holmesglen is careful to ensure ‘out-of-pocket’ study expenses are kept to a minimum, and offers students attractive financial savings across specific areas. These include:

- Free car parking
- Subsidised student activities and amenities, including gym memberships and discounted recreational activities, organised both on and off campus
- Free computer access, including email and internet. With over 350 open access computers located around Holmesglen, all dedicated to student use, students will never be short of a PC when they need one
- Access to the Employment Services Coordinator and the Holmesglen Employment Service job network – services that can provide career and employment advice to students when required.

Student Services

The Institute’s Student Services ensure time at Holmesglen is comfortable and enjoyable, providing:

- An extensive range of sporting and recreational activities, including on-campus entertainment, live bands, DJ promotions, skiing weekends, interstate holiday trips, and a variety of comedy, sporting and special events
- Student development activities, run at the Ramleigh Park rural property located at Eildon
- Access to special interest clubs and groups, where students can make new friends, expand their social networks, share their interests and have fun
- Exceptional student support services, including direct access to career counsellors and personal counselling services
- On-campus professional medical services via the Medical Centre, located at the Chadstone and Moorabbin campuses.

Other benefits for Holmesglen students

- Child care centres, located on-site at the Chadstone and Moorabbin campuses
- Disability liaison and learning support services available at all campus locations
- Access to the Centre for Language Studies, which offers courses to assist students in improving their literacy, numeracy and communication skills
- The superbly furnished learning Commons library areas, rated amongst the best in Victoria and offering students free PC access, exceptional online study resources, plus free email and internet access
- The campus bookshops, offering exclusive discounts across a range of books, stationery items and newspaper subscriptions
- Modern cafeterias and dining areas, including the value-for-money retail bakery (Moorabbin campus) and the exceptional Zest (Waverley campus) and Cilantro (Moorabbin campus) student training restaurants.

Sources of information

Website: Visit www.holmesglen.edu.au to explore Holmesglen’s complete range of courses, facilities and events, and for details of specific courses, enrolment dates, centre contact information and student success stories.

Course & Career Guide: Providing an outline of each of Holmesglen’s vocational and higher education courses, this engaging and practical brochure will assist prospective students in choosing their career and study options.

Individual Course Brochures: Specific course and contact details.

Tours: School and individual tours of the Chadstone, Moorabbin and Waverley campuses cover the services, facilities and courses offered at the requested campus. Contact the Prospective Students Officer: 9564 2608 or info@holmesglen.vic.edu.au.

Careers Events: Holmesglen is involved in a number of career and educational promotions, including expos, Tertiary Information Service (TIS) days and industry focused events. The Prospective Students Officer is also available to attend school careers evenings/information sessions. To arrange a Holmesglen representative to attend your school careers event, contact: 9564 2608 or info@holmesglen.vic.edu.au.
Open Days: Featuring a series of workshops and demonstrations, as well as interaction with teaching staff and industry representatives, Open Days provide a snapshot of the Holmesglen educational experience. Open Days are held across all three campuses and current and prospective students, families and friends are encouraged to attend. Visit the website for the 2009 Open Day dates.

Email: Enquiries about the courses on offer, or requests for further course information, can be made via email to: info@holmesglen.vic.edu.au.

Telephone: Prospective students can telephone the Information Office for further information about courses on offer, or to progress their study or enrolment enquiries. The telephone number is 9564 1555. If you wish to discuss details of a particular course, please refer to the phone number at the end of the course details within this handbook.

Visit: Your first point of call when visiting Holmesglen should be the Information Office. There is an Information Office at each campus. For opening hours please see below. You can also visit the Centre that offers your chosen area for more detailed information on a particular course and its career outcomes. The Information Office can direct you to the relevant area.

Information Offices

The Information Offices are open for extended hours during term, and normal business hours during term breaks. They are often open for longer hours in peak enrolment periods. Please telephone 9564 1555 to confirm.

Prospective students should make the Information Office their first point of call for enquiries about courses on offer, enrolment details, and directions to other parts of the institute. The Information Office is located at:

**Chadstone Campus – Building 1**
- Monday to Friday: 8.00am - 7.00pm
- Saturday: 8.00am - 5.00pm
- Sunday: 8.00am - 1.00pm
  *During term breaks*
- Monday to Friday: 9.00am - 5.00pm

**Moorabbin Campus – Building 3C**
- Monday to Friday: 8.00am - 6.00pm
  *During term breaks*
- Monday to Friday: 9.00am - 5.00pm

**Waverley Campus – Building 1**
- Monday to Friday: 8.00am - 6.00pm
  *During term breaks*
- Monday to Friday: 9.00am - 5.00pm

Further information

9564 1555
info@holmesglen.edu.au

Access to Holmesglen

Each of the campuses borders major public transport railway lines and bus routes, and is within walking distance of the nearest railway station.

**Chadstone campus (Melway Ref: 69 E1)**
- **TRAIN**: Glen Waverley line stops at Holmesglen railway station, which is located adjacent to the Chadstone campus.
- **BUS**: Bus 612 stops at the intersection of Waverley and Chadstone Roads. Buses 624 and 700 stop on Warrigal Road, Chadstone.
- **CAR**: Free car parking is available on campus, with access via entrances 3 and 4, located off Batesford Road, Chadstone.

**Waverley campus (Melway Ref: 70 A4)**
- **TRAIN**: Glen Waverley line stops at Glen Waverley railway station, a 15 minute walk from the Waverley campus.
- **BUS**: Bus 623 travels along Waverley Road, stopping at the Waverley campus. Buses 703 and 737 stop at Blackburn Road, a short distance from the Waverley campus.
- **CAR**: Free car parking is available on campus via the main entrance.

**Moorabbin campus (Melway Ref: 77 G5)**
- **TRAIN**: Frankston line stops at Moorabbin railway station, a short walk from the Moorabbin campus.
- **BUS**: Bus 824 travels along South Road, stopping at the Moorabbin campus. Buses 811 and 812 travel to Moorabbin railway station from Brighton and Dandenong. Bus 822 travels along Rowans Road and East Boundary Road from North Brighton and Chadstone.
- **CAR**: Free car parking is available on campus via the main entrance.

Study options for students attending secondary school

- VET in Schools
- Pathways Programs
- Tasters
- Deluxe Tasters

Holmesglen’s school programs enable a vocational focus to be added to the final years of secondary school, as well as allow students to graduate directly into further TAFE study. These programs are ideal for early school leavers or those with an uncertain career direction. Offering a trial within a career, these industry relevant programs provide practical skills acquisition which can also complement any student’s VCE.

Program offerings

- Sport and recreation
- Hospitality
- Community services
- Community recreation
- Food and beverage
- Multimedia
- Tourism
- Events

Taster Programs

Taster programs are designed to assist students in making decisions about further study and career paths. Primarily aimed at students from Years 9, 10, 11 and 12, the one-day workshops are available throughout the year on most weekdays. Each workshop runs for approximately six hours, from 9.00am to 3.00pm.

Deluxe Taster Programs

Deluxe Taster programs are an extended Taster program aimed at Years 9 and 10, designed to give students the opportunity to try a number of industry areas before committing to a VET or Pathways program. Students attend Holmesglen one day per week for 10 weeks, and select a program from a number of streams offered at Chadstone, Moorabbin or Waverley. Each stream includes two five-week (one day per week) programs in two industry areas. Students will receive a Certificate of Participation at the end of the program.

Pathways Programs

Pathways students benefit from industry relevant training while participating in a secondary school program, allowing them to gain skills and knowledge relevant to their future careers. Developed to provide an insight into “life at a tertiary institution”, Pathways students attend Holmesglen one day per week and receive practical training using industry aligned facilities.

All Pathways programs are developed to incorporate modules from the corresponding certificate courses. This ensures students are well positioned to undertake an apprenticeship or pre-apprenticeship within their field after their schooling. Having gained a unique insight into their chosen industry, Pathways students can finish secondary school with confidence.

Vocational Education & Training (VET) in Schools

Students seeking to add a vocational element to their Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL) should consider subjects from the VET in Schools programs available at Holmesglen. Developed to complement VCE and VCAL programs, VET in Schools subjects are usually delivered as an equivalent to one VCE subject and the Industry Specific Skills strand for Foundation, Intermediate and Senior VCAL. Students attend Holmesglen for one afternoon or one full day per week, over the normal school year, and will receive practical and hands-on training in Holmesglen’s specialised facilities.
The curriculum of each VET in Schools program has been developed to incorporate selected modules from the program’s corresponding certificate or diploma, yet remain consistent with the assessment requirements of the VCE. This enables students to achieve nationally recognised training for their field together with credits towards their VCE ENTER score. With the opportunity to experience TAFE, students receive industry-relevant training and achieve a study score for their VET in Schools subject, helping them graduate one step ahead.

**Student Services**

Holmesglen’s Student Services offers a range of support services and development programs designed to help students achieve their educational, vocational and personal goals. Students can access qualified and experienced staff across a range of different services, including:

- Sporting and recreational activities that include on-campus entertainment, live bands, DJ promotions, comedy and sporting events, skiing weekends, and interstate holiday trips
- Career counsellors, who can provide advice on study pathways, course learning outcomes and the careers you can pursue upon successful completion of your studies
- Personal counselling services from registered professionals, who students can rely on in their hour of need, or when they want the best personal, professional or financial advice. Consultations remain strictly confidential
- Special interest clubs and groups, where students can make new friends, expand their social networks, share their interests and have fun
- On-campus (Chadstone & Moorabbin), professional bulk-billing medical services
- Job search assistance, with staff who can provide personal employment counselling, or help students gain employment by developing their résumé and letter of application, and brushing up on their interview and presentation skills
- Employment vacancy information
- Accommodation register
- Information on, and referral to, community agencies and support groups
- Disability support services, to assist individuals with temporary or permanent disabilities.

Visit Student Services at the building locations shown here for further information about the services offered, or to make an appointment. It is recommended you book in advance for appointments.

**Chadstone campus**
Level 1, Building 7
(just behind the cafeteria)
Telephone: 9564 1649

**Moorabbin campus**
Building GS02, Building 3C
(near the cafeteria)
Telephone: 9209 5680

**Waverley campus**
Room 1.29
Telephone: 9564 6201 or 9564 6317

**Holmesglen Degree Programs**

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.

Students benefit from the Holmesglen experience while gaining a tertiary qualification, normally only available through university. Degrees on offer at Holmesglen are:

- Associate Degree in Early Childhood Education
- Bachelor of Applied Science (Built Environment) and specialisations:
  - Bachelor of Built Environment
  - Bachelor of Construction Management and Economics
  - Bachelor of Facilities Management
  - Bachelor of Property Valuation
- Bachelor of Business (Accounting)
- Bachelor of Business (Executive Administration)
- Bachelor of Screen Production
- Bachelor of Nursing (pending Nurses Board of Victoria approval)

**Further information**
9564 1648
Barbara.Hicks@holmesglen.vic.edu.au

**Academic Skills Unit**

The Academic Skills Unit (ASU) provides valuable assistance to students enrolled as English as a Second Language (ESL) students, both international and local, together with students who are enrolled in unit courses within the Institute. ASU provides language support and study skills as a free service to students, and can assist them with:

- Paraphrasing/summarising
- Assignment preparation
- Report writing/essay writing
- Oral presentation
- Time management
- Exam preparation
- Reading skills
- Listening to lectures/note-taking
- Bibliography/citations/referencing
- Research skills.

ASU provides assistance with study skills and the challenges associated with course work and general study. The unit does not offer assignment correcting and editing services to students.

**Further information**
9209 5690
engineering@holmesglen.vic.edu.au

**Applied Technology Industry Training**

The Centre for Applied Technology offers programs leading to industry certifications such as MCSE, MCSD and CCNA as well as short courses in electrical, engineering and air-conditioning.

Some of the specialist short courses available include:

- Renewable Energy
- Sustainable Living
- Electrician’s License Registration Course
- Technical
- Registered Electrical Contractors (Business)
- Disconnect / Reconnect ‘D Class’ License
- In service Safety Inspection & Testing of Electrical Equipment (Tag and Test)
- Telecommunications Open Registration
- Basic Welding Skills
- Safety Awareness in the use of General Workshop Equipment
- Autocad
- Solidworks
- 5 Axis CAM

**Student Bookshops**

The Campus Bookstore supplies a wide range of books, stationery and art supplies to students, including textbooks, reference and general books, calculators, giftware, cards and movie tickets. There is a bookshop at each of the three campuses. Please note: If you are unable to visit the bookstores within general trading hours, you may pay for your purchases over the phone, and arrange collection after business hours.

**Chadstone Campus**
Located in the foyer area near the Information Office in Building 1.

Trading hours
Monday to Thursday: 9.00am - 5.00pm
Friday: 9.00am - 3.00pm
At the start of each semester the bookshop will trade
Monday to Thursday: 9.00am - 7.30pm
Friday: 9.00am - 3.30pm
Saturday: 10.00am - 1.00pm

Contact: 9564 1609
www.thecampusbookstore.com.au
Moorabbin Campus
Located opposite the cafeteria in Building E.
Trading hours
Monday to Thursday: 8.45am - 4.00pm
Friday: 8.45am - 3.00pm
At the start of each semester the bookshop will trade
Monday to Thursday: 8.45am - 6.00pm
Friday: 9.00am - 3.30pm
Contact: 9553 3452
www.thecampusbookstore.com.au

Waverley Campus
Located next to the cafeteria in the main building. The bookshop is open only during the first weeks of semester one.
Trading hours
Monday to Thursday: 10.00am - 2.00pm
Contact: 9564 1609
www.thecampusbookstore.com.au

Child Care Centres
Child care centres are located on-site at the Chadstone and Moorabbin campuses. Operated by the ABC franchise, they provide full-time and part-time care for children ranging between 0 and 5 years of age. The centres are available to children of students, staff and the local community around each campus.

ABC Chadstone and Moorabbin are open from 7.30am to 6.00pm, Monday to Friday, and each centre is registered with the Department of Human Services. They are also registered as carers with the Health Insurance Commission for the purposes of the Childcare Cash Rebate Scheme.

Further information
ABC Child Care Centres
Vicky Peppas
Centre Director (Tuesday – Thursday)
Athanasia Vlahandonis
Centre Director (Monday & Friday)

Chadstone: 9569 7114
Moorabbin: 9553 6635
Email: cha@childcare.com.au

Corporate Improvement Unit
The Corporate Improvement Unit can assist organisations in developing and managing quality and safety processes, and train staff in the skills they need to achieve the requirements. Organizations must meet the requirements of ISO 9001: 2000 and AS/NZS 4801: 2001:
- Australian Quality Training Framework (AQTF) for organisations that provide training
- Risk management

The Unit also provides training programs to complement existing standards, including:
- Implementing continuous improvement
- Writing procedures and work instructions
- Becoming a customer focused organisation
- Conducting internal audits; and
- Developing effective workplace teams.

Further information
9564 1583
Jo.Cavanagh@holmesglen.vic.edu.au

Holmesglen Conference Centre
When conducting meetings, training sessions, product launches, exhibitions or dinner functions, Holmesglen Conference Centre is the ideal venue. Located on the Chadstone campus, the Conference Centre is available for hire 52 weeks of the year.

Rooms vary in size, ranging from the Syndicate Rooms, each with a capacity of six people, to a fully equipped auditorium with tiered seating for an audience of up to 150. A full catering service with licensed beverage provision enables Holmesglen Conference Centre to provide a complete food and beverage package. ‘Yet, it is our attention to detail and knowledge of customers’ needs that set us apart as a conference venue. Friendly and knowledgeable staff will assist you in developing the right package for your conference or event.

Further information
9564 1500
confcentre@holmesglen.vic.edu.au

Pre-apprenticeships, Apprenticeships and Traineeships

Pre-apprentices
Holmesglen offers pre-apprenticeship programs within a range of trades at the certificate II level. Courses run for 8 to 20 weeks and provide students with the skills and knowledge required to undertake an apprenticeship. Students may gain credit from their pre-apprenticeship program towards the trade training component of an apprenticeship, once the student has commenced an Australian Apprenticeship Agreement with an employer. This will shorten the duration of their apprenticeship.

Holmesglen has established relationships with employers and group training providers, and will endeavour to place successful pre-apprenticeship students into an apprenticeship.

Apprenticeships & Traineeships
A wide range of apprenticeships and traineeships is available, under the new Australian Apprenticeship Scheme. Once the student has commenced employment with an employer and is registered as an apprentice or trainee they can begin their training at Holmesglen.

Apprenticeships and traineeships are moving to a competency-based system where the student must be able to demonstrate that he/she has gained the required skills before receiving a qualification or progressing to the next level. This competency-based system allows students to learn at their own pace, and offers them the opportunity to complete training within a shorter period of time. A combination of on and off the job training may be available.

Further information
Holmesglen Information Office: 9564 1555.
Australian Apprenticeships Referral Line: 13 38 73
www.australianapprenticeships.gov.au

For information relating to apprenticeships, including employment conditions and links to other apprenticeship websites, visit the Office of Training and Tertiary Education website: www.otte.vic.gov.au.

Industry Placement Officer
Whether you are an employer looking for staff, a potential student, an existing student, or currently employed as an apprentice, Holmesglen’s Industry Placement Officer can help you with all your Australian apprenticeship needs.

The Placement Officer’s role is to create positive employment outcomes within the trade sector. The Placement Officer is on hand to assist students and employers with all their apprenticeship requirements, from career direction, employment possibilities, potential earnings and contractual obligations from both employers and apprentices.

If you are looking for guidance on available courses the Industry Placement Officer can align you with the relevant pre-apprenticeship training and register your interest for the next intake. Throughout your pre-apprenticeship training the Placement Officer will work with you to assist you in obtaining full-time employment on completion of the course.

Further information
9564 1958
Daniel.Norton@holmesglen.vic.edu.au
Furnishing Industry Training Centre (incorporating the Furnishing Industry Design and Innovation Centre)

The Furnishing Industry Training Centre (FITC) offers a range of professional services to the furnishing industry. FITC provides training and retraining programs in the following areas of the furnishing trades and associated areas:

- Wood machining, particularly CNC machine operation
- Cabinet making
- Upholstery
- Furniture making
- Finishing
- Joinery (including shopfitting and stair building)
- Interior decoration and design

On-campus facilities, available through the centre, include a modern lecture theatre, complete with the latest audio visual services, a meeting room for use by industry bodies, CAD laboratory and workshop spaces that are available for hire. Courses can also be conducted at your workplace on most wood working equipment and techniques. On-site training can also be provided in interior design.

Further information
9564 1850 or 9564 2669
Desa.Berglund@holmesglen.vic.edu.au

The Furnishing Industry Design and Innovation Centre (FIDIC) is located within the FITC at Holmesglen’s Chadstone campus. It arose out of Holmesglen’s best practice approach to training in the use of computer numerically controlled (CNC) machinery, and furniture design using modern production equipment. The centre is able to replicate the highest level of industry practice.

FIDIC utilises the latest CNC machinery, equipped with aggregates to perform four and a half axes of movement. Additional sophisticated machinery supports this equipment and the IMC workshops have the capacity to perform any form of processing required for furniture design and manufacture.

FIDIC is also available to industry and furniture designers to realise product concepts and produce prototypes. Recently, several award-winning furniture designs have been produced at the centre.

Further information
Chris Frost
9564 2615
Chris.Frost@holmesglen.vic.edu.au

Off-Campus Flexible Learning Unit

The Flexible Learning Unit provides four distinct study services to its clients:
- Off-Campus – study at home by correspondence
- Fast Track – intensive training delivered on-campus
- New Apprenticeships/Traineeships Victoria and Interstate
- Business development customised for industry

Off-Campus courses
- Certificate II to diploma level
- Course in Property (Agents’ Representatives)
- MYOB online

Fast Track Courses
- Certificate IV in Training and Assessment Upgrade
- Certificate IV in Training and Assessment

Commencement dates
Courses run throughout the year.

Fees
State Government fees and charges apply. Prospective students are encouraged to enquire regarding fees and charges when applying for the course, and to carefully read the current Fees and Charges brochure before enrolment.

Further information
9564 1781
flu@holmesglen.edu.au

New Apprenticeships
FLU works with industry to deliver training in the workplace. New Apprenticeships are available in:

- Aged Care
- Asset Maintenance (Cleaning Operations)
- Business
- Finishing
- Floor Covering & Finishing
- Flooring Technology
- Food Processing
- Frontline Management
- Hairdressing
- Horticulture
- Hospitality (Operations)
- Retail
- Rural Merchandising
- Transport and Distribution (Road Transport)
- Transport and Distribution (Warehousing and Storage)
- Wholesale Operations.

Business Development
FLU has a number of national clients working in partnership in the delivery of training and assessment. A range of fee-for-service activities is available, which include consulting, skills audits, recognition of prior learning (RPL), workplace training and assessment, training needs analysis and resource development.

Further information
9209 5512
Julie.Wallace@holmesglen.vic.edu.au

Fraud and Investigation Studies
Holmesglen offers specialist, nationally recognised fraud and investigation courses to meet the needs of investigation professionals, or individuals who aspire to work in this field. These programs can be run on-site at your premises, and may be customised to suit the specific needs of your organisation.

Graduate programs include:
- Graduate Certificate in Computer Crime Investigation – in partnership with Victoria Police
- Graduate Certificate in Environment Protection (Enforcement) – in partnership with the Environment Protection Authority (Victoria)

Short seminars on a range of fraud and investigation topics are also available.

Further information
9564 1731
Helen.Symmonds@holmesglen.vic.edu.au

Health & Fitness Centres

Chadstone Campus
A $3 million Fitness Centre, operated by Fitness First, was opened at the Chadstone campus in 2005. The centre offers reduced rates for students and state of the art facilities, including cardio theatres, general training room, weight training area, cosmic cycle studio, sauna, solarium, relaxation zone and a fully sprung aerobics room. Cribé facilities are also available.

Located in Building 6, Batesford Road, Chadstone, the centre is open seven days a week, including the main public holidays (except Christmas Day and Boxing Day).

Monday to Thursday: 6.00am - 10.00pm
Friday: 6.00am - 9.00pm
Saturday: 8.00am - 5.00pm
Sunday: 9.00am - 5.00pm

Further information
9935 5800
Moorabbin Campus
Owned and operated by the Institute, Holmesglen Fitness offers a fully supervised fitness centre encompassing a wide range of pin loaded and free weights, plus a large selection of cardiovascular equipment.

- Expert personal supervision and instruction for all weight and fitness programs
- Instructors are fully qualified and actively involved with the Institute’s fitness and recreation certificate and diploma courses
- Fully-equipped weight training facilities
- An extensive range of cardiovascular equipment
- Structured exercise programs to increase health, strength, flexibility and self-esteem, including resistance training and cardiovascular exercise
- A relaxed, modern and professional workout and training environment
- Free car parking, with no time limits or parking restrictions
- Personalised one-to-one resistance and fitness training
- Students and staff receive subsidised memberships

Located at Level 2, Building 2, 488 South Road, Moorabbin, the centre is open seven days a week (public holidays excepted).

Monday to Friday: 6.30am - 9.00pm
Saturday: 8.00am - 2.00pm
Sunday: 8.00am - 2.00pm

Further information 9209 5816

Hemisphere Conference Centre & Hotel
Hemisphere Conference Centre and Hotel is located at Holmesglen’s Moorabbin campus, and offers four-star, fully serviced conference and hotel facilities. With a great range of function options available, Hemisphere is the perfect place to hold business meetings, training and development sessions, product launches, customer evenings, special events, trade exhibitions and employee functions.

Hemisphere provides a wide range of conference and meeting spaces to address your function, meeting and event requirements. They include:

- Latitude spaces, with flexible seating from 20 to 250 people
- Centara, with seating for up to 350 people
- Latitude Theatre, an auditorium style space with capacity for 94 people
- Corporate Boardroom, with seating for up to 12 people
- Presentation and seminar spaces, with a variety of layout options and seating arrangements
- Exhibition Space, the perfect location to host your trade or business exhibition or function, offering natural light, wide spaces and high ceilings

Hemisphere also provides a full suite of audio visual support services, including the latest AV technology and equipment and skilled technical personnel.

Other features include:

- Hemisphere Hotel, offering 50 four-star newly refurbished accommodation suites
- A culinary team specialising in lunch, dinner and function menus
- Infuse Restaurant, with seating capacity for 260 people
- Swirl Licensed Bar, a great place to relax and unwind at the end of the day
- Free car parking for over 400 cars.

Hemisphere is one of the largest specialised conference and event centres within the south-east region of Melbourne, and is located just 18 kilometres south of the Melbourne CBD and 38 kilometres from Melbourne’s International Airport at Tullamarine.

Further information 9093 7999
info@hemisphere.com.au

Holmesglen Employment Services
Holmesglen Employment Services (HES) has been addressing the needs of employees and employers for eight years around Melbourne’s South Eastern suburbs. The team from HES is located in the key business areas of Oakleigh, Prahran and Cheltenham, and now has two sites in South Australia, located in Adelaide and Norwood.

HES places hundreds of job seekers into employment each year and assists employers in finding the right person for their vacancies. HES delivers Commonwealth Government Job Network services to hundreds of clients. HES actively addresses the needs of today’s job seeker, combining modern training and development programs with job search solutions, to ensure every job seeker is placed into a role that benefits them personally, and develops them professionally.

A specialist provider for the culturally and linguistically diverse community, HES provides assistance and support through provision of training, and information on local resources and community groups. Services offered by HES include:

- Job search training, developing your resume and improving your interview techniques while providing experienced advice about local job prospects. Experienced trainers ensure you get the most up to date and informed advice
- Access to technology so you can work on your job applications and source jobs on the internet
- Referral to appropriate support services such as career counselling, skills training and complementary programs
- Extensive knowledge and access to vocational and pre-vocational courses, including information on traineeships and apprenticeships, that may assist you in returning to the workforce
- Access to an extensive job vacancies list, covering industries including manufacturing, retail, health, education and community services, transport, security, hospitality, administration and horticulture
- Support, advice and guidance from consultants to help you make the transition back into work and settle into your new role.

Melbourne sites
Oakleigh: 160 Drummond Street, Oakleigh VIC 3166
Prahran: Level 2, 159 High Street, Prahran VIC 3181
Cheltenham: 24 Station Road, Cheltenham VIC 3192

South Australian sites
Adelaide: Level 5, 90 King William Street SA 5000
Norwood: Level 1, 145 The Parade, Norwood SA 5067

Further information 9564 6800
info@holmesglenemployment.com.au

Holmesglen Vocational College
A new concept in education, Holmesglen Vocational College (HVC) is aimed at secondary school students who are finishing their Year 10 or Year 11 studies, and will be at least 16 years old by the start of the new learning year. HVC is located at the Moorabbin campus and uses the Institute’s first class facilities to deliver vocational sections of the program. In 2008 enrolments increased by 25%, from the previous year, to 250 students.

HVC offers the Victorian Certificate of Applied Learning (VCAL) – Intermediate and Senior programs to students. The College curriculum combines upper secondary level education with vocational and personal development programs that have been developed within the TAFE environment. With a focus on vocational education, HVC offers career pathways and preferred entry into Holmesglen’s industry recognised apprenticeships, certificate, diploma and degree courses.

What you can achieve through Holmesglen Vocational College
Students can achieve the Victorian Certificate of Applied Learning (VCAL) – Intermediate in their first year and may continue to VCAL – Senior in the subsequent year, or into a range of further study pathways at Holmesglen. The vocational component of the program will use the extensive training facilities of Holmesglen. Students will be given ample opportunity to experience training in a range of industry areas before making the choice to specialise at the end of their first year.
Industry Specific Stream Options
By the end of the course, students will have completed two of the streams (one per semester) listed below:

- Air-conditioning servicing (engineering and air-conditioning servicing skills)
- Beauty therapy
- Building (bricklaying with stonemasonry)
- Building (bricklaying with wall & floor tiling)
- Building (carpentry with painting)
- Building (carpentry with solid plastering)
- Building (carpentry with wall & floor tiling)
- Building (painting with wall & ceiling lining)
- Building (wall & ceiling lining with wall & floor tiling)
- Building (plumbing with roof tiling)
- Business administration and retail operations
- Community services (childcare, aged care, disability work and health sector)
- Desktop publishing and multimedia
- Electrical with engineering
- Furnishing (furniture design, manufacturing and upholstery)
- Hairdressing
- Hospitality (bakery, cookery, food & beverage)
- Horticulture
- Joinery (practical joinery skills leading to courses in stairbuilding, shopfiting and joinery)
- Sport and recreation (fitness, outdoor recreation, and sport & recreation)

Please note: Delivery of each of the individual streams in any year will be subject to the formation of full group numbers.

A strong literacy and numeracy component, together with well structured work placements is delivered throughout course areas. HVC focuses on developing the student as a whole. Students participate in a rewarding and enjoyable personal development program incorporating sports, arts and hobbies, community projects, excursions and camps.

Qualifications & Recognition
Successful completion of this program will enable students to achieve the Victorian Certificate of Applied Learning (VCAL), and possibly achieve credits towards further study within Holmesglen’s TAFE programs.

Who Can Apply
Students who have completed or are currently completing year 10 at a Secondary College (approximately 16 years of age).

How to Apply
Please contact Holmesglen for application information on 9209 5101, or via email on voc_college@holmesglen.vic.edu.au.

Course Length
The VCAL programs will run similarly to their equivalent programs at secondary Schools. VCAL (Intermediate): One year. VCAL (Senior): One year.

Assessment
The academic component is cumulatively assessed; trade modules/competencies require satisfactory completion of relevant activities.

Opportunities for Further Study
After attending the College, students will have preferred entry into one of over 200 mainstream courses at Holmesglen, to continue their studies in a specialised area. Students are provided with options to continue studying at Holmesglen through a range of qualification levels, including certificates, diplomas and advanced diplomas, and even degrees and graduate certificates.

Career Opportunities
Students will leave the College well equipped with practical knowledge and skills which are in high demand in industry, placing them in an enviable position to enter the workforce.

Further information
9209 5105 or 9209 5101
voc_college@holmesglen.vic.edu.au

Horticulture Industry Programs
Holmesglen’s Horticulture Industry Programs are located at the Waverley campus, and feature a variety of courses and services to the horticulture industry, including specialist consultancy advice, the development of training materials and the delivery of training programs. Training programs can be conducted at Holmesglen, or delivered on-site at your premises. A minimum of 10 participants is required before training can be conducted.

Programs cover a range of popular and topical areas, including:
- Urban irrigation
- Landscaping
- Segmental pavement courses
- Landscape garden design
- Tree care and surgery
- Use of chemicals (AGVET chemical users course)
- Managing your retail nursery
- General horticulture
- Chain saw training
- Turf management

Further information
9564 6391
horticulture.florist@holmesglen.vic.edu.au

Holmesglen Training and Development
Holmesglen Training and Development (HTD) supports the Institute and industry with a number of services, including:
- Development and accreditation of VET and Higher Education curricula
- Development of online, blended and print learning resources for internal and external clients, including state and federally funded projects
- Delivery of the Certificate IV and Diploma of Training and Assessment (TAA) to Holmesglen staff and external organisations either in the workplace or at Holmesglen, with a bridging program from the Certificate IV in Assessment and Workplace Training to the Certificate IV in Training and Assessment available
- Management of various institute-wide projects
- Consulting services
- Research services
- Website development and maintenance
- Advice to departments and individuals on the implementation of requirements associated with AQTF, AQF, RPL and employability skills
- Customised accredited and non-accredited training for internal and external clients.

All training programs can be delivered in the workplace, around workplace timelines, and customised to reflect the organisation’s strategic directions and requirements. E-learning solutions can also be included in any training program.

HTD also manages the Curriculum Maintenance Management for Building & Construction, Furnishing and Water and the Teacher Support Network (TSN) website on a statewide basis for Skills Victoria.

Further information
9564 1730
Linda.Smart@holmesglen.vic.edu.au

Industrial Skills Training Unit
Holmesglen’s Industrial Skills Training Unit offers a range of training programs or specialised courses designed to meet the skills development needs of your organisation. The unit also offers a wide range of on-site assessment and license testing services to relevant industry standards and/or Victorian Workcover Authority requirements, as well as refresher courses for existing license holders. The Industrial Skills Training Unit will work closely with you to identify the most effective and efficient skills development solutions for your organisation.

Some of the courses on offer include:
- Dogging
- Rigging – both basic and intermediate
- Scaffolding – both basic and intermediate
- Forklift operating
The International Centre has offices established in 1987 to assist international students. The International Centre at Holmesglen was established in 1987 to assist international students in applying to study at Holmesglen. Staff in the Centre work with a network of local and international agents around the world to provide information, advice and documentation to prospective international students. The International Centre has offices on all three campuses and provides ongoing support and assistance to more than 4,000 students annually. Services include:

- Orientation programs
- Health services
- Counselling services
- English language assistance through the Academic Skills Unit
- Recreational activities
- Accommodation and airport reception
- Welfare care.

All offices are open from 9.00am - 4.30 pm Monday to Friday.

Further information and locations

Chadstone Campus
Building 7, Room 6.26
9564 1703

Moorabbin Campus
Building 2, Room 2.10
9209 5775

Waverley Campus
Building 2, Room 1.16
9564 6379

inti@holmesglen.vic.edu.au

Learning Commons

Recognised as a unique facility among TAFE institutes in Australia, our innovative learning environment provides a single point of access to information literacy, learning, research and IT support. Holmesglen students are given individual help in researching, locating and accessing information resources, as well as troubleshooting with computer hardware, software and printing applications.

The Learning Commons is a learning hub that facilitates socialisation as well as quiet reflection as part of the total learning experience. Students have the choice of studying collaboratively in fully wired student group discussion rooms or choosing from the large numbers of PCs provided for individual study.

Whether in the workplace, home or social situations, well-developed information skills are invaluable. Learning Commons staff can provide Information Literacy training sessions, designed to help students develop the information seeking skills needed to undertake effective research. This training enables students to gather and analyse information for research purposes and to document their research.

Students can access these services at four locations, three of which are open seven days a week. A wealth of information, services and resources is also available electronically through the website where staff and students will find:

- LiveHelp, a virtual information desk providing online reference and support for users, seven days a week
- Access to the Learning Commons catalogue and other Australian library catalogues
- Remote, as well as on-campus, access to a wide range of subject specific full text information databases
- Research tools and guides
- KnowItAll, an online information literacy training package
- Subject guides and internet sites of specific interest to Holmesglen staff and students.

Further information and locations

Chadstone Campus
Building 8
9564 1621

Chadstone Campus
Building 5
9564 1874

Moorabbin Campus
Building 2
9209 5725

Waverley Campus
Building 1
9564 6215

Media Services

Holmesglen’s Media Services Department offers a wide range of audio visual, graphic design and print management services to businesses, schools, associations and industry bodies located around the Chadstone, Moorabbin and Waverley areas.

- Video and audio production
- Digital photography
- Graphic design (from concept to finished art)
- Reprographic (print/photocopy)
- Bindery/finishing

Further information
9564 1973 f: 9564 1586
Media.Services.Admin@holmesglen.vic.edu.au

New Enterprise Incentive Scheme (NEIS)

New Enterprise Incentive Scheme (NEIS) is a Department of Employment and Workplace Relations self employment program for unemployed people who wish to start their own independent business. NEIS Providers are contracted to assess the viability of potential business owners’ projects, and offer training and support. Holmesglen has been associated with NEIS for over 10 years, and has successfully helped over 1,000 people establish their own small business.

The NEIS program aims to help eligible unemployed people start their own business by providing a range of assistance and support. A federally funded self-employment program NEIS has been extremely successful, with the program generating around 7,000 new business ventures nationally.

Small Business Management training is a key aspect of the program. Certificate IV in Business (Small Business Management) is delivered to participants over a full-time seven week period, in conjunction with the completion of a comprehensive business plan. This provides participants with the necessary skills to run a successful business while allowing time for detailed planning and development of their idea. Upon successful review of the business plan participants are eligible to receive a fortnightly allowance over a 12 month period, and receive ongoing advice and support from a business mentor throughout the first year of operation.

The skills developed and assistance provided through the NEIS program offer an excellent opportunity to those wanting to start a small business, by helping to plan and prepare, and providing ongoing support for the establishment of the new business. To be eligible for NEIS, applicants must either be in receipt of an eligible Centrelink Allowance or Pension, or of mature age (50+ years).

Further information
Small Business Training Unit
9564 6834
Holmesglen Safety

Holmesglen Safety specialises in occupational health and safety training, and consultancy services to industry. These programs can be delivered at Holmesglen or on-site at your premises. Holmesglen Safety also performs safety audits and general OH&S consultancy work across a range of industries.

Training programs include:
- Initial level (five day) OH&S Course for health and safety representatives, supervisors and managers (WorkSafe Victoria approved)
- OH&S Refresher for health and safety representatives (WorkSafe Victoria approved)
- Workplace chemical training
- OH&S Training Program
- Health and safety for managers – briefing and program
- Construction Induction Card (formerly Red Card)
- Manual handling training
- Noise assessment and control
- Safe work method statement training
- Plant and equipment safety
- Safe use of machinery in technology teaching
- Auditor training programs – quality, safety, environmental (RABQSA approved and internal auditor training)
- Environmental management training and auditing.

Holmesglen Safety also manages the following qualifications (delivered at the Waverley campus):
- Certificate III in Occupational Health and Safety (fee for service only)
- Certificate IV in Occupational Health and Safety (individual units will be offered on a fee for service basis in 2009)
- Diploma in Occupational Health and Safety
- Advanced Diploma in Occupational Health and Safety

Further information
9564 6287
safety@holmesglen.vic.edu.au

Do-It-Yourself Skills Training

Do-It-Yourself (DIY) skills training offers participants a ‘one stop training shop’. With a focus on providing participants with ‘hands-on’ experience and advice, each course is delivered by an expert in the field, ensuring you get the best possible advice and information for your DIY project.

Typically, DIY courses appeal to individuals who want to learn new DIY skills, or seek to reduce their expenditure in domestic renovation areas by undertaking work themselves. Holmesglen’s DIY courses also suit tradespeople who want to update their skills, or reacquaint themselves with skills that have not been used for a while.

DIY Skills Training is available in the following areas:
- Woodworking
- Upholstery
- Builder’s registration
- Drafting design
- Painting and decorating
- Tiling
- Stonemasonry
- Mosaics and murals
- Wood finishes
- Tools
- Interior design
- Glass and glazing
- Plastering
- Bricklaying
- Welding
- Sustainable living and home renovations

Further information
9564 1546
Blanca.Camacho@holmesglen.vic.edu.au

Technical Services Department

The Technical Services Department at Holmesglen provides an extensive range of computer services and facilities for students, including:
- Internet services
- Email
- Network infrastructure
- PC and Macintosh labs offering a wide range of software
- Provision for open access to computer facilities via the Learning Commons
- Wireless access to the internet
- Portal services for access from remote locations to applications and data

Further information
9564 1625
helpdesk@holmesglen.vic.edu.au

Adult Short Courses

The Community & Industry Short Courses Department provides a range of courses and programs to assist students in:
- Learning new skills, from communication to software applications and programs
- Updating or enhancing their knowledge and experience within specific study areas
- Pursuing a personal or business interest.

Short courses vary throughout the year, and cover a wide range of study areas and interests, including the arts, business and administration, computers and information technology, food and beverage, house and garden, languages, and lifestyle.

Further information
9564 1546
Blanca.Camacho@holmesglen.vic.edu.au
Campus locations and campus guides

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

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

Waverley Campus
585 Waverley Road, Glen Waverley
(PO Box 42 Holmesglen 3148)
Telephone (03) 9564 1555
Application, Enrolment and Fees

How do I apply to study at Holmesglen?

There are three methods of application for entry to Holmesglen:

- Direct application to Holmesglen
- VTAC application
- Apprenticeship and traineeship application,

Please refer to the ‘How to Apply’ section of each course in this handbook to find out the individual application process and entry criteria.

Direct Application

All part-time, weekend and mid-year course enrolments are made directly to Holmesglen. Full-time enrolments into certificates I, II and III (and in most cases, certificate IV) can also be made directly to Holmesglen.

VTAC Application

Courses whose application process notes ‘Apply through VTAC’ require application through the Victorian Tertiary Admissions Centre. The application process is set out in the VTAC Guide and an application fee payable to VTAC is required. VTAC Guides are generally available at the end of July, and can be purchased at newsagents. The Guide is also available online at www.vtac.edu.au. Applications to VTAC can be submitted using the VTAC Online Application. Students applying should be aware that some classes will proceed only if sufficient enrolments are received.

Apprenticeship or Traineeship Application

Apprentices/trainees and employers should contact the Australian Apprenticeship Centre to register the student as an apprentice/trainee within three months of the commencement of employment. Students who have chosen to undertake their studies at Holmesglen should notify the Australian Apprenticeship Centre of their choice.

Once all documents are signed, the Australian Apprenticeship Centre will register the apprentice/trainee on the computer system so that Holmesglen can access the apprentice/trainee details. Holmesglen will contact the student directly with study details and course confirmation. For all pre-apprenticeships and further apprenticeship/traineeship information, please contact the relevant Holmesglen teaching department.

How are students selected?

Student selection criteria will vary between courses. Students should check the VTAC Guide, if applicable, or refer to the ‘Entry Requirements’ information within this handbook for individual course selection criteria and application dates.

What are the entry requirements?

Entry requirements vary considerably between courses. The most common entry requirement relates to the individual’s age, secondary school qualifications, or their work and industry experience. Some courses require no more than a desire to acquire the skills being taught within the course. In most courses, there is provision for application by mature age applicants.

For details on the entry requirements for individual courses refer to the individual course information in this handbook.

How do students enrol?

VTAC Applicants

Students who have made an application through VTAC will receive a formal letter from VTAC, which outlines the study offer being made and confirms their enrolment details.

Direct Applicants

Students who have applied for a non-VTAC course will receive notification from their teaching department along with an Enrolment Guide, enrolment details and date.

Apprentice/Trainee Applicants

The Australian Apprenticeship Centre will visit the workplace to sign all paperwork between the apprentice and employer. The AAC enters this information into the computer system, and Holmesglen downloads student details every Monday. New students and employers are then notified of the training commencement date approximately four to six weeks before the start date. Enrolment and payment are required prior to commencement.

Enrolment Procedures

Students who have been made an offer will receive an Enrolment Guide from Holmesglen outlining the enrolment process. After enrolment fees have been paid, students will receive an ID Card, confirmation of the units they are enrolled in, and the starting date of their course.

Enrolment Period

Holmesglen accepts enrolments all year round. Students who have been made an offer of a place will be given a date and time for enrolment for their course. Students who do not enrol on their notified date may lose their place if there are other applicants on the waiting list.

Does Holmesglen offer mid year enrolment?

Yes. Starting mid year offers the following benefits:

- You don’t have to go through VTAC – mid year applicants apply directly to Holmesglen
- A six-month head start – you don’t need to wait until January the following year
- A second chance – if you didn’t get into your desired course at the start of the year, or have decided to change direction, you can make that change mid year and start your studies.

What are the fees?

The following details are correct at time of printing, October 2008. The State Government has proposed changes to TAFE fees that will affect students who enrol after July 2009.

Course Fee

The TAFE course fee is calculated according to the number of enrolled hours. The current rate is $1.37 per hour to a maximum fee of $877 per calendar year. Each student’s fee may be different, depending on their course. Part-time fees vary depending on the number of subjects being studied.

A fee reduction (concession) applies to all students with a Centrelink card that is current at the time of enrolment. The minimum fee payable is currently $63. Course fees are GST free. A copy of the latest State Government Fees and Charges Booklet is available on Holmesglen’s website.
**General Services Fee (GSF)**

The GSF is a non-academic fee used to provide facilities, services or activities of direct benefit to Holmesglen students. Payment of the GSF does not confer membership of a student association. It is 15% of the Course Fee, to a maximum of $132. Fee concessions do not apply to the GSF.

- Additional costs may be charged for the purchase of textbooks, materials, equipment, excursions, printing and photocopying. Details can be obtained from your teaching department.

Degree courses are full fee paying, but pathways exist between diplomas and advanced diplomas (TAFE fees apply) to second year of a degree in some departments. Please contact the Degrees Administrator for payment options details.

Ask about the fees payable for your course at the time of inquiry or application.

**Can I gain exemptions?**

Through Recognition of Prior Learning (RPL) and Credit Transfer, TAFE students may be able to reduce their study load, finish their course earlier, or take on extra modules leading to a second qualification. RPL and Credit Transfer can be discussed at the time of enrolment.

Exemptions are also available for degree courses and pathways exist between diplomas and advanced diplomas to second year of a degree in some departments. Please contact the Degrees Administrator for details.

**As an existing Holmesglen student, how do I apply for another Holmesglen course?**

**Expresslane**

If you are a currently enrolled Holmesglen student, expresslane guarantees* you streamlined entry into other Holmesglen qualifications without the lengthy application process.

*Please note that all students must meet the prerequisites, entry requirements and application deadlines for the accredited course they wish to study.

**How and when do I pay?**

Fees are paid at the time of enrolment. If the training is sponsored by Centrelink, associated agencies or your employer, an authority for Holmesglen to invoice the funding organisation for the student fees must be provided at enrolment.

**Can I get a refund of my fees?**

A refund of tuition fees less $55 is available. Students who withdraw to take up the offer of a place at another tertiary institute, and provide confirmation of their place at that institute, receive a full refund. All applications must be on an Institute Withdrawal Form and received within four weeks of the start of classes.
Your career starts here
## Applied & Health Sciences

**Dental Technology**
- Diploma of Dental Technology 20

**Laboratory Technology**
- Certificate III in Laboratory Skills 20
- Certificate IV in Laboratory Techniques 21
- Certificate IV in Pathology 21
- Diploma of Laboratory Technology (Biotechnology) 22
- Diploma of Laboratory Technology (Pathology Testing) 23

**Nursing**
- Certificate IV in Nursing (Enrolled / Division 2 Nursing) 24
- Medication Endorsement Units 24

**Occupational Health & Safety**
- Occupational Health & Safety 25

**Science**
- Certificate III in Science 26
- Certificate IV in Science 27
Diploma of Dental Technology
Course Code HLT50507

This course provides students with the knowledge and skills to work as a dental technician. During the course, students will learn how to design, construct, modify and repair dental prostheses and appliances, such as dentures, bridges, crowns and mouthguards. The course also teaches important life skills such as communication, cultural awareness, business techniques, and self-awareness.

Qualifications and Recognition

After successful completion of this course, candidates will receive the Diploma of Dental Technology, and graduates of the course will be qualified dental technicians.

Recognition of Prior Learning (RPL) & Credit Transfer

Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute.

Career Opportunities

There is a high demand for dental technicians and dental prosthetists (dental technicians with clinical training) in Victoria and Australia. The Victorian Oral Health Services Labour Force Planning Report 2002 shows that, even with high recruitment, by 2010 demand for dental technicians is predicted to increase significantly.

Who Can Apply

- Students who have successfully completed VCE, or its equivalent, or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria

Applicants must be able to demonstrate the ability and motivation to complete the course.

How to Apply

Applicants must apply directly to Holmesglen.

Course Length

Full-time: 2 years.

Course Structure

This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on and practical training. Students must complete all modules to achieve the Diploma of Dental Technology.

Year One

- HLTIR501A: 20 hours: Maintain an effective health work environment
- HLTIN301A: 20 hours: Comply with infection control policies and procedures in health work
- HLTIRHS300A: 30 hours: Contribute to OH&S processes
- BSBCM302A: 40 hours: Organise personal work priorities and development
- BSBCM5305A: 30 hours: Organise workplace information
- HLTD5301B: 30 hours: Construct models
- HLTD5302B: 30 hours: Construct custom impression trays
- HLTD5303B: 10 hours: Construct registration rims
- HLTD5304B: 20 hours: Articulate models and transfer records
- HLTD5319A: 240 hours: Construct simple complete removable acrylic dentures and appliances
- HLTD5307B: 40 hours: Construct immediate dentures
- HLTD5308B: 72 hours: Construct removable acrylic partial dentures
- HLTD5312B: 40 hours: Repair and modify dentures and appliances
- HLTD5315B: 20 hours: Construct thermoformed based appliances
- HLTD513B: 20 hours: Work effectively with culturally diverse clients and co-workers
- HLTD510A: 20 hours: Communicate and work effectively in health

Total hours - Year One: 700

Year Two

- HLTD5310B: 240 hours: Construct crown and bridge structures
- HLTD5115B: 40 hours: Join alloy structures
- HLTD5312B: 25 hours: Take tooth shades
- HLTD5313B: 80 hours: Construct fixed restorations
- HLTD5314B: 90 hours: Construct orthodontic appliances
- HLTD510B: 80 hours: Construct cast metal alloy removable partial dental frameworks
- HLTD517B: 40 hours: Construct oral splints
- BSBCM205A: 30 hours: Use business technology
- BSBCM307A: 20 hours: Maintain business resources
- BSBCM308A: 60 hours: Maintain financial records
- BSBCM330A: 35 hours: Deliver and monitor a service to customers

Total hours - Year Two: 740

Total hours: 1440

Assessment

Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study

Successful completion of the Diploma of Dental Technology will enable graduates to pursue further study opportunities in Dental Prosthetics.

Commencement Dates

February

Locations

Chadstone campus
Certificate IV in Laboratory Techniques
Course Code PML40104

This course is designed to provide broad-based training in all aspects of laboratory operations, including occupational health and safety, analytical instrumentation, computing, chemistry, microscopy, and biological techniques.

Qualifications and Recognition
After successful completion of this course, students will be eligible to receive the Certificate IV in Laboratory Techniques.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates will be able to gain employment as laboratory assistants, working under supervision in industrial, food and educational or commercial laboratories.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
There are no pre-requisite subjects, although a science subject would be considered an advantage. Candidates with relevant work or community experience will be considered favourably for enrolment into this course.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 1 year.
Part-time: 2 years.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. Students must complete all modules, and will be progressively recognised for the level of qualification completed.

- PMLCOM300B: 40 hours: Communicate with other people
- PMLMAIN300B: 30 hours: Maintain the laboratory fit for purpose
- PMLOH5302A: 40 hours: Participate in laboratory/field workplace safety
- PMLOR301A: 40 hours: Plan and conduct laboratory/field work
- PMLQUAL300B: 30 hours: Contribute to the achievement of quality objectives
- PMLSAMP302A: 30 hours: Receive and prepare a range of samples for testing
- PMLTEST303B: 50 hours: Prepare working solution
- PMLTEST304B: 30 hours: Prepare culture media
- PMLTEST305B: 40 hours: Perform aseptic techniques
- PMLDATA501B: 60 hours: Use laboratory application software
- HLTF1A1: 10 hours: Apply basic first aid
- BSMBED201A: 30 hours: Use basic medical terminology

Total hours: 470

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and related projects in a designated work placement.

Opportunities for Further Study
Graduates of the Certificate III in Laboratory Skills are eligible to articulate directly into the Certificate IV in Laboratory Techniques, and will receive credits for the modules they have already completed. Certificate IV graduates articulate directly into the first year of the Diploma of Laboratory Technology, in which they may specialise in either Biotechnology or Pathology Testing, and will receive credits for modules already completed.

Commencement Dates
April and July

Locations
Moorabbin campus

Course Enquiries: 9209 5548
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate IV in Pathology
Course Code HLT41807

This course provides accredited training in areas that include pathology collection techniques, phlebotomy, infection control, ECG, holter monitoring, first aid, customer service, work organisation and medical terminology.

Qualifications and Recognition
Graduates of this course will be eligible to receive the Certificate IV in Pathology, a nationally recognised qualification in the fields of pathology and biotechnology. Graduates will be eligible to pursue entry-level employment opportunities with pathology organisations, or articulate into further study in a related field.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates may be employed as pathology collectors in both public and private pathology organisations.
Who Can Apply

- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

While there are no pre-requisites for this course, a background in health is an advantage.

Selection Criteria

Applicants are required to attend an information session, and complete an application form and short comprehension task, on which the selection is largely based. Prospective students may be required to participate in an interview to support their application.

How to Apply

Applicants apply directly to Holmesglen.

Course Length

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

Course Structure

This course is delivered in Holmesglen’s specialised Biotechnology education facility, where an emphasis is placed on practical training wherever possible.

Units

- BSBMED201A: 30 hours: Use basic medical terminology
- HLTOHS300A: 20 hours: Contribute to occupational health and safety processes
- HLTHIR300A: 20 hours: Comply with occupational health and safety control policies and procedures in health work
- HLTAPA301B: 10 hours: Apply first aid
- HLTHIR301A: 20 hours: Communicate and work effectively in health
- HLTPTAT305B: 20 hours: Operate efficiently within a pathology and specimen collection environment
- HLTPTAT306B: 50 hours: Perform blood collection
- HLTPTAT308B: 20 hours: Identify and respond to clinical risks associated with pathology specimen collection
- HLTAP304B: 30 hours: Collect pathology specimens other than blood
- HLTHIR405A: 20 hours: Show leadership in health technical work
- HLTHIR402B: 30 hours: Contribute to organisational effectiveness in the health industry
- HLTHIR506B: 50 hours: Implement and monitor compliance with legal and ethical requirements
- HLTPTAT410B: 50 hours: Collect pathology specimens other than blood for specialised testing
- HLTPTAT411B: 50 hours: Perform blood collection for specialised testing
- HLTC400B: 90 hours: Perform Holter monitoring
- HLTA301A: 70 hours: Recognise healthy body systems in a health care context
- HLTHIR302A: 20 hours: Undertake home visits
- HLTA401B: 90 hours: Perform electrocardiography

Total hours: 698

Assessment

Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of practical demonstration, assignments, classroom participation, written assessments and related projects undertaken in a designated work placement. Students must complete all units to be eligible for the Certificate IV in Pathology.

Certain units require students to have successfully completed the prerequisite subjects before the further stages can be commenced.

Opportunities for Further Study

Graduates of this course may be eligible to pursue further study opportunities in other Health Science and Biotechnology courses.

Commencement Dates

Full-time: February, July and October,
Part-time: February.

Location

Moorabbin campus

Course Enquiries: 9209 5548
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Diploma of Laboratory Technology (Biotechnology) Course Code PML50104

This course provides broad-based training in biotechnology. Successful completion of this program will enable individuals to pursue opportunities in fields of medical research, diagnostic pathology, scientific and industrial research and development.

Qualifications and Recognition

After successful completion of this course, candidates receive the Diploma of Laboratory Technology (Biotechnology). Graduates may articulate to various degree studies at universities with advanced standing.

Recognition of Prior Learning (RPL) & Credit Transfer

Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities

Biotechnicians are employed for technical support in research, development, production and testing of molecular biology, medical, veterinary, pharmaceutical, therapeutic, plant tissue culture and microbiological fields.

Who Can Apply

- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

A background in science is an advantage. Candidates requiring bridging programs in mathematics, biology, chemistry and physics may take longer than two years to complete the course.

Selection Criteria

- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER), and possible interview
- Mature age applicants: Demonstrated ability and motivation to complete the course. Relevant work and/or voluntary experience is considered an advantage to mature aged students. Applicants will be required to submit a supplementary application form and participate in an interview.

While there are no pre-requisite subjects for the course, knowledge of science and maths would be an advantage.

How to Apply

Applicants apply directly to Holmesglen.

Course Length

Full-time: 2 years.
Part-time: 4 years (dependent on modules undertaken).

Course Structure

This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. Students must complete all modules to achieve the Diploma of Laboratory Technology (Biotechnology), and will be progressively recognised for the level of qualification completed.

Year One

- PMLCOM300B: 40 hours: Communicate with other people
- PMLDATA400B: 70 hours: Process and interpret data
- PMLDATA500B: 80 hours: Analyse data and report results
- PMLDATA501B: 60 hours: Use laboratory application software
- PMLMAIN300B: 30 hours: Maintain the laboratory fit for purpose
- PMLHOHS400A: 50 hours: Maintain laboratory/field workplace safety
- PMLORG301A: 40 hours: Plan and conduct laboratory field work
- PMLQUAL401B: 80 hours: Apply quality system and continuous improvement processes
- PMLCAL400A: 50 hours: Prepare standard calibrations
- PMLTEST305B: 40 hours: Perform aseptic techniques
- PMLTEST308A: 40 hours: Perform microscopic examinations
- PMLTEST701A: 40 hours: Perform histological procedures
- PMLTEST404A: 100 hours: Prepare chemical tests and procedures
- PMLTEST402B: 100 hours: Prepare, standardise and use solutions
- PMLTEST407A: 130 hours: Perform biological procedures
Career Opportunities
Graduates may gain employment as laboratory technicians, technical officers or medical technicians, working independently or under supervision in industrial, research, pathology or educational laboratories.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

A background in science is an advantage. Candidates requiring bridging programs in mathematics, biology, chemistry and physics may take longer than two years to complete the course.

Selection Criteria
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER), and possible interview.
- Mature age applicants: Demonstrated motivation to complete the course. Relevant work and/or voluntary experience is considered an advantage to mature aged students. Applicants must submit a supplementary application form and participate in an interview. While there are no pre-requisite subjects for the course, knowledge of science and maths would be an advantage.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 2 years. Part-time: 4 years (dependent on modules undertaken).

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. Students must complete all modules to achieve the Diploma of Laboratory Technology, with specialisation in the field of pathology testing, and will be progressively recognised for the level of qualification completed.

Year One
- PMLCOM300B: 40 hours: Communicate with other people
- PMLDATA400A: 70 hours: Process and interpret data
- PMLDATA500B: 80 hours: Analyse data and report results

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Opportunities for Further Study
Successful completion of this course, students will be eligible to receive the Diploma of Laboratory Technology and are qualified to pursue opportunities in fields of pathology testing.

Opportunities for Further Study
Successful completion of this course, knowledge of science and maths would be an advantage. Students seeking to pursue degree level courses may receive credits for modules already completed.

Commencement Dates
February

Locations
Moorabbin campus

Course Enquiries: 9209 5548
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au
Certificate IV in Nursing (Enrolled/Division 2 Nursing)
Course Code HLT43407

This course will enable students to interact competently and professionally with other health professionals within acute and non-acute environments. During the course, students will be exposed to many different health care environments.

Qualifications and Recognition
Upon successful completion of this course students are eligible to apply for registration as a Division 2 nurse in the State of Victoria, with the Nurses Board of Victoria (NBV).

This course is accredited with the Office of Tertiary Training and Education and complies with the course guidelines stipulated by the NBV. The modules are aligned with the Australian Nursing & Midwifery Council Competency Standards for the Enrolled Nurse and will be delivered in accordance with the Scope of Practice of the Division 2 Nurse in Victoria.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of this course may seek work as a Division 2 nurse in a range of health services, including aged care, acute care, rehabilitation, palliative care related community care and mental health nursing.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
All applicants will be required to perform the following:
- Complete the application form
- Pass an entrance exam administered through VETASSESS
- Attend an interview; and
- Be motivated to work in the health care sector.

How to Apply
Applicants apply directly to Holmesglen. Application forms are available for download from the Holmesglen website.

Course Length
Full-time: 1 year (4 or 5 days per week). The four clinical placements require attendance five days per week. Shift work, including weekends, may be required.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training and practical placements. To successfully achieve the Certificate IV in Nursing (Enrolled/Division 2 Nursing), students will be required to complete all modules.

- HLTEN401A: 90 hours: Work in the nursing profession
- HLTPN301A: 20 hours: Comply with infection control policies and procedures in health work
- HLTHS300A: 20 hours: Contribute to OH&S processes
- HLTHR404B: 20 hours: Work effectively with Aboriginal or Torres Strait Islander people
- HLTHR403B: 20 hours: Work effectively with culturally diverse client and co-workers
- HLTPM303A: 30 hours: Undertake basic client assessment
- HLTPN405A: 90 hours: Implement basic nursing care
- HLTPN406A: 30 hours: Undertake basic wound care
- HLTPN410A: 50 hours: Deliver nursing care to consumers with mental health conditions
- HLTPN509A: 30 hours: Apply legal and ethical parameters to nursing practice
- HLTPN414A: 70 hours: Deliver basic nursing care to older clients
- HLTPN415A: 50 hours: Deliver nursing care to acute care clients
- HLTPM301B: 18 hours: Apply first aid
- HLTPN507A: 180 hours: Administer and monitor medications in the work environment
- HLTPM501A: 30 hours: Analyse health information
- HLTPN502A: 40 hours: Apply effective communication skills in nursing practice
- HLTPN513A: 50 hours: Implement and monitor nursing care for clients with chronic health problems
- HLTPN505A: 90 hours: Contribute to the complex nursing care of clients

Total hours: 1018

320 hours of clinical placements are embedded into each unit. Students must demonstrate theoretical competence in all units prior to commencing clinical placement.

Please note that successful applicants must provide a Victoria Police records check and meet immunisation requirements prior to clinical placement.

Assessment
Each unit is assessed separately through practical demonstration, assignments, classroom participation, examinations, clinical skills and/or presentations. All units are co-assessed through completion of supervised clinical placement.

Certain units require prerequisite subjects to be passed before the unit can commence. Students must successfully complete all units to gain the Certificate IV in Nursing (Enrolled Division 2 Nursing).

Opportunities for Further Study
Registered nurses Division 2 have the opportunity to complete post training modules in their preferred field. This course also offers pathways into the Bachelor of Nursing.

Commencement Dates
February, April and July

Locations
Moorabbin campus

Course Enquiries: 9209 5606
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Medication Endorsement Units

Units leading to endorsement for Division 2 registered nurses to administer medication

There are two compulsory units of competency that incorporate theoretical and clinical learning activities:

- HLTPM501A: Analyse health information
- HLTPM502A: Analyse communication skills in nursing practice

- HLTPN509A: Apply legal and ethical parameters to nursing practice
- HLTPN513A: Implement and monitor nursing care for clients with chronic health problems

Units are designed to enable Division 2 nurses to administer and monitor medications and evaluate their effectiveness for clients within a health environment.

Qualifications and Recognition
Successful completion of the units and all assessment tasks will enable the Division 2 nurse to apply for endorsement with the Nurses Board of Victoria (NBV) to administer medication to clients, within the defined Scope of Practice of the Division 2 Nurse. A Statement of Attainment, and transcript of the units and results, will be provided upon successful completion.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course through applying for recognition of any relevant qualifications they have already obtained through previous formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
The Division 2 registered nurse qualified in medication administration will be able to administer medication within defined limits, which are prescribed by the scope of registration determined by the NBV.

Who Can Apply
Division 2 nurses who are currently registered with the NBV.
Prospective students must:

- Be registered with the NBV as a Division 2 nurse
- Possess language, literacy and numeracy skills to the entry level of Certificate IV in Nursing or equivalent
- Have completed an approved Division 2 nursing course from 1995 or after
- If Division 2 nursing qualification was obtained prior to 1995, have successfully completed an approved anatomy & physiology update course, incorporating basic mathematical competency or equivalent
- Attend an interview
- Be motivated to practise safely and professionally within the defined and extended Scope of Practice of the Division 2 nurse; and
- Provide evidence of relevant experience.

**How to Apply**

Please contact the Health Science & Biotechnology Department at Holmesglen to request an application form, or visit the website and download the form. Please note that successful applicants must provide a Victoria Police records check and meet vaccination requirements prior to clinical placement.

**Course Length**

Part-time: 21 – 24 weeks. Classes are usually conducted either one day or two evenings per week, over 21 weeks. This program also incorporates 76 hours of supervised clinical practice.

**Course Structure**

These units are delivered in Holmesglen's specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. Students seeking endorsement with the NBV are required to complete all units, and successfully complete their designated work placements.

**Units**

- HLTP501A: 30 hours
- HLTEN507A: 180 hours

**Supervised Clinical Practice**

Students will undertake two weeks of supervised clinical placement at completion of the theory components.

These units are accredited with the NBV. The units are aligned with the Australian Nursing & Midwifery Council Competency Standards for the enrolled nurse and will be delivered in accordance with the Scope of Practice of the Division 2 Nurse in Victoria.

**Assessment**

Each unit is assessed separately using a variety of methods, including practical demonstration, assignments, minor project, written examinations and self-reflective practice. A pass must be obtained in all aspects of HLTP501A and HLTEN507A, including demonstration of essential professional and clinical competencies during the clinical component of HLTEN507A.

HLTP501A must be successfully completed prior to commencing HLTEN507A and students must demonstrate essential knowledge and clinical competency in underpinning skills prior to commencing clinical placement.

**Commencement Dates**

April, July and October. Course dates may be subject to change. A comprehensive orientation to the course will be conducted during the first class.

**Locations**

Moorabbin campus

**Course Enquiries:** 9209 5606

**General Enquiries:** 9564 1555

**Email:** info@holmesglen.vic.edu.au

**Occupational Health & Safety**

**HOLMESGLEN SAFETY**

Including the program options for Certificate III in Occupational Health and Safety

- Course Code BSB31606
- Certificate IV in Occupational Health and Safety
- Course Code BSB41604
- Diploma of Occupational Health and Safety
- Course Code BSB51604
- Advanced Diploma of Occupational Health and Safety
- Course Code BSB61004

These programs develop the skills and knowledge needed by Occupational Health and Safety (OH&S) practitioners, and individuals whose work encompasses some aspects of OH&S. It covers a variety of OH&S fields and is designed to meet the needs of both business and industry. This nationally recognised training program will benefit individuals seeking further opportunities within their current industry, or wishing to explore new horizons.

**Qualifications and Recognition**

After successful completion of these nationally recognised qualifications, students will be eligible to receive the Certificate III, Certificate IV, Diploma or Advanced Diploma of OH&S.

**Recognition of Prior Learning and Credit Transfer**

Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other registered training organisation, will be recognised by the Institute.

**Career Opportunities**

On completion of this program graduates will benefit from increased career prospects, based on the level of qualification obtained:

- **Certificate III** - enables health and safety representatives and people involved with workplace health and safety to attain a professional qualification in occupational health and safety.
- **Certificate IV** - training for safety representatives, OH&S officers and line supervisors in workplace safety.
- **Diploma** - aimed at higher level supervisors, assistant safety officers, safety officers or managers, and safety representatives, and will enable individuals to pursue middle management opportunities or successfully manage daily safety operations.
- **Advanced Diploma** - enables students to achieve a higher level of strategic thinking. Graduates may pursue more senior opportunities as OH&S managers or OH&S consultants.

**Who Can Apply**

Individuals with some prior knowledge of OH&S within the workplace, and who wish to obtain formal qualifications in this field, may apply. A background in safety is an advantage.

**Selection Criteria**

- Current or previous employment
- A strong commitment to OH&S within the workplace, or an interest in learning more about this field
- Motivation to undertake and complete the course.

**How to Apply**

Applicants apply directly to Holmesglen.

**Course Length**

The courses are conducted part-time and at night. The course duration is 12 months per qualification, and will depend on the number of competency units undertaken by students each semester and their relevant background in OH&S.

**Course Structure**

- **Certificate III in Occupational Health and Safety**
  - BSBOHS301A: Apply knowledge of OHS legislation in the workplace
  - BSBOHS302A: Participate effectively in the OHS communication and consultative process
  - BSBOHS303A: Contribute to OHS hazard identification and risk assessment
  - BSBOHS304A: Contribute to OHS hazard control
  - BSBOHS305A: Contribute to OHS issue resolution
  - BSBOHS306A: Contribute to implementing emergency prevention activities and response procedures
  - BSBOHS307A: Participate in OHS investigations
  - BSBCMN320A: Maintain first aid equipment - response procedures
  - BSBCMN320A: Maintain first aid equipment - resolution
  - BSBCMN318A: Write simple documents
  - BSBCMN313A: Maintain environmental procedures
  - BSFLM303A: Contribute to effective workplace relationships
  - BSBCMN302A: Organise personal work priorities and development
Certificate IV in Occupational Health and Safety

Ten units of competency are required for this qualification.

A. Four from the OH&S units listed below:
   - BSBOHS401A: Contribute to the implementation of a systematic approach to managing OH&S
   - BSBOHS402A: Contribute to the implementation of the OH&S consultation process
   - BSBOHS403A: Identify hazards and assess OH&S risks
   - BSBOHS404A: Contribute to the implementation of strategies to control OH&S risk

B. At least one of the following OH&S units:
   - BSBOHS405A: Contribute to the implementation of emergency procedures
   - BSBOHS406A: Use equipment to conduct workplace monitoring
C. At least three Business units at certificate IV level.
D. Two units from Business Services Training Package or any other endorsed training package of which one unit must be certificate IV and one may be from a certificate III or diploma.

Diploma of Occupational Health and Safety

Eight units of competency are required for this qualification.

A. Five from the OH&S units listed below:
   - BSBOHS501A: Participate in the coordination and maintenance of a systematic approach to managing OH&S
   - BSBOHS502A: Participate in the management of the OH&S information and data systems
   - BSBOHS503A: Assist in the design and development of OH&S participative arrangements
   - BSBOHS504A: Apply principles of OH&S risk management
   - BSBOHS505A: Manage hazards in the work environment
   - BSBOHS506A: Participate in the investigation of incidents
B. A further three units from the Business Services Training Package or any other endorsed training package of which a minimum of two units must be from an advanced diploma level qualification and one unit may be included from a diploma level.

Assessment

Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study

Upon completion of the Advanced Diploma of Occupational Health and Safety, students are well positioned to complete a Certificate IV in Training and Assessment, and become qualified to train others in the field of Occupational Health and Safety. Graduates may also apply to complete further qualifications in the field of business, and may apply for credit for modules they have successfully completed.

Commencement Dates

February, May and September

Locations

Waverley campus

Course Enquiries: 9564 6287
General Enquiries: 9564 1555
Email: safety@holmesglen.vic.edu.au

Certificate III in Science
Course Code 21857VIC

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

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

Time is spent on consolidating basic concepts in maths and science, which serve to enhance the students’ critical thinking and prepare them for study at a tertiary level. The course addresses the missed opportunities of prospective students in the past, identifies gaps in skills and knowledge, and aims to meet the needs of students in their career and study choices.

Qualifications and Recognition

The Certificate III in Science is recognised by TAFE institutes and universities throughout Victoria.

Recognition of Prior Learning (RPL) and Credit Transfer

Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities

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

Who Can Apply

There are no formal entry requirements, but candidates should be able to read, understand and discuss printed information and have basic knowledge of mathematics.

Selection Criteria

Applicants will be required to submit an application form and attend a short interview to discuss their aptitude for the course and their career goals. It is important that candidates are both motivated and serious about their studies. An application form can be downloaded from the ‘courses’ section of the Holmesglen website, and may be submitted directly to the Applied Sciences Department of Holmesglen. Please visit www.holmesglen.vic.edu.au for further information.

How to Apply

Applicants apply directly to Holmesglen.

Course Length

Full-time: 1 semester (6 months).

Course Structure

Students will be required to demonstrate competence in all of the following competencies:

Core Units

- VPAU072: 20 hours: Conduct and present scientific research
- PMLOHS: 40 hours: Participate in laboratory/field workplace safety
- VPAU073: 110 hours: Use a range of techniques to solve mathematical problems
- VBOU155: 10 hours: Evaluate pathways, options, design a learning plan and compile a portfolio
- VBOU157: 25 hours: Engage with a range of complex texts for learning purposes
- VBOU161: 25 hours: Create a range of complex texts for learning purposes

Chemistry

- VPMO82: 50 hours: Atomic structure and bonding
- VPMO84: 20 hours: Organic chemistry and properties of materials

Biology

- VPAU075: 10 hours: Conduct simple activities in a biological science laboratory
these needs according to the proposed gaps in skills and knowledge, and to meet of prospective students in the past, to identify in maths and science, which serve to Time is spent on consolidating basic concepts science prior to entry into higher level need to improve their overall knowledge of It is also beneficial to school-leavers who returning to study as mature age students. such it is particularly appealing to people where science forms a major component. As bridging course, allowing graduates to pursue science to enter this course.

Participants do not require a background in requirements, but candidates should be able to read, understand and discuss printed information and have basic knowledge of mathematics. Who Can Apply There are no formal entry requirements, but candidates are both motivated and serious about their studies. An application form can be downloaded from the website, and may be submitted directly to the Applied Science Department of Holmesglen.

How to Apply Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61431.

Course Length Full-time: 1 year.

Course Structure Students will be required to demonstrate competence in all of the following competencies:

Semester One Core Units - VPAL072: 20 hours: Conduct and present scientific research - PMLOH302A: 40 hours: Participate in laboratory/field workplace safety - VPAL073: 110 hours: Use a range of techniques to solve mathematical problems - BVQU155: 10 hours: Evaluate pathways options, design a learning plan and compile a portfolio - BVQU157: 25 hours: Engage with a range of complex texts for learning purposes - BVQU161: 25 hours: Create a range of complex texts for learning purposes - VPAM082: 50 hours: Atomic structure and bonding - VPAM084: 45 hours: Organic chemistry and properties of materials - VPAM083: 10 hours: Stoichiometry and solution chemistry (A) - VPAL075: 10 hours: Conduct simple activities in a biological science laboratory - VPAM087: 30 hours: Cell biology - VPAM088: 30 hours: Anatomy and physiology - VPAL076: 10 hours: Conduct simple dissections

Computing - ICAUI128A: 20 hours: Operate a personal computer - ICAUI133A: 25 hours: Send and receive information using web browsers and email

Total hours - Semester One: 435

Semester Two Core Units - VPAL077: 50 hours: Apply mathematical techniques to scientific contexts - FDFCORWCM2A: 30 hours: Present and apply workplace information

Chemistry - VPAM083: 35 hours: Stoichiometry and solution chemistry (B)
- VPAM089: 45 hours: Chemical reactions

Biology - HLTAP301A: 70 hours: Recognise healthy body systems in a health care context
- VPAM090: 40 hours: Introductory genetics

Computing - ICAU2006A: 60 hours: Operate computing packages
- VBO47: 30 hours: Job seeking

Total hours - Semester Two: 360
Total hours: 795

Assessment Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled. Assessment is designed to form part of the learning process, and the result of each assessment item allows the teacher to ‘fine tune’ the course to meet the needs of the students.

Opportunities for Further Study Graduates of the Certificate IV in Science are entitled to benefit from the Holmesglen expresslan program, guaranteeing pathways for ongoing career development. This could include areas such as laboratory technology, conservation & land management and nursing, among others. This course offers excellent preparation for programs, both at Holmesglen and other universities and institutions, within which the principles of science are applied.

Commencement Dates February and July

Locations Chadstone campus

Course Enquiries: 9564 1641
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate IV in Science Course Code 21858VIC The Certificate IV in Science provides participants who have an interest in science with a thorough grounding in the principles of biology, chemistry and mathematics. Participants do not require a background in science to enter this course.

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

Time is spent on consolidating basic concepts in maths and science, which serve to enhance the students’ critical thinking and prepare them for study at a tertiary level. The course addresses the missed opportunities of prospective students in the past, to identify gaps in skills and knowledge, and to meet these needs according to the proposed destination of the student.

Qualifications and Recognition The Certificate IV in Science is recognised by TAFE institutes and universities throughout Victoria.

Recognition of Prior Learning (RPL) and Credit Transfer Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

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

Who Can Apply There are no formal entry requirements, but candidates are both motivated and serious about their studies. An application form can be downloaded from the website, and may be submitted directly to the Applied Science Department of Holmesglen.

How to Apply Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61431.

Course Length Full-time: 1 year.

Course Structure Students will be required to demonstrate competence in all of the following competencies:

Semester One Core Units - VPAM087: 30 hours: Cell biology - VPAM088: 30 hours: Anatomy and physiology - VPAM089: 45 hours: Chemical reactions - VPAM084: 45 hours: Organic chemistry and properties of materials - VPAM083: 10 hours: Stoichiometry and solution chemistry (A) - VPAL075: 10 hours: Conduct simple activities in a biological science laboratory - VPAM087: 30 hours: Cell biology - VPAM088: 30 hours: Anatomy and physiology - VPAL076: 10 hours: Conduct simple dissections

Computing - ICAUI128A: 20 hours: Operate a personal computer - ICAUI133A: 25 hours: Send and receive information using web browsers and email

Total hours: 415

Semester Two Core Units - VPAL072: 20 hours: Conduct and present scientific research - PMLOH302A: 40 hours: Participate in laboratory/field workplace safety - VPAL073: 110 hours: Use a range of techniques to solve mathematical problems - BVQU155: 10 hours: Evaluate pathways options, design a learning plan and compile a portfolio - BVQU157: 25 hours: Engage with a range of complex texts for learning purposes - BVQU161: 25 hours: Create a range of complex texts for learning purposes - VPAM082: 50 hours: Atomic structure and bonding - VPAM084: 45 hours: Organic chemistry and properties of materials - VPAM083: 10 hours: Stoichiometry and solution chemistry (A) - VPAL075: 10 hours: Conduct simple activities in a biological science laboratory - VPAM087: 30 hours: Cell biology - VPAM088: 30 hours: Anatomy and physiology - VPAL076: 10 hours: Conduct simple dissections

Computing - ICAUI128A: 20 hours: Operate a personal computer - ICAUI133A: 25 hours: Send and receive information using web browsers and email

Total hours - Semester One: 435

Semester Two Core Units - VPAL077: 50 hours: Apply mathematical techniques to scientific contexts - FDFCORWCM2A: 30 hours: Present and apply workplace information

Chemistry - VPAM083: 35 hours: Stoichiometry and solution chemistry (B)
- VPAM089: 45 hours: Chemical reactions

Biology - HLTAP301A: 70 hours: Recognise healthy body systems in a health care context
- VPAM090: 40 hours: Introductory genetics

Computing - ICAU2006A: 60 hours: Operate computing packages
- VBO47: 30 hours: Job seeking

Total hours - Semester Two: 360
Total hours: 795

Assessment Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled. Assessment is designed to form part of the learning process, and the result of each assessment item allows the teacher to ‘fine tune’ the course to meet the needs of the students.

Opportunities for Further Study Successful graduates of the Certificate III in Science are guaranteed entry into the Certificate IV in Science. Subsequent pathways may include areas such as laboratory technology, conservation and land management, and nursing among others. Both courses provide excellent preparation for ongoing career development. This course will benefit participants who want to pursue further scientific study, including higher level studies, or individuals looking to progress their career within the various fields incorporating principles of science.

Who Can Apply There are no formal entry requirements, but candidates should be able to read, understand and discuss printed information and have basic knowledge of mathematics. Who Can Apply There are no formal entry requirements, but candidates should be able to read, understand and discuss printed information and have basic knowledge of mathematics. Selection Criteria Applicants will be required to submit an application form and attend a short interview to discuss their aptitude for the course and their career goals. It is important that candidates are both motivated and serious about their studies. An application form can be downloaded from the website, and may be submitted directly to the Applied Science Department of Holmesglen.

How to Apply Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61431.

Course Length Full-time: 1 year.

Course Structure Students will be required to demonstrate competence in all of the following competencies:

Semester One Core Units - VPAM087: 30 hours: Cell biology - VPAM088: 30 hours: Anatomy and physiology - VPAM089: 45 hours: Chemical reactions - VPAM084: 45 hours: Organic chemistry and properties of materials - VPAM083: 10 hours: Stoichiometry and solution chemistry (A) - VPAL075: 10 hours: Conduct simple activities in a biological science laboratory - VPAM087: 30 hours: Cell biology - VPAM088: 30 hours: Anatomy and physiology - VPAL076: 10 hours: Conduct simple dissections

Computing - ICAUI128A: 20 hours: Operate a personal computer - ICAUI133A: 25 hours: Send and receive information using web browsers and email

Total hours: 415

Semester Two Core Units - VPAL072: 20 hours: Conduct and present scientific research - PMLOH302A: 40 hours: Participate in laboratory/field workplace safety - VPAL073: 110 hours: Use a range of techniques to solve mathematical problems - BVQU155: 10 hours: Evaluate pathways options, design a learning plan and compile a portfolio - BVQU157: 25 hours: Engage with a range of complex texts for learning purposes - BVQU161: 25 hours: Create a range of complex texts for learning purposes - VPAM082: 50 hours: Atomic structure and bonding - VPAM084: 45 hours: Organic chemistry and properties of materials - VPAM083: 10 hours: Stoichiometry and solution chemistry (A) - VPAL075: 10 hours: Conduct simple activities in a biological science laboratory - VPAM087: 30 hours: Cell biology - VPAM088: 30 hours: Anatomy and physiology - VPAL076: 10 hours: Conduct simple dissections

Computing - ICAUI128A: 20 hours: Operate a personal computer - ICAUI133A: 25 hours: Send and receive information using web browsers and email

Total hours - Semester One: 435
Get set for life.
Arts Industries

Certificate IV in Live Production, Theatre & Events (Technical Operations) 30
Diploma of Broadcasting 30
Diploma of Professional Writing & Editing 31
Certificate IV in Live Production, Theatre & Events (Technical Operations)
Course Code CUE40303

This course will provide students with general training for working in live theatre, with a stage management focus. The students will be engaged in a range of internal and external experiences including: secondment work as part of festivals; theatre productions and events; producing two one-act play seasons in Melbourne theatre venues, while working with outside directors and actors; and related course work in class.

Qualifications and Recognition
Successful students are eligible to receive the Certificate IV in Live Production, Theatre and Events (Technical Operations).

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
This course provides students with the skills needed for further study in the theatre and entertainment industries.

Opportunities for Further Study
This course provides students with the skills needed for further study in the theatre and entertainment industries.

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
This course provides students with the skills needed for further study in the theatre and entertainment industries.

Location
Chadstone campus

Course Enquiries: 9564 1602
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Diploma of Broadcasting
Course Code CUF50501

This course provides students with a broad range of practical skills required for producing and presenting programs in the radio and television industries. The course enables students to:

- develop knowledge of broadcast media
- apply theoretical concepts, technical skills and creativity to a range of programs in radio and television
- develop research, marketing, production, writing and presentation skills
- take responsibility for their own work and the achievement of group outcomes; and
- manage projects.

Qualifications and Recognition
Upon successful completion of the course, students will be eligible to receive the Diploma of Broadcasting,

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Projections are for increased employment opportunities in radio (community, commercial and public) and television (commercial, public and pay TV). Work may be on a permanent full-time, part-time, freelance, contract, project or casual basis. Occupations include producers, sound and video editors, presenters, technicians, administrators and assistants.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal education for at least one year).

Selection Criteria
Applicants must attend an interview, at which they are required to:

- provide past academic results
- demonstrate aptitude and motivation to complete the course
- present a folio of work.

How to Apply
All applicants must apply through VTAC. The VTAC code for this course is 61641.

Course Length
Full-time: 1 year.

Course Structure
Introduction to Radio and Television
- CUSADM09A: 50 hours: Address legal and administrative requirements
- CUFGEN01A: 15 hours: Develop and apply industry knowledge

Managing Projects and Teams
- BSXFM404A: 50 hours: Participate in, lead and facilitate a team
- CUSADM03A: 50 hours: Manage a project

Radio and Video
- CUFAR02A: 35 hours: Conduct an interview
- CUFAR04A: 50 hours: Conduct an on-air presentation
- CUFPOP16A: 40 hours: Produce live to air programs
- CUFPOP15A: 50 hours: Produce pre-recorded programs
- CUSRAD02A: 35 hours: Conduct research
- CUFED0705A: 50 hours: Operate a non-linear editing system
- CUFPOP17A: 40 hours: Plan and prepare a program
- CUFWR05A: 50 hours: Write content and copy
Working in Radio and Television
- CUFAIR01A: 35 hours: Develop/maintain the general knowledge required by presenters
- CUEOH51A: 10 hours: Implement workplace health, safety and security procedures
- THHIGLE07A: 60 hours: Recruit and select staff

Media Promotions and Marketing
- CUSMARM01A: 85 hours: Promote products and services
- CUFPOP25A: 40 hours: Develop and monitor a program schedule

Total hours: 745

Please note that all 17 units of competency must be completed.

Assessment
Assessment is a combination of written assignments, tests, and practical projects. Students are required to complete all assessments.

Opportunities for Further Study
Other qualifications in the Film, Television, Radio and Multimedia Industry Training Package will be offered by Registered Training Providers. Students can apply to universities to undertake further studies in media, arts or communication courses.

Commencement Dates
February

Locations
Chadstone campus

Course Enquiries: 9564 1602
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Diploma of Professional Writing & Editing
Course Code 21675VIC

Incorporating
Certificate IV in Professional Writing & Editing Course Code 21674VIC

This course aims to:
- provide training in creative, business and technical writing, editing, and the production of text
- develop skills in the use of technology in the writing/editing industry
- provide a disciplined environment for potential writers and interaction with like-minded people
- provide students with an awareness of how to market their work, and a knowledge of the markets available to the professional writer and editor.

Qualifications and Recognition
Upon successful completion of their 1st year core subjects and three 1st year specialisations (680 hours), students are eligible to receive the Certificate IV in Professional Writing & Editing, 21674VIC.

Upon successful completion of 544 hours, comprising three 2nd year specialisations and a further 136 hours of specialisations or electives, students are eligible for the Diploma of Professional Writing & Editing.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
This course prepares students for a career within the following areas:
- publishing
- editing – freelance and in-house
- design and layout – print and electronic media
- corporate writing
- journalism
- creative non-fiction – reviewing, histories, travel writing
- fiction – novel, short story and poetry, writing for children/young adults
- performance writing – play and film scripts

Who Can Apply
- Students who have successfully completed VCE or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal education for at least one year).

Selection Criteria
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course.

All applicants must attend an interview, at which they are required to:
- demonstrate previous work or relevant voluntary experience
- provide past academic results
- present a folio of work
- demonstrate a high level of written English skills.

How to Apply
- Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61651.
- Mature age students may apply through VTAC, or apply directly to Holmesglen.
- Part time: Applicants apply directly to Holmesglen.

Course Length
Full-time: 2 years.
Part-time: Unlimited.

Students must be enrolled in four subjects per semester to be considered full-time for this course.

Course Structure
Year One - Full-Time (680 hrs)

Compulsory Core
- CSW001: 68 hours: Computer Skills for Writers & Editors
- IN0001: 68 hours: Industry Overview
- WES001: 136 hours: Writing and Editing Skills Specialisations – select 3
- CW01-E: 136 hours: Corporate Writing
- JL01-E: 136 hours: Journalism 1
- LW01-E: 136 hours: Literature for Writers
- NV01-E: 136 hours: Novel 1 136
- PT01-E: 136 hours: Poetry 1 136
- PF01-E: 136 hours: Popular Fiction
- SW01-E: 136 hours: Script writing
- SS01-E: 136 hours: Short Story 1

Year Two - Full Time (544 hrs)

To complete the Diploma students must select three of the specialisations below AND choose either 136 hours of electives and a half year specialisation, or an additional year-long specialisation from the 2nd year list.

Specialisations
- DP02-E: 136 hours: Desktop Publishing 2
- ET02-E: 136 hours: Editing 2 (incorporates role of Ed.)
- MS02-E: 136 hours: Myths and Symbols
- NF02-E: 136 hours: Non Fiction Project
- NV02-E: 136 hours: Novel 2
- PW02-E: 136 hours: Playwriting
- PT02-E: 136 hours: Poetry 2
- SW02-E: 136 hours: Screenwriting
- SS02-E: 136 hours: Short Story 2
- SP02-E: 136 hours: Small Press Publishing
- WY02-E: 136 hours: Writing for Children
- YA02-E: 136 hours: Writing for Young Adults
- HS02-E: 136 hours: Writing Histories
- JL02-E: 136 hours: Journalism 2

Half-Year Specialisations
- DL02-E: 68 hours: Design and Layout
- IN02-E: 68 hours: Instructional Writing
- WR02-E: 68 hours: Writer and Research
- WW02-E: 68 hours: Writing for the Web

Electives
- DTP002: 68 hours: Introduction to Desktop Publishing
- PHW002: 68 hours: Photography for Writers
- PRP002: 68 hours: Practical Placement

Please note:
- not all subjects are offered each year
- pre-requisites apply for some second year Diploma modules
- part-time students may study as few as one subject per year.

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, folios, readings, oral presentations and/or practical application and work related projects.

Opportunities for Further Study
Articulation arrangements currently exist with Deakin University’s Bachelor of Arts - Journalism and Professional Writing/Literature majors.

Commencement Dates
February and July

Locations
Chadstone campus

Course Enquiries: 9564 1602
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au
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Get set
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Certificate IV in Building & Construction (Building)
Course Code BCG40106

This accredited course is designed to meet the needs of builders and managers of small-to-medium building businesses. A builder is defined as the person who 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.

Qualifications and Recognition
Upon successful completion, students are eligible to receive Certificate IV in Building and Construction (Building). This qualification is nationally recognised in accordance with the Australian Qualification Framework and is supported by the Building Practitioners Board (BPB).

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to reduce the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

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

Selection Criteria
Candidates must have three years’ relevant hands-on experience in domestic building or an allied field, and must be able to use a computer and internet. Candidates must complete an application questionnaire before enrolling.

How to Apply
Candidates can apply online, via mail or in person. Please call Short Courses for further information on 9564 1742.

Course Length
The program incorporates a blend of on-campus, off-campus and computer based study, covering the total amount of hours required to obtain the qualification.

25 weeks:
- Friday 6.00pm – 10.00pm
- Saturday 8.30am – 5.00pm

17 weeks:
- Monday & Wednesday 6.00pm – 10.00pm
- Friday 9.00am – 3.00pm
No classes are held over school holidays.

Course Structure
Students must complete 15 units of competency. There are 12 core competencies and three electives to be covered.

Core Units
- BCGBC4001A: Apply building codes and standards to the construction process for low-rise building projects
- BCGBC4002A: Manage occupational health and safety in the building and construction workplace
- BCGBC4003A: Select and prepare a construction contract
- BCGBC4004A: Identify and produce estimated costs for building and construction projects
- BCGBC4005A: Produce labour and material schedules for ordering
- BCGBC4006A: Select, procure and store construction materials for low-rise projects
- BCGBC4007A: Plan building or construction work
- BCGBC4008A: Conduct on-site supervision of the building and construction project
- BCGBC4009A: Apply legal requirements to building and construction projects
- BCGBC4010A: Apply structural principles to residential low-rise constructions
- BCGBC4011A: Apply structural principles to commercial low-rise constructions
- BSB5MB06A: Manage finances

Elective Units
- BSB5MB01A: Establish business and legal requirements
- BSB5MB02A: Undertake financial planning
- BCGBC4024A: Resolve business disputes

Assessment
Assessment is based on competency, which is the ability to perform specific skills, and a combination of observation, discussion, written assignments, tests, examinations, and/or practical application and work related projects.

Opportunities for Further Study
Graduates of the Certificate IV in Building and Construction (Building) may progress into further study, including the completion of Diploma of Building and Construction (Building).

Commencement Dates
February, April, July, September and October

Locations
- Chadstone campus, Building 2

Course Enquiries: 9564 1742
General Enquiries: 9564 1555
Email: shortcourses@holmesglen.vic.edu.au
**Who Can Apply**
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

**Selection Criteria**
In addition to their VTAC application, applicants may need to attend a formal interview and assessment task. In this process, they are required to demonstrate their understanding of the industry, their aptitude for the program, and any supportive work experience or previous study.

**How to Apply**
Full-time: Applicants must apply through VTAC.
The VTAC code for this course is 61031.
Part-time: Applicants apply directly to Holmesglen.
Part-time: Applicants apply directly to Holmesglen.

**Course Length**
Full-time: 2 years.
Part-time: depending on the time commitment of the student, and availability of appropriate subject matter.

**Course Structure**
Students must complete all competencies, and will be progressively recognised for the level of qualification completed.

### Year One
- BCGBC5001A: 200 hours: Apply building codes and standards to the construction process for medium-rise building projects
- BCGBC5008A: 300 hours: Apply structural principles to the construction of medium-rise buildings
- BSBOHS504A: 30 hours: Apply principles of OHS risk management
- BCGBC5006A: 110 hours: Apply site surveys and set out procedures to medium-rise building projects
- BCGBC5010A: 150 hours: Manage construction work/projects
- BCGBC5012A: 150 hours: Manage the application and monitoring of energy conservation and management practices and processes

### Year Two
- BCGBC5003A: 200 hours: Supervise the planning of on-site medium-rise building or construction work
- BSBBPM505A: 40 hours: Manage project quality
- BSBBPM508A: 40 hours: Manage project risk
- BCGBC5007A: 100 hours: Administer the legal obligations of a building or construction contract
- BCGBC5009A: 140 hours: Identify services layout and connection methods to medium-rise construction projects
- BCGBC5011A: 150 hours: Manage building or construction, environmental management practices and processes

**Assessment**
Assessment is based on competency, which is the ability to perform specific skills, and a combination of observation, discussion, written assignments, tests, examinations, and/or practical application and work related projects.

**Opportunities for Further Study**
Graduates of the Diploma of Building and Construction (Building) may have the opportunity to articulate into a university degree program. Graduates will also be eligible for credits towards Holmesglen’s Bachelor of Applied Science (Built Environment), and may apply for direct articulation into the Holmesglen degree program.

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

**Locations**
Chadstone campus, Building 3

**Course Enquiries: 9564 1693**
**General Enquiries: 9564 1555**
**Email: info@holmesglen.vic.edu.au**

## Diploma of Building Design & Technology

**Course Code 40356SA**

Incorporating **Certificate IV in Residential Drafting Course Code 40357SA**

This program provides students with the professional skills and knowledge required for the design and drafting of residential, industrial and commercial buildings. The emphasis is on the design process, presentation and production of working drawings, both manually and through the use of Computer Aided Design (CAD). 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.

### Qualifications and Recognition
Upon successful completion of the first year of the course students are eligible for the Certificate IV in Residential Drafting. After completing the second year, students are eligible to receive the Diploma of Building Design and Technology. This diploma is nationally recognised and supported by the Building Practitioners Board (BPB), the Housing Industry Association and the Building Designers Association of Victoria. Further academic study is also available by completing the Advanced Diploma level. This additional year offers students knowledge and skills for wider employment opportunities, and articulation prospects towards university degree programs.

### Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to reduce the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

## Career Opportunities
Graduates of this program will be able to progress to managerial positions within a building or architectural drafting office. Career opportunities exist throughout the building industry in a range of senior roles, including:
- Assisting in planning and design
- Assisting in initial building design
- Working drawings
- Architectural office administration; and
- Assisting in gathering information to produce concept drawings.

**Who Can Apply**
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

**Selection Criteria**
In addition to their VTAC application, applicants may need to attend a formal interview and possible assessment task. In this process, they are required to demonstrate their understanding of the industry, their aptitude for the program, and any supportive work experience or previous study.

**How to Apply**
Full-time: Applicants must apply through VTAC.
The VTAC code for this course is 61031.
Part-time: Applicants apply directly to Holmesglen.

### Part-time:
Application process, they are required to demonstrate their understanding of the industry, their aptitude for the program, and any supportive work experience or previous study.

**Course Length**
Full-time: 2 years.
Part-time: Course length may vary depending on the number of modules undertaken per semester.

**Course Structure**
Students must complete all modules, and will be progressively recognised for the level of qualification completed.

### Year One
- LCTA: 50 hours: Drafting Office Administration 50
- LCTB: 120 hours: Residential Construction Technology
- LCTC: 40 hours: Site Survey and Drawing
- LCTD: 40 hours: Projected Presentation
- LCTE: 40 hours: Residential Materials
- LCTF: 100 hours: 2D - CAD
- LCTS: 40 hours: Environmental Sustainable Building
- LCTH: 90 hours: Working Drawings Single Storey
- LCTK: 90 hours: Working Drawings Two Storey
- LCTM: 40 hours: Residential Design Single Storey
- LCTL: 40 hours: Residential Design Two Storey
February and July Commencement Dates apply for direct articulation into the degree for credits towards Holmesglen's Bachelor of Building and Property Degree programs prior to applying. Graduates will also be eligible for credits towards Holmesglen’s Bachelor of Applied Science (Built Environment), and may apply for direct articulation into the degree program.

Commencement Dates
February and July

Year Two
- LCTP: 40 hours: Drafting Office Project Administration
- LCTR: 120 hours: Commercial Construction Technology
- LCTT: 40 hours: Services Commercial Buildings
- LCTW: 40 hours: Commercial Materials
- LCTX: 50 hours: 3D CAD
- LCTY: 90 hours: Commercial Working Drawings Type B
- LCTZ: 90 hours: Commercial Working Drawings Type C
- LCWA: 50 hours: Digital Renderings
- LCWB: 50 hours: Commercial Documentation
- LCWD: 40 hours: Design Type B
- LCWC: 40 hours: Design Type C
- LCWS: 40 hours: Commercial Fit Out
- LCWX: 40 hours: Complex Projected Presentation
- LCXD: 40 hours: Architectural Photographic Images

Elective Modules
The following elective modules may be included within the course program, however these are subject to demand.
- LCWH: 40 hours: Architectural History After 1826
- LCWK: 40 hours: Architectural History Prior to 1825
- LCWM: 50 hours: Mathematical Concepts
- LCWM: 50 hours: Structural Design 1 and 2 Storey Class 1 and 10 Buildings
- LCWL: 40 hours: Organisation’s Business Systems
- LCWP: 40 hours: Structures Commercial
- LCWT: 40 hours: Retail Fit Out
- LCWW: 50 hours: Architectural Models
- LCWY: 50 hours: Digital Animation
- Architectural 3D Models
- LCXZ: 50 hours: Customise CAD Software
- LCXA: 50 hours: Digital Presentation
- LCXB: 50 hours: Manage CAD Systems
- LCXC: 40 hours: Specifications

Assessment
Assessment may be a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Graduates of the Diploma of Building Design and Technology may have the opportunity to articulate into a university degree program. Applicants should consult the Manager - Building and Property Degree programs prior to applying. Graduates will also be eligible for credits towards Holmesglen’s Bachelor of Applied Science (Built Environment), and may apply for direct articulation into the degree program.

Locations
Chadstone campus, Building 3

Course Enquiries: 9564 1693
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Advanced Diploma of Building Surveying
Course Code BCG60103

Incorporating Diploma of Building Surveying
Course Code BCG50103

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 as part of their program. 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.

Qualifications and Recognition
After completing the first year, students are eligible to receive the Diploma of Building Surveying. After completing the second year, students are eligible to receive the Advanced Diploma of Building Surveying. This diploma is nationally recognised and supported by the Building Practitioners Board, Australian Institute of Building Surveyors and Housing Industry Association.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to reduce the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of this program will be able to progress their careers towards managerial positions within the building and surveying profession. Graduates may also diversify into building construction management, which includes:
- Assisting in planning and design
- Checking architectural drawings for regulatory correctness
- Assisting in the issue of building permits
- Participating in mandatory building inspection; and
- Assisting in building office administration duties.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
Selection may be through an interview and test process (if appropriate). Applicants should demonstrate relevant work experience, an understanding of the program and industry area, and previous study.

How to Apply
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61021.
Part-time: Applicants apply directly to Holmesglen.

Course Length
Full-time: 2 years (4 semesters).
Part-time: Depending on the time commitment of the student and the availability of appropriate competency matter.

Course Structure
Students must complete all competencies, and will be progressively recognised for the level of qualification completed.

Year One
- BCGSV5001A: 100 hours: Assess the construction of domestic scale buildings
- BCGSV5002A: 72 hours: Evaluate materials for construction of domestic scale buildings
- BCGSV5003A: 90 hours: Produce working drawings for residential buildings
- BCGSV5004A: 36 hours: Apply legislation to urban development and building controls
- BCGSV5005A: 36 hours: Apply footing and geomechanical design principles to domestic scale buildings
- BCGSV5006A: 36 hours: Assess construction faults in residential buildings
- BCGSV5007A: 72 hours: Undertake site surveys and set out procedures to building projects
- BCGSV5008A: 36 hours: Apply building control legislation to building surveying
- BCGSV5009A: 36 hours: Assess the impact of fire on building materials
- BCGSV5010A: 36 hours: Interact with clients in a regulated environment
- BCGSV5011A: 36 hours: Apply building codes and standards to residential buildings
- BCGSV5012A: 36 hours: Assess timber framed designs for one and two storey buildings
- BCGSV5013A: 36 hours: Apply principles of energy efficient design to buildings
- BCGSV5014A: 36 hours: Apply building surveying procedures to residential buildings
- BCGSV5015A: 36 hours: Assess structural requirements for domestic scale buildings

Mandatory Cross-Industry Units
- BSADM506A: 40 hours: Manage business document design and development
- BSCMCN406A: 40 hours: Maintain business technology
- CHCHCM303C: 50 hours: Utilise specialist communication skills
Year Two
- BCGSV6001A: 72 hours: Assess the construction of buildings up to three storeys
- BCGSV6002A: 40 hours: Produce working drawings for buildings up to three storeys
- BCGSV6003A: 40 hours: Assess construction faults in buildings up to three storeys
- BCGSV6004A: 40 hours: Apply footings and geomechanical design principles to buildings up to three storeys
- BCGSV6005A: 40 hours: Evaluation of services layout and connection methods for residential and commercial buildings up to three storeys
- BCGSV6006A: 40 hours: Evaluate the use of concrete for residential and commercial buildings up to three storeys
- BCGSV6007A: 40 hours: Assess structural requirements for buildings up to three storeys
- BCGSV6008A: 72 hours: Apply building codes and standards to buildings up to three storeys
- BCGSV6009A: 72 hours: Implement performance based codes and risk management principles for buildings up to three storeys
- BCGSV6010A: 40 hours: Apply fire technology to buildings up to three storeys
- BCGSV6011A: 40 hours: Apply legal procedures to building surveying
- BCGSV6012A: 40 hours: Facilitate community development consultation
- BCGSV6013A: 72 hours: Coordinate asset refurbishment
- BCGSV6014A: 40 hours: Manage and plan land use
- BCGSV6015A: 90 hours: Analyse and present building surveying research information
- BCGSV6016A: 90 hours: Apply building surveying procedures to building up to three storeys

Mandatory Cross-Industry Units
- BSK154606: 40 hours: Manage human resources
- LGAPLEMS02A: 60 hours: Apply ecologically sustainable development principles to the built environment
- LMFT4010A: 36 hours: Identify and calculate production costs

Assessment
Assessment may be a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Graduates of the Advanced Diploma of Building Surveying may have the opportunity to articulate into a university degree program. Graduates will also be eligible for credits towards Holmesglen’s Bachelor of Applied Science (Built Environment), and may apply for direct articulation into the degree program.

Commencement Dates
Full-time: February.
Part-time: July (subject to module availability).

Locations
Chadstone campus

Course Enquiries: 9564 1693
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Pre-apprenticeship Program for the Bricklaying Industry Course Code 21844VIC

Incorporating modules taken from Certificate II in Building & Construction (Bricklaying) - Pre-apprenticeship

The Pre-apprenticeship program in bricklaying has been developed for the specific requirements of the bricklaying industry. With an emphasis placed on providing hands-on learning opportunities, students will undertake specific modules required by the bricklaying industry, including training in hand skills, trade terminology and the use of various products, including clay bricks and concrete masonry.

Qualifications and Recognition
Upon successful completion of this course, students are eligible to receive a statement of attainment for Stage One of the Certificate II in Building and Construction (Bricklaying) - Pre-apprenticeship and receive credits towards apprenticeship programs in the bricklaying field.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills, acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Students who have successfully completed this course will find a range of exciting career and employment opportunities available to them within the building and construction industry. The majority of students find employment as bricklaying apprentices, whilst others pursue different career opportunities within the trade.

Who Can Apply
Individuals who are motivated to pursue career opportunities within the bricklaying industry.

Selection Criteria
Applicants will be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course. Students may also be required to undertake an aptitude test to determine their suitability for the training program.

How to Apply
Applicants for this course may be sponsored or unsponsored. Sponsored applicants must supply Holmesglen with a letter from an employer, confirming the employer’s intention to apprentice the applicant subject to the applicant’s satisfactory completion of the course.

Unsponsored applicants do not need to provide a letter. Sponsorship by an employer is not a prerequisite for entry into this course. However, places for unsponsored applicants are limited.

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

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully complete Stage One of the Certificate II in Building and Construction (Bricklaying) - Pre-apprenticeship, students will be required to complete all modules.

- VBQM697: 40 hours: Workplace safety and industry induction
- VBQM701: 20 hours: Calculations for the building industry
- VBQM703: 20 hours: Communications for the building industry
- VBQM706: 60 hours: Bricklaying hand tools
- VBQM710: 126 hours: Bricklaying basic skills
- VBQM711: 100 hours: Bricklaying veneer construction principles
- VBQM713: 50 hours: Masonry blockwork

Total hours: 416

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Students who have successfully completed this course can enter the building and construction industry as an apprentice and are eligible to receive credits for underpinning knowledge and skills, after demonstrating that competency has been reached.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 4

Course Enquiries: 9564 1909
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au
Certificate III in General Construction (Bricklaying/Blocklaying)
Course Code BCG30698

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

Qualifications and Recognition
Upon successful completion of their apprenticeship, students are eligible to receive the Certificate III in General Construction (Bricklaying/Blocklaying).

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

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.

Who Can Apply
Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training.

Selection Criteria
Providing Holmesglen has vacancies, entry into the course is automatic for apprentices.

How to Apply
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, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

Course Length
Bricklaying apprenticeships run for a period of three years. Apprentices attend classes for 7 x 1 week blocks each year over three years. Apprentices who have successfully completed the Certificate II in Building and Construction (Bricklaying) – Pre-apprenticeship will only need to attend classes during the last two years of their apprenticeship. Apprentices may, upon application and subject to their progress, be granted further reductions in the length of their apprenticeships by the State Training Board.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in General Construction (Bricklaying/Blocklaying), students are required to complete all modules.

Year One
- BCG1001A: 40 hours: Carry out OH&S requirements
- BCG1015A: 40 hours: Prepare for construction process
- BCG3110A: 76 hours: Lay bricks and blocks - walls and corners
- BCG1008A: 8 hours: Use simple levelling devices
- BCG1006A: 16 hours: Use small plant and equipment
- BCG3114A: 32 hours: Construct masonry blockwork
- BCG1000A: 20 hours: Carry out workplace communication
- BCG2004A: 16 hours: Carry out levelling
- BCG3011A: 12 hours: Carry out basic setting out
- BCG3107A: 60 hours: Carry out veneer construction

Total hours: 320

Year Two
- BCG1002A: 20 hours: Plan and organise work
- BCG1004A: 20 hours: Carry out measurements and calculations
- BCG2003A: 32 hours: Carry out general demolition
- BCG3021A: 16 hours: Install door frames
- BCG3108A: 60 hours: Carry out solid brick construction
- BCG1005A: 80 hours: Use hand and power tools
- BCG1011A: 16 hours: Handle construction materials and safe disposal of waste
- BCG1010A: 40 hours: Carry out concreting to simple forms
- BCG3112A: 56 hours: Construct arch masonry - semi & segmental

Total hours: 332

Year Three
- BCG1003A: 36 hours: Read and interpret plans
- BCG1007A: 40 hours: Erect and dismantle restricted height scaffolding
- BCG2001A: 32 hours: Prepare surfaces
- BCG2007A: 20 hours: Operate Elevated Work Platform (EWP)
- BCG2008A: 16 hours: Use explosive power tools
- BCG3109A: 36 hours: Construct masonry steps and stairs
- BCG3111A: 40 hours: Lay multi-thickness wall and piers
- BCG3113A: 16 hours: Construct curved wall

Total hours: 236

Electives (minimum of TWO to be selected)
- BCG3067A: 40 hours: Construct corbels and decorative brickwork
- BCG3069A: 48 hours: Construct fireplaces and chimneys
- BCG3048A: 24 hours: Install glass blockwork
- BCG3068A: 32 hours: Construct battered masonry surfaces
- BCG3115A: 24 hours: Lay segmental/unit paving

Maximum hours: 1056

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Upon successful completion of the Certificate III, graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design & technology, and more. Holmesglen also offers the opportunity to study degree programs in Advanced Building Technology, and receive credits for studies already undertaken.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 4

Course Enquiries: 9564 1909
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate II in Building & Construction (Carpentry) – Pre-apprenticeship
Course Code 21844VIC

This course is designed for people entering the building and construction industry, who wish to become carpenters. It also offers students the opportunity to gain experience across other building trades. Through this program, 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.

Qualifications and Recognition
Upon successful completion of this course, students are eligible to receive the Certificate II in Building and Construction (Carpentry) – Pre-apprenticeship and receive credits towards apprenticeship programs in the carpentry field.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills.
acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

**Career Opportunities**

Students who complete this course will find a range of exciting career and employment opportunities available to them within the building and construction industry. The majority of students will find employment as carpentry apprentices, whilst others may pursue different career opportunities within the trade.

**Who Can Apply**

- Students who are motivated to pursue apprenticeship opportunities within the carpentry industry, or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

**Selection Criteria**

Applicants will be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course. Students will also be required to undertake an aptitude test to determine their suitability for the training program.

**Assessment**

Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

**Opportunities for Further Study**

Students who have successfully completed this course may be eligible to complete the Certificate III in Building and Construction (Carpentry), which entitles the holder to trade accreditation.

**Commencement Dates**

Courses commence at various times throughout the year.

**Locations**

Chadstone campus, Building 3

**Course Enquiries:** 9564 1794
**General Enquiries:** 9564 1555
**Email:** info@holmesglen.vic.edu.au

**Certificate III in General Construction**

**(Carpentry - Framework, Formwork, Finishing)**

**Course Code:** BCG30798

**Apprenticeship Program**

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

**Qualifications and Recognition**

Upon successful completion of their apprenticeship, students are eligible to receive the Certificate III in General Construction (Carpentry - Framework, Formwork, Finishing).

**Recognition of Prior Learning (RPL) and Credit Transfer**

You may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

**Career Opportunities**

This course provides an excellent pathway to employment and career opportunities for qualified carpenters within the building and construction industry.

**Who Can Apply**

Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training.

**Selection Criteria**

Providing Holmesglen has vacancies, entry into the course is automatic for apprentices.

**How to Apply**

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, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

**Course Length**

Carpentry apprenticeships run for a period of four years. Apprentices attend classes for 8 x 1 week blocks per year for three years, a total of 960 hours of training. Apprentices who have successfully completed the Certificate II in Building and Construction (Carpentry) – Pre-apprenticeship program are required to attend for 10 x 1 week blocks for one year only.

**Course Structure**

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

- **VBQM0706:** 8 hours: Quality principles for the building industry
- **VBQM0707:** 16 hours: Safe handling and use of plant and power tools
- **VBQM0708:** 20 hours: Workplace documents and plans
- **VBQM0714:** 80 hours: Carpentry hand tools
- **VBQM0715:** 64 hours: Carpentry power tools
- **VBQM0716:** 24 hours: Basic setting out
- **VBQM0717:** 36 hours: Sub-floor framing
- **VBQM0718:** 48 hours: Wall framing
- **VBQM0719:** 40 hours: Roof framing
- **VBQM0720:** 24 hours: External cladding
- **VBQM0721:** 24 hours: Installation of window and door frames
- **VBQM0722:** 40 hours: Interior fixing
- **VBQM0723:** 16 hours: Introduction to demolition
- **VBQM0724:** 40 hours: Formwork for concreting

**Total hours:** 640

**Course Enquiries:** 9564 1794
**General Enquiries:** 9564 1555
**Email:** info@holmesglen.vic.edu.au

**Certificate III in General Construction**

**(Carpentry - Framework, Formwork, Finishing)**

**Course Code:** BCG30798

**Apprenticeship Program**

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

**Qualifications and Recognition**

Upon successful completion of their apprenticeship, students are eligible to receive the Certificate III in General Construction (Carpentry - Framework, Formwork, Finishing), students will be required to complete all modules.

- **BCG1000A:** 20 hours: Carry out workplace communication
- **BCG1001A:** 40 hours: Carry out OHS requirements
- **BCG1002A:** 20 hours: Plan and organise work
- **BCG1003A:** 36 hours: Read and interpret plans
- **BCG1004A:** 20 hours: Carry out measurements and calculations
General Enquiries
Phone: 9564 1555 | Email: info@holmesglen.vic.edu.au | Web: www.holmesglen.edu.au

- BCG1005A: 80 hours: Use hand and power tools
- BCG1006A: 16 hours: Use small plant and equipment
- BCG1007A: 40 hours: Erect and dismantle restricted height scaffolding
- BCG1008A: 8 hours: Use simple levelling devices
- BCG1009A: 16 hours: Carry out excavation and install support
- BCG1010A: 40 hours: Carry out concreting to simple forms
- BCG1011A: 16 hours: Handle construction materials and safe disposal of waste
- BCG1012A: 40 hours: Prepare for construction process (carpentry)
- BCG2001A: 32 hours: Prepare surfaces
- BCG2003A: 32 hours: Carry out general demolition
- BCG2004A: 24 hours: Carry out levelling
- BCG2005A: 24 hours: Erect and strip formwork for concrete work
- BCG2010A: 4 hours: Remove/replace door and window furniture
- BCG3009A: 16 hours: Construct and install non-load bearing internal partition wall
- BCG3010A: 12 hours: Install windows to wall framing
- BCG3011A: 12 hours: Carry out basic setting out
- BCG3012A: 40 hours: Construct and erect timber wall framing
- BCG3014A: 60 hours: Erect timber pitched roof framing
- BCG3016A: 24 hours: Install sub floor framing
- BCG3017A: 8 hours: Install timber and sheet flooring
- BCG3021A: 8 hours: Install door frames
- BCG3022A: 12 hours: Finish eaves
- BCG3023A: 36 hours: Install exterior cladding
- BCG3024A: 36 hours: Construct timber external stairs
- BCG3025A: 40 hours: Install external or internal doors
- BCG3027A: 24 hours: Construct wet area construction/installation
- BCG3029A: 16 hours: Fix timber mouldings
- BCG3031A: 6 hours: Erect door jambs/frame (Build-in Unit)
- BCG3120A: 24 hours: Fix linings and paneling

Other Skills
- BCG2007A: 20 hours: Operate Elevated Work Platforms (EWP)
- BCG2008A: 16 hours: Use explosive power tools

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Upon successful completion of the Certificate III, graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design & technology, and more. Holmesglen also offers the opportunity to study degree programs in Advanced Building Technology, and receive credits for studies already undertaken.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 3

Course Enquiries: 9564 1794
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Bachelor of Applied Science (Built Environment)
Course Code V12721

Individuals interested in pursuing managerial or supervisory careers within the building industry can 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.

Qualifications and Recognition
On successful completion of the first three years of the degree, students will achieve the Bachelor of Applied Science (Built Environment).

Recognition of Prior Learning (RPL) and Credit Transfer
You may be able to shorten the length of your chosen course by measuring your skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Career opportunities that may be 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; and superintendents’ representative.

Selection Criteria
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
An applicant may be admitted to the course after successful completion of the Victorian Certificate of Education (VCE) or its equivalent.

Advanced Standing
An applicant may be admitted to the course with advanced standing on the basis of previous study associated with one of the following categories:

(i) Block credit for Year One of the course after successful completion of one of the following:
- Diploma of Building & Construction (Building)
- Diploma of Building Surveying
- Advanced Diploma of Building Surveying

(ii) 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

Credits would be determined on a case-by-case basis

(iii) Credit for up to 12 subjects on the basis of successful completion of the Advanced Diploma of Building Surveying

(iv) Credit for up to eight subjects after successful completion of the Diploma of Building Design and Technology, or the Diploma of Built Environment by doing an additional Guided Readings subject.

Special Entry
An applicant who does not meet the criteria identified in the above categories may be admitted to the course upon application. Applicants will be required to participate in an interview and demonstrate aptitude for the program. Applicants requiring special entry must either have:
- 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.

An applicant admitted under the category of ‘Special Entry’ 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, and successful completion is necessary before commencing the program.

How to Apply
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61372.
Part-time: Applicants apply directly to Holmesglen.
Opportunities for Further Study
The Bachelor of Applied Science (Built Environment) is an equivalent three year foundation degree. It provides entry to four professional specialisation degrees:
- Bachelor of Built Environment
- Bachelor of Construction Management and Economics
- Bachelor of Facilities Management; and
- Bachelor of Property Valuation.

On successful completion of the three year foundation and one year specialised degrees, graduates will be awarded two qualifications.

Cost
Full-fees apply to this program. Holmesglen offers students FEE-HELP or a payment plan to assist with fee payments.

Commencement Dates
February, May and September

Locations
Chadstone campus

Course Enquiries: (03) 9564 1648
General Enquiries: (03) 9564 1555
Email: info@holmesglen.vic.edu.au

Bachelor of Built Environment
Course Code V12722

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

The primary focus of the Bachelor of Built Environment 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).

Qualifications and Recognition
Graduates of the Bachelor of Applied Science (Built Environment), who complete the further eight core units necessary, will be eligible to achieve the Bachelor of Built Environment.

On completion of this degree students may seek membership of relevant professional bodies and/or institutions, such as the Australian Institute of Building Surveyors (AIBS). Students may also continue their academic development by undertaking postgraduate or research studies.

Career Opportunities
Typical vocational roles that may be available to a graduate completing the Bachelor of Built Environment with relevant experience as 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.

Who Can Apply
Applicants must have either successfully completed the Bachelor of Applied Science (Built Environment), or have been recognised as having an equivalent level of qualification and work experience.

Selection Criteria
In order to be admitted to the Bachelor of Built Environment an applicant must meet the criteria of entry associated with one of the following categories:

Category 1
Students who have successfully completed the Bachelor of Applied Science (Built Environment)

Category 2
Students who hold a bachelor degree in a relevant field and have an appropriate level of construction industry knowledge and suitable work experience. Applicants would be assessed on a case-by-case basis.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: This program is delivered in two trimesters, over approximately 27 weeks.

Course Structure
To successfully achieve the Bachelor of Built Environment, students must complete all core subjects.

Core Subjects
- ACF 470: 6 hours: Advanced construction economics and feasibility
- UDP 470: 6 hours: Urban development and planning
- RAM 480: 6 hours: Risk assessment and management
- ABS 481: 6 hours: Advanced building surveying
- FEM 491: 6 hours: Fire engineering fundamentals and modelling
- PBS 404: 6 hours: Performance based regulatory systems
- BEP 490: 6 hours: Built environment research project – Part A
- BEP 400: 6 hours: Built environment research project – Part B

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical projects. Students are required to attend tests and examinations as scheduled.
Bachelor of Facilities Management
Course Code V12724

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.

Qualifications and Recognition
On completion of eight core units, students are eligible to receive the Bachelor of Facilities Management. On completion of this degree students may seek membership of relevant professional bodies and/or institutions such as the Facility Management Association of Australia (FMAA). Students may also continue their academic development by undertaking postgraduate or research studies.

Career Opportunities
Graduates find rewarding careers in a wide range of fields, including facilities management, maintenance management, workplace logistics, strategic planning and space management, facilities investment such as corporate development, policies, long range planning analysis, procurement, disposal and investment planning, coordination of facility changes and relocation, furnishings and equipment inventory management, tenancy management, co-ordination with organisational resources including business operations, human resources, information technology, financial administration, sales and marketing, training and risk management and advanced research in the area of facility management.

Who Can Apply
Applicants must have either successfully completed the Bachelor of Applied Science (Built Environment), or have been recognised as having an equivalent level of qualification and work experience.

Selection Criteria
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
Students who have successfully completed the Bachelor of Applied Science (Built Environment) or equivalent

Category 2
Students who hold a bachelor degree in a building industry related field of study and 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
Applicants apply directly to Holmesglen.

Course Length
The course is delivered in two trimesters over approximately 27 weeks.

Course Structure
- BCME 401: 6 hours: Project inception and feasibility analysis
- BCME 402: 6 hours: Buildability and constructability
- BCME 403: 6 hours: Design cost planning
- BCME 404: 6 hours: Enhancing value in project procurement
- BCME 405: 6 hours: Improving contract and cost management performance
- BCME 406: 6 hours: Building evaluation: costs-in-use
- BCME 407: 6 hours: Risk assessment & management for construction management and economics (A)
- BCME 408: 6 hours: Risk assessment & management for construction management and economics (B)

Assessment
Assessment comprises written assignments, exams and practical projects. Students are required to attend tests and examinations as scheduled by Holmesglen.

Opportunities for Further Study
Applicants will be eligible to pursue numerous graduate study opportunities which may provide support to their desired career development.

Graded Award
The award shall be available with the following stipulated and unstipulated grading:
- Distinction
- Credit
- Pass (unstipulated)

Cost
Full-fees apply to this program. Holmesglen offers students FEE-HELP or a payment plan to assist with fee payments.
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
Applicants apply directly to Holmesglen.

Course Length
The course is delivered in two trimesters over approximately 27 weeks.

Course Structure
- BFM 401: 6 hours: The facilities management concept
- BFM 402: 6 hours: Facility life cycle performance
- BFM 403: 6 hours: Intelligent services and space usage
- BFM 404: 6 hours: Procurement management
- BFM 405: 6 hours: Improving facility performance
- BFM 406: 6 hours: FM information management
- BFM 407: 6 hours: Risk assessment & management for facilities management (A)
- BFM 408: 6 hours: Risk assessment & management for facilities management (B)

Assessment
Assessment comprises written assignments, exams and practical projects. Students are required to attend tests and examinations as scheduled by Holmesglen.

Opportunities for Further Study
Applicants will be eligible to pursue numerous graduate study opportunities which may provide support to their desired career development.

Graded Award
The award shall be available with the following stipulated and unstipulated grading:
- Distinction
- Credit
- Pass (unstipulated)

Cost
Full fees apply to this program. Holmesglen offers students FEE-HELP or a payment plan to assist with fee payments.

Commencement Dates
February, May and September

Locations
Chadstone campus

Course Enquiries: (03) 9564 1648
General Enquiries: (03) 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate II in Building & Construction (Wall & Ceiling Lining) – Pre-apprenticeship
Course Code 21844VIC

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 also have the opportunity to gain practical experience for a period of the course.
Qualifications and Recognition
Upon successful completion of this course, students are eligible to receive the Certificate II in Building and Construction (Wall and Ceiling Lining) and receive credits towards apprenticeship programs in fibrous plastering.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of this course can pursue a range of employment and career opportunities in all aspects of the plastering industry, from housing to commercial and industrial.

Who Can Apply
- Individuals who are motivated to undertake and complete the course. There are no formal entry requirements, and preference will be given to applicants who have successfully completed VCE Year 11
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
Applicants will be required to attend an interview, at which they must demonstrate motivation to complete the course and an aptitude for the program.

How to Apply
Applicants for this course may be sponsored or unsponsored. Sponsored applicants must supply Holmesglen with a letter from an employer, confirming the employer’s intention to apprentice the applicant subject to the applicant’s satisfactory completion of the course.

Unsponsored applicants do not need to provide a letter. Sponsorship by an employer is not a prerequisite for entry into this course. However, places for unsponsored applicants are limited.

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

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate II in Building and Construction (Wall and Ceiling Lining), students will be required to complete all modules, including one elective module.

Core Modules
- VBN705: 80 hours: Wall and ceiling hand tools
- VBN706: 120 hours: Wall and ceiling lining installation
- VBN707: 32 hours: Suspension systems
- VBN708: 32 hours: Specialist wall and ceiling lining materials
- VBN709: 60 hours: Introduction to plaster casting and run casting
- VBN710: 80 hours: Wall and ceiling lining stopping techniques
- VBN711: 32 hours: Archway construction
- VBN712: 32 hours: Basic rendering
- VBQM697: 40 hours: Workplace safety and industry induction
- VBQM698: 16 hours: Workplace procedures for environmental sustainability
- VBQM699: 8 hours: Basic first aid
- VBQM700: 8 hours: Building structures
- VBQM701: 20 hours: Calculations for the building industry
- VBQM702: 16 hours: Career studies
- VBQM703: 20 hours: Communications for the building industry
- VBQM704: 24 hours: Introduction to scaffolding
- VBQM705: 8 hours: Levelling
- VBQM706: 8 hours: Quality principles for the building industry
- VBQM707: 16 hours: Safe handling and use of plant and power tools
- VBQM708: 20 hours: Workplace documents and plans
Total hours: 672

Assessment
Assessment is based on competency, that is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Students who have successfully completed this course, and go on to be employed as apprentices, are eligible to receive credits for underpinning knowledge and skills, after demonstrating that competency has been reached.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 4

Course Enquiries: 9564 1909
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate II in Building & Construction (Wall & Floor Tiling)
Course Code 21844VIC

Pre-apprenticeship
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.

Qualifications and Recognition
Upon successful completion of this course, students are eligible to receive the Certificate II in Building and Construction (Wall and Floor Tiling) and receive credits towards apprenticeship programs in the wall and floor tiling field.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of this course can pursue a range of employment and career opportunities in all aspects of the wall and floor tiling industry, from housing to commercial and industrial.

Who Can Apply
- Individuals who are motivated to undertake and complete the course. There are no formal entry requirements, and preference will be given to applicants who have successfully completed VCE Year 11
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
Applicants will be required to attend an interview, at which they must demonstrate motivation to undertake and complete the course. Students may also be required to undertake an aptitude test to determine their suitability for the training program.

How to Apply
Applicants for this course may be sponsored or unsponsored. Sponsored applicants must supply Holmesglen with a letter from an employer, confirming the employer’s intention to apprentice the applicant subject to the applicant’s satisfactory completion of the course.

Unsponsored applicants do not need to provide a letter. Sponsorship by an employer is not a prerequisite for entry into this course. However, places for unsponsored applicants are limited.

Course Length
Total: 16 weeks (640 hours).

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate II in Building and Construction (Wall and Floor Tiling), students will be required to complete all modules.

Core Modules
- VBPS521: 40 hours: Wall and floor tiling hand and power tools
- VBPS522: 48 hours: Tiling substrates
Through work or life experiences, or through
their course by measuring their skills acquired
Qualifications and Recognition
- VBP523: 96 hours: Tiling adhesives
- VBP524: 128 hours: Wall tiling
- VBP525: 128 hours: Floor tiling
- VQO697: 40 hours: Workplace safety and industry induction
- VQO698: 16 hours: Workplace procedures for environmental sustainability
- VQO699: 8 hours: Basic first aid
- VQO700: 8 hours: Building structures
- VQO701: 20 hours: Calculations for the building industry
- VQO702: 16 hours: Career studies
- VQO703: 20 hours: Communications for the building industry
- VQO704: 24 hours: Introduction to scaffolding
- VQO705: 8 hours: Levelling
- VQO706: 8 hours: Quality principles for the building industry
- VQO707: 16 hours: Safe handling and use of plant and power tools
- VQO708: 20 hours: Workplace documents and plans
Total hours: 644
Assessment
Assessment is based on competency, that is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.
Opportunities for Further Study
Students who have successfully completed this course and go on to be employed as apprentices are eligible to receive credits for the modules successfully completed in the Pre-apprenticeship.
Commencement Dates
Courses commence at various times throughout the year.
Locations
Chadstone campus, Building 4
Course Enquiries: 9564 1909
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au
Certificate III in Floor Covering & Finishing Course Code LMF30102

Apprenticeship Program
The course provides comprehensive training for floor covering and finishing apprentices in their selected discipline.

Qualifications and Recognition
Upon successful completion of the apprenticeship, a student will become a qualified tradesperson and eligible to receive the nationally accredited Certificate III in Floor Covering and Finishing.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by another Registered Training Organisation, will be recognised by the Institute.

Who Can Apply
Individuals who have a current training contract with an employer from the industry, and who need to commence their apprenticeship training. An apprentice must be at least 15 years of age. There is no maximum age for participants wishing to enrol in this course.

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

How to Apply
Apprentices and employers must obtain and complete a Training Contract. This contract is forwarded to an Australian Apprenticeship Centre (AAC). A registration number for the contract is forwarded to the employer and the apprentice.

On enrolment at Holmesglen, the employer, the apprentice and Holmesglen who is the Registered Training Organisation, must complete a Training Plan which outlines the individual competencies to be achieved both with Holmesglen and on or off-the-job at work. This must be done within three months of the apprentice commencing employment. Training Contract forms are available from the AAB, Apprenticeship Administration Branch, Telephone: 1300 722 603. The forms are also available from Australian Apprenticeship Centres.

Career Opportunities
This course provides an excellent introduction to the employment and career opportunities available within the floor covering and finishing industry.

Course Length
Apprenticeships are for a period of four years. All apprenticeships have a nominal term - this is the timeframe that is on the apprenticeship training contract. Apprentices attend formal training for compulsory and specialist units. A training timetable is developed at the time of enrolment.

Course Structure
This program is delivered both on and off the job. This method of delivery ensures apprentices develop the most up to date knowledge and skills required in the workplace. Core training is delivered off the job in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Floor Covering and Finishing, apprentices must complete all core and mandatory units, and the specified number of electives.

Mandatory Core Units
- LMFCC001A: Follow safe working practices and procedures
- LMFCC002A: Communicate in the workplace
- LMFCC003A: Carry out measurements and calculations
- LMFCC004A: Work effectively with others

Mandatory General Units
- LMFCC001A: Read and interpret work documents
- LMFCC002A: Estimate and cost job
- TDT D3 97C: Handle dangerous goods/hazardous substances

Mandatory Specialist Units
- LMFCC001A: Use flooring sector hand and power tools
- LMFCC002A: Remove existing floor covering
- LMFCC003A: Install hard underlays
- LMFCC004A: Prepare timber sub-floor
- LMFCC005A: Prepare monolithic sub-floor
- LMFCC006A: Install soft underlays and carpet gripper strips

Carpet
- LMFCC007A: Install conventional unjointed carpet floor coverings
- LMFCC002A: Install carpet tiles
- LMFCC003A: Install adhesive fixed carpet
- LMFCC004A: Install joined carpet floor coverings

Resilient
- LMFCC008A: Lay flat resilient flooring
- LMFCC001A: Install welded resilient flooring
- LMFCC001A: Install resilient floor tiles

Timber
- LMFCC009A: Install pre-finished and manufactured/engineered timber flooring
- LMFCC003A: Prepare timber floors for finish coating
- LMFCC007A: Apply finishes to timber, parquetry and cork floors

Elective Specialist Units (4*) from:
- LMFCC007A: Install conventional unjointed carpet floor coverings
- LMFCC008A: Lay flat resilient flooring
- LMFCC009A: Install pre-finished and manufactured/engineered timber flooring
- LMFCC003A: Inspect sub-flours
- LMFCC002A: Install carpet tiles
- LMFCC003A: Install adhesive fixed carpet
- LMFCC004A: Install joined carpet floor coverings
- LMFCC005A: Install carpet floor coverings to stairs
- LMFCC006A: Provide advice to customers on carpet floor coverings
- LMFCC001A: Install welded resilient flooring
- LMFCC001A: Install resilient floor tiles
- LMFCC002A: Install rubber floor coverings
- LMFCC003A: Install resilient sheet to walls and benchtops
- LMFCC004A: Install anti-static resilient floor coverings
- LMFCC005A: Install conductive resilient floor coverings
- LMFCC006A: Cut and install resilient floor coverings to stairs
- LMFCC001A: Provide advice to customers on resilient floor
Certificate III in General Construction (Wall & Ceiling Lining)
Course Code BCG30298

Fibrous Plastering Apprenticeship Program

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

Qualifications and Recognition
Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprentice Administration Branch.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Trained apprentices have a range of employment and career opportunities available to them. These include roles within the building and construction industry, and the opportunity to run their own business.

Who Can Apply
Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training. Applicants for adult apprenticeships must be at least 21 years of age, employed in the industry and have at least three years’ current plastering experience.

Selection Criteria
Providing Holmesglen has vacancies, entry into the course is automatic for apprentices. Preference may be given to students who have successfully completed a pre-apprenticeship program in a related field.

How to Apply
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 agreement. This must be done within three months of the apprentice commencing employment. Training Agreement forms are available from the AAC, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

Course Length
Fibrous Plastering apprenticeships run for a period of four years. Apprentices attend classes for 7 x 1 week blocks each year for the first three years of training. Apprentices who have successfully completed the Certificate II in Building and Construction (Wall and Ceiling Lining) – Pre-apprenticeship program will need to attend classes during the first two years only of their apprenticeship and will have the length of their apprenticeship reduced by three months. Apprentices may, upon application and subject to their progress, be granted further reductions in the length of their apprenticeships by the State Training Board.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in General Construction (Wall and Ceiling Lining), students must be able to demonstrate competency in all core modules and a minimum of two elective modules.

Core Modules
- BCG1000A: 20 hours: Carry out interactive workplace communication
- BCG1001A: 40 hours: Carry out OH&S requirements
- BCG1002A: 20 hours: Plan and organise work
- BCG1003A: 36 hours: Read and interpret plans
- BCG1004A: 20 hours: Carry out measurements and calculations
- BCG1005A: 80 hours: Use hand and power tools
- BCG1006A: 16 hours: Use small plant and equipment
- BCG1007A: 40 hours: Erect and dismantle restricted height scaffolding
- BCG1008A: 8 hours: Use simple levelling devices
- BCG1011A: 16 hours: Handle construction materials and safely dispose of waste
- BCG1014A: 40 hours: Prepare for construction process (dry wall plastering)
- BCG2000A: 32 hours: Assemble simple partition frames
- BCG2001A: 32 hours: Prepare surfaces
- BCG2003A: 32 hours: Carry out general demolition
- BCG2004A: 16 hours: Carry out levelling
- BCG2007A: 20 hours: Operate elevated work platforms (EWP)
- BCG3009A: 16 hours: Construct and install non-load bearing internal partition wall
- BCG3084A: 120 hours: Install framed ceilings (sheets and boards)
- BCG3085A: 120 hours: Install plasterboard, plasterglass, fibre cement/cornice to wall/ceiling
- BCG3087A: 40 hours: Carry out firerated wall and ceiling construction
- BCG3088A: 20 hours: Install suspended ceiling (tiles, partitions and strips)

Total hours: 784
Elective Modules
Apprentices are required to complete two modules from the electives listed below, and are advised to consult with their employer before selecting.
- BCG3027A: 24 hours: Construct wet area construction/installation
- BCG3086A: 120 hours: Install pre-cast decorative concrete mouldings
- BCG3089A: 16 hours: Install cast plaster blockwork
- BCG3090A: 8 hours: Install acoustic and thermal insulation

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Upon successful completion of the Certificate III, graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design & technology, and more. Holmesglen also offers the opportunity to study degree programs in Advanced Building Technology and receive credits for studies already undertaken.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 4

Course Enquiries: 9564 1909
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate III in General Construction
(Wall & Floor Tiling)
Course Code BCG30198

Apprenticeship Program
This course provides comprehensive training for tiling apprentices and covers all practical and theoretical aspects of the trade.

Qualifications and Recognition
Upon successful completion of their apprenticeship, students are eligible to receive the Certificate III in General Construction (Wall and Floor Tiling).

Recognition of Prior Learning (RPL) and Credit Transfer
You may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Trained apprentices have a range of employment and career opportunities available to them. This includes roles within the building and construction industry, or the opportunity to commence their own business.

Who Can Apply
Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training. Applicants for adult apprenticeships must be at least 21 years of age, be employed in the industry, and have at least three years’ current tiling experience.

Selection Criteria
Providing Holmesglen has vacancies, entry into the course is automatic for apprentices. Preference may be given to students who have successfully completed a pre-apprenticeship program in a related field.

How to Apply
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, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

Course Length
Tilelaying apprenticeships run for a period of four years. Apprentices attend classes for 6 x 1 week blocks each year for the first three years. Apprentices who have successfully completed the Certificate II in Building and Construction (Wall and Floor Tiling) – Pre-apprenticeship program will receive credits towards their apprenticeship training and have the length of their apprenticeship reduced by six months. Apprentices may, upon application and subject to their progress, be granted further reductions in the length of their apprenticeship by the State Training Board.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in General Construction (Wall and Floor Tiling), students must be able to demonstrate competency in all core modules and a minimum of two elective modules.

Core Modules
- BCG1000A: 20 hours: Carry out interactive workplace communication
- BCG1001A: 40 hours: Carry out OH&S requirements
- BCG1002A: 20 hours: Plan and organise work
- BCG1003A: 36 hours: Read and interpret plans
- BCG1004A: 20 hours: Carry out measurements and calculations
- BCG1005A: 80 hours: Use hand and power tools
- BCG1006A: 16 hours: Use small plant and equipment
- BCG1007A: 40 hours: Erect and dismantle restricted height scaffolding
- BCG1008A: 08 hours: Use simple levelling devices
- BCG1010A: 40 hours: Carry out concreting to simple forms
- BCG1011A: 16 hours: Handle construction materials and safely dispose of waste
- BCG1012A: 40 hours: Prepare for construction process (wall and floor tiling)
- BCG2001A: 32 hours: Prepare surfaces
- BCG2003A: 32 hours: Carry out general demolition
- BCG2004A: 16 hours: Carry out levelling
- BCG2007A: 20 hours: Operate Elevated Work Platforms (EWP)
- BCG3077A: 128 hours: Lay and repair wall and floor tiling
- BCG3078A: 40 hours: Tile corners
- BCG3079A: 60 hours: Tile curved surfaces
- BCG3121A: 40 hours: Apply waterproofing for wall and floor tiling

Total Core hours: 744

Elective Modules
Apprentices are required to complete two modules from the electives listed below, and are advised to consult with their employer before selecting.
- BCG3080A: 40 hours: Carry out decorative mosaic tiling
- BCG3082A: 80 hours: Tile pools and spas
- BCG3115A: 120 hours: Lay and repair marble wall and floor tiling

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Upon successful completion of the Certificate III, graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design & technology, and more. Holmesglen also offers the opportunity to study degree programs in Advanced Building Technology, and receive credits for studies already undertaken.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 4
Certificate III in Roof Tiling & Slating
Course Code 21125VIC
Apprenticeship Program
This course provides comprehensive training for roof tiling and slating apprentices across all practical and theoretical aspects of the roof slating and tiling industry.

Qualifications and Recognition
Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprenticeship Administration Branch.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Trained roof tiling and slating apprentices have a range of employment opportunities available to them. These include employment within the building and construction industry, and self-employment.

Who Can Apply
Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training.

Selection Criteria
Providing Holmesglen has vacancies, entry into the course is automatic for apprentices. Preference may be given to students who have successfully completed a pre-apprenticeship program in a related field.

How to Apply
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 undertaken within three months of the apprentice commencing employment. Training agreement forms are available from the AAB, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

Course Length
Roof Tiling and Slating apprenticeships run for a period of three years. Classes are conducted in 8 X 1 week blocks – a total of 320 hours’ training.

On-site visits are also included in the training, and this may reduce the hours of attendance at Holmesglen. Upon application and subject to their progress, apprentices may be granted reductions in the length of their apprenticeships by the State Training Board.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Roof Tiling and Slating, students must complete all modules.

- VAA974: 40 hours: Cape Cod and Mansard roof
- BG01001A: 40 hours: Carry out occupational health & safety
- VAC380: 30 hours: Facades, Lay Back Gables & Dutch Gable roofs
- VAC736: 32 hours: Gable and Hip roof
- VAC984: 44 hours: Hip and Valley roof combinations
- VBK151: 30 hours: Introduction to roof tiling and slating
- VBK153: 48 hours: Irregular roofs
- VAF815: 8 hours: Roofing features and construction techniques (special roof construction)
- VBK152: 12 hours: Roof openings
- VBK154: 36 hours: Specialised roofing practices

Total hours: 320

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Upon successful completion of the Certificate III, graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design & technology, and more. Holmesglen also offers the opportunity to study degree programs in Advanced Building Technology, and receive credits for studies already undertaken.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 2

Course Enquiries: 9564 1700
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate II in Furnishing (Pre-apprenticeship – Flat Glass Working)
Course Code 21273VIC

The Certificate II in Furnishing (Pre-apprenticeship – Flat Glass Working) aims to provide students with a broad range of skills that will assist them in gaining an apprenticeship within the glass and glazing industry.

Qualifications and Recognition
Upon successful completion of their pre-apprenticeship, students are eligible to receive the Certificate II in Furnishing (Pre-apprenticeship – Flat Glass Working).

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

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.

Who Can Apply
While there are no pre-requisites for this course, students will be expected to have appropriate literacy and numeracy skills to satisfactorily complete the course.

Selection Criteria
Applicants will be required to demonstrate motivation to complete the course and an aptitude for the program.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 16 weeks.

The course is broken up into five blocks, encompassing both basic and trade skills.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate II in Furnishing (Pre-apprenticeship – Flat Glass Working), students must complete all modules.
The Certificate II in Glass and Glazing allows students to further their qualifications in the glass and glazing sector. The course provides comprehensive training in all practical and theoretical aspects of the glass and glazing industry.

**Core Modules**
- ABC501: 8 hours: Introduction to the furnishing industry
- LMFCR0001A: 40 hours: Follow safe working policies and practices
- LMFCR0002A: 20 hours: Communicate in the workplace
- LMFCR0003A: 20 hours: Carry out measurements and calculations
- LMFCR0004A: 15 hours: Work effectively with others
- LMFGG1001A: 100 hours: Complete a basic glass & glazing project
- LMFGG2001A: 56 hours: Use glass & glazing sector hand and power tools
- LMFGG2002A: 8 hours: Apply first aid
- LMFGG2003A: 8 hours: Operate glass freefall rack and table
- LMFGG2004A: 64 hours: Process thin glass by hand
- LMFGG2005A: 8 hours: Move glass sheets by hand
- LMFGG3001A: 20 hours: Store and handle glass
- LMFGN2002A: 16 hours: Move and store materials and products
- TTD397C: 40 hours: Handle dangerous goods/hazardous substances
- ABC999: 114 hours: Industry placement

**Elective Modules**
- LMFGG2007A: 48 hours: Process glass by basic machines
- LMFGG2008A: 72 hours: Glaze/reglaze residential windows and doors

Students may choose both elective units as listed, or substitute these with other 2000 Series units from the LMF02 Furnishing Training Package programs.

**Qualifications and Recognition**
Upon successful completion, students are eligible to receive the Certificate II in Glass and Glazing.

**Recognition of Prior Learning (RPL) & Credit Transfer**
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

**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.

**Assessment**
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, examinations, and/or practical application and work related projects.

**Opportunities for Further Study**
On completion of the pre-apprenticeship course, students may commence an apprenticeship within the furnishing or glass and glazing industries.

**Commencement Dates**
Courses commence at various times throughout the year.

**Locations**
- Chadstone campus, Building 3

**Course Enquiries:** 9564 1726
**General Enquiries:** 9564 1555
**Email:** info@holmesglen.vic.edu.au

**Certificate III in Furnishing (Leadlighting & Stained Glass)**
**Course Code:** 21276VIC

This course provides comprehensive training for leadlighting and stained glass students in all practical and theoretical aspects of the industry.

**Qualifications & Recognition**
Upon successful completion of this course, students are eligible to receive the Certificate III in Furnishing (Leadlighting and Stained Glass).

**Recognition of Prior Learning (RPL) & Credit Transfer**
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute.

**Career Opportunities**
Graduates of this course have the opportunity to be self-employed or work within a range of organisations. Employment opportunities within this field incorporate both domestic and commercial projects of varying scales.

**Who Can Apply**
This program is open to anyone with a desire to pursue opportunities within the leadlighting and stained glass industry.
Selection Criteria
Applicants are required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course, and a level of literacy and numeracy sufficient to complete the coursework.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 3 years. Students attend classes for one day per week for 35 weeks of each year, to a total of 836 hours.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Furnishing (Leadlighting and Stained Glass), students will be required to complete all modules.

- VBM076: 32 hours: Follow defined OH&S policies and procedures
- BCG1004A: 20 hours: Carry out measurements and calculations
- VBM077: 56 hours: Use hand and power tools
- VBM078: 40 hours: Apply quality standards
- VBM079: 20 hours: Work in a team environment
- BCG1000A: 20 hours: Carry out interactive workplace communication
- ABC501: 8 hours: Introduction to furnishing industry production
- VBM080: 24 hours: Store and handle glass
- VBM163: 64 hours: Cut glass using freehand and templates
- VBM164: 24 hours: Transfer designs
- VBM166: 104 hours: Prepare cartoons and cutline drawings
- VBM165: 112 hours: Construct leadlight panels
- VBM257: 128 hours: Paint and stain glass panels
- VBM093: 104 hours: Apply patterns and designs to glass
- VAD261: 40 hours: Installation
- VBM167: 40 hours: Repair leadlight/stained glass panels

Total hours: 836

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Graduates of the Certificate III in Furnishing (Leadlighting and Stained Glass) have the opportunity to further their skills within associated trades through a range of certificate and short course programs.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 3

Course Enquiries: 9564 1726
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate III in Glass & Glazing
Course Code LMF30602

Apprenticeship Program
This course provides comprehensive training for Glass and Glazing apprentices in all practical and theoretical aspects of the industry.

Qualifications and Recognition
Upon successful completion of their apprenticeship, students are eligible to receive the Certificate III in Glass and Glazing.

Recognition of Prior Learning (RPL) and Credit Transfer
You may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQP qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Career opportunities for graduates of this course are numerous, and include work as domestic or commercial glaziers, cutters or bevellers. There are opportunities for self-employment or employment with a range of leading organisations.

Who Can Apply
Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training.

Selection Criteria
Providing Holmesglen has vacancies, entry into the course is automatic for apprentices. Preference may be given for students that have successfully completed a pre-apprenticeship program in a related field.

How to Apply
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, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

Course Length
Glass and Glazing apprentices attend classes for 7 x 1 week blocks in their first two years, and 6 x 1 week blocks in their third year, a total of 800 hours’ training.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Glass and Glazing, students must complete all modules.

Core Units
- LMFCR0001A: 40 hours: Follow safe working policies and practices
- LMFCR0002A: 20 hours: Communicate in the workplace
- LMFCR0003A: 20 hours: Carry out measurements and calculations
- LMFCR0004A: 15 hours: Work effectively with others

Mandatory Sector Specialist Units
- LMFGG2001A: 56 hours: Use glass and glazing sector hand and power tools
- LMFGG2002A: 8 hours: Apply first aid
- LMFGG2003A: 8 hours: Operate glass freefall rack and table
- LMFGG2004A: 64 hours: Process thin glass by hand
- LMFGG2005A: 8 hours: Move glass sheets by hand
- LMFGG2007A: 48 hours: Process glass by basic machines
- LMFGG2008A: 72 hours: Glaze/reglaze residential windows and doors
- LMFGG3002A: 40 hours: Assess glass and glazing requirements
- LMFGG3004A: 73 hours: Process thick glass by hand

Sector Specialist Units
- LMFGG2006A: 16 hours: Move single glass sheets by mechanical means
- LMFGG3003A: 16 hours: Move block/bulk glass sheets by mechanical means
- LMFGG3005A: 48 hours: Process glass by semi-automatic and automatic machine
- LMFGG3008A: 24 hours: Apply patterns and designs to glass
- LMFGG3013A: 40 hours: Construct and repair leadlight panels
- LMFGG3014A: 40 hours: Prepare and install mirrors
- LMFGG3015A: 24 hours: Fabricate and install shower screens and wardrobe doors
- LMFGG3017A: 40 hours: Fabricate and install commercial glazing
- LMFGG3019A: 40 hours: Conduct commercial and structural glazing
- LMFGG3018A: 40 hours: Prepare and install architectural engineering glazing

Total hours: 800

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.
Opportunities for Further Study
Upon successful completion of the Certificate III, graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design & technology, and more. Holmesglen also offers the opportunity to study degree programs in Advanced Building Technology, and receive credits for studies already undertaken.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 3

Course Enquiries: 9564 1726
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Course in Earthmoving
Course Code 2002AGC
This course provides training in the safe operation of earthmoving equipment. It covers regulations, safety requirements, working around construction sites, basic maintenance/daily checks, familiarisation of controls and the use of equipment for lifting.

The course provides the opportunity to develop basic operational skills in:
- Front End Loader (wheel and track)
- Excavator
- Backhoe; and
- Skid Steer Loader.

Qualifications and Recognition
This program has been developed in association with industry, and will enable individuals to receive a certificate of completion for the Course in Earthmoving. Upon successful completion of a written and practical assessment, students are also eligible to receive an Equipment Operator OH&S Competency Qualification.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Holders of this certificate can seek work in the civil construction industry as operators of equipment such as front end loaders, backhoes and excavators.

Who Can Apply
Individuals interested in acquiring the skills and knowledge required to safely operate earthmoving plant and equipment may apply. It is recommended that applicants have some degree of car/truck driving experience, or some experience in operating earthmoving plant/equipment. Equipment Operator OH&S Competency Qualification can only be issued to those over the age of 18.

Selection Criteria
- English language skills, sufficient to understand written and verbal safety instructions
- Ability to read and understand written instructions relating to the safe operation of earthmoving equipment
- An ability to recognise own and others’ limitations in work situations.

How To Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 10 days (80 hours). Students must attend training over all 10 business days.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. All training is supported by a theoretical component delivered early in the program.

- EA110: 12 hours: Assessing and securing work area and equipment
- EA120: 60 hours: Equipment operation
- EA130: 8 hours: Shutting down and securing both work area and equipment

Assessment
Assessment is based on competency, that is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Please note that although the course conducts training in four earthmoving/plant machinery units, assessments can be conducted for only three machines. Should you wish to be assessed on the fourth machine, you will be required to arrange an additional assessment with your instructor/assessor. Additional fees will apply.

Opportunities For Further Study
Holmesglen offers an extensive range of programs and short courses for professional development within the building and construction industry, and in other areas of professional practice.

Cost
Fees apply to this program. For further information, please contact the Industrial Skills Unit at Holmesglen on 9564 1676.

Commencement Dates
Courses commence throughout the year.

Locations
Dingley campus, Junction Road, Dingley (Melway Ref: 88B1)

Course Enquiries: 9564 1676
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Course in Fencing
Course Code 21795VIC
The course provides training in the safe and effective erection of domestic and light commercial fencing and gates. The course aims to develop skills required to gain employment in the industry, as well as covering basic customer servicing and business skills.

Delivery is largely hands on, with students erecting fences in a practical situation. Theory is delivered in the classroom and integrated into practical activities.

Qualification & Recognition
Upon successful completion of this course, students are eligible to receive a certificate of completion for Course in Fencing, course code 21795VIC.

Career Opportunities
Holders of this qualification can seek work as employees or contractors in the area of fencing installation.

Who Can Apply
Those interested in acquiring the skills and knowledge required to safely erect timber and metal fences and gates. It is recommended that applicants have some degree of practical ability and hand tool skills.

Selection Criteria
- Applicants must be over 18 years of age
- English language skills sufficient to understand written and verbal safety instructions
- Ability to recognise own and others’ limitations in work situations

Course Length
Part-time: 12 weeks (classes are conducted on Friday nights and Saturdays).

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. Practical skills are supported by a theoretical component delivered early in the program. In order to successfully complete this program, students must complete all units.

- BSBCM211A: 10 hours: Participate in workplace safety procedures
- BSBCM208A: 10 hours: Deliver a service to customers
- MEM5.13C: 10 hours: Perform manual production welding
- VBQU363: 50 hours: Install timber fences and gates
- VBQU364: 40 hours: Install metal fences and gates

Assessment
Assessment is based on competency, that is the ability to demonstrate specific skills, and a combination of observation, discussion and written testing.
Course in Rigging
(Basic / Intermediate)
Course Code BCG31398

This course provides training for riggers who are responsible for safely erecting and dismantling building framework. It is designed to meet the requirements of the unit of competency BCG3042A Undertake Rigging from the Certificate III in General Construction.

The course covers regulations, safety requirements, tools and equipment, planning of rigging operations, rigging materials, movement of plant and equipment, splicing, lashings, knots, hitches, reeving, winding, slinging and load selections. The course is applicable to erection of steel structures, tilt slabs and cantilevered crane loading platforms, placing of precast concrete, and erection and inspection of mast climbers. The course also covers the rigging of cranes and hoists, dual lifting and demolition.

Qualifications & Recognition
Upon successful completion of all elements of competency, students will receive a Statement of Attainment for the unit of competency BCG3042A Undertake Rigging from the Certificate III in General Construction (similar level to ‘Rigging – Intermediate’), provided they pass the written and practical assessment. This course offers two levels of Worksafe Victoria Certificate of Competency.

Upon successful completion of a written and practical assessment, students are eligible to receive a Certificate of Competency issued by Worksafe Victoria for:
- Rigging – Basic
- Rigging – Intermediate.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Holders of rigging certificates can seek work as riggers in a variety of industries where rigging activities occur.

Who Can Apply
Those interested in acquiring the skills and knowledge necessary to safely operate as a rigger. The successful completion of Elevated Work Platform (EWP) training or an EWP Certificate of Competency would be an advantage. Worksafe Victoria Certificates of Competency can be issued only to those over 18 years of age.

Selection Criteria
- English language skills sufficient to understand written and verbal safety instructions
- Ability to recognise own and others’ limitations in work situations
- A Certificate of Competency for Dogging issued by Worksafe Victoria or equivalent

How To Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 12 days (96 hours). Includes two days’ (16 hours) assessment generally conducted in the week following the course.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. All training is supported by a theoretical component delivered early in the program. The course contains one unit of competency:
- BCG3042A: 80 hours: Undertake Rigging

The unit of competency BCG3041A Undertake Dogging is a pre-requisite for this course.

Assessment
Assessment is based on competency, that is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects. To be eligible for a Worksafe Victoria Certificate of Competency, a Worksafe Victoria practical and written test must be completed. The Worksafe Victoria assessment is generally conducted in the week following the course.

Opportunities For Further Study
Holders of the Rigging - Basic & Intermediate certificates can proceed to the Rigging - Advanced course. Holmesglen offers an extensive range of programs and short courses for professional development within the building and construction industry and other areas of professional practice.

Cost
Fees apply to this program. For further information, please contact the Industrial Skills Unit at Holmesglen on 9564 1676.

Commencement Dates
Courses commence throughout the year.

Locations
Dingley campus, Junction Road, Dingley (Melway Ref: 88B1)

Course Enquiries: 9564 1676
General Enquiries: 9564 1555
Email: namm@holmesglen.vic.edu.au

Course in Scaffolding - Basic
Course Code BCG31398

This course provides training for scaffolders, whose primary role is to safely erect and dismantle scaffolding. It is designed to meet the requirements of the Course in Scaffolding. The course covers erecting, dismantling, altering and repairing tube and coupler scaffolding, as well as cantlevered crane loading platforms and mast climbers.

Qualifications and Recognition
This course offers two levels of qualification:
- Upon successful completion of this course, students will receive a Statement of Attainment for the unit of competency BCG3118A Erect and Dismantle Scaffolding - Basic from the Certificate III in General Construction, provided they pass the written and practical assessment
- Upon successful completion of a written and practical assessment, students are eligible to receive a Certificate of Competency issued by Worksafe Victoria.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Holders of scaffolding certificates can seek work in the construction industry involving the erection and dismantling of scaffolding.

Who Can Apply
Individuals interested in acquiring the skills and knowledge required to safely operate as a scaffolder may apply. The Worksafe Victoria Certificates of Competency can be issued to those over 18 years of age only.

Selection Criteria
- English language skills, sufficient to understand written and verbal safety instructions
An ability to recognise own and others’ limitations in work situations

**How To Apply**
Applicants apply directly to Holmesglen.

**Course Length**
Full-time: 5 days.
The Intermediate course runs for an additional 5 days.
Part-time: Individuals are required to attend classes of 3 hours duration, 2 nights per week, for a total of 12 weeks.

**Course Structure**
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. All training is supported by a theoretical component delivered early in the program.

Students will be required to demonstrate competency in Scaffolding - Basic, before proceeding to the Intermediate level program.

**Scaffolding – Basic**
- BCG3118A: 40 hours: Erect and Dismantle Scaffolding - Basic

**Assessment**
Assessment is based on competency, that is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects. To be eligible for a Worksafe Victoria Certificate of Competency, Worksafe Victoria practical and written test must be completed.

**Opportunities For Further Study**
Holmesglen offers an extensive range of programs and short courses for professional development within the building and construction industry, and in other areas of professional practice.

**Cost**
Fees apply to this program. For further information, please contact the Industrial Skills Unit at Holmesglen on 9564 1676.

**Commencement Dates**
Courses commence throughout the year.

**Locations**
Chadstone campus, Building 4
Training may be delivered on-site (conditions apply).

**Course Enquiries:** 9564 1676
**General Enquiries:** 9564 1555
**Email:** info@holmesglen.vic.edu.au

**Industrial Rope Access (Level 1)**

**Course Code** PUA30400

The aim of this course is to give basic training in the safe operation of industrial rope access equipment, for the purpose of inspections and maintenance of high rise structures. It is designed to meet the requirements of the units of competency:

- PUA5AR004A: Undertake Vertical Rescue
- PUSAR001A: Participate in a Rescue Operation

This program includes training in the regulations, documentation, origin and maintaining of industrial rope access equipment. It will also look at the limitations of the system, practical use, setting up in a variety of locations, and retrieval techniques to encounter possible emergencies.

**Qualifications and Recognition**
On completion of this course, students will receive a Certificate of Attainment for the competencies PUA5AR004A Undertake Vertical Rescue and PUSAR001A Participate in a Rescue Operation, provided they pass the written and practical assessment.

**Assessment**
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects. To be eligible for a Worksafe Victoria Certificate of Competency, Worksafe Victoria practical and written test must be completed.

**Safe Environment**
Due to the requirement of maintaining a safe learning environment, the Industrial Skills Training Unit reserves the right to remove any student on the grounds of safety.

**Opportunities For Further Study**
Holders of the Scaffolding – Intermediate certificate can proceed to Scaffolding – Advanced. Holmesglen offers an extensive range of programs and short courses for professional development within the building and construction industry, and in other areas of professional practice.

**Cost**
Fees apply to this program. For further information, please contact the Industrial Skills Unit at Holmesglen on 9564 1676.

**Commencement Dates**
Courses commence throughout the year.

**Locations**
Chadstone campus, Building 4
Training may be delivered on-site (conditions apply).

**Course Enquiries:** 9564 1676
**General Enquiries:** 9564 1555
**Email:** namn@holmesglen.vic.edu.au

**Course in Scaffolding - Intermediate**

**Course Code** 2002AEC

This course provides training for scaffolders, whose primary role is to safely erect and dismantle scaffolding. It is designed to meet the requirements of the Course in Scaffolding 2002AEC. The course covers erecting, dismantling, altering and repairing tube and coupler scaffolding, as well as cantilevered crane loading platforms and mast climbers.

**Qualifications and Recognition**
The course offers two levels of qualification:

- Upon successful completion of this course, students will receive a certificate of completion for the Course in Scaffolding – Intermediate 2002AEC, provided they pass the written and practical assessment
- Upon successful completion of a written and practical assessment, students are eligible to receive a Certificate of Competency issued by Worksafe Victoria.

**Recognition of Prior Learning (RPL) and Credit Transfer**
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

**Career Opportunities**
Holders of scaffolding certificates can seek work in the construction industry involving the erection and dismantling of scaffolding.

**Who Can Apply**
Individuals interested in acquiring the skills and knowledge required to safely operate as a scaffolder may apply. The Worksafe Victoria Certificates of Competency can be issued to those over 18 years of age only.

**Selection Criteria**
- English language skills, sufficient to understand written and verbal safety instructions
- An ability to recognise own and others’ limitations in work situations

**How To Apply**
Individuals apply directly to Holmesglen.

**Course Length**
Full-time: 5 days, 40 hours.

**Course Structure**
This course is a practical based program that uses mainly ‘hands on’ learning methods in a controlled environment. Practical skills are supported by a theoretical component delivered early in the program.

**Scaffolding – Intermediate**
- VAJ628: 6 hours: Alter and repair tube and coupler scaffold
- VAJ792: 2 hours: Cantilevered crane loading platforms
- VAK153: 12 hours: Dismantle tube and coupler scaffold
- VAK214: 14 hours: Erect tube and coupler scaffold
- VAK647: 2 hours: Inspect mast climber
- VAK753: 4 hours: Inspect tube and couple scaffold
Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Holders of this qualification can pursue employment opportunities in industries requiring the inspection and maintenance of high rise structures.

Who Can Apply
Individuals possessing the motivation and ability to complete the course.

Selection Criteria
Applicants should have adequate knowledge of the English language to work safely. Competency qualification can be issued to those 18 years and over only.

How to Apply
Individuals apply directly to Holmesglen.

Course Length
Full-time: Classes are conducted over 5 business days, for a total of 40 hours’ training.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. All training is supported by a theoretical component delivered early in the program.

Through this training program, students will be required to undertake the following:

- Regulatory framework
- Introduction
- Regulations & standards
- Documentation
- Safety of operation
- Log book
- Equipment
- Equipment technical details
- Equipment application
- Knots and hitches
- System anchorages
- Equipment inspection
- System set-up
- Public safety
- Set-up of equipment
- Use of system in various locations
- Rescue techniques
- Non-building specific needle system.

Protective Wear
Students are required to wear approved safety footwear, overalls or comfortable clothing for the practical sessions.

Assessment
Assessment of competency will be conducted on the fifth day following the course. Successful applicants of the assessment will be issued a Statement of Attainment Card supplied by Holmesglen.

Opportunities for Further Study
On successful completion of this Level 1 course, students will be eligible to undertake the Level 2 and Level 3 courses in Industrial Rope Access. Holmesglen also offers an extensive range of programs and short courses for professional development within the building and construction industry, and in other areas of professional practice.

Cost
Fees apply to this program. For further information, please contact the Industrial Skills Unit at Holmesglen on 9564 1676.

Commencement Dates
Courses commence throughout the year.

Locations
Chadstone campus, Building 4
Training may be delivered on-site (conditions apply).

Course Enquiries: 9564 1676
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Operate a Forklift
Course Code TDT20102

This course provides training in the safe operation of forklifts. It is designed to meet the requirements of the unit of competency ‘Operate a Forklift’ from the Certificate II in Transport and Distribution (Warehousing and Storage). The course covers regulations, safety requirements, operation of a variety of forklifts (i.e. gas, battery operated, reach), movement of loads, including pallet stacking, rack work, and container filling.

Qualifications and Recognition
This course offers two levels of qualification:
- Upon successful completion of the course, students will receive a Statement of Attainment for the unit of competency TDT201102 Operate a Forklift from the Certificate II in Transport and Distribution (Warehousing and Storage), provided they pass the written and practical assessment.
- Upon successful completion of a written and practical assessment, students are eligible to receive a Certificate of Competency issued by Worksafe Victoria.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
This qualification is mandatory for all operators of forklift trucks in Victoria. Forklift trucks are used in many industries including transport, warehousing and manufacturing areas.

Who Can Apply
Individuals interested in acquiring the skills and knowledge required to safely operate forklifts. Worksafe Victoria Certificates of Competency can be issued to those over 18 years of age only. Participants must hold or have held a drivers licence or be able to demonstrate appropriate driving skills.

How To Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 5 business days (40 hours).
Part-time: Classes may be conducted over 2 weekends - Saturday and Sunday.

This program incorporates 32 hours of training and 8 hours of assessment.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. All training is supported by a theoretical component delivered early in the program.

Selection Criteria
- English language skills sufficient to understand written and verbal safety instructions
- An ability to recognise own and others’ limitations in work situations.

Assessment
Assessment is based on competency, that is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

To be eligible for a Worksafe Victoria Certificate of Competency, a Worksafe Authority practical and written test must be completed. The Worksafe Victoria Certificates of Competency can be issued to those over 18 years of age only.

Safe Environment
Due to the requirement of maintaining a safe learning environment, the Industrial Skills department reserves the right to remove any student on the grounds of safety.

Opportunities For Further Study
Holmesglen offers an extensive range of programs and short courses for professional development within the building and construction industry, and in other areas of professional practice.

Cost
Fees apply to this program. For further information, please contact the Industrial Skills Unit at Holmesglen on 9564 1676.
Qualifications and Recognition

The course covers regulations, safety requirements, selection and inspection of equipment, and crane types and their application in industry.

Course Enquiries: 9564 1676
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Undertake Dogging Course Code BCG31398

This course provides training for doggers - people who safely direct and position loads using whistle signals while out of sight of crane operators. It is designed to meet the requirements of the unit of competency BCG3041A Undertake Dogging from the Certificate III in General Construction. The course covers regulations, safety requirements, selection and inspection of equipment, and crane types and their application in industry.

How to Apply

Applicants apply directly to Holmesglen.

Course Length

Full-time: 10 days (80 hours).
Part-time: delivered during weekends and evenings over 7 weeks.

Course Structure

This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. All training is supported by a theoretical component delivered early in the program. The course contains one unit of competency: BCG3041A: 80 hours: Undertake Dogging

Assessment

Assessment is based on competency, that is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities For Further Study

Dogger certification can lead to further skilled training for qualifications in basic rigging.

Cost

Fees apply to this program. For further information, please contact the Industrial Skills Unit at Holmesglen on 9564 1676.

Commencement Dates

Courses commence throughout the year.

Locations

Moorabbin campus
Course can be delivered on-site (conditions apply).

Recognition of Prior Learning (RPL) and Credit Transfer

You may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities

Holders of Doggers certificates may work in areas where cranes or lifting equipment are used, including building and civil construction sites, and transport depots.

Who Can Apply

Individuals interested in acquiring the skills and knowledge required to safely operate as a dogger. Worksafe Victoria Certificates of Competency can be issued to those over 18 years of age only.

Selection Criteria

- English language skills sufficient to understand written and verbal safety instructions
- An ability to recognise own and others' limitations in work situations.

Recognition of Prior Learning (RPL) and Credit Transfer

You may be able to shorten the length of your chosen course by measuring your skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Who Can Apply

- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year); or
- Students who are motivated to pursue apprenticeship opportunities within the painting and decorating industry.

Selection Criteria

Applicants will be required to demonstrate a motivation to complete the course and an aptitude for the program.

How to Apply

Applicants for this course may be sponsored or unsponsored. Sponsored applicants must supply Holmesglen with a letter from an employer, confirming the employer’s intention to apprentice the applicant subject to the applicant’s satisfactory completion of the course.

Unsponsored applicants do not need to provide a letter. Sponsorship by an employer is not a prerequisite for entry into this course. However, places for unsponsored applicants are limited.

Career Opportunities

This course should assist graduates in gaining employment as an apprentice painter and decorator.

Course Length

Full-time: 16 weeks (640 hours).

Course Structure

This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate II in Building and Construction (Painting & Decorating) students will be required to complete all modules.

Core Units

- VBQM697: 40 hours: Workplace safety and industry induction
- VBQM698: 16 hours: Workplace procedures for environmental sustainability
- VBQM699: 8 hours: Basic first aid
- VBQM700: 8 hours: Building structures
- VBQM701: 20 hours: Calculations for the building industry
- VBQM702: 16 hours: Career studies
- VBQM703: 20 hours: Communications for the building industry
- VBQM704: 24 hours: Introduction to scaffolding
- VBQM705: 8 hours: Levelling
- VBQM706: 8 hours: Quality principles for the building industry
- VBQM707: 16 hours: Safe handling of plant and power tools
- VBQM708: 20 hours: Workplace documents and plans

Recognition of Prior Learning (RPL) and Credit Transfer

You may be able to shorten the length of your chosen course by measuring your skills

Commencement Dates

Courses commence throughout the year.

Locations

Chadstone campus, Building 4
Training may be delivered on-site (conditions apply).

Course Enquiries: 9564 1676
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au
Painting and Decorating stream specific modules
- BCG1001A: 40 hours: OH&S
- BCG1002A: 26 hours: Plan and organise - communication
- BCG1003A: 36 Hours: Read and interpret - plans
- BCG1004A: 20 hours: Measurements and - calculations
- BCG1005A: 80 hours: Use hand and power tools
- BCG1006A: 16 hours: Use small plant and equipment
- BCG2001A: 32 hours: Prepare surfaces
- BCG3097A: 40 hours: Match specified paint colour
- BCG3098A: 40 hours: Apply clear timber finish
- BCG3099A: 40 hours: Apply colour
- BCG3090A: 40 hours: Apply clear finishing principles
- BCG3091A: 100 hours: Apply clear timber - finishes
- BCG3092A: 40 hours: Apply solid render
- BCG3093A: 80 hours: Application of protective coating
- BCG3094A: 114 hours: Apply decorative finishes
- BCG3095A: 80 hours: Apply paint by spray
- BCG3096A: 140 hours: Timber staining and clear finishing principles
- BCG3097A: 20 hours: Paperhanging principles
- BCG3098A: 32 hours: Spray painting
- BCG3099A: 40 hours: Surface preparation
- BCG3100A: 40 hours: Surface preparation
- BCG3101: 12 hours: Handle construction material and safe disposal of waste
- BCG3102A: 26 hours: Plan and organise work
- BCG3103A: 34 hours: Industrial protective coatings
- BCG3104A: 40 hours: Mixing paint
- BCG3105A: 80 hours: Mixing paint
- BCG3106A: 40 hours: Paint principles
- BCG3107A: 80 hours: Simple levelling devices
- BCG3108A: 48 hours: Simple levelling devices
- BCG3109A: 48 hours: Simple levelling devices
- BCG3110A: 20 hours: Simple levelling devices
- BCG3111A: 48 hours: Simple levelling devices
- BCG3112A: 48 hours: Simple levelling devices
- BCG3113A: 48 hours: Simple levelling devices
- BCG3114A: 48 hours: Simple levelling devices
- BCG3115A: 48 hours: Simple levelling devices
- BCG3116A: 48 hours: Simple levelling devices
- BCG3117A: 48 hours: Simple levelling devices
- BCG3118A: 48 hours: Simple levelling devices
- BCG3119A: 48 hours: Simple levelling devices
- BCG3120A: 48 hours: Simple levelling devices

Career Opportunities
Trained painting and decorating apprentices have a range of employment opportunities available to them, including self-employment.

Who Can Apply
Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training.

Selection Criteria
Providing Holmesglen has vacancies, entry into the course is automatic for apprentices.

Preference may be given to students who have successfully completed a pre-apprenticeship program in a related field.

How to Apply
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, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

To successfully achieve the Certificate III in General Construction (Painting and Decorating), graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design & technology, and more. Holmesglen also offers the opportunity to study degree programs in Advanced Building Technology, and receive credits for studies already undertaken.

Opportunities For Further Study
Upon successful completion of the Certificate III, graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design & technology, and more. Holmesglen also offers the opportunity to study degree programs in Advanced Building Technology, and receive credits for studies already undertaken.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 2

Course Enquiries: 9564 1700
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate II in Plumbing (Pre-vocational)
Course Code 21642VIC

Pre-apprenticeship
This course is designed to provide entry level training for students who intend to pursue employment and career opportunities within the plumbing industry.
Qualifications and Recognition
Upon successful completion of this course students are eligible to receive the Certificate II in Plumbing (Pre-vocational).

Recognition of Prior Learning (RPL) and Credit Transfer
You may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Students who complete this course will find a range of exciting career and employment opportunities available to them within the building and construction industry. The majority of students will find employment as plumbing apprentices, and may specialise in fields such as mechanical or air-conditioning.

Who Can Apply
Individuals with an interest in entering the plumbing industry, or those who have some knowledge of the plumbing trade and may be seeking to consolidate their knowledge or achieve accreditation.

Selection Criteria
Applicants will be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course. Students may also be required to undertake an aptitude test to determine their suitability for the training program. Applicants with previous study up to Year 11 are preferred.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 480 hours.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate II in Plumbing (Pre-vocational), students will be required to complete all modules.

- VBN235: 20 hours: Communications for the building industry
- VBN987: 16 hours: Career studies
- VBN988: 40 hours: Workplace safety and environmental procedures
- VBN990: 8 hours: Basic first aid
- VBN991: 40 hours: Workplace safety and environmental procedures
- VBN992: 32 hours: Introduction to welding and cutting in the plumbing industry
- VBN993: 16 hours: Cut and flash penetrations
- VBN994: 8 hours: Fixing applications for the plumbing industry
- VBN995: 40 hours: Tubes and pipes in plumbing
- VBN996: 60 hours: Sheetmetal practices
- VBM997: 20 hours: Concrete technology

Total hours: 480

Assessment
Assessment is based on competency, that is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Graduates of this course may apply for entry into related Certificate III courses and apprenticeships.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 2

Course Enquiries: 9564 1700
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate III in Plumbing
Course Code BCP30103

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

Qualifications and Recognition
Upon successful completion of their apprenticeship, students are eligible to receive the Certificate III in Plumbing and a Certificate of Completion, issued by the Apprenticeship Administration Branch.

Recognition of Prior Learning (RPL) and Credit Transfer
Students can shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Trained apprentices have a range of employment and career opportunities available to them. This includes roles within the building and construction industry, or the opportunity to run their own business.

Who Can Apply
Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training.

Selection Criteria
Providing Holmesglen has vacancies, entry into the course is automatic for apprentices. Preference may be given to students who have successfully completed a pre-apprenticeship program in a related field.

How to Apply
Apprentices and employers must obtain and complete a training agreement. This agreement is forwarded to an Australian Apprenticeships 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, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Plumbing, students must be able to demonstrate competency in all core modules, and in a minimum of two elective modules.

Introductory Skills
Industry induction, welding and cutting, building construction, pipes and tubes, disposal system joints, fixing devices, simple waste pipes, electric welding, fixtures and valves, and sheetmetal practices.

Water Supply
Design an installation of hot and cold water supply, including domestic fire services and irrigation.

Drainage
Measuring and levelling, unvented branch drains, above ground drains, trench-shoring and property drains.

Sanitary
Sanitary fixtures (baths, basins, sinks, etc), cold water services, flushometers, discharge pipes and water closets.

Gasfitting
Combustion, flame adjustment, flueing, controls, fitting lines, appliances (space heaters, cookers, etc), LP Gas twin cylinder system, commissioning and hot water heaters.

Roofing
Flashings of pipe penetrations, eaves gutters, metal roofs, flashings, and collection and storage of water.

Mechanical Services
Equipment, heating water systems, plan reading, installing copper and steel pipe
heating water systems, central heating, low pressure hot water heater and welding.

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects. On completion of the Certificate III, students are required to sit an external exam on the practical aspects of the course.

Opportunities for Further Study
Graduates of this course may expand their skill base and qualifications by completing one or all of the following:
- Welding certificates
- A range of plumbing fee-for-service courses.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 2

Course Enquiries: 9564 1700
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate III in Waterproofing (General Construction)
Course Code BCG31403

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.

Qualifications and Recognition
Upon successful completion of this program, individuals will receive the Certificate III in Waterproofing (General Construction), which is a nationally recognised qualification.

Recognition of Prior Learning (RPL) & Credit Transfer
Students can shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
This qualification will enable individuals to deliver services incorporating the installation and maintenance of suitable waterproofing systems for a variety of internal wet areas. Individuals will be equipped to:
- Identify waterproofing systems
- Prepare backgrounds to receive waterproofing systems
- Install waterproofing systems
- Undertake post installation functions; and
- Provide quality assurance.

Who Can Apply
Individuals with qualifications in an associated trade, or equivalent, with preferably a minimum of two years’ waterproofing experience, and a Construction Industry OH&S Induction Certificate (red card).

Selection Criteria
Applicants may be required to provide evidence of their qualifications, and will need to demonstrate an aptitude for the program.

How to Apply
Applicants apply directly to Holmesglen.

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

Course Structure
- BCF2018A: Apply and install sealant and sealant devices
- BCGCM1001B: Follow OH&S policies and procedures
- BCGCM1002B: Work effectively in the construction industry
- BCGCM1003B: Plan and organise work
- BCGCM1004B: Conduct workplace communication
- BCGCM1005B: Carry out measurements and calculations
- BCGCM2001B: Read and interpret plans and specifications
- BCGCM2008B: Erect and dismantle restricted height scaffolding
- BCGCM2012B: Frame and fit wet area fixtures
- BCGCM2006B: Apply basic levelling procedures
- BCGCM2009B: Carry out basic demolition
- BCGWP2001B: Handle waterproofing materials
- BCGWP2002B: Use waterproofing tool and equipment
- BCGWP2003B: Prepare for the construction process (waterproofing)
- BCGWP2004B: Prepare surfaces for a waterproofing application
- BCGWP3002B: Apply waterproofing processes to internal wet areas

Candidates already holding a trade certificate will need to be assessed on the last five competencies only.

Assessment
Assessment is based on competency, that is the ability to demonstrate specific skills, and a combination of observation, discussion, tests, and/or practical application and work related projects.

Opportunities for Further Study
Graduates of this course may expand their skill base and qualifications by completing the Certificate IV in Building & Construction (Building).

There is opportunity to complete individual modules from these courses, and subsequently gain the specific skills they incorporate. Students can receive a certificate of completion for individual modules, and will receive credits towards the full qualification if they elect to continue in future.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 4

Course Enquiries: 9564 1909
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate II in Building & Construction (Solid Plastering)
Course Code 21844VIC

Pre-apprenticeship
Solid plastering is an integral element to the modern-day construction process. Being a very visible element of any structure, it requires attention to detail and extensive job opportunities exist for individuals with the relevant training.

Solid plastering deals with the application of gypsum and cement materials in a plastic state spread and formed to a desired finish. Solid plastering is relevant to modern 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.

Qualifications & Recognition
This is a nationally recognised qualification, that will assist students in obtaining an apprenticeship in Solid Plastering, or an affiliated trade. Students will receive credits for modules completed.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Successfully completing this course will enhance opportunities to gain employment as an apprentice working in the solid plastering industry.

Who Can Apply
- Students who are motivated to acquire the skills and knowledge neccessary to pursue apprenticeship opportunities within the plumbing industry
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).
Selection Criteria
Applicants are required to attend an interview, at which they must demonstrate motivation to complete the course and suitability for the program. Some applicants may be required to complete a brief test to determine their aptitude for the program.

How To Apply
Applicants for this course may be sponsored or unsponsored. Sponsoring applicants must supply Holmesglen with a letter from an employer, confirming the employer’s intention to apprentice the applicant subject to the applicant’s satisfactory completion of the course.

Unsponsored applicants do not need to provide a letter. Sponsorship by an employer is not a prerequisite for entry into this course. However, places for unsponsored applicants are limited.

Course Length
Full-time: 16 weeks.

Course Structure
For information on subject offerings, please contact the Trowel Trades Department.

Assessment
Assessment is based on competency, that is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Students who have successfully completed this course, and go on to be employed as apprentices, are eligible to receive credits for upskilling knowledge and skills, after showing competency has been reached.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 4

Please note: Course will be offered subject to numbers.

Course Enquiries: 9564 1909
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate III in General Construction (Solid Plastering)
Course Code BCG30398

Apprenticeship Program
This course provides comprehensive training for solid plastering apprentices in all practical and theoretical aspects of the trade.

Qualifications and Recognition.
Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprentice Administration Branch.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Trained apprentices have a range of employment and career opportunities available to them. This includes roles within the building and construction industry, or the opportunity to run their own business.

Who Can Apply
Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training.

Selection Criteria
Providing Holmesglen has vacancies, entry into the course is automatic for apprentices. Preference may be given to students who have successfully completed a pre-apprenticeship program in a related field.

How to Apply
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, Apprentice Administration Branch.

Total hours: 736

Core Modules
- BCG1000A: 20 hours: Carry out interactive workplace communication
- BCG1001A: 40 hours: Carry out OH&S requirements
- BCG1002A: 20 hours: Plan and organise work
- BCG1003A: 36 hours: Read and interpret plans
- BCG1004A: 20 hours: Carry out measurements and calculations
- BCG1005A: 80 hours: Use hand and power tools
- BCG1006A: 16 hours: Use small plant and equipment
- BCG1007A: 40 hours: Erect and dismantle restricted height scaffolding
- BCG1008A: 8 hours: Use simple levelling devices
- BCG1010A: 40 hours: Carry out concreting to simple forms
- BCG1011A: 16 hours: Handle construction materials and safely dispose of waste
- BCG1013A: 40 hours: Prepare for construction process (solid plastering)
- BCG2001A: 32 hours: Prepare surfaces
- BCG2003A: 32 hours: Carry out general demolition
- BCG2004A: 16 hours: Carry out levelling
- BCG2007A: 20 hours: Operate Elevated Work Platforms (EWP)
- BCG3091A: 120 hours: Apply float and set coats for hard plaster - flat surfaces
- BCG3092A: 40 hours: Apply solid render coats for hard plaster - flat surfaces
- BCG3093A: 100 hours: Restore and renovate solid plasterwork

Total hours: 736

Elective Modules
Apprentices are required to complete two modules from the electives listed below, and are advised to consult with their employer before selecting.
- BCG3086A: 120 hours: Install pre-cast decorative mouldings
- BCG3089A: 16 hours: Install cast plaster blockwork
- BCG3094A: 120 hours: Construct plaster mouldings
- BCG3095A: 80 hours: Carry out conite construction

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.
Opportunities for Further Study
Upon successful completion of the Certificate III, graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design & technology and more. Holmesglen also offers the opportunity to study degree programs in Advanced Building Technology and receive credits for studies already undertaken.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 4

Courses commence at various times throughout the year.

General Enquiries: 9564 1555 | Email: info@holmesglen.vic.edu.au | Web: www.holmesglen.edu.au

Certificate III in Stonemasonry (Monumental/Installation)
Course Code BCF30600

Apprenticeship Program
This course provides comprehensive training for stonemasonry apprentices, and covers both practical and theoretical aspects of the stonemasonry trade. Where possible, work is undertaken on full-size projects in Holmesglen’s specially designed and industry recognised facilities.

Qualifications and Recognition
Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprentice Administration Branch.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training, AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Trained apprentices have a range of employment and career opportunities available to them. This includes roles within the building and construction industry, or the opportunity to commence their own business.

How to Apply
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, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest AAC.

Course Length
Stonemasonry apprenticeships run for a period of four years. Apprentices attend classes for 7 x 1 week blocks each year for the first three years. Apprentices may, upon application and subject to their progress, be granted reductions in the length of their apprenticeships by the State Training Board.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Stonemasonry (Monumental/Installation), students must be able to demonstrate competency in all core modules and nine elective modules.

Elective Modules
A minimum of nine to be chosen in consultation between the student employer and RTO, and a maximum of two from the 2000 series.
- BCG3050A: 80 hours; Renovate and restore stonework
- BCG3056A: 60 hours; Construct stone arches
- BCF3021A: 20 hours; Inlay lead to stone
- BCF3027A: 32 hours; Lay stair and floor surfaces
- BCF3034: 32 hours; Set out and cut letters in stone
- BCF3040A: 12 hours; Plan monumental construction
- BCF3061A: 32 hours; Build stone veneer walls
- BCF3064A: 32 hours; Carry out cemetery monumental construction
- BCF3065A: 32 hours; Set and anchor stone facades

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Upon successful completion of the Certificate III, graduates may enter into programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design & technology and more. Holmesglen also offers the opportunity to study degree programs in Advanced Building Technology and receive credits for studies already undertaken.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 4

Courses commence at various times throughout the year.

General Enquiries: 9564 1909 | Email: info@holmesglen.vic.edu.au

Course Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

General Enquiries: 9564 1555 | Email: info@holmesglen.vic.edu.au | Web: www.holmesglen.edu.au
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Certificate IV in Financial Services (Accounting)
Course Code FNS40604

Incorporating Certificate III in Financial Services (Accounts Clerical)
Course Code FNS30304

This certificate qualification is suitable for individuals who perform a range of financial roles within an organisation. They include: the classifying, recording and reporting of accounting information; completing BAS Statements and other office statements and taxes; operational reporting; producing basic management and job costing reports; preparing financial budgets; supervising the operation of computer based systems; maintaining inventory records; or managing a small office department or business unit.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of this course can pursue a range of employment and career opportunities with organisations providing accounting or financial services.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).
- Mature students with relevant work experience will be allowed direct entry into the Certificate IV and will not need to complete all the Certificate III units.

Selection Criteria
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course.

How to Apply
Full-time: Applicants must apply through VTAC.
The VTAC code for this course is 61201. At Chadstone and 66111 at Moorabbin.
Part-time: Applicants apply directly to Holmesglen. Applicants who intend to complete the Certificate III only may apply directly to Holmesglen.

Course Length
The Certificate III and Certificate IV may be completed together over one year if studied full-time.

Course Structure
- FNSICIND301B: Work within the financial services industry
- FNSICGEN304B: Apply health and safety practices in the workplace
- FNSICGEN301B: Communicate in the workplace
- FNSICIND401B: Apply principles of professional practice to work in the financial services industry
- FNSICGEN302B: Use technology in the workplace
- BSBADM308A: Maintain financial records
- FNSICACC304B: Prepare and bank receipts
- FNSICACC306B: Process journal entries
- BSBADM408B: Prepare financial reports
- BSBADM308B: Process payroll
- FNSICORG517B: Prepare financial forecasts and projections
- FNSACCT405B: Prepare financial statements
- FNSACCT403B: Prepare operational budgets
- FNSACCT401B: Process business tax requirements
- FNSACCT404B: Make decisions within a legal context
- FNSACCT402B: Produce job costing information
- FNSICGEN305B: Maintain daily financial/business records
- BSBCMN318A: Write simple documents
- BSBCMN214A: Create and use simple spreadsheets
- FNSACCT407B: Set up and operate a computerised accounting system
- FNSACCT406B: Maintain asset and inventory records
- BSBADM404A: Develop and use complex spreadsheets

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Students who have successfully completed the Certificate IV in Financial Services (Accounting) are eligible for entry into the Diploma, and subsequently the Advanced Diploma of Accounting.

Commencement Dates
February and July

Locations
Chadstone and Moorabbin campuses

Course Enquiries
Chadstone: 9564 1603
Email: business@holmesglen.vic.edu.au
Moorabbin: 9209 5868
Email: moorbus@holmesglen.vic.edu.au
General Enquiries: 9564 1555

Advanced Diploma of Accounting
Course Code FNS60204

Incorporating Diploma of Accounting
Course Code FNS50204 and
Certificate IV in Financial Services (Accounting) Course Code FNS40604

This qualification equips graduates to undertake roles in the field of accounting, both within business and accountancy firms. Roles can include assistant accounting duties involving supervision and control of accounting systems, maintaining internal control systems, preparation of financial statements for reporting entities, analysis of business performance, preparation of tax returns, and management of a small team, office department or business unit.

Qualifications & Recognition
Upon completion of all four semesters (2 years full-time), students are eligible to receive the Advanced Diploma of Accounting. On completion of the first two semesters, participants are eligible for the Certificate III in Financial Services (Accounts Clerical) and Certificate IV in Financial Services (Accounting). Completion of the third semester entitles students to receive the Diploma of Accounting, while completion of the fourth semester entitles students to the Advanced Diploma of Accounting.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of this course can pursue a range of employment and career opportunities, including positions such as assistant or financial controllers.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year); or
- Individuals who have completed the Certificate IV in Financial Services (Accounting) and wish to further their qualifications to an Advanced Diploma level.

Selection Criteria
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course.
Students who have already completed Certificate IV in Financial Services (Accounting) may articulate directly into the Diploma program.

How to Apply
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61201 at Chadstone, and 66111 at Moorabbin. Part-time: Applicants apply directly to Holmesglen. Students who have already completed the Certificate IV in Financial Services (Accounting) may apply directly to Holmesglen.

Course Length
The Advanced Diploma of Accounting may be completed in two years if studied full-time.

Course Structure
Students must complete all units, and will be progressively recognised for the level of qualification completed.

Certificate IV in Financial Services (Accounting)
- FNSICIND301B: Work within the financial services industry
- FNSICGEN304B: Apply health and safety practices in the workplace
- FNSICGEN301B: Communicate in the workplace
- FNSICIND401B: Apply principles of professional practice to work in the financial services industry
- FNSICGEN302B: Use technology in the workplace
- BSBADM308A: Process payroll
- FNSICORG517B: Prepare financial forecasts and projections
- FNSACCT405B: Prepare financial statements
- FNSACCT403B: Prepare operational budgets
- FNSACCT401B: Process business tax requirements
- FNSACCT404B: Make decisions within a legal context
- FNSACCT402B: Produce job costing information
- FNSICGEN305B: Maintain daily financial/business records
- BSBCMN318A: Write simple documents
- BSBCMN214A: Create and use simple spreadsheets
- FNSACCT407B: Set up and operate a computerised accounting system
- FNSACCT406B: Maintain asset and inventory records
- BSBADM404A: Develop and use complex spreadsheets

Diploma of Accounting
- FNSACCT502B: Prepare income tax returns
- FNSACCT504B: Prepare financial reports for a reporting entity
- FNSACCT507B: Provide management accounting information
- FNSACCT506B: Implement and maintain internal control procedures
- FNSACCT503B: Manage budgets and forecasts
- FNSACCT501B: Provide financial and business performance information
- FNSACCT610B: Develop and implement financial strategies
- FNSACCT505B: Establish and maintain accounting information systems

Advanced Diploma of Accounting
- FNSACCT604B: Monitor corporate governance activities
- FNSACCT614B: Prepare complex financial corporate reports
- FNSACCT601B: Prepare complex tax returns and lodgements
- FNSACCT603B: Implement tax plans and evaluate tax compliance
- FNSACCT613B: Prepare and analyse management accounting information
- FNSACCT607A: Evaluate business performance

Assessment
Assessment is a combination of written assignments, tests, presentations and examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Graduates of the Advanced Diploma of Accounting receive advanced standing to further their qualifications to the degree level. Students will be eligible for up to 10 credits towards Holmesglen’s Bachelor of Business (Accounting), which equates to 12 months of the full-time degree program.

Commencement Dates
February and July

Locations
Chadstone and Moorabbin campuses

Course Enquiries:
Chadstone: 9564 1603
business@holmesglen.vic.edu.au
Moorabbin: 9564 1555
moorbus@holmesglen.vic.edu.au

General Enquiries: 9564 1555

Bachelor of Business (Accounting)
Course Code BACC07

Incorporating
Associate Degree in Business (Accounting)
Course Code ADACC07

Holmesglen’s Bachelor of Business (Accounting) has been developed to provide individuals with the opportunity to achieve an accounting qualification through a more practical and hands-on approach to learning. There is an acknowledged skill shortage in this field. Accountants are in demand not only in the financial services sector but also in retail, manufacturing, construction, education, health, sport and recreation – in fact in any business which involves financial transaction with its customers/clients.

The course is structured to provide a bachelor level degree qualification upon the completion of 24 subjects. This program is structured so students can be progressively recognised for the level of qualification completed. Students then have the opportunity to conclude their studies at various points in the program, and receive a nationally recognised qualification to reflect the level of understanding they have reached.

Qualifications and Recognition
This program provides a nationally recognised qualification in accounting, and may enable graduates to apply for associate membership of CPA Australia. Students are advised to refer to the CPA Australia website www.cpaaustralia.com.au - for further details on admission and membership requirements.

It is important to note that professional recognition may be dependent on the correct choice of subjects. Graduates will also be eligible for associate level membership (ANIA) of the National Institute of Accountants (NIA). Upon completion of a further three years of industry experience, ANIA members may upgrade their membership to Member status (MNIA).

Recognition of Prior Learning & Credit Transfer
Applicants who have successfully completed the Diploma of Accounting will receive an exemption for up to eight subjects from the Bachelor program. Students who have achieved the Advanced Diploma of Accounting may subsequently apply for credits for a further four subjects, achieving a possible total of 12. Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences.

Career Opportunities
Graduates of the Bachelor of Business (Accounting) will be eligible to apply for a diverse range of positions in industry, commerce, banking and finance, and the public sector.

Selection Criteria
In order to be admitted to the Bachelor of Business (Accounting), an applicant must meet the criteria of entry associated with one of the following categories:

Normal Entry
An applicant may be admitted to the course after successfully completing VCE or equivalent, or with significant relevant experience in industry.

Advanced Standing
An applicant may be admitted to the course with advanced standing of up to eight subjects for successful completion of the Diploma of Accounting, and a maximum of 12 subjects for the Advanced Diploma of Accounting. Advanced standing will be judged on a case-by-case basis.
General Enquiries
Phone: 9564 1555 | Email: info@holmesglen.vic.edu.au | Web: www.holmesglen.edu.au

How to Apply
Applicants with VCE and mature age:
Full-time: Applicants must apply through VTAC.
Part-time: Applicants apply directly to Holmesglen.

Mature age or non year 12 applicants may be required to attend an interview.

Course Length
Associate Degree in Business (Accounting)
Full-time: 2 years.
Bachelor of Business (Accounting)
Full-time: 3 years.

Part-time study options may be available, depending on enrolments.

Course Structure
Students must complete all subjects and will be progressively recognised for the study that they have completed, ultimately being recognised with the Bachelor level degree on completion of 24 subjects. Students electing to exit on the completion of 16 subjects, normally completed in four semesters, may apply to receive the award of the Associate Degree in Business (Accounting).

Subjects are organised into five strands of study: General and Financial Accounting; Management Accounting; Business; Legal; and Contemporary Business.

Please note that some units and/or courses may be subject to a minimum number of enrolments, prior to being conducted.

Semester One
- GFA111: Accounting principles
- BUE124: The modern economy
- BU114: Business law
- BUS103: Business maths and statistics

Semester Two
- GFA121: Accounting systems and processes fundamentals
- MAA122: Management accounting fundamentals
- GFA102: Financial accounting fundamentals

Plus one elective from
- MOR112: Communication in the modern organisation
- PRW111: Business technology management

Semester Three
- MAA232: Business finance
- POR113: Organisational behaviour and design
- LEG234: Taxation law
- GFA231: Corporate accounting

Semester Four
- MAA242: Advanced management accounting
- BUS243: Taxation practice
- LEG244: Corporations law

Plus one elective from
- POR233: Strategic innovation and change

Exit point for Associate Degree in Business (Accounting)
Semester Five
- GFA351: Advanced financial accounting
- MAA352: Accounting information systems
- BUS353: Personal financial planning

Plus one elective from
- POR353: Contemporary employment issues
- GMA233: Strategic innovation and change
- COB355: Marketing principles

Semester Six
- GFA361: Advanced accounting theory
- LEG364: Corporate governance and ethics
- GFA360: Auditing principles and practice

Plus one elective from
- POR363: Modern leadership techniques
- COB365: E-business and advanced computer operations

Assessment
Assessment is a combination of written assignments, exams and practical application projects. Students are required to attend tests and examinations as scheduled by Holmesglen.

Cost
Fees apply to this program, please visit www.holmesglen.edu.au for further information.

Commencement Dates
February and June

Locations
Chadstone campus

Course Enquiries: (03) 9564 1648
General Enquiries: (03) 9564 1555
Email: business@holmesglen.vic.edu.au

Certificate II in Business Administration
Course Code BSB20107

This course was under development at the time of printing.

Course Enquiries: 9209 5868
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

Certificate III in Business Administration (Medical)
Course Code BSB31107

This course provides training for employment in medical administration in a general or medical specialist practice or hospital. Holmesglen offers a dynamic course for those seeking employment skills, which is especially suited to people planning to return to the workforce. A supportive learning environment is available, with tailored class dates and times to suit busy people, and part-time and full-time study options.

Through this program, students will develop a broad range of knowledge and skills in:
- Operating office equipment
- MS Word, Excel, Access & PowerPoint
- Creating business documents
- Managing time effectively
- MYOB and maintaining financial records; and

• Procedures specific to medical administration, including Medilink.

Qualifications & Recognition
This course is nationally recognised under the Australian Qualifications Framework. Upon completion of this program, graduates will be qualified to pursue employment opportunities within medical administration or reception.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
This course is designed to give graduates a competitive edge in the health administration industry. Students will be equipped with the skills necessary to pursue a range of administration and reception roles within the health and medical services industries.

Who Can Apply
Entry at this level is recommended for:
• Individuals with an interest in medical administration; or
• Students who have completed VCE studies in business subjects, at a level comparable to or greater than VCE.

Selection Criteria
Applicants must demonstrate an interest in and aptitude for this program.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 6 months.
Part-time: 12 months.
Part-time students attend classes 3 days per week, from 9.00am to 3.00pm.
Blended (Flexible) delivery: 1 year.
Students attend classes one night per week, between 6.00pm and 9.00pm. Blended delivery is suited to people already working in the industry.

Please note that course length may vary, dependent on the number of units undertaken per semester.

Course Structure
Students must complete 13 units of competency, comprising of:
• 2 core units
• 5 medical administration units
• 4 administration units; and
• 2 other elective units.

Listed below are core units and a selection of elective units.

Core Units
• BSBITU307A: Develop keyboarding speed and accuracy
• BSB0HS201A: Participate in OH&S processes; or
Diploma of Business Administration
Course Code BSB50407

Incorporating Certificate IV in Business Administration Course Code BSB40507 and Certificate III in Business Administration Course Code BSB30407

Certificate III in Business Administration is an entry level course, and provides students with skills in office administration. This course will benefit individuals who have completed their VCE, or individuals with some work experience who want to pursue a career in administration.

Upon completion of Certificate III in Business Administration, students may progress into Certificate IV and further diploma qualifications. Each qualification requires a further six months of full-time (or equivalent part-time) study to complete.

As students build up their qualifications, they acquire a range of essential skills and knowledge required to perform numerous roles within an administrative capacity. They include training in software packages like Word, Excel and Access, skill and communication development in reception work, manual and computerised bookkeeping, interpersonal work and general organisational skills.

Qualifications & Recognition These courses are nationally recognised under the Australian Qualifications Framework.

Recognition of Prior Learning (RPL) & Credit Transfer Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities Graduates are readily employed within administration positions in private business, government service, associations, groups and not-for-profit charities. Certificate III graduates can apply for entry level office administration positions, while Certificate IV and Diploma level graduates are eligible to apply for secretarial or supervisory roles within the administration of organisations.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria Applicants will be required to demonstrate motivation to complete the course and an aptitude for the program.

How To Apply Diploma of Business Administration

Full-time: Applicants must apply through VTAC.
The VTAC code for this course at Chadstone is 61241, and 66281 for Moorabbin.
Part-time: Applicants apply directly to Holmesglen.

Certificates III & IV in Business Administration

Applicants apply directly to Holmesglen.

Course Length
Full-time: 6 months, per qualification level.
Part-time: Certificate III may be completed in 12 months, with classes conducted 9.00am to 3.00pm, 3 days per week.

Course Structure Certificate III in Business Administration

2 core units, 7 administration units and 4 elective units. Listed below are core units and a selection of elective units.

Core Units
- BSBITU307A: Develop keyboarding speed and accuracy
- BSBOH5020A: Participate in OH&S processes
- BSBADM307B: Organise schedules
- BSBITU301A: Create and use databases
- BSBITU302A: Create electronic presentations
- BSBITU303A: Conduct online transactions
- BSBITU304A: Produce spreadsheets
- BSBITU309A: Produce desktop published documents
- BSBEWRT301A: Write simple documents
- BSBINN201A: Contribute to workplace innovation

Certificate IV in Business Administration

5 administration units and 5 elective units. Listed below is a selection of administration and elective units.

Administration Units
- BSBITU401A: Produce complex desktop documents
- BSBADM411A: Produce complex texts from audio transcription
- BSBINM401A: Implement workplace information system
- BSBITU401A: Design and develop complex text documents
- BSBITU402A: Produce spreadsheets
- BSBITU404A: Produce complex desktop published documents

Elective Units
- BSBBCUS402A: Address customer needs
- BSBETU401A: Review and maintain a website
- BSBFIA302A: Process payroll
- BSBFIA303A: Process accounts payable and receivable
- BSBADM307B: Organise schedules
- BSBITU301A: Create and use databases
- BSBITU302A: Create electronic presentations
- BSBITU303A: Conduct online transactions
- BSBITU304A: Produce spreadsheets
- BSBITU309A: Produce desktop published documents
- BSBEWRT301A: Write simple documents
- BSBINN201A: Contribute to workplace innovation

Opportunities for Further Study
Certificate III in Business Administration (Medical) articulates directly into Certificate IV in Business Administration, and then Diploma of Business Administration. For students aspiring to degree level studies and senior personal assistant positions, Holmesglen has developed the Bachelor of Business (Executive Administration).

Graduates of administration studies at the Diploma level will receive up to eight credits (12 months) towards the three year full-time degree program. Students who have completed Diploma level studies at Holmesglen will also have the opportunity to articulate directly into the Bachelor of Business (Accounting) and can receive credits for units previously completed.

Commencement Dates
February and July

Locations
Chadstone campus

Course Enquiries: 9564 1603
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

- BSBBOHS306B: Contribute to implementing emergency prevention activities and response procedures
- BSBMED301B: Interpret and apply medical terminology appropriately
- BSBMED302B: Prepare and process medical accounts
- BSBMED303B: Maintain patient records
- BSBMED304B: Assist in controlling stocks and supplies
- BSBMED305B: Apply the principles of confidentiality, privacy and security within the medical environment
- BSBMED401B: Manage patient record keeping system

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

- BSBBITS401A: Maintain business technology - keeping system
- BSBADM307B: Organise schedules
- BSBITU301A: Create and use databases
- BSBITU302A: Create electronic presentations
- BSBITU303A: Conduct online transactions
- BSBITU304A: Produce spreadsheets
- BSBITU309A: Produce desktop published documents
- BSBEWRT301A: Write simple documents
- BSBINN201A: Contribute to workplace innovation

Medical Administration Elective Units
- BSBMED301B: Interpret and apply medical terminology appropriately
- BSBMED302B: Prepare and process medical accounts
- BSBMED303B: Maintain patient records
- BSBMED304B: Assist in controlling stocks and supplies
- BSBMED305B: Apply the principles of confidentiality, privacy and security within the medical environment
- BSBMED401B: Manage patient record keeping system

Administration Elective Units
- BSBMED301B: Interpret and apply medical terminology appropriately
- BSBMED302B: Prepare and process medical accounts
- BSBMED303B: Maintain patient records
- BSBMED304B: Assist in controlling stocks and supplies
- BSBMED305B: Apply the principles of confidentiality, privacy and security within the medical environment
- BSBMED401B: Manage patient record keeping system

Opportunities for Further Study
Certificate III in Business Administration (Medical) articulates directly into Certificate IV in Business Administration, and then Diploma of Business Administration. For students aspiring to degree level studies and senior personal assistant positions, Holmesglen has developed the Bachelor of Business (Executive Administration).

Graduates of administration studies at the Diploma level will receive up to eight credits (12 months) towards the three year full-time degree program. Students who have completed Diploma level studies at Holmesglen will also have the opportunity to articulate directly into the Bachelor of Business (Accounting) and can receive credits for units previously completed.
Diploma of Business Administration
5 administration units and 3 elective units. Listed below is a selection of administration and elective units.

Administration Units
- BSBADM502B: Manage meetings
- BSBADM503B: Plan and manage conferences
- BSBADM504B: Plan or review administration systems
- BSBADM506B: Manage business document design and development
- BSBPMG510A: Manage projects

Elective Units
- BSBUS5501A: Manage quality customer service
- BSBIN301A: Promote innovation in a team environment
- BSBMGT502B: Manage people performance
- BSBRCG502B: Manage and monitor business or record systems
- BSBWOR501A: Manage personal work priorities and professional development
- BSBWOR502A: Ensure team effectiveness

Please note subjects may vary depending on the campus at which the course is delivered. The final stage of the course may be delivered on one campus only, depending on the student numbers.

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Upon successful completion of Certificate III in Business Administration, students may progress into Certificate IV and then Diploma of Business Administration.

Holmesglen offers a study pathway into the Bachelor of Business (Executive Administration), students who have completed the Diploma of Business Administration will receive eight credits (one year) into this degree.

Commencement Dates
February and July

Locations
Chadstone and Moorabbin campuses

Course Enquiries
Chadstone: 9564 1603
Moorabbin: 9209 5868
Email: moorbus@holmesglen.vic.edu.au
General Enquiries: 9564 1555

General Enquiries
Phone: 9564 1555 | Email: info@holmesglen.vic.edu.au | Web: www.holmesglen.edu.au

Diploma of Business Administration
5 administration units and 3 elective units. Listed below is a selection of administration and elective units.

Administration Units
- BSBADM502B: Manage meetings
- BSBADM503B: Plan and manage conferences
- BSBADM504B: Plan or review administration systems
- BSBADM506B: Manage business document design and development
- BSBPMG510A: Manage projects

Elective Units
- BSBUS5501A: Manage quality customer service
- BSBIN301A: Promote innovation in a team environment
- BSBMGT502B: Manage people performance
- BSBRCG502B: Manage and monitor business or record systems
- BSBWOR501A: Manage personal work priorities and professional development
- BSBWOR502A: Ensure team effectiveness

Please note subjects may vary depending on the campus at which the course is delivered. The final stage of the course may be delivered on one campus only, depending on the student numbers.

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Upon successful completion of Certificate III in Business Administration, students may progress into Certificate IV and then Diploma of Business Administration.

Holmesglen offers a study pathway into the Bachelor of Business (Executive Administration), students who have completed the Diploma of Business Administration will receive eight credits (one year) into this degree.

Commencement Dates
February and July

Locations
Chadstone and Moorabbin campuses

Course Enquiries
Chadstone: 9564 1603
Moorabbin: 9209 5868
Email: moorbus@holmesglen.vic.edu.au
General Enquiries: 9564 1555

Dual Qualification Business Administration/Management

This course was under development at the time of printing.

Course Enquiries: 9209 5868
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

Bachelor of Business (Executive Administration)
Course Code BXAD06

Incorporating
Associate Degree in Business (Executive Administration)
Course Code ABXAD06

The Bachelor of Business (Executive Administration) was developed in response to demand from industry for highly skilled professionals in business management and administration. Typically, these individuals would be employed in a variety of public and private organisations.

This course leads to an undergraduate qualification that will enhance and broaden students’ level of technical and interpersonal skills, and extend their knowledge of, and ability to analyse, various aspects of business activity in order to prepare them for future changes in the business environment.

The Degree incorporates the award of Associate Degree in Business (Executive Administration), normally completed in four semesters.

Qualifications & Recognition
The course contains 24 subjects and incorporates two exit points. Students exiting after successful completion of all first and second year subjects are eligible to receive the Associate Degree in Business (Executive Administration). The Bachelor of Business (Executive Administration) will be awarded after successful completion of all subjects.

Recognition of Prior Learning (RPL) and Credit Transfer
Applicants will receive up to a maximum of eight exemptions for successful completion of the Diploma of Business Administration, the Diploma of Business (Human Resources), the Diploma of Business Management, the Diploma of Business (International Business) or other relevant qualifications on a case-by-case basis, and an additional two to four credits for completion of an advanced diploma, determined on an individual basis. Applicants may apply for Recognition of Prior Learning (RPL) on the basis of work or life experience.

Career Opportunities
Graduates of the Bachelor of Business (Executive Administration) will be eligible to apply for a diverse range of positions requiring management, human resource, administration and secretarial skills and knowledge. Career pathways may include general office manager, human resource manager, business manager or administrator. The skills developed within this course are in significant demand by industry and government.

Selection Criteria
In order to be admitted to the Bachelor of Business (Executive Administration), an applicant must meet the criteria of entry associated with one of the following categories:

Normal Entry
An applicant may be admitted to the course after successfully completing VCE or equivalent, or with significant experience in industry

Advanced Standing
An applicant may be admitted to the course with advanced standing of up to a maximum of eight units for successful completion of the Diploma of Business Administration, the Diploma of Business (Human Resource Management), the Diploma of Business (International Business), the Diploma of Business Management or other relevant qualifications, and an additional two to four credits for completion of an advanced diploma, determined on a case-by-case basis.

How to Apply
Applicants with VCE and mature age:
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61172.
Part-time: Applicants apply directly to Holmesglen.

Mature age or non year 12 applicants may be required to attend an interview.

Course Length
Full-time: 3 years.
Part-time study options may be available, depending on enrolments.

Course Structure
The course structure enables participants to enter at various stages of the course, depending on existing qualifications and experience. There are five strands of study within the course including a Professional Practice strand, which involves the application of skills and knowledge developed in the other strands.

Areas of study include:

• The Professional Workplace (PRW) 6 subjects (6 credit points each)
• The Modern Organisation (MOR) 5 subjects (6 credit points each)
• People in the Organisation (POR) 5 subjects (6 credit points each)
• The Business Environment (BUE) 5 subjects (6 credit points each)
• Professional Practice (PRP) 3 subjects (6 credit points each)

Semester One
- PRW 111: Business technology management 1
- MOR 112: Communication in the modern organisation
- POR 113: Organisational behaviour
- BUE 114: Business law
Semester Two
- PRW 121: Business technology management 2
- BUE 123: Business relationship management
- BUE 124: The modern economy
- PPR 125: professional practice 1
Semester Three
- PRW 231: Editing and publishing
- POR 232: Public relations management
- POR 233: Strategic innovation and change
- BUE 234: Principles of accounting
Semester Four
- PRW 241: Advanced editing and publishing
- MOR 242: Environmental analysis
- BUE 244: Financial decision making
- PPR 245: Professional practice 2
Semester Five
- PRW 351: E-business essentials
- MOR 352: Compliance and risk management
- BUE 354: Contemporary employment issues
- BUE 356: Principles of management
- PPR 365: Professional practice 3

Assessment
Assessment comprises written assignments, exams, practical application projects and professional placement. Students are required to attend tests and examinations as scheduled by Holmesglen.

Opportunities for Further Study
Holmesglen provides students with the opportunity to undertake further study in an extensive range of graduate certificate programs, to enable graduates to continue their academic and career development.

Cost
Fees apply to this program, please visit www.holmesglen.edu.au for further information.

Commencement Dates
February and July

Locations
Chadstone campus

Course Enquiries: (03) 9564 1648
General Enquiries: (03) 9564 1555
Email: business@holmesglen.vic.edu.au

Certificate IV in Advertising
Course Code BSB40107

Incorporating
Certificate IV in Business Sales
Course Code BSB40607

This course develops students’ skills and knowledge in advertising and a range of business activities, enabling graduates to pursue career and employment opportunities in advertising, sales, PR or marketing.

Qualifications & Recognition
Upon successful completion of this course students are eligible to receive Certificate IV in Advertising. The Australian Marketing Institute (Vicortian Division), Australian Federation of Advertising, and Australian Association of National Advertisers are supporters of this certificate course.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of this course can pursue employment and career opportunities across a range of sales and marketing roles, working in the field of advertising and media planning, sales promotion, PR, marketing, sales and marketing or market research.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent;
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course.

How to Apply
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61211.

Course Length
Full-time: 1 year.

Course Structure
Students are required to complete all core and specified elective units, and will be progressively recognised for the level of qualification completed.

Semester One
Core Units
- BSBOHS407A: Monitor a safe workplace
- BSBMKG401B: Profile the market
- BSBADV402B: Conduct pre-campaign testing

Elective Units
- BSBSSLS402A: Identify sales prospects
- BSBSSLS403A: Present a sales solution
- BSBSSLS404A: Secure prospect commitment
- BSBSSLS405A: Support post sales activities
- BSBDIV301A: Work effectively with diversity
- BSBITU402A: Develop and use complex spreadsheets
- BSBBIA402X: Report on financial activity
- BSBRES401A: Analyse and present research information

Semester Two
Core Units
- BSBMKG402B: Analyse consumer behaviour for specific markets
- BSBADV403B: Monitor advertising production
- BSBADV404B: Schedule advertisements

Elective Units
- BSBCUS401A: Coordinate implementation of customer service strategies
- BSBCMNN401A: Make a presentation
- BSBMKGS408B: Conduct market research
- BSBDIV407A: Apply media analysis and processing tools
- BSBDIV511A: Evaluate and recommend advertising media options

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Students may continue their studies in advertising by undertaking the Advanced Diploma of Advertising, or seek entry into university courses and undertake higher studies.

Exemptions are normally available by direct application to the selected university. Graduates of this course may also be eligible for entry into an accelerated program in the Diploma of Marketing or Diploma of International Business.

Commencement Dates
February

Locations
Chadstone campus

Course Enquiries: 9564 1603
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

Advanced Diploma of Advertising
Course Code BSB60107

Incorporating
Diploma of Advertising
Course Code BSB50107
Certificate IV in Advertising
Course Code BSB40107
and
Certificate IV in Business Sales
Course Code BSB40607

This course develops the knowledge and skills of individuals seeking a career in advertising, sales, PR or marketing, or individuals who want to improve their overall skills and knowledge in this field. Students who have completed certificate IV level
studies in advertising, marketing or sales may elect to further their qualifications with this program.

Qualifications & Recognition
Upon successful completion of this course, students are eligible to receive Advanced Diploma of Advertising and its incorporated qualifications.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of this course can pursue employment and career opportunities across a range of sales and marketing roles, working in the fields of advertising and media planning, sales promotion, PR, marketing, sales and marketing or market research.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year); or
- Students who have successfully completed certificate IV level studies in advertising, marketing or sales.

Selection Criteria
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course.

How to Apply
- Full-time: Applicants must apply through VTAC.
- The VTAC code for this course at Chadstone is 61211, and 66121 at Moorabbin.
- Part-time: Applicants apply directly to Holmesglen. Students who have already completed a certificate IV level program in advertising, marketing or sales may apply directly to Holmesglen.

Course Length
- Full-time: 2 years.

Course Structure
Diploma of Advertising

Core Units
- BSADV507B: Develop a media plan
- BSADV509A: Create mass print media advertisements
- BSADV510A: Create mass electronic media advertisements
- BSADV503B: Coordinate advertising research
- BSADV512A: Develop an advertising strategy brief

Elective Units
- BSCRT501A: Originale and develop concepts

Advanced Diploma of Advertising

Core Units
- BSADV512A: Develop an advertising strategy and brief
- BSADV602B: Develop an advertising campaign
- BSADV603B: Manage advertising production
- BSADV604B: Execute an advertising campaign
- BSADV605B: Evaluate campaign effectiveness

Elective Units
- BSBINN601A: Manage knowledge and information
- BSBMGT605B: Provide leadership across the organisation
- BSSUS5501A: Develop workplace policy and procedures for sustainability

Please note that units may vary depending on class numbers.

Assessment
Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests as scheduled by Holmesglen, with tests generally scheduled during normal class time.

Opportunities for Further Study
Graduates of this program may apply to university to undertake higher studies. Exemptions are normally available by direct application to the selected university. Graduates of this course may also be eligible for entry into an accelerated program within Holmesglen’s Diploma of Marketing or Diploma of International Business.

Commencement Dates
February

Locations
Chadstone and Moorabbin campuses

Please note that the final stage of this course may be delivered at a campus nominated by the centre.

Course Enquiries
Chadstone: 9564 1603
Moorabbin: 9209 5868
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

Advanced Diploma of Advertising / Advanced Diploma of Marketing
Course Code BSB60107 / BSB60507

Incorporating
- Diploma of Advertising
- Course Code BSB50107
- Diploma of Marketing
- Course Code BSB51207
- Certificate IV in Advertising
- Course Code BSB40107
- Certificate IV in Business Sales
- Course Code BSB40607

These courses will appeal to individuals seeking career and employment opportunities within the fields of advertising or marketing, or individuals currently employed within these areas who seek to advance their career through the addition of a formal and industry recognised qualification.

Qualifications & Recognition
Upon successful completion of this course, students are eligible to receive Advanced Diploma of Marketing, Advanced Diploma of Advertising, and incorporated qualifications. On successful completion of the first two semesters, participants are eligible to receive Certificate IV in Business Sales, Certificate IV in Marketing and Certificate IV in Advertising. Successful completion of a third semester entitles the individual to the dual diploma qualification, while completion of the fourth semester grants the individual two advanced diplomas.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of this course can pursue a range of employment and career opportunities within the fields of marketing and advertising. Roles can include marketing assistants or coordinators, advertising assistants and marketing management.

Who Can Apply
- Graduates of Certificate IV in Marketing or Advertising
- Students who have completed their VCE or equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal education for at least 1 year).
Advanced Diploma of Advertising

Diploma of Marketing

Core Units
- BSADM507B: Develop a media plan
- BSADM509A: Create mass print media advertisements
- BSADM510A: Create mass electronic media advertisements
- BSADM511A: Evaluate and recommend advertising media options
- BSBMWRT501A: Write persuasive copy

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Graduates of this program may be able to receive up to eight credits towards the Bachelor of Business (Executive Administration) or the Bachelor of Business (Accounting), both delivered at Holmesglen.

Selection Criteria
Applicants must be able to demonstrate the capacity and motivation to complete the course.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
The course may be completed within one year, however some students may take longer. It is offered two evenings per week over each semester. Specific timetables are available prior to the commencement of each semester. Some units may be offered by flexible delivery.

Course Structure
Core units for this program, at the Advanced Diploma and Diploma levels, are listed below. For further information on core units and electives, please contact the Business Services Centre at Moorabbin directly.

Certificate IV in Financial Services (Bookkeeping)

Course Code FNS40207

This qualification is designed to reflect the role of contract bookkeepers and employees performing bookkeeper duties for organisations. It is also for those who perform duties such as: establishing and maintaining accounting systems; assisting with Business Activity Statements and other office taxes; payroll; and developing management systems for organisations.

Successful completion of this course will afford graduates membership of professional organisations. This satisfies the requirements for registration as a BAS Service Provider (BSP).

Qualification and Recognition
The Certificate IV in Financial Services (Bookkeeping) is granted on the successful completion of 13 units of competency.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of this program may undertake bookkeeping activities in small to medium business, or may work as a self-employed bookkeeper.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Applicants may be assessed via interview prior to enrolment.
Diploma of Financial Services (Banking)
Course Code FNS51204

Incorporating
Certificate IV in Financial Services (Credit Management)
Course Code FNS40304

This course will appeal to individuals currently working within the banking and retail financial services sectors, or within a business environment where team and business responsibilities include branch environments, small business banking, commercial lending or retail lending. The study pathway into the Diploma of Financial Services (Banking) begins with the Certificate IV in Financial Services (Credit Management), and a further six months’ study is required to achieve this diploma qualification.

Qualifications & Recognition
Upon successful completion of this course, students are eligible to receive the Diploma of Financial Services (Banking). Graduates of this course are eligible for associate membership of the Financial Services Institute of Australasia (FINSIA).

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of this course can pursue employment and career opportunities within the banking, financial services and finance related industries. The qualification can also further the careers of individuals currently employed within these areas.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER). Mature age applicants: Demonstrated ability and motivation to complete the course.

How to Apply
Full-time: Applicants apply through VTAC. The VTAC code for this course is 61901. Part-time: Applicants apply directly to Holmesglen.

Course Structure
Certificate IV in Financial Services (Credit Management)
Stage One
- FNSICGEN302B: Use technology in the workplace
- BSBCM214A: Create and use simple spreadsheets
- FNSICIND301B: Work in the financial services industry
- FNSICIND401B: Apply principles of professional practice to work in the financial services industry
- FNSICGEN304B: Apply health and safety practices in the workplace
- FNSICGEN301B: Communicate in the workplace
- BSBCM318A: Write simple documents
- FNSICM300A: Maintain financial records
- FNSICGEN305B: Maintain daily financial/business records
- FNSICACC304B: Prepare and bank receipts
- FNSICACC306B: Process journal entries
- FNSACCT404B: Make decisions in a legal context
- FNSICOR517B: Prepare financial forecasts and projections

Stage Two
- FNSCRDT301B: Process applications for credit
- FNSCRDT401B: Evaluate credit applications
- FNSCRDT403B: Determine and establish appropriate securities to minimise risk
- FNSCRDT404B: Manage and recover errant debts
- FNSMERC402B: Initiate legal recovery of debts
- BSBADM408A: Prepare financial reports
- FNSDMGT502B: Assist clients to identify, address and monitor own financial situation
- FNSCSAM301B: Identify opportunities for cross selling products and services
- FNSCOMP501B: Comply with financial services legislation, industry and professional codes of practice
- FNSRET402B: Administer credit card services

Diploma of Financial Services (Banking)
- FNSICOR5604B: Provide leadership and motivation in a workplace team
- FNSPREC501B: Manage and maintain small/medium business operations
- FNSICAM502B: Apply advanced selling techniques to selling of financial products and services
- FNSICOR516B: Prepare financial reports to meet statutory requirements
- FNSFNL507B: Provide financial planning advice
- FNSFLT502B: Facilitate customer awareness of the Australian financial systems and markets

Assessment
Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and examinations as scheduled by Holmesglen, with tests generally scheduled during normal class time.

Opportunities for Further Study
Graduates may apply for entry into a university degree course, for which some credits may be granted.

Commencement Dates
February and July

Locations
Chadstone campus

Course Enquiries: 9564 1603
Email: business@holmesglen.vic.edu.au
General Enquiries: 9564 1555

Diploma of Financial Services (Financial Planning)
Course Code FNS50804

This course provides vocational training for individuals involved in financial planning, including those who specialise as financial planners or paraplanners. It will also benefit individuals wanting to provide advice on managed investments, superannuation, securities, derivatives and life insurance. Participants will have the opportunity to develop the knowledge and skills related to financial planning, analysis and research, as well as prepare, implement and review financial plans.

Qualifications & Recognition
This course is nationally recognised under the Australian Qualifications Framework with its skills in the Diploma of Financial Services (Financial Planning). This course complies with the Australian Securities and Investment Commission (ASIC) RG146 requirements for Authorised Representatives, and is included on the ASIC Compliant Training Register.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
The course is the industry recommended pathway for financial planners who provide a range of standard financial planning services, and for individuals who provide specialist paraplanning services.

Who Can Apply
- Students with a TAFE or university qualification in another discipline; or
- Professionals seeking skills within the field of financial planning.

Selection Criteria
Applicants should demonstrate relevant work or voluntary experience, an understanding of the industry, and present any relevant or previous study they have undertaken.
Applicants must also demonstrate an ability and motivation to complete the course.

How to Apply
Applicants apply directly to Holmesglen. Application forms are available from the Business Services Centre.

Course Length
Part-time: 12 months.

Course Structure
The course consists of five core competencies and four elective competencies, plus industry core units and industry specific ASIC competencies.

Core Modules
- FNSFPLN501A: Comply with financial planning practice ethical and operational guidelines and regulatory requirements
- FNSFPLN502A: Conduct financial planning analysis and research
- FNSFPLN503A: Develop and prepare financial plan
- FNSFPLN504A: Implement financial plan
- FNSFPLN505A: Review financial plan and provide ongoing service
- FNSFPLN506A: Meet with client to determine client requirements and expectations
- FNSFPLN507A: Provide financial planning advice
- FNSFPLN508A: Conduct complex financial planning research
- FNBSIC032A: Provide advice on financial planning
- FNSASIC503TA: Provide advice in managed funds
- FNSASIC503UA: Provide advice in superannuation
- FNSASIC503VA: Provide advice in derivatives
- FNSASIC503WA: Provide advice in securities
- FNSASIC503ZA: Provide advice in life insurance

Please note that the ASIC regulation RG 146 Tier 1 specialist and generic knowledge areas are also offered.

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Upon successful completion of the Diploma of Financial Services (Financial Planning), graduates may progress to the Advanced Diploma of Financial Services (Financial Planning). Graduates of Financial Services programs at Holmesglen will also benefit from the opportunity to articulate directly into the Bachelor of Business (Accounting), delivered at Holmesglen, and may achieve credit for up to eight units.

Commencement Dates
February and July

Locations
Chadstone campus

Course Enquiries: 9564 1603
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

Advanced Diploma of Financial Services (Financial Planning)
Course Code FNS60404

The Advanced Diploma of Financial Services (Financial Planning) provides an industry recognised qualification to meet the Australian Securities and Investment Commission (ASIC) requirements for authorised representatives. The program provides students with a pathway towards a career in financial planning.

The industry relevant units of study will advance students’ knowledge and skills beyond the diploma level. Graduates will be qualified to operate as financial planners, and will be able to provide a comprehensive range of services, including those involving complex issues and/or innovative strategies. Students will also benefit from the opportunity to customise their qualification towards their specific career aspirations, with a diverse range of industry specific electives available.

Qualifications & Recognition
This course is nationally recognised under the Australian Qualifications Framework in providing skills in the field of financial planning to an advanced diploma level. It is a natural progression for students who have completed the Diploma of Financial Services (Financial Planning), and a range of industry specific electives available.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of this program are eligible to achieve ASIC recognition as an authorised representative, and will be qualified to provide a range of financial planning and specialist para-planning services. Graduates will benefit from opportunities to operate as a small business, or may pursue employment in large providers of financial services, where they will be eligible to pursue senior and/or supervisory roles. Dependent on the elective units undertaken, graduates may be eligible to specialise in a particular field of the industry.

Who Can Apply
Graduates of the Diploma of Financial Services (Financial Planning), who wish to complete the Advanced Diploma stage of the program. Individuals who wish to apply for the Diploma of Financial Services (Financial Planning), must meet the following requirements:
- Hold a TAFE or university qualification in another discipline; or
- Be seeking skills within the field of financial planning.

Selection Criteria
Admission to the Advanced Diploma of Financial Services (Financial Planning) is automatic for graduates of the Diploma of Financial Services (Financial Planning). Applicants should also be able to demonstrate relevant work or voluntary experience, an understanding of the industry and present any relevant or previous study they have undertaken. Demonstrated motivation and ability to complete the course are essential.

How to Apply
Applicants apply directly to Holmesglen. Application forms are available from the Business Services Centre.

Course Length
Part-time: 12 months.

Classes are conducted in the evenings.

Course Structure
This program incorporates seven core competencies, designed to provide students with comprehensive knowledge across all aspects of the field.

Core Competencies
- FNSFPLN508A: Conduct complex financial planning research
- FNSFPLN601A: Provide technical and professional guidance
- FNSFPLN602A: Determine client requirements and expectations
- FNSFPLN603A: Provide comprehensive monitoring and ongoing service
- FNSFPLN604A: Develop complex and/or innovative financial planning strategies
- FNSFPLN605A: Present and negotiate complex and/or innovative financial planning
- FNSFPLN606A: Implement complex and/or innovative financial planning

Industry Core Competencies
To attain the Advanced Diploma qualification, students must have successfully completed the four industry core units, and have had their achievement recognised by the course coordinator. Those who have previously gained the Diploma of Financial Services (Financial Planning) will have completed these units as part of the program. Further clarification can be obtained from the course coordinator.

- FNSICGEN301A: Communicate in the workplace
- FNSICGEN302A: Use technology in the workplace
- FNSICGEN304A: Apply health and safety practices in the workplace
- FNSICIND401A: Apply principles of professional practice to work in the financial services industry
Diploma of Management (Human Resources).

Upon successful completion of this course, qualifications and recognition are automatically granted. This is a nationally accredited training package. This qualification is a nationally accredited training package. It is designed to progressively build the knowledge and skills that individuals require to work in the human resources sector. Graduates of this course can explore a range of employment and career opportunities in the human resources sector, including personnel, training, industrial relations, and quality management. Typically, these roles can be found within all industries, and across both public and private organisations.

Assessment
Assessment is a combination of written assignments, and/or examinations. As part of their assessment, students will be required to develop a comprehensive financial plan.

Opportunities for Further Study
Successful completion of the Advanced Diploma of Financial Services (Financial Planning) will enable students to pursue a range of further study opportunities, including graduate diploma programs and masters degree programs. Graduates at the Advanced Diploma level may be eligible for credit transfer arrangements with various universities and educational institutions in related programs. As further study programs may vary, graduates are advised to contact the university concerned, prior to applying.

Graduates of Financial Services programs at Holmesglen will also benefit from the opportunity to articulate directly into the Bachelor of Business (Accounting), delivered at Holmesglen, and may achieve credit for up to eight units.

Commencement Dates
February and July

Locations
Chadstone campus

Course Enquiries: 9564 1603
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

Advanced Diploma of Management (Human Resources)
Course Code BSB60907

Incorporating
Diploma of Human Resource Management
Course Code BSB50607
Certificate IV in Human Resources
Course Code BSB41007

The Advanced Diploma of Business (Human Resources) consists of three distinct qualifications, and will benefit individuals who are currently working within the field of human resources, or individuals who aspire to work in this field. Commencing with Certificate IV in Human Resources, participants can progress to Diploma of Human Resources Management and culminate their studies with Advanced Diploma of Management (Human Resources).

Each of the three levels requires six months, full-time study to complete, and each course progressively builds the knowledge and skills that individuals require to work in human resources. This is a nationally accredited course from the Business Services National Training Package.

Qualifications & Recognition
Upon successful completion of this course, students are eligible to receive the Advanced Diploma of Management (Human Resources).

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of this course can explore a range of employment and career opportunities in the human resources sector, including personnel, training, industrial relations and quality management. Typically, these roles can be found within all industries, and across both public and private organisations.

Who Can Apply
• Students who have completed their VCE or its equivalent; or
• Individuals defined as mature age (at least 18 years of age and away from formal education for at least one year).

Selection Criteria
Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER). Mature age applicants: Demonstrated ability and motivation to complete the course.

How to Apply
Full time: Applicants must only apply through VTAC. The VTAC code for this course at Chadstone is 61841.
Part time: Applicants apply directly to Holmesglen.

Course Length
Full-time: 6 months for each level of the qualification, to a total of 1.5 years.
Part-time: 1-2 years for each level of the qualification.

Course Structure
Certificate IV in Human Resources
4 core units and 6 elective units. Listed below are core units and a selection of elective units.

Core Units
- BSBHRM501A: Review human resources functions
- BSBHRM502A: Recruit, select and induct staff
- BSBHRM503A: Support performance management process
- BSBWRK410A: Implement industrial relations procedures

Elective Units
- BSSCMCM401A: Make a presentation
- BSSOHS407A: Monitor a safe workplace
- BSSREL401A: Establish networks
- BSSRES401A: Analyse and present research information
- BSBWRK401A: Establish effective workplace relationships
- BSBWRT401A: Write complex documents

Diploma of Human Resource Management
3 core units and 5 elective units. Listed below are core units and a selection of elective units.

Core Units
- BSBHRM501A: Manage human resources services
- BSBHRM503A: Manage performance management systems
- BSBHRM504A: Manage workforce planning

Elective Units
- BSBHRM502A: Manage human resources management information systems
- BSBHRM505A: Manage remuneration and employee benefits
- BSBHRM506A: Manage recruitment, selection and induction processes
- BSBHRM507A: Manage separation or termination
- BSBHRM509A: Manage rehabilitation or return-to-work programs
- BSBHRM510A: Manage mediation processes
- BSSLED502A: Manage programs that promote personal effectiveness
- BSBWRK509A: Manage industrial relations

Advanced Diploma of Management (Human Resources)
6 core units and 2 elective units. Listed below are core units and a selection of elective units.

Core Units
- BSBDIV601A: Develop and implement diversity policy
- BSBHRM602A: Manage human resources strategic planning
- BSBINN601A: Manage organisational change
- BSBMTG605B: Provide leadership across the organisation
- BSBMTG615A: Contribute to organisation development
- BSBMTG616A: Develop and implement strategic plans

Elective Units
- BSSCOM6038B: Plan and establish compliance management systems
- BSBFIN601A: Manage finances
- BSBINN601A: Manage knowledge and information
- BSBMTG606B: Manage innovation and continuous improvement
- BSBMTG617A: Develop and implement a business plan

Please note units are subject to change.

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Successful completion of the Advanced Diploma of Management (Human Resources) may enable students to receive up to 12 credits towards the Bachelor of Business (Executive Administration) or the Bachelor of Business (Accounting), both delivered at Holmesglen. Graduates of this program are also eligible to apply for entry into degree level studies in the field of human resources, and may receive credits for studies already completed. As degree programs may vary, students are encouraged to contact the university concerned prior to applying.
recognised by the Institute.

other Registered Training Organisation, will be

formal studies or training. AQF qualifications

or through qualifications obtained from formal

acquired through work or life experiences,

their chosen course by measuring their skills

within the workplace.

Credit Transfer

Recognition of Prior Learning (RPL) and

Who Can Apply

• Students who have successfully completed

VCE, or its equivalent; or

• Individuals defined as mature age (at least

18 years of age and away from formal

study for at least one year).

Selection Criteria

• Applicants with VCE: Equivalent National

Tertiary Entrance Rank (ENTER)

• Mature age applicants: Demonstrated

ability and motivation to complete the
course.

How to Apply

Full-time: Applicants must apply through VTAC.
The VTAC code for this course at Chadstone is 61271, and 66071 for Moorabbin.
Part-time: Applicants apply directly to Holmesglen.

Course Length

Full-time: 2 years.

Course Structure

Units will be selected from the BSB07 Training Package in Human Resources and
Management. For examples of units and electives, please refer to the Advanced
Diploma of Management and Advanced Diploma of Management (Human Resources)
courses in this handbook.

Assessment

Assessment is a combination of written assignments, tests, examinations and/or
practical application projects. Students are required to attend tests and examinations as
scheduled.

Opportunities for Further Study

Graduates of this dual qualification program will receive up to 12 credits towards
the Bachelor of Business (Executive Administration) delivered by Holmesglen.
Graduates may also receive credits towards further study at university. Applicants are
recommended to check with the university concerned about the articulation options
available to them.

Commencement Dates

Full-time: February.
Part-time: February and July.

Locations

Chadstone and Moorabbin campuses.

Graduate Certificate in Human Resource Management
Course Code 21491VIC

It is widely acknowledged within the workplace
that effective human resource management (HRM) is an essential element of business
today, and one that can play a pivotal role in helping businesses remain domestically
and internationally competitive. Over time, HRM has taken on a strategic role in many
organisations.

Often HRM enjoys a key link to strategy,

organisational development and activities that

are linked to the bottom line. This change

in focus has expanded the opportunities

and roles for HR professionals within

the workplace, including roles at senior

management level.

Qualifications & Recognition

Upon successful completion of five modules,

students are eligible to receive the Graduate

Certificate in Human Resource Management. Survivors of this course are encouraged to

apply for membership of The Australian

Human Resource Institute (AHRI). Students

who exit the course after the successful

completion of a module will be entitled to

receive a Statement of Attainment for that

module.

Recognition of Prior Learning (RPL) &

Credit Transfer

Students may be able to shorten the length of

their chosen course by measuring their skills

acquired through work or life experiences, or

through qualifications obtained through

formal studies or training. AQF qualifications

and Statements of Attainment, issued by any

other Registered Training Organisation, will be

recognised by the Institute.

Students who have successfully completed

VCE, or its equivalent; or

• Individuals defined as mature age (at least

18 years of age and away from formal

study for at least one year).

Selection Criteria

• Applicants with VCE: Equivalent National

Tertiary Entrance Rank (ENTER)

• Mature age applicants: Demonstrated

ability and motivation to complete the
course.

How to Apply

Full-time: Applicants must apply through VTAC.
The VTAC code for this course at Chadstone is 61271, and 66071 for Moorabbin.
Part-time: Applicants apply directly to Holmesglen.

Course Length

Full-time: 2 years.

Course Structure

Units will be selected from the BSB07 Training Package in Human Resources and
Management. For examples of units and electives, please refer to the Advanced
Diploma of Management and Advanced Diploma of Management (Human Resources)
courses in this handbook.

Assessment

Assessment is a combination of written assignments, tests, examinations and/or
practical application projects. Students are required to attend tests and examinations as
scheduled.

Opportunities for Further Study

Graduates of this dual qualification program will receive up to 12 credits towards
the Bachelor of Business (Executive Administration) delivered by Holmesglen.
Graduates may also receive credits towards further study at university. Applicants are
recommended to check with the university concerned about the articulation options
available to them.

Commencement Dates

Full-time: February.
Part-time: February and July.

Locations

Chadstone and Moorabbin campuses.

Course Enquiries:
Chadstone: 9564 1603
Moorabbin: 9209 5868
Email: moorbus@holmesglen.vic.edu.au

General Enquiries: 9564 1555

Graduate Certificate in
Human Resource Management
Course Code 21491VIC

It is widely acknowledged within the workplace
that effective human resource management (HRM) is an essential element of business
today, and one that can play a pivotal role in helping businesses remain domestically
and internationally competitive. Over time, HRM has taken on a strategic role in many
organisations.

Often HRM enjoys a key link to strategy,

organisational development and activities that

are linked to the bottom line. This change

in focus has expanded the opportunities

and roles for HR professionals within

the workplace, including roles at senior

management level.

Qualifications & Recognition

Upon successful completion of five modules,

students are eligible to receive the Graduate

Certificate in Human Resource Management. Survivors of this course are encouraged to

apply for membership of The Australian

Human Resource Institute (AHRI). Students

who exit the course after the successful

completion of a module will be entitled to

receive a Statement of Attainment for that

module.

Recognition of Prior Learning (RPL) &

Credit Transfer

Students may be able to shorten the length of

their chosen course by measuring their skills

acquired through work or life experiences, or

through qualifications obtained from formal

studies or training. AQF qualifications and

Statements of Attainment, issued by any

other Registered Training Organisation, will be

recognised by the Institute.

Career Opportunities

Graduates of this course can pursue a diverse
range of careers and further education options:

• Graduates of the Certificate IV level

qualifications are eligible for a range of

entry level supervisory and human

resources positions

• Graduates of the Diploma and Advanced

Diploma may apply for general middle

level management positions in a range of

industries, or use their qualification to

advance their managerial aspirations

within the workplace.

Who Can Apply

• Students who have successfully completed

VCE, or its equivalent; or

• Individuals defined as mature age (at least

18 years of age and away from formal

study for at least one year).

Selection Criteria

• Applicants with VCE: Equivalent National

Tertiary Entrance Rank (ENTER)

• Mature age applicants: Demonstrated

ability and motivation to complete the
course.

How to Apply

Full-time: Applicants must apply through VTAC.
The VTAC code for this course at Chadstone is 61271, and 66071 for Moorabbin.
Part-time: Applicants apply directly to Holmesglen.

Course Length

Full-time: 2 years.

Course Structure

Units will be selected from the BSB07 Training Package in Human Resources and
Management. For examples of units and electives, please refer to the Advanced
Diploma of Management and Advanced Diploma of Management (Human Resources)
courses in this handbook.

Assessment

Assessment is a combination of written assignments, tests, examinations and/or
practical application projects. Students are required to attend tests and examinations as
scheduled.

Opportunities for Further Study

Graduates of this dual qualification program will receive up to 12 credits towards
the Bachelor of Business (Executive Administration) delivered by Holmesglen.
Graduates may also receive credits towards further study at university. Applicants are
recommended to check with the university concerned about the articulation options
available to them.

Commencement Dates

Full-time: February.
Part-time: February and July.

Locations

Chadstone and Moorabbin campuses.

Course Enquiries:
Chadstone: 9564 1603
Moorabbin: 9209 5868
Email: moorbus@holmesglen.vic.edu.au

General Enquiries: 9564 1555

Graduate Certificate in
Human Resource Management
Course Code 21491VIC

It is widely acknowledged within the workplace
that effective human resource management (HRM) is an essential element of business
today, and one that can play a pivotal role in helping businesses remain domestically
and internationally competitive. Over time, HRM has taken on a strategic role in many
organisations.

Often HRM enjoys a key link to strategy,

organisational development and activities that

are linked to the bottom line. This change

in focus has expanded the opportunities

and roles for HR professionals within

the workplace, including roles at senior

management level.

Qualifications & Recognition

Upon successful completion of five modules,

students are eligible to receive the Graduate

Certificate in Human Resource Management. Survivors of this course are encouraged to

apply for membership of The Australian

Human Resource Institute (AHRI). Students

who exit the course after the successful

completion of a module will be entitled to

receive a Statement of Attainment for that

module.

Recognition of Prior Learning (RPL) &

Credit Transfer

Students may be able to shorten the length of

their chosen course by measuring their skills

acquired through work or life experiences, or

through qualifications obtained from formal

studies or training. AQF qualifications and

Statements of Attainment, issued by any

other Registered Training Organisation, will be

recognised by the Institute.

Career Opportunities

Graduates may pursue employment and

career opportunities in human resources, or

progress their career in this area if already

working with the field. Many graduates explore

project or consultancy work in this area,

working with the field. Many graduates explore

project or consultancy work in this area,

working with the field. Many graduates explore

project or consultancy work in this area,

working with the field. Many graduates explore

project or consultancy work in this area,

working with the field. Many graduates explore

project or consultancy work in this area,
At a minimum, applicants must possess at least three years of relevant employment experience. Such experience is critical to establishing the fundamental knowledge necessary to understand key concepts and theories.

Selection Criteria
Academic qualifications and/or three to five years of relevant work experience.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Part-time: 1 year. Classes are conducted in the evening.

Please note that attendance at several weekend workshops may be required. Semesters are generally of 16 weeks duration, and commence in February and July each year.

Course Structure
This program is delivered with an emphasis on providing practical learning opportunities and an industry relevant curriculum. Students must complete a minimum of five modules to be eligible for the Graduate Certificate in Human Resource Management.

Compulsory Module
- VBN527: Human resource management industry project
- VBN529: Behaviour in the contemporary workplace
- VBN531: Training and developing people in organisations
- VBN528: Overview of human resource management
- VBN530: Industrial relations/employee relations

An additional one or two modules to be selected from:
- VBN093: Strategic business planning
- BSBHR601A: Manage change

Please note that some modules may require a minimal number of enrolments prior to commencing.

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Credit transfer arrangements into a university graduate diploma or masters degree program should be negotiated directly with the university concerned.

Cost
Fees apply to this program, please visit www.holmesglen.edu.au for further information.

Commencement Dates
February and July

Locations
Chadstone campus

Please note that this course may be offered at the Moorabbin campus, subject to enrolment demand.

Course Enquiries: 9564 2664
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

National Customs Brokers Program
Program Code NCBC002

Formerly Certificate IV in Australian & International Trade Facilitation

This program is made up of 11 units from the nationally accredited Transport and Distribution Training Package. These units are the prescribed course of study under the Customs Act as a first step for persons wishing to become a licensed Customs Broker in Australia.

The aim of this program is two-fold:
1. Students who have successfully completed the 11 units in this program will be permitted to sit for the national examination. When this examination is passed, students may apply for a Customs Broker’s Licence.
2. To develop the skills and knowledge necessary for successful employment as a customs broker or consultant. Typically, people in this profession would provide technical advice on matters relating to the importation and exportation of goods. This program provides participants with specific knowledge and skills relating to Australian and international trade facilitation.

Qualifications & Recognition
Upon successful completion of this program, students are eligible to receive a statement of attainment covering the 11 competencies in the National Customs Brokers Program. Graduates may apply for membership of the Customs Brokers & Forwarders Council of Australia Inc, (CBFCA), or sit for the national examination which enables them to apply to receive a Customs Broker’s Licence.

Furthermore, for the Australian Customs Service, this program is considered a foundation training program, providing graduates with opportunities to further their career in the administration of customs legislations, or roles that associate them with the importation and/or exportation of goods.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
This program will benefit individuals who wish to work for customs brokers, freight forwarders, importers and exporters, or pursue a career with the Australian Customs Service. Successful completion also allows students to sit the national examination. On passing the examination, students may apply for a Customs Broker’s Licence.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course.

How to Apply
Applicants may apply directly to Holmesglen.

Program Length
Part-time: 2-3 years.

Program Structure
With an emphasis on providing practical and industry relevant learning opportunities, students must complete all units to successfully complete this program.

- TLIA4807B: Carry out border clearance functions
- TLIA507D: Analyse, advise and carry out international trade facilitation
- TLIA5007B: Implement GST regulations as part of customs broking activities
- TLIA5407B: Analyse, advise and carry out international trade facilitation
- TLIA5207B: Carry out customs clearance practices
- TLIA5507B: Classify complex commodities for the import and export of goods through customs
- TLIA5007B: Carry out customs clearance practices
- TLIA507D: Complete and check import/export documentation
- TLIA507B: Implement specialist permit requirements as part of customs broking activities
- TLIA5007B: Carry out customs clearance practices
- TLIA507D: Complete and check import/export documentation
- TLIA5007B: Implement specialist permit requirements as part of customs broking activities

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Graduates of the National Customs Brokers Program will be well-equipped to pursue...
further studies in fields associated with international business, at diploma level or university. Students may be eligible for some credits for studies already undertaken, however students should consult the institute prior to application.

Cost
Additional fees apply to this program.

Commencement Dates
February and July

Locations
Chadstone campus

Course Enquiries: 9564 1603
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

Advanced Diploma of Business (International Business)
Course Code 21613VIC

Incorporating
Diploma of International Business
Course Code BSB50807
Certificate IV in International Trade
Course Code BSB41107
Certificate III in International Trade
Course Code BSB30607

This course has been designed to address the needs of industry, and provides participants with practical and theoretical training in the area of international trade. It will benefit individuals currently employed within this field, or individuals seeking employment or career opportunities within the international trade area.

Qualifications & Recognition
Students who have successfully completed one semester will be eligible to receive Certificate III in International Trade. After successful completion of two semesters, students will be eligible to receive Certificate IV in International Trade. Upon successful completion of three semesters, students will be eligible to receive Diploma of International Business. If there is sufficient demand, students may enrol in Advanced Diploma of Business (International Business) in the fourth stage.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
International trade is a growth area for Australian businesses. It affords new sales and business development opportunities for business, and new employment opportunities for individuals who want to explore the range of roles available to them. Graduates of this course can explore roles in shipping, freight forwarding, customs, transport, banking, government and the service sector.

Who Can Apply
• Students who have successfully completed VCE, or its equivalent; or
• Individuals defined as mature age [at least 18 years of age and away from formal study for at least one year].

Selection Criteria
• Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
• Mature age applicants: Demonstrated ability and motivation to complete the course.

How to Apply
Full-time: Applicants must apply through VTAC. The VTAC code for this course at Chadstone is 61221, and 66171 for Moorabbin.
Part-time: Applicants apply directly to Holmesglen.

Course Length
Full-time:
Certificate III - 6 months
Certificate IV - 12 months
Diploma - 18 months
Advanced Diploma - 24 months.
Part-time: 4 years, depending on the number of subjects being studied.

Course Structure
The units in the course cover a diverse range of skills and knowledge involved in international trade/business across a range of levels. The units required for each qualification will be confirmed at enrolment. The following is a list of possible units.

Certificate III in International Trade
• BSBHOH407A: Monitor a safe workplace
• BSBINT301B: Apply knowledge of the international trade environment to complete work
• BSBINT302B: Apply knowledge of legislation relevant to international trade to complete work
• BSBINT303B: Organise the importing and exporting of goods
• BSBINT305B: Prepare business documents for the international trade of goods
• BSBINT306B: Apply knowledge of international finance and insurance to complete work requirements

Certificate IV in International Trade
• BSBITU306A: Design and produce business documents
• BSBFIA301A: Maintain financial records
• BSBWOR301A: Organise personal work priorities and development
• BSBWRT301A: Write simple documents
• TLIE207C: Estimate/calculcate mass, area and quantity dimensions
• BSBRES401A: Analyse and present research information

Certificate III in International Trade
• BSBINT408B: Prepare business advice on taxes and duties for international trade transactions
• BSBINT409B: Plan for international trade
• BSBRSK401A: Identify risk and apply risk management processes
• BSBWOR401A: Establish effective workplace relationships
• BSBPA402A: Report on financial activity
• BSBMKG415A: Research international markets
• BSBMKG416A: Market goods and services internationally
• BSBWOR402A: Promote team effectiveness

Diploma of International Business
• BSBFIA501A: Report on finances related to international business
• BSBMKG511A: Analyse data from international markets
• BSBMKG512A: Forecast international market and business needs
• BSBMKG516A: Profile international markets
• BSBMKG517A: Analyse consumer behaviour for specific international markets
• BSBMKG513A: Promote products and services to international markets
• BSBINM501A: Manage an information or knowledge system
• FNSFMKT501B: Analyse financial markets and information

Advanced Diploma of Business (International Business)
• VBP162: Plan and implement a transport and logistics system for an international trade organisation
• VBP163: Apply contract law to international business activities
• VBP164: Manage business activities in an international environment
• VBP165: Research and report on an import and export venture
• VBP166: Review the financial structures and processes in international trade
• VBP167: Establish and maintain an effective international trading relationship

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Holmesglen offers a study pathway into the Bachelor of Business (Executive Administration). Students who have successfully completed the Diploma of International Business will receive up to eight credits (one year) into this degree. Students who have successfully completed Advanced Diploma of Business (International Business) will receive up to 12 credits off the degree program.

A number of tertiary institutions offer degree courses in international trade, and students who have successfully completed Advanced Diploma of Business (International Business) may be granted some exemptions.
Graduate Certificate in International Business
Course Code 21655VIC

As the business environment becomes increasingly global, excellent career opportunities exist for individuals who have a sound understanding of international business. The Graduate Certificate in International Business will benefit graduates of other disciplines, who seek to broaden their understanding of international business strategy and practices or make a career change in an associated field. It has also been designed to further graduates’ career opportunities, in roles involving the development of international business and strategy in a variety of public and private organisations.

Graduates will be able to enhance and broaden their technical and interpersonal skills, and extend their knowledge and ability to analyse various aspects of domestic and international business activity, in order to prepare them for future changes in the global business environment. More specifically, on completion of this course graduates should be equipped to:

- Provide strategic guidance and advice on the import or export of goods and services to foreign countries.
- Perform research to identify foreign opportunities, design foreign market entry strategies and adapt promotion techniques or products/services to conditions in foreign markets.
- Analyse and interpret international trade issues, conditions or events in support of decision-making, policy formulation or product/service development activities.
- Maintain an awareness of foreign market characteristics, domestic industry conditions and trade patterns in specific commodities to negotiate and/or administer agreements; and
- Investigate and analyse international trade data to document adherence to trade agreements, tariff provisions, import limitations or import controls.

Qualifications & Recognition
Upon completion of four core modules, students are eligible to receive the Graduate Certificate in International Business. Students who exit the course after the successful completion of a module will be entitled to receive a Statement of Attainment for that module.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute.

Career Opportunities
Graduates will be equipped to pursue extensive career opportunities in any industry with international operations. Individuals already working in international organisations will also be able to further their career opportunities through achieving formal qualifications in this field. Many graduates explore project or consultancy work in this area, or move into specialist management and consulting roles across a range of challenging and demanding industries.

Who Can Apply
This program will benefit graduates of disciplines other than international business who wish to gain an understanding of this field, and possibly pursue the extensive career opportunities within it. Individuals currently working for organisations with international operations will also benefit from the opportunity to enhance their understanding and gain formal qualifications with which they may further their career.

At a minimum, applicants must possess at least three years of relevant employment experience. Such experience is critical to establishing the fundamental knowledge necessary to understand the key concepts and theories.

Selection Criteria
Academic qualifications and/or three to five years of relevant work experience.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Part-time: Approximately 12 to 18 months. Classes are conducted in the evening.

Please note that attendance at several weekend workshops may be required. Semesters are of approximately 16 weeks duration, and commence in February and July each year.

Course Structure
This program is delivered with an emphasis on providing practical learning opportunities and an industry relevant curriculum. Students must complete all modules to achieve the Graduate Certificate in International Business.

- VBP472: Assess the issues and challenges associated with managing an international business.
- VBP473: Assess the financial structure and procedures of the international business environment.
- VBP474: Economics for international business.
- VBP475: Manage strategically in the international environment.

Please note that some modules may require a minimal number of enrolments prior to commencing.

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Credit transfer arrangements into a university graduate diploma or masters degree program should be negotiated directly with the university concerned.

Cost:
Additional fees apply to this program, please visit www.holmesglen.edu.au for further information.

Commencement Dates
February and July

Locations
Chadstone campus

Please note that this course may be offered at the Moorabbin campus, subject to enrolment demand.

Course Enquiries: 9564 2664
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

Advanced Diploma of Business (Legal Practice)
Course Code 21618VIC

This course provides specific vocational education for individuals seeking employment as a law clerk or legal support officer within a legal practice, or related profession. The course develops participants across a range of key skills, including communication with clients, managing files under the supervision of a solicitor, preparing correspondence and legal documents, completing and filing forms related to probate applications, civil procedures in the courts, and conveyancing.

Professional Associations
The Institute of Legal Executives is a professional, non-profit organisation that supports law clerks, legal support personnel and students enrolled in legal courses. Students enrolled in this course may apply for membership of the Institute of Legal Executives (Vic).

Qualifications & Recognition
Upon successful completion of 12 core modules, a minimum of four of the Elective A modules, and a minimum of 200 to a maximum of 400 nominal hours of units of competency from the Elective B units, students are eligible to receive the Advanced Diploma of Business (Legal Practice).
Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Legal practice graduates can pursue a range of employment and career opportunities within the legal profession. Typically, positions can include legal administrators, legal executives and personal assistants, while employment duties may include communicating with clients and various legal and government organisations, preparing legal and court documents, and file management.

From a career perspective, legal support staff may be trained to perform law clerk functions, involving work under the supervision of legal practitioners. Their roles and specialisations can include family law, probate, conveyancing, and civil disputes.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course.

How to Apply
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61071. Part-time: Applicants apply directly to Holmesglen.

Course Length
Full-time: 2 years. Some full-time students have completed the course in 18 months. Part-time: 4 years.

Course Structure
Core Units
- VBM905: Consumer protection law
- VBM908: Administrative law
- VBM912: Law of marketing
- VBM913: Legal research method
- VBM910: Corporations law
- VBP160: Employment law
Minimum nominal hours for Elective A units: 204

Elective B Units
- VBM904: Mortgages and building contracts
- VBM905: Consumer protection law
- VBM908: Administrative law
- VBM912: Law of marketing
- VBM913: Legal research method
- VBM910: Corporations law
- VBP160: Employment law

Credit Transfer
Recognition of Prior Learning (RPL) and Credit Transfer

Opportunities for Further Study
Graduates of this program will receive up to 12 credits towards the Bachelor of Business (Executive Administration), or the Bachelor of Business (Accounting), which are both delivered at Holmesglen. Graduates may also apply for entry into other degree courses offered at university, for which credits may be granted. Applicants should check with the university concerned about the credit options available to them.

Commencement Dates
Full-time: February. Part-time: February and July.

Locations
Chadstone campus

Course Enquiries: 9564 1603
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

Advanced Diploma of Business (Legal Practice) / Diploma of Business Administration
Course Code 21618VIC / BSB50407

This course provides students with advanced administration skills and abilities required to pursue career opportunities within the legal industry. Through this two year program, students will achieve both Advanced Diploma of Business (Legal Practice) and Diploma of Business Administration. The combination of both qualifications will increase the opportunities available to graduates in the area of paralegal support work, and may also assist students in securing additional credit towards university studies.

In undertaking this program, students will be eligible to apply for membership of the Institute of Legal Executives, a professional, non-profit organisation that supports law clerks, legal support personnel and students enrolled in legal courses.

Qualifications and Recognition
Upon successful completion of 12 core modules, four modules selected from the Elective A modules, and 200 to 400 nominal hours from the Elective B modules, graduates are eligible to receive Advanced Diploma of Business (Legal Practice). Successful completion of the additional five core units of competency from Diploma of Business Administration provides students with a qualification in both fields.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or during normal class time.
through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

**Career Opportunities**
Legal practice graduates can pursue a range of employment and career opportunities within the legal profession. Typically, positions can include legal administrators, legal executives and personal assistants. Employment duties may include communication with clients and various legal and government organisations, preparation of legal and court documents, and file management.

From a career perspective, legal support staff may be trained to perform as legal clerks. Law clerks provide skills in procedures and law, and invaluable support to legal practitioners and related legal bodies. Their roles and specialisations can include family law, probate, conveyancing and civil disputes.

**Who Can Apply**
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

**Selection Criteria**
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course.

**How to Apply**
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61321.
Part-time: Applicants apply directly to Holmesglen.

**Course Length**
Full-time: 2 years.
Part-time: 4 years.
Some full-time students have completed the course in 18 months.

**Course Structure**
Students are required to complete all core units, four 'Elective A' units, and 200-400 hours selected from the 'Elective B' units. Students wishing to achieve the additional qualification in Diploma of Business Administration must also complete another five core units.

**Credit Transfer**
Recognition of Prior Learning (RPL) & General Enquiries: 9564 1555
Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills

**Elective A Units**
- VBM903: Land contracts
- VBM904: Mortgages, leases and building contracts
- VBM905: Consumer protection law
- VBM908: Administrative law
- VBM912: Business & intellectual property law
- VBM913: Legal research method
- VBM910: Corporations law
- VBP160: Employment law

**Elective B Units**

**Assessment**
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

**Opportunities for Further Study**
Graduates of this dual qualification program may receive credits towards further study at university. Applicants are encouraged to check with the university concerned about their credit options. Advanced Diploma of Business (Legal Practice) graduates will receive eight credits (12 months) of the three year full-time Bachelor of Business (Executive Administration), or may transfer directly into the Bachelor of Business (Accounting). Both degree programs are delivered at Holmesglen, to provide practical and industry relevant study opportunities.

**Commencement Dates**
Full-time: February

**Locations**
Chadstone campus

**Course Enquiries:** 9564 1603
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

**Certificate IV in Small Business Management**
Course Code BSB40407

This course has been introduced to provide the training needs of those aspiring to develop, or currently working within, a small-medium business. Comprising 10 units of competency, all units have been developed specifically for the unique requirements of operating as a small-medium business. This includes a variety of areas such as identifying opportunities, finance management, marketing, and general business.

**Qualifications & Recognition**
The Certificate IV in Small Business Management is granted on the successful completion of 10 units of competency.

**Course Code BSB40407**

**Elective A Units**
- VBM903: Land contracts
- VBM904: Mortgages, leases and building contracts
- VBM905: Consumer protection law
- VBM908: Administrative law
- VBM912: Business & intellectual property law
- VBM913: Legal research method
- VBM910: Corporations law
- VBP160: Employment law

**Elective B Units**

**Assessment**
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

**Opportunities for Further Study**
Graduates of this dual qualification program may receive credits towards further study at university. Applicants are encouraged to check with the university concerned about their credit options. Advanced Diploma of Business (Legal Practice) graduates will receive eight credits (12 months) of the three year full-time Bachelor of Business (Executive Administration), or may transfer directly into the Bachelor of Business (Accounting). Both degree programs are delivered at Holmesglen, to provide practical and industry relevant study opportunities.

**Commencement Dates**
Full-time: February

**Locations**
Chadstone campus

**Course Enquiries:** 9564 1603
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

**Certificate IV in Small Business Management**
Course Code BSB40407

This course has been introduced to provide the training needs of those aspiring to develop, or currently working within, a small-medium business. Comprising 10 units of competency, all units have been developed specifically for the unique requirements of operating as a small-medium business. This includes a variety of areas such as identifying opportunities, finance management, marketing, and general business.

**Qualifications & Recognition**
The Certificate IV in Small Business Management is granted on the successful completion of 10 units of competency.

**Opportunities for Further Study**
Graduates of this dual qualification program may receive credits towards further study at university. Applicants are encouraged to check with the university concerned about their credit options. Advanced Diploma of Business (Legal Practice) graduates will receive eight credits (12 months) of the three year full-time Bachelor of Business (Executive Administration), or may transfer directly into the Bachelor of Business (Accounting). Both degree programs are delivered at Holmesglen, to provide practical and industry relevant study opportunities.

**Commencement Dates**
Full-time: February

**Locations**
Chadstone campus

**Course Enquiries:** 9564 1603
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

**Certificate IV in Small Business Management**
Course Code BSB40407

This course has been introduced to provide the training needs of those aspiring to develop, or currently working within, a small-medium business. Comprising 10 units of competency, all units have been developed specifically for the unique requirements of operating as a small-medium business. This includes a variety of areas such as identifying opportunities, finance management, marketing, and general business.

**Qualifications & Recognition**
The Certificate IV in Small Business Management is granted on the successful completion of 10 units of competency.

**Opportunities for Further Study**
Graduates of this dual qualification program may receive credits towards further study at university. Applicants are encouraged to check with the university concerned about their credit options. Advanced Diploma of Business (Legal Practice) graduates will receive eight credits (12 months) of the three year full-time Bachelor of Business (Executive Administration), or may transfer directly into the Bachelor of Business (Accounting). Both degree programs are delivered at Holmesglen, to provide practical and industry relevant study opportunities.

**Commencement Dates**
Full-time: February

**Locations**
Chadstone campus

**Course Enquiries:** 9564 1603
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

**Certificate IV in Small Business Management**
Course Code BSB40407

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**Opportunities for Further Study**
Graduates of this dual qualification program may receive credits towards further study at university. Applicants are encouraged to check with the university concerned about their credit options. Advanced Diploma of Business (Legal Practice) graduates will receive eight credits (12 months) of the three year full-time Bachelor of Business (Executive Administration), or may transfer directly into the Bachelor of Business (Accounting). Both degree programs are delivered at Holmesglen, to provide practical and industry relevant study opportunities.

**Commencement Dates**
Full-time: February

**Locations**
Chadstone campus

**Course Enquiries:** 9564 1603
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

**Certificate IV in Small Business Management**
Course Code BSB40407

This course has been introduced to provide the training needs of those aspiring to develop, or currently working within, a small-medium business. Comprising 10 units of competency, all units have been developed specifically for the unique requirements of operating as a small-medium business. This includes a variety of areas such as identifying opportunities, finance management, marketing, and general business.

**Qualifications & Recognition**
The Certificate IV in Small Business Management is granted on the successful completion of 10 units of competency.

**Opportunities for Further Study**
Graduates of this dual qualification program may receive credits towards further study at university. Applicants are encouraged to check with the university concerned about their credit options. Advanced Diploma of Business (Legal Practice) graduates will receive eight credits (12 months) of the three year full-time Bachelor of Business (Executive Administration), or may transfer directly into the Bachelor of Business (Accounting). Both degree programs are delivered at Holmesglen, to provide practical and industry relevant study opportunities.
acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute.

Who Can Apply
- Individuals with aspirations to undertake the management of a small-medium business or those seeking self-employment.
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal education for at least one year).

Selection Criteria
Applicants must be able to demonstrate the capacity and motivation to complete the course. Applicants may be assessed via interview prior to enrolment.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Two evenings per week for one year plus additional full-day workshops scheduled on selected weekends during the semester. Specific timetables are available prior to the commencement of each semester.

Course Structure
- BSBM401A: Establish legal and risk management requirements of small business
- BSBM402A: Plan small business finances
- BSBM406A: Manage small business finances
- SIRXMER004A: Manage merchandise and store presentation
- BSBM403A: Market the small business
- BSBM413A: Promote products and services
- BSBM414A: Undertake marketing activities
- BSBRES401A: Analyse and present research information
- BSBM404A: Undertake small business planning
- BSBM407A: Manage a small team

Assessment
Assessment is a combination of written assignments, tests and practical application projects. Students are required to attend tests and examinations as scheduled by Holmesglen. Tests are generally scheduled during normal class time.

Opportunities for Further Study
Students who successfully complete the Certificate IV in Small Business Management are eligible to apply for the Diploma of Business (Marketing) or the Diploma of Business (Management).

Commencement Dates
February and July

Locations
Chadstone campus

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**Course Enquiries:** 9564 1603  
**General Enquiries:** 9564 1555  
**Email:** business@holmesglen.vic.edu.au

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**Diploma of Project Management**  
**Course Code:** BSB51407  
**Course Enquiries:** 9209 5868  
**General Enquiries:** 9564 1555  
**Email:** moorbus@holmesglen.vic.edu.au

With a growing number of organisations approaching their business on a project-by-project basis, there are increasing career opportunities for individuals trained in project management. Whether large or small, government or private, local or national, many organisations are recognising that their competitive advantage is often achieved through project work. Effective project management, as a specialisation, has the potential to positively contribute to an organisation’s bottom line, performance and reputation.

Successful completion of the specified nine units of competency will enable participants to apply their learning to the broad range of activities required of particular projects, through the areas of:
- Project integration management
- Project scope management
- Project time management
- Project cost management
- Project quality management
- Project human resource management
- Project communications management
- Project risk management; and
- Project procurement management

The course applies to people who have responsibility, or aspire to have responsibility, in managing or coordinating projects in a wide range of industry, commercial and workplace settings.

**Qualifications & Recognition**
The Diploma of Project Management is granted on the successful completion of the nine core units.

**Recognition of Prior Learning (RPL) and Credit Transfer**
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute.

**Career Opportunities**
Project management is often the responsibility of an individual who, rather than directly participating in activities, maintains the progress and productive interaction of various parties. This involvement reduces the risk of failure and improves the administration of project-based operations.

Significant career and development opportunities exist for project managers within a range of fields. These include building & construction, engineering, information technology, health, education, and many more.

**Who Can Apply**
This course is for individuals who wish to develop skills and knowledge in project management, or those already undertaking project management activities in their employment who seek a formal qualification.

**Selection Criteria**
No prerequisite study is required, however the course is suited to those with substantial work experience.

**How to Apply**
Applicants apply directly to Holmesglen. Please note that this course may be subject to a minimum number of enrolments.

**Course Length**
Part-time: 1 year (2 semesters of 16 weeks each, 2 evenings per week).

**Course Structure**
- Manage application of project integrative processes: 60 hours.
- Manage project scope: 40 hours.
- Manage project time: 40 hours.
- Manage project costs: 40 hours.
- Manage project quality: 40 hours.
- Manage human resource management: 40 hours.
- Manage communications management: 40 hours.
- Manage risk: 40 hours.
- Manage project procurement: 40 hours.

**Assessment**
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

**Opportunities for Further Study**
Graduates of the Diploma of Project Management are eligible to pursue further study opportunities within the management field, or develop an industry specialisation. Further study opportunities exist at diploma, graduate certificate and degree level studies, for which some credits may be granted.

**Commencement Dates**
Please contact the Business Services Centre for further information.

**Locations**
Moorabbin campus

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**Course Enquiries:** 9209 5868  
**General Enquiries:** 9564 1555  
**Email:** moorbus@holmesglen.vic.edu.au
Business Management Courses

Including the course options for Advanced Diploma of Management Course Code BSB51107 Certificate IV in Frontline Management Course Code BSB40807

In today’s fast-paced business environment, there is an ever increasing need to gain that competitive edge. This nationally recognised training program can provide that edge, and will benefit individuals seeking to pursue new opportunities within their current industry and beyond. Delivered part-time, students will benefit from practical learning that can be immediately applied to their current role.

This program is structured so students can be progressively recognised for the level of study already completed. Students may apply for a nationally recognised qualification at various stages throughout the program, and will benefit from the opportunities each level will provide. With the option of progressing to an advanced diploma, students will have the opportunity to build their qualifications as well as their careers.

Recognition of Prior Learning (RPL) & Credit Transfer

Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training, AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities

Graduates of this program will benefit from career enhanced opportunities, reflective of the level of qualification achieved. Successfully achieving the diploma level qualification will enable individuals to pursue middle management opportunities within their current industry, and successfully manage the daily and future operations of an organisation.

Students who progress through to the advanced diploma level will benefit from having reached a higher level of strategic thinking and skills in planning. Graduates will then be able to pursue more senior management opportunities, and become more directly involved in the strategic planning and development of business.

Qualifications & Recognition

The Australian Institute of Management (AIM) offers student membership to students enrolled in management courses. Upon completion of the studies, students may apply for affiliation, or graded membership, of AIM. Contact AIM on 131 648 for details.

Who Can Apply

- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria

- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER).
- Mature age applicants: Demonstrated ability and motivation to complete the course.

How To Apply

Applicants apply directly to Holmesglen.

Course Length

Full-time: 6 months, per qualification level.
Part-time: Up to 2 years, per qualification level. Day-time and evening classes are available for Diploma and Advanced Diploma units. Course length may vary, depending on the number of units undertaken per semester.

Course Structure

These programs are structured so individuals can commence at a level appropriate to their current understanding and may choose the units of study most relevant to their training needs. The programs may be undertaken as individual training programs for students with relevant work experience, or completed progressively so students may graduate in alliance with their career aspirations.

Certificate IV in Frontline Management

4 core units and 6 elective units. Listed below are core units and a selection of elective units.

Core Units

- BSBMGT401A: Show leadership in the workplace
- BSBMGT402A: Implement operational plan
- BSB0HS407A: Monitor a safe workplace
- BSBWOR402A: Promote team effectiveness

Elective Units

- BSB0US501A: Coordinate implementation of customer service strategies
- BSB0US402A: Address customer needs
- BSFBRA402A: Report on financial activity
- BSBADM409A: Coordinate business resources
- BSBBIN301A: Promote innovation in a team environment
- BSBMKG413A: Promote products and services
- BSREL401A: Establish networks
- BSBRES401A: Analyse and present research information
- BSBRSK401A: Identify risk and apply risk management processes

Diploma of Management

4 core units and 3 elective units. Listed below is a selection of core and elective units.

Core Units

- BSBUS501A: Manage quality customer service
- BSBFIM501A: Manage budgets and financial plans
- BSBINM501A: Manage an information or knowledge management system

Elective Units

- BSBLED501A: Develop a workplace learning environment
- BSBMGT502B: Manage people performance
- BSBMGT515A: Manage operational plan
- BSBMGT516A: Facilitate continuous improvement
- BSBOHS509A: Ensure a safe workplace
- BSBMGT510A: Manage projects
- BSBRSK501A: Manage risk
- BSBBWR502A: Manage personal work priorities and professional development
- BSBBWR502A: Ensure team effectiveness
Opportunities for Further Study
Successful completion of Advanced Diploma of Management may enable graduates to achieve up to 12 credits towards the Bachelor of Business (Executive Administration) or the Bachelor of Business (Accounting), delivered at Holmesglen. Graduates may also be eligible for credits towards related degree qualifications, delivered at tertiary institutes across Australia. As degree programs vary, students are advised to consult the institute concerned prior to applying.

Commencement Dates
February and July

Locations
Chadstone campus

Course Enquiries: 9564 1603
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

Advanced Diploma of Management / Advanced Diploma of Marketing - Chadstone
Course Code BSB60407 / BSB50107

Incorporating Diploma of Management
Course Code BSB51107
Diploma of Marketing
Course Code BSB51207
Certificate IV in Frontline Management
Course Code BSB40807
and Certificate IV in Marketing
Course Code BSB40307

These courses will appeal to those seeking career and employment opportunities within the marketing and management areas. They are also suitable for those currently employed within these areas and seeking to advance their career through the addition of a formal and industry recognised qualification. Within this two year program students will acquire advanced skills, preparing them for roles involving the management of marketing resources, general supervisory tasks and frontline management.

Qualifications and Recognition
Upon successful completion of this course, students are eligible to receive Advanced Diploma of Management and Advanced Diploma of Marketing. On successful completion of the first two semesters, participants are eligible to receive Certificate IV in Frontline Management and Certificate IV in Marketing. Successful completion of a third semester entitles the individual to the dual diploma qualification, while completion of the fourth semester grants the individual two advanced diplomas.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained through formal studies or training. AQF qualifications and statements of Attainment, issued by any other Registered training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of the Certificate IV level qualifications are eligible for a range of entry level career opportunities within the fields of marketing and management. Graduates of the Diploma and Advanced Diploma may apply for middle level management positions in a range of industries, particularly within marketing areas.

Who Can Apply
- Students who have completed VCE or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal education for at least one year).

Selection Criteria
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course.

How to Apply
Applicants must apply through VTAC. The VTAC code for this course is 66131.

Course Length
Full-time: 2 years.

Course Structure
Certificate IV in Frontline Management / Marketing
Semester One
Core Units
- BSBHHS407A: Monitor a safe workplace
- BSBMGT401A: Show leadership in the workplace
- BSBMGT402A: Implement operational plan
- BSBWOR402A: Promote team effectiveness
- BSBMKG401B: Profile the market

Elective Units
- BSBITS401A: Maintain business technology
- BSBRSK401A: Identify risk and apply risk management process
- BSBMKG414A: Undertake marketing activities
- BSBFIA402A: Report on financial activity
- BSBRES401A: Analyse and present research information

Semester Two
Core Units
- BSBMKG402B: Analyse consumer behaviour for specific markets
- BSBMKGSQ08B: Conduct market research
- BSBCMN401A: Make a presentation

Elective Units
- BSBMKG409A: Design direct response offers
- BSBMKG410A: Test direct marketing activities
- BSBMKG411A: Analyse direct marketing databases
- BSBMGT403A: Implement continuous improvement
- BSBPMS510A: Manage projects

Diploma of Management / Marketing
Core Units
- BSBCCI501A: Manage quality customer service
- BSBFM501A: Manage budgets and financial plans
- BSBINM501A: Manage an information or knowledge management system
- BSBMG5102B: Manage people performance
- BSBPMG510A: Manage projects

Elective Units
- BSBMKG501B: Identify and evaluate marketing opportunities
- BSBMKG502B: Establish and adjust the marketing mix
- BSBMKG514A: Implement and monitor marketing activities
- BSBMKG6068B: Plan market research
- BSBMKG507A: Interpret market trends and developments
- BSBMKG509A: Implement and monitor direct marketing activities
- BSBMKG514A: Analyse direct marketing databases

Advanced Diploma of Management / Marketing
- BSBIN601A: Manage organisational change
- BSBMGT605B: Provide leadership across the organisation
- BSBMGT616A: Develop and implement strategic plans
- BSBDI601A: Develop and implement diversity policy
- BSBMKG603B: Manage market research
- BSBMKG608A: Develop organisational marketing objectives
- BSBMKG609A: Develop a marketing plan
- BSBMKG603B: Manage the marketing process
- BSBMGT617A: Develop and implement a business plan

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Successful completion of this dual program may enable students to receive up to eight credits towards the Bachelor of Business (Executive Administration) or the Bachelor of Business (Accounting), both delivered at Holmesglen.

Graduates of this program are also eligible to apply for entry into degree level studies in the fields of marketing or advertising, and may receive credits for studies already completed. As degree programs vary, students are advised to contact the university or institution directly, prior to applying.

Please note this dual program is also offered at the Moorabbin campus. Course structure and subjects may differ.

Commencement Dates
February
Credit Transfer
Recognition of Prior Learning (RPL) and Credit Transfer for AQF qualifications and statements of attainment acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and statements of attainment, issued by any other Registered training Organisation, will be recognised by the Institute.

Other Registered training Organisation, will be recognised by the Institute.

Students who exit the course after the fourth semester will be entitled to receive a Statement of Attainment in Logistics & Operations Management.

Graduates of this program are also eligible to apply for entry into degree level studies in the fields of marketing or advertising, and may receive credits for studies already completed. As degree programs vary, students are advised to contact the university or institution directly, prior to applying.

Commencement Dates
February
Moorabbin campus

Please note this dual program is also offered at the Chadstone campus. Course structure and subjects may differ.

Course Enquiries: 9209 5868
General Enquiries: 9564 1555
Email: moorbus@holmesglen.vic.edu.au

Graduate Certificate in Logistics & Operations Management
Course Code 21684VIC

The Graduate Certificate in Logistics & Operations Management has been developed in association with industry to meet the changing needs of operational managers, and to benefit individuals responsible for purchasing, warehousing and the logistical functions associated with business enterprise today. This course develops the skills, knowledge and attitudes required to make effective decisions at a managerial level, within logistics related roles.

Upon completion of this course, graduates will be able to:

• Identify, develop and apply strategies for management; and
• Assess, monitor and maintain quality logistic systems through the effective use of accounting, human resources, information technology, inventory and supply chain management.

Qualifications & Recognition
Upon successful completion of four core modules, plus one elective, students are eligible to receive the Graduate Certificate in Logistics & Operations Management. Students who exit the course after the successful completion of a module will be entitled to receive a Statement of Attainment for that module.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training, AQF qualifications and other Registered training Organisation, will be recognised by the Institute.

Career Opportunities
• Graduates of the Certificate IV level qualifications are eligible for a range of entry level career opportunities within the fields of marketing and management.
• Graduates of the Diplomas and Advanced Diplomas may apply for middle level management positions in a range of industries, particularly in marketing areas.

Opportunities for Further Study
Graduates of this program may be able to receive up to eight credits towards the Bachelor of Business (Executive Administration) or the Bachelor of Business (Accounting), both delivered at Holmesglen.

Graduates of this program are also eligible to apply for entry into degree level studies in the fields of marketing or advertising, and may receive credits for studies already completed. As degree programs vary, students are advised to contact the university or institution directly, prior to applying.

Commen
Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

**Career Opportunities**
Graduates with appropriate work experience can pursue a range of career opportunities within management, logistics, purchasing, warehousing and other related areas.

**Selection Criteria**
Academic qualifications and/or three to five years of relevant work experience.

**Who Can Apply**
The course has been designed for graduates of disciplines other than logistics and operations management, who seek to broaden their knowledge or equip themselves with the skills necessary for career opportunities within this field. It is also intended for individuals who are experienced in a management role, and seek formal qualifications to complement their work experience, or advance their career.

**How to Apply**
Applicants apply directly to Holmesglen.

**Course Length**
Part-time: Approximately 12 to 18 months. Classes are conducted in the evening.

Please note that attendance at several weekend workshops may be required. Semesters are generally of 16 weeks duration, and commence in February and July each year.

**Course Structure**
This program is delivered with an emphasis on providing practical learning opportunities, and an industry relevant curriculum. Students must complete the four core modules and one elective module to achieve the Graduate Certificate in Logistics & Operations Management.

These modules bring together the necessary competencies, formal qualifications and professional experience of participants for a mastery of the principles of logistics and operations management at graduate certificate level.

**Core Modules**
- VPAU184: Make business decisions
- VPAU185: Generate and analyse information to inform operations management decisions
- VPAU186: Plan and develop the supply chain
- VPAU187: Manage the supply chain

**Plus one elective from:**
- VBQM318: People and culture
- VPAU083: Manage the development, implementation and review of the strategic business plan

Please note that some modules may require a minimal number of enrolments prior to commencing.

**Assessment**
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

**Opportunities for Further Study**
Credit transfer arrangements may be available from Holmesglen into university graduate diploma or masters degree programs. Graduates are advised to negotiate any transfer arrangements directly with the university.

**Cost**
Fees apply to this program, please visit www.holmesglen.edu.au for further information.

**Commencement Dates**
February and July

**Locations**
 Chadstone campus

**Course Enquiries**
- Chadstone: 9564 2664
- Moorabbin: 9209 5868
- General Enquiries: 9564 1555
- Email: business@holmesglen.vic.edu.au

**Graduate Certificate in Management**
This course was under development at the time of printing.

**Course Enquiries**
- Moorabbin: 9209 5868
- Chadstone: 9564 2664
- General Enquiries: 9564 1555
- Email: moorbus@holmesglen.vic.edu.au

**Certificate IV in Marketing**
**Course Code BSB41307**

Incorporating
- **Certificate IV in Business Sales Course Code BSB40607**

This course develops the knowledge and skills of individuals seeking a career in marketing, direct marketing, sales, PR or advertising, or individuals who want to improve their overall skills and knowledge in this field.

**Qualifications & Recognition**
Upon successful completion of this course students are eligible to receive Certificate IV in Marketing and Certificate IV in Business Sales.

**Recognition of Prior Learning (RPL) & Credit Transfer**
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

**Career Opportunities**
Graduates of this course can pursue a range of employment and career opportunities within the fields of sales and marketing. Roles can include sales trainees, retail sales assistants, marketing assistants or coordinators, and account service officers and managers.

**Who Can Apply**
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

**Selection Criteria**
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course.

**How to Apply**
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61261.
Part-time: Applicants apply directly to Holmesglen.

**Course Length**
Full-time: 1 year.
Part-time: Course length may vary, depending on the number of modules undertaken per term.

**Course Structure**
To be eligible for Certificate IV in Marketing and Certificate IV in Business Sales, students must complete all core and specified elective units.

**Semester One**
**Core Units**
- BSB40607A: Analyse and present research activities
- BSB40607B: Conduct market research
- BSB40607C: Support post sales activities
- BSB40607D: Present a sales solution
- BSB40607E: Secure prospect commitment
- BSB40607F: Monitor a safe workplace
- BSB40607G: Work effectively with diversity
- BSB40607H: Design and produce business documents
- BSB40607I: Develop and use complex spreadsheets
- BSB40607J: Report on financial activity
- BSB40607K: Undertake marketing activities
- BSB40607L: Analyse and present research information

**Elective Units**
- BSB40607M: Coordinate implementation of customer service strategies
- BSB40607N: Design direct response offers
- BSB40607O: Test direct marketing activities
- BSB40607P: Analyse direct marketing databases

Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.
Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Graduates have the opportunity to continue their studies in sales & marketing and progressively achieve qualifications in marketing at the levels of diploma and advanced diploma. Graduates may also seek entry to tertiary institutions for higher studies.

Exemptions are normally available by direct application to the selected university. Graduates of this course may also be eligible for entry into an accelerated program in the Diploma of Advertising or Diploma of International Business.

Commencement Dates
February and July

Locations
Chadstone and Moorabbin campuses

Please note that the final stage of this course may be delivered on a campus nominated by Holmesglen. Course structure and subjects may vary depending on campus.

Course Enquiries: 9564 1603
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

Advanced Diploma of Marketing
Course Code BSB60507

Incorporating
Diploma of Marketing
Course Code BSB51207

This course develops the knowledge and skills of individuals seeking a career in marketing, direct marketing, sales, PR or advertising, or individuals who want to improve their overall skills and knowledge in this field. Students who have completed certificate IV level studies in marketing, advertising or sales may elect to further their qualifications with this program.

Qualifications & Recognition
On completion graduates are eligible to receive Diploma and Advanced Diploma of Marketing.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of this course can pursue a range of employment and career opportunities within the field of sales and marketing. Roles can include sales trainees, retail sales assistants, marketing assistants or coordinators, account service officers and managers.

Who Can Apply
- Students who have completed their VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal education for at least one year).

Selection Criteria
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course.

How to Apply
Full time: Applicants must apply through VTAC. The VTAC code for this course at Chadstone is 61261, and 66271 for Moorabbin.
Part time: Applicants apply directly to Holmesglen.

Students who have already completed a Certificate IV level program in marketing, advertising or sales may apply directly to Holmesglen.

Course Length
On completion of the Certificate IV level qualification in either Marketing or Advertising (one year full-time), students must then complete a further six months for the Diploma of Marketing and six months for the Advanced Diploma.

Full-time:
- Certificate IV - 1 year.
- Diploma - 6 months.
- Advanced Diploma - 6 months.

Part-time:
- Course length may vary, depending on the number of units undertaken per semester. Students may achieve the Diploma of Marketing in approximately two years, through attendance at classes scheduled in the evenings.

Course Structure
Diploma of Marketing Core Units
- BSBMKG501B: Identify and evaluate marketing opportunities
- BSBMKG502B: Establish and adjust the marketing mix
- BSBMKG506B: Plan market research
- BSBMKG514A: Implement and monitor marketing activities
- BSBEBU501A: Investigate and design e-business solutions

Elective Units
- BSBMKG507A: Interpret market trends and developments
- BSBMKG513A: Promote products and services to international markets
- BSBMGT502B: Manage people performance

Advanced Diploma of Marketing Core Units
- BSBMKG603B: Manage the marketing process
- BSBMKG607B: Manage market research
- BSBMKG608A: Develop organisational marketing objectives
- BSBMKG609A: Develop a marketing plan

Elective Units
- BSBMGT605B: Provide leadership across the organisation
- BSBUS501A: Develop workplace policy and procedures for sustainability
- BSBMKG605B: Evaluate international marketing opportunities
- BSBMKG606B: Manage international marketing programs

Opportunities for Further Study
Graduates of this course may seek entry into university to undertake higher studies, for which exemptions may be granted. Enquiries should be directed to the university concerned. Graduates of this course may also be eligible for entry into an accelerated ‘second diploma’ semester in the disciplines of advertising or international business.

Commencement Dates
February and July

Locations
Chadstone and Moorabbin campuses

Course Enquiries
Chadstone: 9564 1603
Email: business@holmesglen.vic.edu.au
Moorabbin: 9209 5868
Email: moorbus@holmesglen.vic.edu.au
General Enquiries: 9564 1555

Graduate Certificate in Marketing
Course Code 21782VIC

This course is suitable for individuals currently working within the field of marketing. It develops their skills and knowledge, and builds upon the qualifications they have achieved within the VET or higher education sector. Typically, this may include individuals within sales, marketing or general management positions, or individuals who operate their own business.

Qualifications & Recognition
Upon completion of four core modules, plus one elective module, students are eligible to receive the Graduate Certificate in Marketing, an award that can assist graduates in applying for membership of the Australian...
Marketing Institute (AMI). Students who exit the course after the successful completion of a module will be entitled to receive a Statement of Attainment for that module.

**Recognition of Prior Learning (RPL) & Credit Transfer**

Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

**Career Opportunities**

A range of employment and career opportunities may be explored by individuals who successfully complete this course. They include roles in management, marketing, sales, advertising, product management and event management.

**Selection Criteria**

Academic qualifications and/or three to five years of relevant work experience.

**Who Can Apply**

This program will benefit graduates of disciplines other than marketing who wish to gain an understanding of this field, and possibly pursue the extensive career opportunities within it. Individuals currently working in roles incorporating marketing will also benefit from the opportunity to increase their skills, and gain formal qualifications with which they may further their career.

At a minimum, applicants must possess at least three years of relevant employment experience. Such experience is critical to establishing the fundamental knowledge necessary to understand key concepts and theories.

**How to Apply**

Applicants apply directly to Holmesglen.

**Course Length**

Part-time: Approximately 12 to 18 months. Classes are conducted in the evening.

Please note that attendance at several weekend workshops may be required. Semesters are of approximately 16 weeks duration, and commence in February and July each year.

**Course Structure**

This program is delivered with an emphasis on providing practical learning opportunities and an industry relevant curriculum. Students must complete a minimum of five modules to be eligible for the Graduate Certificate in Marketing.

This program is structured with a specific sequence of modules. This sequence is important to effectively develop the students’ understanding of the program.

- Students are advised to undertake Market research applications (VBQM316) after completion of the preceding three core modules, as it incorporates the knowledge acquired through the core modules.

**Core Modules - First Stage**

May be undertaken concurrently with other modules

- VBQM313: Marketing concepts and strategies
- VBQM314: Marketing communications strategy
- VBQM315: Financial concepts in a marketing context

**Core Modules - Final Stage**

Should be undertaken concurrently with or following the preceding three core modules

- VBQM316: Market Research Applications

**Elective Modules**

Students must complete one of the following modules:

- VBQM317: Contemporary issues in marketing
- VBQM318: People and culture

Please note that some modules may require a minimal number of enrolments prior to commencing.

**Assessment**

Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

**Opportunities for Further Study**

Credit transfer arrangements from Holmesglen into a university graduate diploma or masters degree program should be negotiated directly with the university concerned.

**Cost**

Fees apply to this program, please visit www.holmesglen.edu.au for further information.

**Commencement Dates**

February and July

**Locations**

Chadstone campus

Please note that this course may be offered at the Moorabbin campus, subject to enrolment demand.

**Course Enquiries:** 9564 2664
**General Enquiries:** 9564 1555
**Email:** business@holmesglen.vic.edu.au

**Advanced Diploma of Business (Public Relations) Course Code 21640VIC**

Incorporating Certificate IV in Business (Public Relations) Course Code 21639VIC

This course provides training in the skills and knowledge required to access career opportunities in public relations. As students progress through the course, they are recognised for the knowledge and skills gained at each stage, commencing with the Certificate IV in Business (Public Relations) on completion of the required units. This allows for students with more broadly based skills to extend their qualifications and subsequent career opportunities with a qualification in public relations.

The Certificate IV also provides an exit point from which students can seek employment opportunities relevant to the knowledge and skills they have gained. Students may also extend their study to achieve the Advanced Diploma of Business (Public Relations), becoming eligible to apply for further study in degree programs. Alternatively, students may wish to apply for careers which may involve:

- Liaisons with the media and the organisation of publicity campaigns
- Preparation of publications
- Organisation of special promotional events
- Communication to the market; and
- Promoting sales of products and/or services.

**Qualifications and Recognition**

Upon completion of this course, students are eligible to receive the Advanced Diploma of Business (Public Relations). Completion of the first two semesters of the course entitles participants to receive the Certificate IV in Business (Public Relations). If students exit at the end of the first three semesters and do not complete the Advanced Diploma stages they may be eligible to receive the Diploma of Business (please refer to the course coordinator for more information).

**Recognition of Prior Learning (RPL) and Credit Transfer**

Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

**Career Opportunities**

Students exiting with the Certificate IV qualification will be able to seek a range of vocational positions, including:

- Public relations officer
- Information officer
- Local government administrative and information officer
General Enquiries
Phone: 9564 1555 | Email: info@holmesglen.vic.edu.au | Web: www.holmesglen.edu.au

- Publicity officer
- Website officer; and
- Administrative or personal assistant with PR functions.

Students exiting from the Advanced Diploma qualification with relevant industrial experience will be able to seek positions requiring a range of specialised technical, creative and/or conceptual skills, including such roles as:
- Media officer
- Public relations event facilitator
- Community development officer; and
- Professional technical communicator.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course.

How to Apply
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61821.
Part-time: Applicants apply directly to Holmesglen.

Course Length
Full-time: 2 years
Part-time: 4 years – course length may vary depending on the number of modules undertaken per semester.

Course Structure
Seminars One & Two
Certificate IV in Business (Public Relations)
Students are required to complete the 11 units listed below, plus three elective units at Certificate IV level as directed by Holmesglen:
- VBP335: Develop and apply knowledge of public relations industry
- BSBADM502A: Write persuasive copy
- BSBMKG402A: Analyse consumer behaviour for specific markets
- CUFWRTO4A: Write presentation material
- CUSGEN058: Make presentations
- BSBMKG408A: Conduct market research
- ICAU3126A: Use advanced features of computer applications
- ICPMM650A: Create web pages with multimedia
- BSBCM419A: Manage projects
- CUFWRTO5A: Write content and/or copy
- BSBSBM403A: Promote the business

Semesters Three & Four
Advanced Diploma of Business (Public Relations)
Students are required to complete the 14 units listed below, and two electives.
- PUACOM004A: Manage organisational communication strategies
- VB336: Develop strategic PR writing
- BSBCM420A: Write complex documents
- CHCPOLS5A: Manage research activities; or
- PSPG0V504B: Coordinate research and analysis
- CUSADM09A: Address legal and administrative requirements
- CUFMEM07A: Apply principles of visual design and communication to the development of a multimedia product
- BSBFLM512A: Ensure team effectiveness
- BSBSBM504A: Manage budgets and financial plans
- BSBSMT611A: Develop risk management strategy
- PSPG0V601B: Apply government systems
- VBQU495: Secure financial resources to support the organisation
- CUFHIN008B: Obtain sponsorship
- CUFSAF01A: Follow health, safety and security procedures
- CUFGEN01A: Develop and apply industry knowledge

Elective Units
Two units at Diploma or Advanced Diploma level. Further information available on enrolment.

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Graduates of the Advanced Diploma will receive up to 12 credits towards the Bachelor of Business (Executive Administration), delivered at Holmesglen. Graduates will also have the opportunity to apply for entry into degree level programs in public relations or related fields.

Commencement Dates
February

Locations
Chadstone campus

Course Enquiries: 9564 1603
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

Graduate Certificate in Public Relations
Course Code 21612VIC

The public relations field offers excellent career opportunities for qualified individuals, both within specialised agencies or larger government and private organisations. Graduates from this course will be equipped with the knowledge and skills essential to successful performance in public relations roles, including the ability to work independently and show a high level of complex judgment in various situations.

Graduates will be able to analyse, diagnose, design, execute and evaluate plans for substantial public relations projects. They will also be able to accept responsibility and be accountable for the structure, management and output of the work of others.

More specifically, on completion of this course graduates are able to:
- Manage the PR function in a consultancy or corporate situation
- Develop a PR plan based on research and a communication audit
- Distinguish the characteristics of specific public groups and design appropriate PR communication strategies and mechanisms
- Manage an organisation’s response to an issue or crisis
- Demonstrate writing techniques and skills for a variety of mass media.

Qualifications & Recognition
Upon successful completion of the five core modules, students are eligible to receive a Graduate Certificate in Public Relations. A graduate of this course may apply for membership of the Public Relations Institute of Australia (PRIA). Students who exit the course after the successful completion of a module will be entitled to receive a Statement of Attainment for that module.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute.

Career Opportunities
Graduates of this course may pursue career opportunities in the public relations field. Graduates with qualifications and/or experience in complementary fields could expect to find work in management positions in a public relations agency or the public relations department of an organisation, both private and government.

Selection Criteria
Academic qualifications and/or three to five years of relevant work experience.

Who Can Apply
The course has been designed for graduates of disciplines other than public relations, who seek to broaden their knowledge or equip themselves with the skills necessary for career opportunities in this field. It is also intended for individuals who are experienced in a management role and seek formal qualifications to complement their work experience or advance their career.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Part-time: Approximately 12 to 18 months. Classes are conducted in the evening.

Please note that attendance at several weekend workshops may be required.
Seminars are of approximately 16 weeks duration, and commence in February and July each year.

Course Structure
This program is delivered with an emphasis on providing practical learning opportunities, and an industry-relevant curriculum. Students must complete all modules to achieve the Graduate Certificate in Public Relations.
- VBP337: Manage a strategic public relations plan
- VBP338: Manage issues and crisis communication
- VBP339: Manage communication plans for a specific audience and situation
- VBP340: Write PR communications for the mass media
- VBP341: Manage the public relations function

Please note that some modules may require a minimum number of enrolments prior to commencing.

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Credit transfer arrangements into a university graduate diploma or masters degree program should be negotiated directly with the university concerned.

Cost
Fees apply to this program, please visit www.holmesglen.edu.au for further information.

Commencement Dates
February and July

Locations
Chadstone campus

Please note that this course may be offered at the Moorabbin campus, subject to enrolment demand.

Course Enquiries: 9564 2664
General Enquiries: 9564 1555
Email: business@holmesglen.vic.edu.au

Certificate IV in Training & Assessment
Course Code TAA40104

Upon completion of this course, participants will be able to:
- Design and develop learning programs for groups and individuals in various environments
- Plan, organise, conduct and validate assessments
- Create a healthy, safe and inclusive learning culture; and
- Understand the requirements to work within the field of vocational education and training (VET).

This course comprises 14 units of competency, and will appeal to individuals who have responsibility for developing and delivering training programs, or assessing training participants and employees. It will also benefit individuals who aspire to enter this field within the workplace. This course replaces the Certificate IV in Assessment and Workplace Training BSZ40198, and satisfies the Workplace Trainer Competency Standards and the Competency Standards for Assessment.

Qualifications & Recognition
The Certificate IV in Training and Assessment is granted on the successful completion of 12 core subjects, plus two elective units of competency.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by applying for Recognition of Prior Learning (RPL) based on their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the institute.

Career Opportunities
The course will benefit staff development officers, training officers, training instructors and workplace assessors. It is the standard course requirement for trainers employed within most TAFE institutes and Registered Training Organisations.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year)
- Individuals interested in workplace training and conducting assessment; or
- Holders of the Certificate IV in Workplace (Category 2), and Certificate IV in Assessment and Workplace Training, who have a desire to update their competencies to meet current industry and workplace standards.

Selection Criteria
- Knowledge of and interest in training and assessment
- Current or previous involvement in training
- Ability to analyse procedures
- Enthusiasm to actively participate within group activities
- Motivation to undertake and complete the course.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
One evening per week, for the equivalent of one semester, plus three full day workshops scheduled on three separate weekends during the semester.

Course Structure
Core Units
- TAAENV401B: Work effectively in vocational education & training
- TAAENV402B: Foster and promote an inclusive learning culture
- TAAENV403B: Ensure a healthy and safe learning environment
- TAADES401B: Use training packages to meet client needs
- TAADES402B: Design and develop learning programs
- TADEL401B: Plan and organise group-based delivery
- TADEL403B: Facilitate individual learning
- TADEL404B: Facilitate work-based learning
- TAAASS401B: Plan and organise assessment
- TAAASS402B: Assess competence
- TAAASS403B: Develop assessment tools
- TAAASS404B: Participate in assessment validation

Electives
- TADEL402B: Facilitate group-based learning
- BSBMKG407A: Make a presentation

Please note that electives may vary, depending on the campus at which the course is delivered.

Assessment
Assessment of competencies involves direct, indirect and supplementary forms of evidence. It occurs on-the-job or within a simulated workplace environment.

Opportunities for Further Study
Graduates of the Certificate IV in Training and Assessment will be well equipped to pursue further studies in fields associated with training and assessment, at diploma level or at university. Students may be eligible for some credits for studies already undertaken, however students should consult the institute prior to application.

Cost
Fees apply to this program - for further information please visit the website.

Commencement Dates
February and July

Locations
Chadstone and Moorabbin campuses

Course Enquiries:
Chadstone: 9564 1603
Email: business@holmesglen.vic.edu.au
Moorabbin: 9209 5868
Email: moorbus@holmesglen.vic.edu.au
General Enquiries: 9564 1555
Computing & Information Technology

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Certificate II in Information Technology Course Code ICA20105

This course is designed to develop students’ skills in the following areas of information technology:
- Using applications, including word processing, spreadsheets and databases
- Using the internet and emails to research information; and
- Capturing digital images for use in applications.

Qualifications and Recognition
Upon successful completion of 350 nominal hours of this course, students are eligible to receive the Certificate II in Information Technology.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Many employment opportunities today require applicants to possess general understanding of basic computer operation and software application. Successful completion of this course will provide students with knowledge in a range of commonly used software applications, and develop computing skills that will enable them to access opportunities within a range of industries.

Who Can Apply
- Individuals who have completed basic English literacy and numeracy skills equivalent to Level I Certificate in General Education for Adults; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
Applicants should have a keen interest in information technology, and be seeking opportunities for further study or employment involving the use of information technology.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 6 months (350 hours).

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate II in Information Technology, students must complete all modules.

Certificate IV in Information Technology (General) Course Code ICA40105

Incorporating the specialist streams for networking and programming

Information and communication technologies (ICT) have become an integral part of business both small and large, irrespective of industry. This qualification provides the skills and knowledge necessary for an individual to pursue employment opportunities wherever ICT is incorporated or applied. Following the completion of a common first semester, students will have the opportunity to specialise in one of the following streams: programming or networking.

Qualifications and Recognition
The Certificate IV in Information Technology (General) is a nationally recognised course that forms part of the national Information and Communication Technology Training Package.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of the Certificate IV in Information Technology (General) are well positioned to pursue employment opportunities within the ‘generalist’ roles of ICT. Students will be equipped with useful skills and knowledge across several of the specialist streams, which can increase their adaptability in the workplace. Students who choose to continue to the Diploma level will further their career opportunities, and can pursue careers within a range of ICT fields, including networking and software development.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

How to Apply
Full-time: Applicants must apply through VTAC, using the VTAC code that corresponds with the individual’s preferred stream. The VTAC code for the Networking stream is 61191. The VTAC code for the Programming stream is 61251.

Part-time: Applicants apply directly to Holmesglen.

Course Length
Full-time: 1 year.
Part-time: 3 years.

Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed. All students undertake a common first semester, and will then have the opportunity to elect their preferred stream.
Stage One - Common to all students
Java 1
- ICAT4242A: 40 hours: Perform unit test for a class
- ICA4219A: 60 hours: Apply introductory object-oriented language skills

Database 1
- ICA3028A: 60 hours: Customise packaged software applications for clients

Web Programming 1
- ICA4169A: 20 hours: Use development software and IT tools to build a basic website
- ICA4225A: 40 hours: Automate processes

Operating Systems and Hardware
- ICAS4022A: 40 hours: Determine and action
- ICAB4225A: 40 hours: Automate processes

Web Programming 1
- ICA4169A: 20 hours: Use development software and IT tools to build a basic website
- ICA4225A: 40 hours: Automate processes

Networks 1
- ICA4029C: 40 hours: Install network hardware to a network
- ICA4097A: 40 hours: Install and configure a network
- ICA4030C: 40 hours: Install software to networked computers

Professional Studies 1
- BSCBMN304A: 30 hours: Contribute to personal skill development and learning
- ICAD217A: 20 hours: Create technical documentation

Stage One Total hours: 540

Stage Two - Networking or Programming Stream

Students must select/specialise in one stream only, and are required to complete all incorporated modules.

Networking Stream

Project Management
- PSPM402A: 65 hours: Implement projects

Systems Analysis
- ICAD4043A: 30 hours: Develop and present a feasibility report
- ICA4041C: 40 hours: Determine and confirm client business expectations and needs
- ICA5158A: 20 hours: Translate business needs into technical requirements

Professional Studies 2
- ICAS5202A: 20 hours: Ensure privacy for users
- ICA4214A: 20 hours: Maintain ethical conduct

Java 2
- ICA40458A: 40 hours: Apply skills in object oriented design
- ICA5165A: 40 hours: Apply intermediate object oriented language skills

Database 2
- ICA4051A: 40 hours: Develop client user interface
- ICA4136A: 60 hours: Use structured query language to create database structures and manipulate data

Visual Basic 1
- ICA4223A: 20 hours: Determine and apply appropriate development methodologies
- ICA4222A: 60 hours: Apply introductory programming skills in another language

Programming Stream total hours: 535

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Upon completion of the Certificate IV in Information Technology (General), students have the opportunity to specialise in their preferred stream, and articulate directly into the diploma level program that is relevant to their field of interest. Students undertaking further study to achieve their diploma will graduate with a nationally recognised qualification for their industry, and may be eligible to further their study to the degree level.

- Networking Stream - Diploma of Information Technology (Networking)
- Programming Stream - Diploma of Information Technology (Software Development)

Commencement Dates
February and July

Locations
Chadstone and Moorabbin campuses

Course Enquiries: 9564 1796
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Diploma of Information Technology (Multimedia)
Course Code ICA50905

This course provides the skills and knowledge in designing, developing, utilising and securing multimedia. These competencies will open up opportunities for work in the areas of online services or multimedia development.

Qualifications and Recognition
The nationally recognised Diploma of Information Technology (Multimedia) forms part of the National Information and Communication Technology Training Package.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of the Diploma of Information Technology (Multimedia) may work in a number of areas within the broad information and Communications Technology (ICT) and multimedia industries. Potential employment and career opportunities exist within the following fields:

- Web design
- Multimedia design
- Digital media
- Multimedia development
- File server and software support for multimedia applications
- Graphic/media design; and
- Project management.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course.

How to Apply
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 66391.
Part-time: Applicants apply directly to Holmesglen.
Course Length  
Full-time: 1 year.  
Part-time: 3 years.

Course Structure  
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. Students must complete all units, and will be progressively recognised for the level of qualification completed.

Stage One  
Multimedia Technology  
- ICAI3020A: 20 hours: Install and optimise operating system software  
- ICAI4188A: 20 hours: Install and maintain a server  
Website Development  
- ICAI4183A: 10 hours: Confirm accessibility of website for people with special needs  
- ICPMM65DA: 50 hours: Create web pages with multimedia  
- CUFMEM10A: 70 hours: Design and create a multimedia interface  
Animation  
- CUFIMA03A: 35 hours: Create 2D digital animation  
- CUFANM01A: 40 hours: Develop and implement designs for animation  
Web Scripting  
- ICAB4137A: 40 hours: Produce basic client side script for dynamic web pages  
- ICPMM15DA: 40 hours: Develop a multimedia script  
Digital Photography  
- CUFACM03A: 50 hours: Composite camera shots and operate a camera  
- CUFIMA01A: 20 hours: Produce and manipulate digital images  
Project Management  
- PSPPM402B: 65 hours: Manage simple projects  
- ICAW4214A: 20 hours: Maintain ethical conduct  
- CUFGEN01A: 15 hours: Develop and apply industry knowledge  
Stage One total hours: 495

Stage Two  
Management of Website and Servers  
- ICAS4191A: 30 hours: Maintain website performance  
- ICAS5199A: 30 hours: Manage business websites and servers  
Animation  
- CUFIMA04A: 75 hours: Create 3D digital animation  
- CUFIMA05A: 75 hours: Create 3D digital models and images  
Video Production  
- ICPMM46CA: 40 hours: Incorporate video into multimedia presentation  
- CUFACM01A: 50 hours: Setup and operate a basic video camera  
- CUFMEM13A: 25 hours: Incorporate, design and edit digital video  
Major Multimedia Project  
- ICPMM81EA: 40 hours: Manage multimedia production  
- ICPMM82EA: 80 hours: Manage multimedia projects  
- PSPPM502B: 40 hours: Manage complex projects  
- CUFMEM02A: 50 hours: Author a multimedia product  
Portfolio Preparation  
- BSBCMN304A: 30 hours: Contribute to personal skill development and learning  
- CUSADM08A: 20 hours: Address copyright requirements  
- ICPPP411A: 80 hours: Undertake a complex design  
- ICAS5202A: 20 hours: Ensure privacy for users  
Stage Two total hours: 685  
Total hours: 1,180

Assessment  
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study  
Upon successful completion of the Diploma year of the course, applicants may articulate directly into a Bachelor of Computing degree offered at university level.

Commencement Dates  
February and July

Locations  
Moorabbin campus  

Course Enquiries: 9209 5625  
General Enquiries: 9564 1555  
Email: info@holmesglen.vic.edu.au  
Web: www.holmesglen.edu.au

Diploma of Information Technology (Networking)  
Course Code: ICA50405  
Incorporating  
Certificate IV in Information Technology (General) - Networking Stream

Graduates of this program will be equipped to pursue career opportunities in high level network management and network engineering roles. This qualification has been developed to support the requirements of the Information and Communications Technology (ICT) industries. The first stage of this program incorporates some foundation training in the broader ICT areas, and then allows students to specialise in Networking from Stage Two.

Qualifications and Recognition  
The nationally recognised Diploma of Information Technology (Networking) forms part of the National Information and Communication Technology Training Package.

Recognition of Prior Learning (RPL) and Credit Transfer  
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities  
Graduates of the Diploma of Information Technology may work in a number of areas within the broad ICT industry. These include network management and network engineering roles. Possible employment and career opportunities include:  
- Network engineer  
- Systems engineer  
- Intranet engineer  
- Network management  
- Solutions architect; and  
- Integration analyst.

Who Can Apply  
- Students who have successfully completed VCE, or its equivalent; or  
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

How to Apply  
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61191.  
Part-time: Applicants apply directly to Holmesglen.

Course Length  
Full-time: 1.5 years.  
Part-time: 3 years.

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

The first stage of this program incorporates a broad understanding of the various fields of ICT. Students will commence specialisation in their preferred stream from Stage Two. Students must complete all modules, and will be progressively recognised for the level of qualification completed.

Stage One  
Certificate IV in Information Technology (General)  
Java 1  
- ICAT4242A: 40 hours: Perform unit test for a class  
- ICAB4219A: 60 hours: Apply introductory object-oriented language skills  
Database 1  
- ICAS3028A: 60 hours: Customise packaged software applications for clients  
Web Programming 1  
- ICAB4169A: 20 hours: Use development software and IT tools to build a basic website  
- ICAB4225A: 40 hours: Automate processes  
Operating Systems and Hardware  
- ICAS4022A: 40 hours: Determine and action client computing problems  
- ICAT4221A: 20 hours: Locate equipment, system and software faults  
- ICAS4127A: 50 hours: Support system software  
- ICAB4220A: 40 hours: Create scripts for networking
Stage One total hours: 540

Stage Two - Networking Stream

Project Management
- PSPMP402A: 65 hours: Implement projects

Systems Analysis
- ICAI4043A: 30 hours: Develop and present a feasibility report
- ICAI4041C: 40 hours: Determine and confirm client business expectations and needs
- ICAA5158A: 20 hours: Translate business needs into technical requirements

Professional Studies 2
- ICASS203A: 20 hours: Ensure privacy for users
- ICW214A: 20 hours: Maintain ethical conduct

Operating Systems 2
- ICAI4188A: 20 hours: Install and maintain a server
- ICAS4109A: 20 hours: Evaluate system status
- ICAS4114A: 10 hours: Implement maintenance procedures

Networks 2
- ICAB4239C: 20 hours: Build a small Wireless Local Area Network
- ICAS4107A: 40 hours: Manage resolution of system faults on a live system
- ICAI5196A: 20 hours: Implement secure encryption technologies

SQL Server Administration
- ICAS4108A: 30 hours: Complete database backup and recovery
- ICAS4113C: 30 hours: Identify common database problems and resolve
- ICAITB061B: 20 hours: Monitor physical database implementation

Stage Two total hours: 405

Stage Three - Networking Stream

Networks 3
- ICAI5098C: 60 hours: Install and manage complex networks
- ICAI5045C: 30 hours: Produce network architecture design
- ICAS5192A: 20 hours: Configure an internet gateway

Risk Management
- ICAI5056A: 30 hours: Prepare disaster recovery and contingency plans

Network Security
- ICAS4124C: 30 hours: Monitor and administer network security
- ICAS5118C: 50 hours, Manage system security
- ICAI5197A: 25 hours: Install and maintain valid authentication processes

Capacity Planning
- ICAP5039A: 20 hours: Match IT needs with strategic direction of the enterprise
- ICAA6157A: 30 hours: Develop technical requirements for a business solution

Project Management 2
- BSBPM505A: 40 hours: Manage project quality
- PSPMP502A: 80 hours: Manage complex projects

Final Project
- ICAA5102A: 20 hours: Establish and maintain client user liaison
- ICAA5044C: 30 hours: Develop system infrastructure design plan
- ICAS5123C: 50 hours: Manage network security
- ICAI5100A: 50 hours: Build an intranet infrastructure

Stage Three total hours: 535
Total hours: 1,480

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Upon successful completion of the Diploma, applicants may articulate into a Bachelor of Computing degree offered at university or apply for an extensive range of degree level programs in the field of information technology and network management.

Commencement Dates
February and July

Locations
Chadstone campus

Course Enquiries: 9564 1796
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Diploma of Information Technology (Software Development) Course Code ICA50705

Incorporating Certificate IV in Information Technology (General) - Programming Stream

Graduates of this program will be equipped to pursue career opportunities in roles requiring a programming specialist. This qualification has been developed to support the requirements of the Information and Communications Technology (ICT) industries. The first stage of this program incorporates some foundation training in the broader ICT areas, and then allows students to specialise in software development from Stage 2.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of the Diploma of Information Technology could work in a number of areas within the broad ICT industry. This includes roles requiring a programming specialist, particularly in areas involving software or games development. Potential employment and career opportunities exist in the following roles:

- Dynamic website developer
- Games developer/programmer
- Middleware programmer
- Programming/software engineer
- Software applications specialist
- Software architect
- Software design engineer; and
- Software developer/programmer.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course.

Applicants should demonstrate relevant work or voluntary experience, an understanding of the course and previous study performance.

How to Apply
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61251. Part-time: Applicants apply directly to Holmesglen.

Course Length
Full-time: 3.5 years. Part-time: 3 years.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. The first stage of this program provides a broad understanding of the various fields of ICT. Students will commence specialisation in their preferred stream from Stage Two. Students must complete all modules, and will be progressively recognised for the level of qualification completed.
General Enquiries
Phone: 9564 1555 | Email: info@holmesglen.vic.edu.au | Web: www.holmesglen.edu.au

Stage One
Certificate IV in Information Technology (General)
Java 1
- ICAT4242A: 40 hours: Perform unit test for a class
- ICAB4219A: 60 hours: Apply introductory object-oriented language skills
Database 1
- ICAU3028A: 60 hours: Customise packaged software applications for clients
Web Programming 1
- ICAB4169A: 20 hours: Use development software and IT tools to build a basic website
- ICAB4225A: 40 hours: Automate processes
Operating Systems and Hardware
- ICAS4022A: 40 hours: Determine and action client computing problems
- ICAT4221A: 20 hours: Locate equipment, system and software faults
- ICAS4127A: 50 hours: Support system software
- ICAB4220A: 40 hours: Create scripts for networking
Networks 1
- ICAI4029C: 40 hours: Install network hardware to a network
- ICAI40097A: 40 hours: Install and configure a network
- ICI4030C: 40 hours: Install software to networked computers
Professional Studies 1
- BSBCMN304A: 30 hours: Contribute to personal skill development and learning
- ICAAD4217A: 20 hours: Create technical documentation
Stage One total hours: 540

Stage Two - Programming Stream
(Chadstone Campus)
Project Management
- PSSPM402A: 65 hours: Implement projects
Systems Analysis
- ICAD4043A: 30 hours: Develop and present a feasibility report
- ICAA4041A: 40 hours: Determine and confirm client business expectations and needs
- ICA5158A: 20 hours: Translate business needs into technical requirements
Professional Studies 2
- ICA55202A: 20 hours: Ensure privacy for users
- ICW4214A: 20 hours: Maintain ethical conduct
Web Programming 2
- ICAB4137A: 40 hours: Produce basic client side script for dynamic web pages
- ICABS156A: 30 hours: Create dynamic web pages
Java 2
- ICAA4058A: 40 hours: Apply skills in object-oriented design
- ICAB5223A: 50 hours: Apply intermediate object-oriented language skills
Database 2
- ICA4051A: 40 hours: Develop client user interface
- ICAB4136A: 60 hours: Use structured query language to create database structures and manipulate data
Visual Basic 1
- ICAA4233A: 20 hours: Determine and apply appropriate development methodologies
ICAB4222A: 60 hours: Apply introductory programming skills in another language
Stage Two total hours: 535

Stage Three - Software Development
Database Programming and Connectivity
- ICAB5068A: 40 hours: Build using rapid application development
- ICAB5180C: 25 hours: Integrate database with a website
Risk Management
- ICAA5056A: 30 hours: Prepare disaster recovery and contingency plans
Java 3
- ICAB5226A: 80 hours: Apply advanced object oriented skills
Visual Basic 2
- ICAB5227A: 80 hours: Apply advanced programming skills in another language
- ICAT5079A: 30 hours: Perform integration test
Project Management 2
- BSBPM505A: 40 hours: Manage project quality
- PSSPM502A: 80 hours: Manage complex projects
Final Project
- ICA55102A: 20 hours: Establish and maintain client user liaison
- ICAA5151A: 30 hours: Gather data to identify business requirements
- ICA5054C: 20 hours: Validate quality and completeness of system design specifications
- ICA6157A: 30 hours: Develop technical requirements for a business solution
Stage Three total hours: 505
Total hours: 1,580

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Upon successful completion of the Diploma, applicants may articulate into a Bachelor of Computing degree offered at university or apply for an extensive range of degree level programs in the field of IT.

Commencement Dates
February and July

Locations
Chadstone campus

Course Enquiries: 9564 1796
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Advanced Diploma of Information Technology (Network Security)
Course Code ICA50205

This qualification provides high level Information and Communications Technology (ICT), e-security, and business skills and knowledge. Graduates will be well equipped to pursue opportunities in senior roles responsible for the review, maintenance and implementation of security systems applied to computer networks and information technology systems of large organisations.

Upon completion of the Diploma of Information Technology (Networking), students may undertake a further six months of study to achieve the Advanced Diploma of Information Technology (Network Security). Through this program, students will gain specialised understanding in the following areas:
- Encryption technologies
- Network administration and security
- Operating systems
- Project management
- Risk analysis and management; and
- System security, management and controls.

Qualification and Recognition
Graduates of this program will be eligible to achieve the Advanced Diploma of Information Technology (Network Security), a nationally recognised qualification within the field of information technology systems and network security.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of this program are well positioned to pursue senior level roles involving the design, implementation, maintenance and review of the security systems applied to the information technology networks of organisations, both large and small.

Who Can Apply
Applicants must have completed the Diploma of Information Technology (Networking), or an equivalent level program in a related field, prior to attempting the Advanced Diploma program.

Selection Criteria
Successful completion of the Diploma of Information Technology (Networking).

How To Apply
Applicants apply directly to Holmesglen.
Course Length
Upon completion of the Diploma of Information Technology (Networking)
Full-time: 6 months.

Incorporating the Diploma of Information Technology (Networking)
Full-time: 2 years.

Course Structure
Upon completion of their Diploma program, students must complete all modules to successfully fulfil the requirements for the Advanced Diploma of Information Technology (Network Security).

CIT60A Security Design
- ICA6052A: 30 hours: Design an IT security framework
- ICA6053A: 30 hours: Design system security and controls
- ICA5145A: 20 hours: Identify Best-fit Topology for a Wide Area Network
- ICA5144A: 20 hours: Determine Best-fit Topology for a Local Area Network

CIT61A Security Infrastructure
- ICAB5237A: 30 hours: Build a high performance security perimeter
- ICAB5238A: 30 hours: Build a highly secure firewall
- ICAI5176A: 20 hours: Install and configure a router

CIT62A Security Management
- ICAI5152A: 20 hours: Implement risk management processes
- ICAI6187A: 30 hours: Implement change management processes
- PRSSM504A: 50 hours: Prepare security risk management plan
- ICAP5036A: 30 hours: Determine appropriate IT strategies and solutions

CIT63A Security Project
- ICPPP411A: 80 hours: Undertake a complex design brief
- PRSTS301A: 10 hours: Identify technical security requirements
- PSPPM601B: 50 hours: Direct complex project activities
- ICA5035A: 20 hours: Research and review hardware technology options for organisations
- ICA5046A: 30 hours: Model preferred system solutions
- ICAP6038A: 20 hours: Develop strategic and action plans

Total hours: 520

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Graduates of the Advanced Diploma of Information Technology (Network Security) are well positioned to pursue degree level study opportunities within a related field. Students may be eligible for credits towards a bachelor degree program in information technology, however it is recommended that students discuss these details with universities, prior to applying.
Get set for life.
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Diploma of Interactive Digital Media
Course Code CUF50207

The course aims to:
- provide digital media production skills and design expertise to work in the digital media industry
- develop creative skills in the use of 2D & 3D imaging and animation, digital, audio and interface design
- understand the principles associated with the management and development of digital media teams and projects
- provide the opportunity to apply skills to major projects
- effectively communicate using digital media products; and
- provide a field of study that can lead to further tertiary education.

Qualifications and Recognition
Upon successful completion of this course, students will be eligible to receive the Diploma of Interactive Digital Media.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates who can demonstrate creative and design skills, combined with a clear understanding of the various digital media software programs, are eagerly sought by this industry. Employment potential covers many areas, from desktop publishing and video production to animation, web page creation, game development, multimedia product creation across many fields, and self-employment.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
Applicants must attend an interview, at which they are required to:
- present a folio of design and/or artwork, containing examples of various disciplines, such as painting, drawing, photography or printmaking
- demonstrate a high level of written and verbal communication skills
- provide past academic results
- show an understanding of the course; and
- possess an interest in the area of digital media.

How to Apply
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61091.

Please note that this course appears in the VTAC Guide under 'Multimedia'.

Course Length
Full-time: 2 years.

Course Structure
- BSBMM401A: 30 hours: Make a presentation
- BSBREL401A: 35 hours: Establish networks
- BSBPMG510A: 60 hours: Manage projects
- BSBHSS09A: 60 hours: Ensure a safe workplace
- CUFANM501A: 75 hours: Create 3D digital environments
- CUFANM503A: 80 hours: Design animation and digital visual effects
- CUFDIG502A: 50 hours: Design web environments
- CUFDIG507A: 40 hours: Design interaction
- CUFDIG507A: 50 hours: Design digital simulations
- CUFDIG505A: 70 hours: Design information architecture
- CUVCOR008B: 60 hours: Produce drawings to represent and communicate the concept
- CUFDIG401A: 50 hours: Author interactive media
- CUFDIG402A: 50 hours: Design user interfaces
- CUFDIG403A: 50 hours: Create user interfaces
- CUFDIG404A: 60 hours: Apply scripting language in authoring

Total hours: 860

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Graduates of this course may apply for university multimedia or media courses.

Commencement Dates
February

Locations
Waverley campus

Course Enquiries: 9564 6254
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Advanced Diploma of Screen
Course Code CUF60101

Incorporating
Certificate IV in Screen
Course Code CUF40401

The Advanced Diploma of Screen aims to:
- reflect the role of personnel who work in film and television production, post-production and production management areas; and
- reflect the role of personnel who work at a high level of creative specialisation.

Qualifications and Recognition
Upon successful completion of this course, students will be eligible to receive the Advanced Diploma of Screen. Following completion of specific units, students will be eligible to receive the Certificate IV in Screen.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
The industry values graduates who have the ability to work in a team and can demonstrate creative skills combined with a clear understanding of the production process, from concept to final edit. Employment and career opportunities include:
- Camera operation
- Sound production
- Production of special effects
- Assisting the director/producer
- Production coordination
- Post-production of sound and/or images
- Lighting production; and
- Self-employment.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
Applicants must attend an interview, at which they are required to:
- demonstrate high level written and verbal communication skills
- provide past academic results; and
- show an understanding of the course and an interest in the area of screen/film.

Selection will be based on an applicant’s performance in completing the set tasks outlined in the supplementary application form.

How to Apply
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61291.
In addition to their VTAC application, students will need to complete a supplementary application form, available from Holmesglen. Students will need to complete the set tasks outlined within their application form, and submit both the form and completed tasks directly to the Design, Multimedia & Art Department at the Waverley campus.

Course Length
Full-time: 2 years.

Course Structure
Certificate IV in Screen
- CUFCA15A: 25 hours: Operate a moving camera support
- CUFCA05A: 15 hours: Pull focus
- CUFCA07A: 10 hours: Maintain battery power and video stocks for a shoot
- CUFCA13A: 20 hours: Rig camera supports and dollies
- CUFCA14A: 25 hours: Rig camera cranes
- CUFEDT05A: 50 hours: Operate a non-linear editing system
- CUFEDT06A: 30 hours: Prepare an edit decision list and oversee the on-line edit
- CUFGEN01A: 15 hours: Develop and apply industry knowledge
- CUFILT03A: 30 hours: Determine lighting requirements and operate lighting
- CUPPO30A: 40 hours: Compile a production schedule
- CUSS0F01A: 15 hours: Follow health, safety and security procedures
- CUFWR01A: 50 hours: Develop a narrative
- CUFWR02A: 50 hours: Write the script
- CUSRAD02A: 35 hours: Conduct research
- CUSSOU24A: 85 hours: Edit sound using computerised digital equipment/systems
- CUSSOU54A: 35 hours: Record sound
- THGDL12A: 50 hours: Develop and manage marketing strategies

Sub-total hours: 1095
Total hours: 1590

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Graduates of the Advanced Diploma may apply for university entry into film and screen courses.

Commencement Dates
February

Locations
Waverley campus

Course Enquiries: 9564 6254
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Bachelor of Screen Production
Course Code BSP07

With exit point of Associate Degree in Screen Production

The Bachelor of Screen Production aims to clearly show the relationship between theory and practice in the broader study of the screen industry. It incorporates examination of business issues related to the creative arts industry generally, but which have particular importance for screen production, and explores the practice of the craft of film making. Subjects are organised into five strands of study – The Screen Industry, Production Design, Production Techniques, Writing for the Screen and Business.

Students must select a major in either animation or live action and complete the prescribed sequence of subjects from that major. Students commence specialised studies within the major from Semester Two, the first semester being devoted to developing core skills and knowledge used in the production of digital screen media.

The degree incorporates an exit point, normally completed in four semesters, resulting in the award of Associate Degree in Screen Production. This award is an exit-only award and is not available for direct enrolment. The only pathway to obtaining the associate degree is through early exit from the Bachelor of Screen Production.

Qualifications and Recognition
The course is structured to provide a bachelor level degree on the completion of 22 subjects. Students who wish to exit the program after successfully completing all subjects within Years One and Two (i.e. 16 subjects) may apply to receive the Associate Degree in Screen Production.

Career Opportunities
Graduates are prepared for work in the film/entertainment industry as a film maker, independent animator, screen writer, film editor, visual effects coordinator, cinematographer, production manager, sound design coordinator or animation director.

Students electing to exit after successful completion of the Associate Degree in Screen Production would have acquired the foundational, research-based knowledge of screen production and the film/entertainment industry, broad based knowledge within the diverse area of screen production, and generic employment-related skills.

Selection Criteria
In order to be admitted to the Bachelor of Screen Production an applicant must meet the criteria of entry associated with one of the following categories. Admission is based, firstly, on demonstrated creative capacity, and secondly, on academic merit. Students seeking admission will be issued with a supplementary application form that includes guidelines for folio presentations.

Normal Entry
Applicants may be admitted to the course after successfully completing VCE or equivalent and attending an interview in which they must:

• Demonstrate a capacity to conceive creative ideas for a screen production, and the ability to communicate these ideas through the presentation of a folio of work.
• Folios must include the requirements as shown on the supplementary application form
• Demonstrate a high level of written and verbal communication skills
• Outline past academic results
• Demonstrate their understanding of the screen industry
• Outline their career/professional goals
• Discuss any relevant extracurricular involvement, work experience or employment.

Alternative Entry
Alternative entry into the course is possible for mature age applicants and/or those who do not hold their VCE. Applicants must meet the folio and interview entry requirements detailed under Normal Entry. Mature Age is defined as being at least 18 years of age and away from formal education for at least one year. Mature age or non-VCE entry may be granted on the basis of:

• VCE equivalent qualifications such as an interstate Year 12, the International Baccalaureate or Higher School Certificate
• Complete or incomplete studies in an award course at any Australian university
• Satisfactory completion of two single units (non-award enrolments) at any Australian university or with an open university with scored or graded results
• Satisfactory completion of a Certificate IV or above at a TAFE institute with scored or
Students must successfully complete 144 credit points consisting of:

- 57 credit points from the prescribed core sequence
- 87 credit points from a prescribed major sequence.

### Semester One
- SCI111: 3 credit points: History of the moving image
- PRT113: 12 credit points: Digital media
- WRT114: 6 credit points: Storytelling for the screen
- BUS115: 3 credit points: Screen industry organisations and business structure

### Semester Two
- SCI121: 3 credit points: Emerging media
- BUS125: 3 credit points: Legal and copyright issues

**Animation Major**
- PRT122: 6 credit points: Animation pre-production 1
- PRT123: 12 credit points: Animation production 1
- PRD212: 6 credit points: Animation pre-production 2
- PRD213: 12 Credit points: Animation production 2

**Live Action Major**
- PRD202: 6 credit points: Live action pre-production 1
- PRD203: 12 credit points: Live action production 2

### Semester Three
- WRT214: 3 credit points: Screen writing and editing
- BUS125: 3 credit points: Production management

**Animation Major**
- PRT223: 6 credit points: Animation post-production
- PRJ226: 9 credit points: Minor animation production project
- PRD352: 6 credit points: Visual effects 2

**Live Action Major**
- PRT223: 6 credit points: Live action post-production
- PRJ206: 9 credit points: Minor live action production project
- PRJ336: 9 credit points: Major live action production project
- PRJ337: 9 credit points: Major animation production project – evaluation and critique

### Semester Four
- SCI221: 3 credit points: Performance for screen
- PRD222: 6 credit points: Visual effects 1

**Animation Major**
- PRT223: 6 credit points: Animation post-production
- PRJ226: 9 credit points: Minor animation production project
- PRD352: 6 credit points: Visual effects 2

**Live Action Major**
- PRT223: 6 credit points: Live action post-production
- PRJ206: 9 credit points: Minor live action production project

### Semester Five
- PRD102: 6 credit points: Minor live action production project – pre-production
- PRJ226: 9 credit points: Minor animation production project – pre-production
- PRJ317: 9 credit points: Major animation project – production

**Live Action Major**
- PRJ306: 9 credit points: Major live action project – pre-production
- PRJ307: 9 credit points: Major live action production project – production

### Semester Six
- BUS365: 6 credit points: Promotion
- PRD352: 6 credit points: Visual effects 2
- PRJ336: 9 credit points: Major live action project – post production
- PRJ337: 9 credit points: Major animation project – evaluation and critique

**Assessment**
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

### Opportunities for Further Study
Graduates of the Bachelor of Screen Production will be prepared for a professional career and postgraduate study in the broad field of screen production, with the capacity to specialise in either animation or live action.

### Cost
Full fees apply to this program.

### Commencement Dates
- Waverley campus
- February and July

### Locations

### Course Enquiries:
- (03) 9564 1648
- info@holmesglen.vic.edu.au

### How to Apply
- Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61081.
- Part-time: Applicants apply directly to Holmesglen.

### Course Length
- Full-time: 2 years.
- Part-time: Dependent on subject/timetable selection.
Course Structure
- CUFSAF01B: 15 hours: Follow health safety and security procedures
- CUFSAF011: 100 hours: Apply research and critical analysis to inform art and design practice
- CUFSAF012: 100 hours: Use advanced drawing techniques to represent and communicate concepts
- CUFSAF013: 100 hours: Apply the elements and principles of design
- CUFSAF016: 210 hours: Develop artistic practice to produce ceramics
- CUFSAF017: 210 hours: Produce a thematically connected series of ceramics from a given brief
- CUFSAF018: 210 hours: Design and produce a variety of forms using wheelforming techniques
- CUFSAF019: 120 hours: Glaze ceramics
- CUFSAF020: 50 hours: Fire ceramics
- CUFSAF021: 60 hours: Decorate ceramics
- CUFSAF022: 120 hours: Design and produce a variety of forms using handforming techniques
- CUFSAF023: 60 hours: Design and produce a variety of forms using mouldmaking techniques
- CUSADM09A: 50 hours: Address legal and administrative requirements
- BSSSBM403A: 50 hours: Promote the business
- CUVCOR11A: 30 hours: Select and prepare work for exhibition
- CUVDSP05A: 15 hours: Interpret and respond to a brief
- CUVPHI05A: 50 hours: Use a 35mm SLR camera or digital equivalent
- CUVPRP01A: 60 hours: Develop self as artist

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Graduates of this course will normally gain entry into degree courses in art and design.

Commencement Dates
February

Locations
Chadstone campus, Building 2

Course Enquiries: 9564 1578
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate IV in Design
Course Code CUV40303
This course prepares post secondary students for further studies in art and design courses, at diploma and degree level, by providing a general grounding and the opportunity to produce an entry level folio.

Qualifications and Recognition
Upon successful completion of this course, students will be eligible to receive the Certificate IV in Design.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
This course provides students with the entry level skills required for further study in art and design.

Who Can Apply
- Students who have completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal education for at least one year).

Selection Criteria
Applicants must attend an interview, at which they are required to:
- Present a folio of work
- Demonstrate an aptitude for design, drawing and related studies
- Possess an understanding of the course and its outcomes.

How to Apply
Full-time: Applicants must apply through VTAC. The VTAC code for this course is VL1341 at Chadstone and 66221 at Moorabbin.

Course Length
Full-time: 1 year – February intake.
Full-time: 6 months – Fast track mode – July intake.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate IV in Design, students must complete all modules.

- CUVCOR04A: 60 hours: Originate concept for own work and conduct critical discourse
- CUFSF01B: 15 hours: Follow health, safety and security procedures
- CUVCOR09A: 80 hours: Select and apply drawing techniques and media to represent and communicate the concept
- CUVDSP01A: 15 hours: Source and apply design industry knowledge
- CUVDSP04A: 65 hours: Research and apply the history and theory of design to design practice
- CUVDSP03A: 30 hours: Apply colour theory in response to a brief
- CUVDSP02A: 50 hours: Apply the design process to 2 dimensional work in response to a brief

- CUVDSP03A: 50 hours: Apply the design process to 3 dimensional work in response to a brief
- CUVDSP04A: 30 hours: Integrate colour theory and design processes in response to a brief
- CUVDSP05A: 15 hours: Interpret and respond to a brief
- CUVDSP07A: 50 hours: Research and apply techniques for graphic design
- CUVDSP11A: 50 hours: Research and apply techniques for illustrative work
- CUVCOR03A: 50 hours: Develop, refine and communicate concept for own work
- CUSGEN05B: 20 hours: Make presentations
- CUVPSP15A: 50 hours: Produce drawings
- CUSADM09A: 20 hours: Address copyright requirements

Total hours: 750

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Upon successful completion of the course, students may gain credit transfer for some modules when undertaking further study. Folios produced by successful students can be used when applying for further studies in a variety of art and design diploma and degree programs. Students may choose to further their studies in:
- Graphic arts
- Graphic design
- Multimedia, animation and screen
- Interior decoration & design; and
- Visual arts.

Commencement Dates
February and July

Locations
Chadstone and Moorabbin campuses

Course Enquiries
Chadstone: 9564 1602
Moorabbin: 9209 5630
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Diploma of Graphic Design
Course Code 21874VIC
This course provides a broad range of skills and knowledge in the graphic arts and design field. It will develop the ability to provide design work appropriate to industry needs and standards, and to plan and select appropriate services and techniques for use in the graphic arts and design industry.

Qualifications and Recognition
Upon successful completion of this course, students will be eligible to receive the Diploma of Graphic Design.
General Enquiries
Phone: 9564 1555 | Email: info@holmesglen.vic.edu.au | Web: www.holmesglen.edu.au

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates from the course may apply for work in the graphic arts and design field, creating designs in response to organisations’ requirements. Graduates may also pursue a career as a freelance designer.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
Applicants must attend an interview, at which they are required to:
- Present a folio of work and any other materials that indicate an aptitude for design, drawing and problem solving
- Demonstrate an understanding of the course and its outcomes; and
- Demonstrate a high level of presentation and communication skills.

How to Apply
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61381.

Course Length
Full-time: 2 years.

Course Structure
- VPAU010: 15 hours: Analyse and implement sustainable work practices
- CUFSAF01B: 15 hours: Follow health safety and security procedures
- VPAU011: 100 hours: Apply research and critical analysis to inform artistic and design practice
- VPAU012: 100 hours: Use advanced drawing techniques to represent and communicate concepts
- VPAU013: 100 hours: Apply the elements and principles of design
- CUSADM09A: 50 hours: Address legal and administrative requirements
- BSBSBM403A: 50 hours: Promote the business
- VPAU014: 20 hours: Manage creative and professional self
- VPAU058: 40 hours: Produce files for multimedia production and display
- VPAU050: 140 hours: Produce typography in response to a brief
- VPAU051: 90 hours: Create page layouts in response to a brief
- VPAU249: 90 hours: Produce and create graphics in response to a brief
- VPAU053: 54 hours: Produce and scan complex digital images for reproduction
- VPAU054: 50 hours: Produce a concept from a given brief
- VPAU055: 50 hours: Produce artwork from concept to finished art stage
- VPAU056: 50 hours: Create design concepts from a brief to produce 2 dimensional
- VPAU057: 70 hours: Create design concepts from a brief to produce 3 dimensional artwork to finished art stage
- VPAU015: 200 hours: Plan and implement a project in the workplace
- CUUVSP12A: 50 hours: Produce digital images
- CUVCRS16A: 50 hours: Prepare text and graphic files for print processing
- IPCPM055A: 50 hours: Create web pages with multimedia
- CUVCRS04A: 50 hours: Produce technical drawings
- CUVDSP02A: 60 hours: Develop self as designer
- CUVEDES05A: 15 hours: Interpret and respond to a brief
- CUVADM11A: 30 hours: Work within an arts organisation context

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, folio work and/or practical application and work related projects.

Opportunities for Further Study
Articulation may be possible to a variety of degree courses, usually assessed on an individual basis. Students may also be eligible to continue their studies in the Advanced Diploma of Graphic Design, with credit transfers granted for subjects successfully completed in the Diploma of Graphic Design.

Commencement Date
February

Locations
Chadstone campus

Course Enquiries: 9564 1602
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Advanced Diploma of Graphic Design
Course Code 21873VIC

Incorporating
Diploma of Graphic Design
Course Code 21874VIC

The course aims to:
- Provide a broad range of skills and knowledge in the graphic arts and design field
- Develop the ability to create design work appropriate to industry needs and standards; and
- Develop an ability to plan and select appropriate services and techniques for the graphic arts and design industry.

Qualifications and Recognition
Upon successful completion of this course, students will be eligible to receive the Advanced Diploma of Graphic Design and the Diploma of Graphic Design.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates from the course may apply for work in the graphic arts and design field, creating designs in response to organisations’ requirements. Graduates may also pursue a career as a freelance designer.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
Applicants must attend an interview, at which they are required to:
- Present a folio of work and any other materials that indicate an aptitude for design, drawing and problem solving
- Demonstrate an understanding of the course and its outcomes; and
- Demonstrate a high level of presentation and communication skills.

How to Apply
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61381.

Course Length
Full-time: 2 years.

Course Structure
- VPAU010: 15 hours: Analyse and implement sustainable work practices
- CUFSAF01B: 15 hours: Follow health safety and security procedures
- VPAU011: 100 hours: Apply research and critical analysis to inform artistic and design practice
- VPAU012: 100 hours: Use advanced drawing techniques to represent and communicate concepts
- VPAU013: 100 hours: Apply the elements and principles of design
- CUSADM09A: 50 hours: Address legal and administrative requirements
- BSBSBM403A: 50 hours: Promote the business
- VPAU014: 20 hours: Manage creative and professional self
- VPAU058: 40 hours: Produce files for multimedia production and display
- VPAU050: 140 hours: Produce typography in response to a brief
- VPAU051: 90 hours: Create page layouts in response to a brief
- VPAU249: 90 hours: Produce and create graphics in response to a brief
- VPAU053: 54 hours: Produce and scan complex digital images for reproduction
- VPAU054: 50 hours: Produce a concept from a given brief
- VPAU055: 50 hours: Produce artwork from concept to finished art stage
- VPAU056: 50 hours: Create design concepts from a brief to produce 2 dimensional
- VPAU057: 70 hours: Create design concepts from a brief to produce 3 dimensional artwork to finished art stage
- VPAU015: 200 hours: Plan and implement a project in the workplace
- CUUVSP12A: 50 hours: Produce digital images
- CUVCRS16A: 50 hours: Prepare text and graphic files for print processing
- IPCPM055A: 50 hours: Create web pages with multimedia
- CUVCRS04A: 50 hours: Produce technical drawings
- CUVDSP02A: 60 hours: Develop self as designer
- CUVEDES05A: 15 hours: Interpret and respond to a brief
- CUVADM11A: 30 hours: Work within an arts organisation context

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, folio work and/or practical application and work related projects.

Opportunities for Further Study
Articulation may be possible to a variety of degree courses, usually assessed on an individual basis. Students may also be eligible to continue their studies in the Advanced Diploma of Graphic Design, with credit transfers granted for subjects successfully completed in the Diploma of Graphic Design.

Commencement Date
February

Locations
Chadstone campus

Course Enquiries: 9564 1602
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Advanced Diploma of Graphic Design
Course Code 21873VIC

Incorporating
Diploma of Graphic Design
Course Code 21874VIC

The course aims to:
- Provide a broad range of skills and knowledge in the graphic arts and design field
- Develop the ability to create design work appropriate to industry needs and standards; and
- Develop an ability to plan and select appropriate services and techniques for the graphic arts and design industry.
Graduate Certificate in Graphic Design Practice
Course Code 21726VIC

This course has been designed for people working in the design and related industries who wish to develop their skills and build on other qualifications. The course is also suitable for those who have been employed in the design or related industries and who wish to upgrade or gain a qualification in design.

Qualifications and Recognition
Upon successfully completing the five core modules of the course, students will be eligible to receive the Graduate Certificate in Graphic Design Practice. Students who exit the course after successful completion of a module will be entitled to receive a Statement of Attainment for that module.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and statements of attainment issued by any other Registered Training Organisation will be recognised by the Institute.

Career Opportunities
Graduates of this course will be well equipped to further their career opportunities within the graphic design industry.

Who Can Apply
- Graduates of a bachelor or higher education qualification; or
- Individuals with diploma or advanced diploma qualifications in design or related areas; or
- Persons with suitable work experience.

Selection Criteria
Applicants will be required to attend an interview, where they will have the opportunity to demonstrate their suitability and aptitude for this course. Evidence may include:
- folio of work
- qualification documentation
- evidence of work experience in the design (or related) industry; and
- demonstrated understanding of the course and its outcomes.

How to Apply
Individuals apply directly to Holmesglen.

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Articulation may be possible to a variety of degree courses, usually assessed on an individual basis.

Commencement Date
February

Location
Chadstone campus

Course Enquiries: 9564 1579
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate IV in Arts (Interior Decoration)
Course Code 14300VIC

Part-time Training Program
This State accredited course provides students with the skills and knowledge to work in the exciting field of interior decoration and design. Technical and freehand drawing skills are taught, as well as product knowledge, art history and oral communications, to prepare students for client presentation. Both domestic and commercial projects are covered in this three year, part-time course.

Qualifications and Recognition
Upon successful completion of 16 modules students are eligible to receive the Certificate IV in Arts (Interior Decoration).

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.
Career Opportunities
Graduates can explore employment and career opportunities within:
- Interior design departments of domestic or commercial building companies
- Interior decoration and design practices.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent. Completion of Units 3 & 4 Studio Arts or Visual Arts is also recommended; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
Applicants need to demonstrate an understanding of the skills and career paths in the interior decoration and design profession. An introductory course catering specifically for interior design students is available at the Institute.

How to Apply
Part-time only: Applicants apply directly to Holmesglen by completing an application form available from the Interior Decoration & Design Department.

Course Length
Part-time: 2 years, with classes held over two evenings per week. Once committed to part-time study, transfer to full-time study is generally not available. Course length may vary depending on the number of modules undertaken per year.

Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed.
- VBS635: 16 hours: Occupational health & safety
- VBS640: 32 hours: Computer aided design
- VBS638: 48 hours: Design principles and elements
- NCS007: 20 hours: Presenting information
- ABC005: 70 hours: Working drawings 1
- ABC041: 36 hours: Presentation drawings 1
- ABC009: 36 hours: CAD 1
- ABC001: 54 hours: Construction 1
- VBG880: 27 hours: Sales techniques
- VBG881: 36 hours: Colour studies 1
- VBG882: 36 hours: Colour studies 2
- VBG883: 36 hours: Materials and finishes
- VBG884: 54 hours: Soft furnishings 1
- VBG885: 54 hours: Design history 1
- VBG886: 90 hours: Design studio 1
- VBG893: 54 hours: Furniture drawing and details

Total hours: 699

Assessment
Assessment is based on competency, which is the ability to perform specific skills, and a combination of observation, discussion, written assignments, tests and/or practical application and work related projects.

Opportunities for Further Study
Graduates of the Certificate IV in Arts (Interior Decoration) have the opportunity to extend their study for a further year to achieve the Diploma of Arts (Interior Decoration and Design).

Graduates of the Diploma program may then have the opportunity to apply for the following degree courses:
- Bachelor of Design - Interior Design (Swinburne University of Technology)
- Bachelor of Interior Architecture (Monash University)
- Bachelor of Arts - Interior Design (RMIT University).

Commencement Dates
February

Locations
Chadstone campus, Building 5

Please note this program is under review. Details may change.

Course Enquiries: 9564 1850
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Diploma of Arts (Interior Decoration & Design)
Course Code: 14299VIC
This State accredited course provides students with the skills and knowledge to work in the exciting field of interior decoration and design. Technical and freehand drawing skills are taught, as well as product knowledge, art history and oral communications, to prepare students for client presentation. Both domestic and commercial projects are covered in this two year full-time course.

Qualifications and Recognition
Upon successful completion of 16 modules in year one, students are eligible to receive the Certificate IV in Arts (Interior Decoration). Students who have successfully completed the full course are eligible to receive the Diploma of Arts (Interior Decoration and Design).

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates can explore employment and career opportunities across a range of roles within the industry, including:
- Interior design consultants, operating either from specialised retail outlets, or individually
- Contract commercial specialists
- Employees of interior design departments within domestic or commercial building companies
- Assistants in architectural practices.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent. Completion of Units 3 & 4 Studio Arts or Visual Arts is also recommended; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year)
- Graduates of the Certificate IV in Arts (Interior Decoration) may articulate directly into the second year of the Diploma program.

Selection Criteria
Applicants need to demonstrate an understanding of the skills and career paths in the interior decoration and design profession. An introductory course catering specifically for interior design students is available at the Institute.

How to Apply
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61051. Applicants must also submit a supplementary application form to the Interior Decoration & Design Department.

Course Length
Full-time: 2 years.

Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed.

Year One
Certificate IV in Arts (Interior Decoration)
- VBS635: 16 hours: Occupational health & safety
- VBS640: 32 hours: Computer aided design
- VBS638: 48 hours: Design principles and elements
- NCS007: 20 hours: Presenting information
- ABC005: 70 hours: Working drawings 1
- ABC041: 36 hours: Presentation drawings 1
- ABC009: 36 hours: CAD 1
- ABC001: 54 hours: Construction 1
- VBG880: 27 hours: Sales techniques
- VBG881: 36 hours: Colour studies 1
- VBG882: 36 hours: Colour studies 2
- VBG883: 36 hours: Materials and finishes
- VBG884: 54 hours: Soft furnishings 1
- VBG885: 54 hours: Design history 1
- VBG886: 90 hours: Design studio 1
- VBG893: 54 hours: Furniture drawing and details

Total hours: 699

Year Two
Diploma of Arts (Interior Decoration and Design)
- VBS637: 16 hours: Focus on industry
- VBS636: 16 hours: Business practice
- ABC002: 54 hours: Construction 2
- ABC010: 36 hours: CAD 2
- ABC011: 36 hours: CAD 3 - 3D models
- ABC042: 36 hours: Presentation drawings 2
- VBG887: 54 hours: Soft furnishings 2
Skills:
- creation of web publications.
- newsletters, flyers and business cards; and
- of material for print such as brochures, alterations to photographs; preparation include: formatting of publications; digital images and prepare for export to electronic image assembly
- with computers and their operating procedures on both Mac and PC platforms.

Outcomes and knowledge necessary to design and

This course aims to develop specific skills

Course Code ICP20205

Certificate II In Printing & Graphic Arts (Desktop Publishing)

Course Enquiries: 9564 1650
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Opportunities for Further Study
Graduates of the Diploma of Arts (Interior Decoration and Design) are encouraged to apply for the following degree courses:
- Bachelor of Design - Interior Design (Swinburne University of Technology)
- Bachelor of Interior Architecture (Monash University)
- Bachelor of Arts - Interior Design (RMIT University).

Commencement Dates
February

Locations
Chadstone campus, Building 5

Course Enquiries: 9564 6254
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate IV in Printing & Graphic Arts
(Graphic Pre-press)
Course Code ICP40105

The Certificate IV in Printing & Graphic Arts (Graphic Pre-press) provides vocational training for people seeking employment in the sophisticated electronic environment of pre-press, as an electronic publisher or pre-press operator. This course comprises an embedded Certificate III in Printing and Graphic Arts (Graphic Pre-press). Students acquire practical, technical and theoretical skills in electronic assembly of text and graphics, typography, design, complex imposition, colour management, communications, quality control and digital output. The course provides:
- Practical experience in the application of industry standard software such as Adobe Photoshop, Adobe Illustrator, Adobe InDesign and QuarkXPress programs used to create digital artwork for the print, graphic arts and multimedia industries.
- Practical experience in basic internet publishing using HTML, Dreamweaver and Flash.
- Practical experience with computers and peripheral devices across both Mac and PC computer platforms.
- An understanding of the basic design process and its application to typography and the layout of complex publications.
- An overview of the printing industry structure and methods as well as binding and post-press operations.
- Practical skills in business planning, management and presentation.

Opportunities for Further Study
At the completion of this qualification students can choose to enter higher qualifications in:
- Graphic Pre-press
- Multimedia
- Graphic Design Production; and
- Printing.

Commencement Dates
February

Locations
Waverley campus

Course Enquiries: 9564 6254
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate IV in Printing & Graphic Arts
(Graphic Pre-press)
Course Code ICP40105

The Certificate IV in Printing & Graphic Arts (Graphic Pre-press) provides vocational training for people seeking employment in the sophisticated electronic environment of pre-press, as an electronic publisher or pre-press operator. This course comprises an embedded Certificate III in Printing and Graphic Arts (Graphic Pre-press). Students acquire practical, technical and theoretical skills in electronic assembly of text and graphics, typography, design, complex imposition, colour management, communications, quality control and digital output. The course provides:
- Practical experience in the application of industry standard software such as Adobe Photoshop, Adobe Illustrator, Adobe InDesign and QuarkXPress programs used to create digital artwork for the print, graphic arts and multimedia industries.
- Practical experience in basic internet publishing using HTML, Dreamweaver and Flash.
- Practical experience with computers and peripheral devices across both Mac and PC computer platforms.
- An understanding of the basic design process and its application to typography and the layout of complex publications.
- An overview of the printing industry structure and methods as well as binding and post-press operations.
- Practical skills in business planning, management and presentation.

Qualifications and Recognition
Upon successful completion of this course, students will be eligible to receive the Certificate IV in Printing & Graphic Arts (Graphic Pre-press).
General Enquiries
Phone: 9564 1555 | Email: info@holmesglen.vic.edu.au | Web: www.holmesglen.edu.au

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates will be equipped with the skills and knowledge necessary to achieve entry-level employment in the growing pre-press industry, or corporate business. Graduates may also explore freelance and contract work opportunities. Employment opportunities exist for electronic publishing operators, desktop publishers and multimedia electronic designers, for the design and production of complex publications, output to press and multimedia.

Who Can Apply
• Students who have successfully completed VCE, or its equivalent; or
• Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
Applicants must attend an interview, at which they are required to:
• demonstrate high level written and verbal communication skills
• provide past academic results
• demonstrate motivation to undertake and complete the course.

How to Apply
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61001.

Course Length
Full-time: 1 year.

Course Structure
- CUPSU262B: 30 hours: Communicate in the workplace
- CUPSU260B: 30 hours: Maintain a safe work environment
- CUPSU216B: 30 hours: Inspect quality against required standards
- CIPKS311B: 60 hours: Apply knowledge and requirements of the graphic pre-press sector
- ICPPP263B: 20 hours: Access and use the internet
- ICAPT135A: 20 hours: Create a simple mark-up language document to specification
- ICPPP211B: 40 hours: Develop a basic design concept
- ICPPP221B: 30 hours: Select and apply type
- ICPPP224B: 60 hours: Produce pages using a page layout application
- ICPPP324B: 60 hours: Create pages using a page layout application
- ICPPP225B: 60 hours: Produce graphics using a graphics application
- ICPPP322B: 60 hours: Create graphics using a graphics application
- ICPPP322B: 50 hours: Digitise images for reproduction
- ICPPM321B: 40 hours: Capture a digital image
- ICPPM322B: 40 hours: Edit a digital image
- ICPPP334B: 50 hours: Prepare an imposition format for printing processes
- BSBMKG407A: 30 hours: Make a presentation
- ICPPP430B: 70 hours: Manage colour
- ICPPP380B: 30 hours: Undertake digital proofing
- ICPPP226B: 80 hours: Prepare pdf files
- ICPPP311B: 60 hours: Develop a detailed design concept
- ICPPP228B: 50 hours: Generate high-end pdf files
- ICPPP435B: 50 hours: Generate complex imposition
- ICPPP422B: 80 hours: Digitise complex images for reproduction
- AUM2402: 60 hours: Apply quality assurance techniques – advanced
- BSBSBM404A: 30 hours: Undertake business planning
- CUFADM02A: 20 hours: Address copyright

Total hours: 1300

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, portfolio and/or practical application and work related projects.

Opportunities for Further Study
Graduates may apply for entry, at diploma level, into digital production, multimedia, management, sales or process improvement.

Commencement Dates
February and July

Locations
Waverley campus

Course Enquiries: 9564 6254
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Diploma of Printing & Graphic Arts (Digital Production)
Course Code CUV40403

This course was under development at the time of printing.

Course Enquiries: 9564 6254
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate IV in Photomaging
Course Code CUV40403

Creative individuals with an interest in technical applications will benefit from this nationally recognised course in photomaging. Providing training for individuals seeking to pursue employment as photographers’ assistants, this program will explore a broad range of skills including application of lighting, image capture, enhancements, manipulation and output. All major aspects are offered in digital and traditional film-based practices, as well as studio and outdoor photography.

Qualifications and Recognition
Upon successful completion of this course, students will receive a nationally recognised qualification in the field of photomaging.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of this course are well positioned for careers within a photographic or creative field. Opportunities may include employment as art consultants, artists, sculptors, painters, arts assistants, craftspersons or photographers.

Who Can Apply
• Students who have successfully completed VCE, or its equivalent; or
• Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
Applicants are required to attend an information session at which they must demonstrate an understanding of the course and its outcomes, as well as a satisfactory level of presentation and communication skills.

How to Apply
Full-time: Applicants apply directly to Holmesglen.

Course Length
Full-time: 1 year.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate IV in Photomaging, students must complete all modules.
- CUECOR02B: 15 hours: Work with others
- CUFMEM07A: 40 hours: Apply principles of visual design and communication to the development of multimedia production
- CUSFA01B: 15 hours: Follow health, safety and security procedures
- CUSGEN01A: 20 hours: Use and adapt to changes in technology
- CUVCRS11A: 30 hours: Select and prepare work for exhibition
- CUVCRS14A: 30 hours: Prepare, store and maintain finished work
- CUDES04A: 30 hours: Integrate colour theory and design processes in response to a brief
- CUVDES05A: 15 hours: Interpret and respond to a brief
- CUVPHI03A: 15 hours: Source and apply photoimaging industry knowledge
- CUVPHI03A: 50 hours: Research and apply information on the traditions which inform photoimaging practice
- CUVPHI04A: 100 hours: Apply photoimaging lighting techniques
- CUVPHI05A: 50 hours: Use a 35mm SLR camera or digital equivalent
- CUVPHI06A: 150 hours: Plan and carry out image capture in response to a brief
- CUVPHI07A: 120 hours: Process photoimages to work/print file stage
- CUVPHI08A: 80 hours: Enhance, manipulate and output photoimages
- CUVPHI10A: 50 hours: Use and extend wet darkroom techniques to produce monochrome photographs
- CVUSVP12A: 50 hours: Produce digital images
- CVUSVP45A: 50 hours: Produce prints

Total hours: 910

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Graduates of the Certificate IV in Photoimaging are able to pursue further studies in fields associated with photography, art or design, at diploma level or at university. Students may be eligible for some credits for studies already undertaken, however students should consult the institute prior to application.

Cost
This is a fee for service course. Additional fees apply to this program; please visit www.holmesglen.edu.au for further information.

Commencement Dates
February

Locations
Moorabbin campus

Course Enquiries: 9209 5630
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate IV in Visual Arts & Contemporary Craft
Course Code CUV40103

This course provides training for individuals who wish to pursue careers as visual artists in the fields of painting, sculpture, printmaking and photography. Students will be exposed to the diverse range of opportunities a career in visual arts can offer.

Qualifications and Recognition
Upon successful completion of this course, students will receive a nationally recognised qualification in the field of visual arts and contemporary craft. Graduates of this course will receive a Certificate IV level qualification and have the opportunity to develop a folio for pursuing further study or employment.

Recognition of Prior Learning (RPL) and Credit Transfer
You may be able to shorten the length of your chosen course by measuring your skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of this course can pursue a range of career and employment opportunities. These include art consultants, artists, sculptors, painters, arts assistants, craftspersons or photographers.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
Applicants are required to attend an interview, in which they must present a folio of work and any other materials that indicate an aptitude for design, drawing and problem solving. Applicants must also demonstrate an understanding of the course and its outcomes, as well as a high level of presentation and communication skills.

How to Apply
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 66351.

Course Length
Full-time: 1 year.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. Students will have the opportunity to work with a full range of media, and experiment with a range of professional techniques. To successfully achieve the Certificate IV in Visual Arts & Contemporary Craft, students must complete all modules.

- CUCOR02B: 15 hours: Work with others
- CUFMEM07A: 40 hours: Apply principles of visual design and communication to the development of a multimedia product
- CUFSA01B: 15 hours: Follow health, safety and security procedures
- CUCOR04A: 60 hours: Originate concept for own work and conduct critical discourse
- CUCOR09A: 60 hours: Select and apply drawing techniques and media to represent and communicate the concept
- CUCOR13A: 70 hours: Research and critically analyse history and theory to inform artistic practice
- CVR080A: 15 hours: Document the work progress
- CVR11A: 30 hours: Select and prepare work for exhibition
- CVPH05A: 50 hours: Use a 35mm SLR camera or digital equivalent
- CVPH10A: 50 hours: Use and extend wet darkroom techniques to produce monochrome photographs
- CVPR01A: 60 hours: Develop self as an artist
- CVVSP35A: 50 hours: Produce paintings
- CVVSP36A: 50 hours: Research and experiment with techniques to produce paintings
- CVVSP45A: 50 hours: Produce prints
- CVVSP46A: 50 hours: Research and experiment with techniques to produce prints
- CVVSP51A: 50 hours: Produce sculpture
- CVVSP52A: 50 hours: Research and experiment with techniques to produce sculpture

Total hours: 835

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Graduates may apply to articulate directly into diploma level study in fields of visual arts and graphic design. Graduates will also have developed a folio which may be used in applications for further study at other institutions and universities.

Commencement Dates
February

Locations
Moorabbin campus

Course Enquiries: 9209 5630
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au
Engineering.
Get set
# Engineering & Electrotechnology

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Certificate II in Engineering Studies
Course Code 21566VIC

Pre-apprenticeship Program in Air-conditioning

Air-conditioning is an integral part of the modern day construction industry, with the commercial sector of the industry having two components – air-conditioning (treatment of air in buildings) and mechanical services (installation, replacement and servicing of a wide range of industrial components and computer based control systems).

Air-conditioning and mechanical services contribute approximately 20% to the value of modern commercial buildings. The importance of the industry is increasing as the design, installation and servicing of systems become more complex and sophisticated.

This nationally accredited course runs for six months. It combines training at Holmesglen with site experience offered within an approved commercial level air-conditioning company.

Qualification and Recognition
The course is supported by the Air-conditioning and Mechanical Contractors Association of Victoria (AMCA). AMCA member companies are responsible for 85% of all air-conditioning and mechanical services contracting in the non residential construction sector and employ apprentices and licensed service technicians.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute.

Career Opportunities
Students successfully completing this program will have opportunities to gain apprenticeships in the dynamic air-conditioning servicing industry. Individuals qualified as air-conditioning technicians may gain work servicing the cooling systems and ventilation systems incorporated in a range of commercial projects, from domestic to large-scale.

Who Can Apply
The course is open to anyone who is interested in pursuing a career in the air-conditioning industry, and seeking practical skills and relevant industry work experience which will lead to an apprenticeship.

Selection Criteria
Entry into the course is automatic, subject to availability of places. It is recommended that applicants have completed Year 11, or its equivalent, because of the Maths and English requirements of electrical studies.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 20 weeks.

Certificate III in Engineering – Commercial Air-conditioning
Course Code MEM30205

Apprenticeship Program

This course provides broad based training in the skills and knowledge required for employment as an air-conditioning service technician. The commercial sector of this industry has two components – air-conditioning (the treatment of air-conditioning systems within buildings) and mechanical services (installation, replacement and servicing of a wide range of industrial equipment and computer based control systems).

Air-conditioning and mechanical services systems generally form about 20% of the cost of a modern commercial building. Apprentice service technicians are trained in a broad range of technologies that are required for the installation and maintenance of such equipment.

Qualifications and Recognition
The Certificate III in Engineering is recognised in the Federal Metals Industry Award and relates directly to the C10 classification of Engineering Tradesperson Level 1. It is accepted by industry sectors and Government.

Recognition of Prior Learning (RPL) and Credit Transfer
You may be able to shorten the length of your chosen course by measuring your skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
At present, employer demand for air-conditioning service technician apprentices is very strong. The importance of this industry sector is increasing as design, installation and servicing of air-conditioning systems become more complex. Completing an apprenticeship is the pathway to pursuing a highly rewarding career in an industry with both strong demand and increasingly sophisticated technology.

Who Can Apply
Individuals who have entered a contract of training with an employer.

Selection Criteria
To complete the Certificate III in Engineering – Commercial Air-Conditioning, a student must have entered into a contract of training with their employer, as an apprentice.

How to Apply
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, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

Course Length
Students attend the Institute for an average of 40 days a year for three years.

Course Structure
The program is separated into modules of learning. This enables the course to be delivered in a flexible learning format. Students will perform given tasks within a module to a set standard, to ensure graduates are competent in the skills required. Dates of enrolment within this course are flexible, and students can be enrolled at most times throughout the year.

First Year
- MEM5.6B: 20 hours: Perform brazing and/or silver soldering
- MEM9.10B: 40 hours: Interpret technical drawings
- MEM10.10B: 40 hours: Install pipe work and pipe work assemblies
- MEM12.2B: 20 hours: Perform electrical/electronic measurement
- MEM12.24A: 30 hours: Perform engineering measurements
- MEM13.14B: 10 hours: Apply principles of occupational health and safety in the work environment
- MEM14.4A: 10 hours: Plan to undertake a routine task
- MEM15.24A: 10 hours: Apply quality procedures
- MEM16.6A: 20 hours: Organise and communicate information
- MEM16.7A: 10 hours: Work with others in a manufacturing, engineering or related environment
- MEM18.1C: 20 hours: Use hand tools
- MEM18.2B: 20 hours: Use power tools, hand held operations
- MEM18.55B: 40 hours: Dismantle, replace and assemble engineering components

Total hours - First Year: 340

Second Year
- MEM14.5A: 20 hours: Plan a complete activity
- MEM15.2A: 20 hours: Apply quality systems
- MEM10.2B: 30 hours: Terminate and connect electrical wiring
- MEM18.86B: 40 hours: Test, recover, evacuate and charge refrigeration systems
- MEM10.8B: 40 hours: Undertake commissioning procedures for plant and/or equipment
- MEM10.9B: 40 hours: Install refrigeration and air-conditioning plant and equipment
- MEM16.8A: 20 hours: Interact with computing technology
- MEM17.3A: 20 hours: Assist with the provision of on-the-job training
- MEM18.46B: 100 hours: Fault find/repair electrical equipment/components up to 1000 volts A.C./1500 volts D.C.

Total hours - Second Year: 330

Third Year
- MEM18.49B: 30 hours: Disconnect/reconnect fixed wired equipment up to 1000 volts A.C. /1500 volts D.C.
- MEM18.87B: 60 hours: Service and repair domestic and light commercial refrigeration and air-conditioning equipment
- MEM18.99B: 60 hours: Maintain and repair central air handling systems
- NUE354: 40 hours: Refrigeration/HVAC electronic controls
- NES501E: 1800 hours: Diagnose and rectify faults in apparatus and circuits (refrigeration and air-conditioning)

Total hours - Third Year: 370
Total hours: 1,040

The training plan above is subject to change.

Assessment
Assessment is based on competency, that is the ability to perform specific skills, and a combination of observation, written assignments, supervisor discussion, test and practical application of work projects.

Opportunities for Further Study
After completion of Certificate III students can undertake further study to specialise in a particular field, or may seek to advance their studies within engineering to an advanced diploma level.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Moorabbin campus

Certificate II in Automotive Electrical Technology
Course Code AUR20405

Incorporating the training program for Certificate I in Automotive
Course Code AUR10105

This course provides training in the installation and service of automotive sound systems, security systems, cellular phones and CB (citizen band) radios. Offered as a six month package, the course combines work experience at an approved automotive electronics outlet with study at Holmesglen, to a total of 455 hours.

Qualification and Recognition
After successful completion of this course, students will be eligible to receive the Certificate II in Automotive Electrical Technology.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
The skills developed at this level, when combined with the enterprise specific, on-the-job component of this course, will enable the student to acquire full-time employment in this field. Leading automotive accessory companies like Strathfield Car Radios, Autobarn and Gary’s Car Sound have previously employed students of this course.

Who Can Apply
Individuals who have successfully completed Year 10 or Year 11, or individuals who are unemployed and seeking full-time study incorporating realistic work environments.

Selection Criteria
While there are no pre-requisites, previous study in mathematics would be an advantage.

How to Apply
Applications are made directly to Holmesglen for full-time study.

Course Length
The course is delivered over a six month period with 8 hours a week at the work site and 16 hours (over two days) at the Moorabbin campus.

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

To successfully achieve the Certificate II in Automotive Electrical Technology, students will be required to complete all modules. Through completing this program, students will also achieve the Certificate I in Automotive.

Certificate I in Automotive
Compulsory Core Modules
- AURC172003A: 15 hours: Identify environmental regulations and best practice in a workplace or business
- AURC270103A: 20 hours: Apply safe working practices
- AURE118671A: 10 hours: Test, service and maintain battery storage systems
- AURE218664A: 20 hours: Remove and...
General Enquiries
Phone: 9564 1555 | Email: info@holmesglen.vic.edu.au | Web: www.holmesglen.edu.au

Certificate II in Automotive Electrical Technology
- AURC252327A: 20 hours: Identify, clarify and resolve problems
- AURC270421A: 20 hours: Establish relations with customers
- AURC270789A: 20 hours: Communicate effectively in the workplace
- AURC362807A: 20 hours: Build customer relations
- AURE218708A: 40 hours: Carry out repairs to single electrical circuits
- AURE219331A: 40 hours: Install, test and repair low voltage wiring/ lighting systems
- AURE219431A: 40 hours: Install, test and repair electrical security systems/ components
- AURE219531A: 40 hours: Install ancillary electrical components
- AURE224008A: 20 hours: Carry out soldering of electrical wiring/ circuits
- AURT225156A: 40 hours: Read and interpret engineering drawings
- MEM16.8A: 20 hours: Interact with computing technology

Sub-total hours: 320
Total hours: 455

Assessment
Assessment is based on competency, which is the ability to perform specific skills, and a combination of observation, discussion, written assignments, tests, examinations, and/or practical application/work related projects.

Opportunities for Further Study
Graduates of the Certificate II in Automotive Electrical Technology can pursue further study opportunities in fields relating to electrical or computer systems technologies. Students will be eligible to articulate directly into an electrical apprenticeship, or may apply for one of Holmesglen’s many programs available in Computing and Information Technology.

Commencement Dates
February and July

Locations
Moorabbin campus

Course Enquiries: 9209 5690
General Enquiries: 9564 1555
Email: engineering@holmesglen.vic.edu.au

Certificate II in Electrotechnology (Pre-vocational)
Course Code 21887VIC

Pre-apprenticeship Program for the Electrical Industry
This course gives prospective apprentices entry into various electrical trades, and insight into the type of work expected.

Qualification and Recognition
After successful completion of this course, students will be eligible to receive the Certificate II in Electrotechnology (Pre-vocational) and will be well positioned to pursue apprenticeship opportunities within the electrical industry.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute.

Career Opportunities
This course prepares students for a career within the following trades: electrician; electrical engineering technician; electrical fitter; engineering tradesperson – electrical; electronics engineering technician; refrigeration and air-conditioning mechanic; and engineer.

Who Can Apply
Individuals who have Year 10 level Mathematics and English or mature age applicants with adequate literacy and numeracy skills.

Selection Criteria
Applicants will be interviewed and possibly required to undertake a numeracy and literacy test, to determine their suitability for the course.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 20 weeks.
Students are required to attend training for approximately 30 hours per week.

Course Structure
To successfully complete this qualification students must complete a series of units, and demonstrate their competence in the skills involved.

Core Units
- MEM12024A: Perform computations
- UENEEE002B: Dismantle, assemble and fabricate electrotechnology components
- UENEEE003B: Solve problems in extra-low voltage single path circuits
- UENEEE004B: Solve problems in multiple path DC circuits
- UENEEE005B: Fix and secure equipment
- UENEEE007B: Use drawings, diagrams, schedules and manuals
- UENEEE003B: Document occupational hazards and risks in electrical
- UENEEE040B: Identify and select components / accessories / materials for electrotechnology work activities
- UENEEE042B: Produce routine products for carrying out electrotechnology work activities
- UENENK012B: Provide basic sustainable energy solutions for energy reduction in domestic premises
- UENEEPP002B: Attach cords and plugs to electrical equipment for connection to a single phase 250 volt supply
- UENEEPO008B: Conduct in-service safety testing of electrical cord assemblies and cord connected equipment

Elective Units
- UENEECO018: Maintain documentation
- UENEEE002B: Carry out preparatory electrotechnology work activities

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Graduates of the Certificate II in Electrotechnology (Pre-vocational) are well positioned to pursue further study within the electrical area. Students can also benefit from increased opportunities to become an apprentice electrician, where they will continue their training towards a Certificate III in Electrotechnology (Electrician). Further apprenticeship opportunities exist within other engineering and building trade fields.

Commencement Dates
February and July

Locations
Moorabbin campus

Course Enquiries: 9209 5690
General Enquiries: 9564 1555
Email: engineering@holmesglen.vic.edu.au

Certificate III in Electrotechnology (Electrician)
Course Code UEE30807

Apprenticeship Program for the Electrical Industry
This course is a pre-requisite for the unrestricted Electrical Wiring Licence exam and provides the background knowledge and skills required for successful work in the electrical industry.

Qualification and Recognition
After successful completion of this course, students will be eligible to receive the Certificate III in Electrotechnology (Electrician). In completing this training, apprentices will be eligible to sit for the unrestricted Electrical Wiring Licence exam, which will enable them to operate as a licenced electrician.
Recognition of Prior Learning (RPL) and Credit Transfer
You may be able to shorten the length of your chosen course by measuring your skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
A licensed electrician is able to work on all types of electrical installations, including the wiring of all commercial, residential and industrial installations. They also have the responsibility for the maintenance of electrical equipment throughout the industry.

Who Can Apply
Individuals who have a current training agreement with a registered employer from the electrical industry, and who need to commence their apprenticeship training.

Selection Criteria
Entry into the course is automatic, subject to availability of places. It is recommended that applicants have completed Year 11 or its equivalent, due to the Maths and English requirements of electrical studies.

How to Apply
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, 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, Apprentice Administration Branch, telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

Course Length
Apprentices attend classes that run for 8 hours per week for 3 years.

Course Structure
To successfully achieve this qualification, students must complete a series of units and demonstrate competence in the skills involved.

Core Units
- UNEENEE002B: Participate in electrical work and competency development activities
- UNEENEE001B: Apply OHS practices in the workplace
- UNEENEE002B: Dismantle, assemble and fabricate electrotechnology components
- UNEENEE003B: Solve problems in extra-low voltage single path circuits
- UNEENEE004B: Solve problems in multiple path DC circuits
- UNEENEE005B: Fix and secure equipment
- UNEENEE007B: Use drawings, diagrams, schedules and manuals
- UNEENEE008B: Lay wiring/cabling and terminate accessories for extra-low voltage circuits
- UNEENEE0033B: Document occupational hazards and risks in electrical
- UNEENEE001B: Solve problems in electromagnetic circuits
- UNEENEE002B: Solve problems in single and three phase low voltage circuits
- UNEENEE003B: Install wiring and accessories for low voltage circuits
- UNEENEE004B: Install low voltage electrical apparatus and associated equipment
- UNEENEE005B: Verify compliance and functionality of general electrical installations
- UNEENEE007B: Select and arrange equipment for general electrical installations
- UNEENEE008B: Find and repair faults in electrical apparatus and circuits
- UNEENEE009B: Develop and connect control circuits

Elective Units
- UNEENEE003B: Provide quotations for installation or service jobs
- UNEENEE001B: Use basic computer applications relevant to a workplace

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
There are opportunities for further study at Certificate IV level or higher for graduates of the Certificate III in Electrotechnology (Electrician).

Commencement Dates
February and July

Locations
Moorabbin campus

Course Enquiries: 9209 5690
General Enquiries: 9564 1555
Email: engineering@holmesglen.vic.edu.au

Diploma of Engineering Technology
Course Code 21621VIC

The Diploma of Engineering has been developed as a customised program of study in the manufacture, design, maintenance, modification and installation of mechanical equipment and systems, including Computer Aided Design and Drafting. The course is structured to support both trade and non-trade entry students aspiring to work in the field of engineering technology, and trade-entry students with some prior training in the field looking to further their skills. Students are able to construct their own program by completing the competencies most relevant to their course direction and career aspirations.

Qualifications and Recognition
The course is fully accredited by the State Government of Victoria, and is widely accepted by the relevant sectors of industry and government. Upon successful completion of this course students are eligible to receive the Diploma of Engineering Technology.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
The manufacturing and engineering area is the largest employment sector in Australia. Employer demand for engineering graduates is high, accounting for over a third of all job vacancies. Completion of this program provides rewarding career opportunities in higher technician and engineering management.

Who Can Apply
Non-Trade Entry:
- Completion of a Year 11 or 12 secondary college program is preferred.
- Trade Entry:
  - Applicants seeking to complete the Trade Entry program must have completed prior training in the engineering field, or demonstrate an equivalent degree of aptitude gained in an engineering workplace.
  - Applications are sought from individuals who would not traditionally pursue an engineering career. They include women, individuals from non-English speaking backgrounds and individuals with disabilities.

Selection Criteria
- Non-Trade Entry Program
  - School-Leavers: Completion of a Year 11 or 12 secondary college program is preferred. Students who have completed one of Further Maths, Maths Methods and Physics will be at an advantage.
- Trade Entry Program
  - Mature age applicants: Applicants will be required to attend an interview, in which they must demonstrate their ability and motivation to complete the course.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
- Full-time: 1 year (800 hours).
- Part-time: Course length may vary depending on number of modules undertaken. Trade Entry applicants with some industry experience may enter directly into Stage Two of the program, and may require only 600 hours of training to complete the program.
General Enquiries
Phone: 9564 1555 | Email: info@holmesglen.vic.edu.au | Web: www.holmesglen.edu.au

Course Structure
Students with a non-trade background must complete at least 200 hours of study from the Stage One competencies of the Diploma program. Students with prior training, who are able to demonstrate their competence in areas incorporated in Stage One, will be exempt and may commence the Diploma program at Stage Two.

Please note that some competencies may require minimum numbers of applicants to proceed.

Stage One Competencies
- MEM13.14B: 20 hours: Use hand tools
- MEM13.1B: 10 hours: Perform emergency first aid
- MEM18.1C: 20 hours: Use hand tools
- MEM18.2B: 20 hours: Use power tools/hand held operation
- VBN768: 20 hours: Develop an individual career plan for the engineering industry
- VBN 769: 40 hours: Perform basic machining processes
- VBN770: 40 hours: Apply basic fabrication techniques
- VBN771: 20 hours: Apply electrotechnology principles in an engineering work environment
- VBN773: 20 hours: Produce basic engineering sketches and drawings
- VBN776: 20 hours: Use basic engineering concepts to plan the fabrication of engineering components
- VBN777: 20 hours: Handle engineering materials in a safe and proper manner
- VBN778: 60 hours: Use fabrication and machining techniques to produce basic engineering components and products
- VBN779: 60 hours: Perform cutting, grinding and turning operations
- VBN780: 60 hours: Apply fabrication techniques by forming, bending and shaping of engineering materials
- VBN782: 60 hours: Perform basic welding and thermal cutting processes to fabricate engineering structures
- VBN788: 60 hours: Design and prototype components and/or small structures using engineering design principles

Total hours - Stage One: 550

Stage Two Competencies
- AUM5301A: 40 hours: Produce drawings manually
- BSBCMN419A: 60 hours: Manage projects
- BSBPMM044A: 40 hours: Apply quality management techniques

CAD 1 Autocad
- VBP235-A: 80 hours: Use 2D Computer Aided Drafting (CAD) systems
- VBP236-A: 80 hours: Use Advanced 2D and 3D CAD techniques
- VBP237-A: 80 hours: Use computer based solid modelling techniques
- VBP238-A: 80 hours: Annotate and create assemblies using solid models
- VBP239-A: 80 hours: Create and modify surfaces for simple consumer products
- VBP240-A: 40 hours: Use extended features of CAD

CAD 2 Key creator
- VBP235-K: 80 hours: Use 2D CAD systems
- VBP236-K: 80 hours: Use Advanced 2D and 3D CAD techniques
- VBP237-K: 80 hours: Apply computer based solid modelling techniques
- VBP238-K: 80 hours: Annotate and create assemblies using solid models
- VBP239-K: 80 hours: Create and modify surfaces for simple consumer products
- VBP240-K: 40 hours: Use extended features of CAD

CAD 3 Solidworks
- VBP237-S: 80 hours: Apply computer based solid modelling techniques
- E237-A: 40 hours: Apply computer based solid modelling techniques - Introductory
- E237-B: 40 hours: Apply computer based solid modelling techniques - Advanced
- VBP238-S: 80 hours: Annotate and create assemblies using solid models
- VBP239-S: 80 hours: Create and modify surfaces for simple consumer products

CAM 2 Mastercam
- VBP236-M: 80 hours: Use Advanced 2D and 3D CAD techniques
- VBP237-M: 80 hours: Use computer based solid modelling techniques
- VBP239-M: 80 hours: Create and modify surfaces for simple consumer products
- VBP252-M: 40 hours: Apply Computer Aided Manufacturing (CAM) processes
- VBP253-M: 40 hours: Apply CAM 2D programming
- VBP254-M: 40 hours: Apply CAM lathe programming
- VBP255-M: 60 hours: Program a 3D Milling Machine Centre
- VBP256-M: 60 hours: Program 4th axis application
- VBP257-M: 60 hours: Create advanced programs for CNC Machine Centres

CAM 3 Powermill
- VBP255-P: 60 hours: Program a 3D Milling Machine Centre
- VBP257-P: 60 hours: Create advanced programs for CNC Machine Centres

CAM 4 Machining strategist
- VBP255-M: 60 hours: Program a 3D Milling Machine Centre
- MEM24.12B: 40 hours: Apply metallurgy principles
- MTMPS6030A: 100 hours: Develop, manage and maintain quality systems
- VBP228: 80 hours: Apply mathematical solutions to engineering problems
- VBP230: 40 hours: Apply scientific principles to engineering
- VBP231: 40 hours: Apply principles of mechanics to engineering problems
- VBP232: 40 hours: Apply principles of strength of materials to engineering problems
- VBP234: 40 hours: Apply calculus to engineering problems
- VBP250: 40 hours: Set up manufacturing processes for engineering applications
- VBP251: 40 hours: Design tooling jigs and fixtures for advanced manufacturing
- VBP263: 40 hours: Apply basic principles of materials science to engineering applications
- VBP264: 60 hours: Apply advanced principles of materials science to engineering applications
- VBP265: 60 hours: Plan for the implementation of mechanical drive systems
- VBP266: 80 hours: Apply fluid mechanic principles in mechanical engineering
- E266-A: 40 hours: Apply fluid mechanic principles in mechanical engineering - Introductory
- E266-B: 40 hours: Apply fluid mechanic principles in mechanical engineering - Advanced
- VBP267: 80 hours: Set up fluid power controlled engineering systems
- VBP268: 60 hours: Design fluid power controlled engineering systems
- VBP269: 60 hours: Apply hydraulic principles in engineering
- VBP270: 60 hours: Apply pneumatic principles in engineering
- VBP273: 60 hours: Perform variation measurements and control
- VBP274: 60 hours: Design mechanical engineering systems
- VBP275: 60 hours: Program, operate and select robotics systems
- VBP276: 60 hours: Plan and manage robotics systems
- VBP277: 60 hours: Apply thermodynamic principles in engineering
- VBP278: 80 hours: Design mechanical machines
- VBP283: 40 hours: Apply principles of mechanics to engineering structures

Total hours: 800

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application of work related projects.

Opportunities for Further Study
Graduates of the Diploma of Engineering Technology may elect to undertake an additional 800 hours of training, and further their qualification to the advanced diploma level. Achieving the Advanced Diploma of Engineering Technology will not only further graduates’ career opportunities, it will also enable students to pursue degree level studies at university. Dependent on the preferred field of study and the academic record of the individual, graduates may apply for credits towards bachelor programs within engineering. Credits towards further study may vary depending on the program and the university, so students are advised to confirm with the specific institution prior to applying.

Commencement Dates
February and July

Locations
Moorabbin campus

Course Enquiries: 9209 5690
General Enquiries: 9564 1555
Email: engineering@holmesglen.vic.edu.au
Advanced Diploma of Engineering Technology
Course Code 21622VIC

The Advanced Diploma of Engineering Technology forms a comprehensive program of study in the manufacture, design, maintenance, modification and installation of mechanical equipment and systems. Computer Aided Design and Drafting is an important part of the program and Computer Aided Manufacture allows students to machine products, utilising specialised computer controlled machinery.

Qualifications and Recognition
The course is fully accredited by the State Government of Victoria and is widely accepted by the relevant sectors of industry and government. Upon successful completion of this course, students are eligible to receive the Advanced Diploma of Engineering Technology. Graduates are also eligible for Associate Membership of the Institution of Engineers Australia.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
The manufacturing and engineering area is the largest employment sector in Australia. Currently, employer demand for engineering graduates is high, with over a third of all job vacancies associated with this field. Completion of this program also provides a rewarding range of opportunities within higher technician and engineering management.

Who Can Apply
Completion of a Year 11 or 12 secondary school program is preferred. Individuals who have completed units of study through VCE in Further Maths or Maths Methods and Physics will be at an advantage.

Applications are also sought from individuals who would not traditionally pursue an engineering career. They include women, individuals from non-English speaking backgrounds and individuals with disabilities.

Selection Criteria
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course.

Applicants must have completed the Diploma of Engineering Technology before undertaking the Advanced Diploma stage of the course.

How to Apply
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 66361.
Part-time: Applicants apply directly to Holmesglen.

Course Length
Incorporating the Diploma of Engineering Technology
Full-time: 2 years (1,400 hours).
Part-time: 4 years (1,400 hours).
Graduates of the Diploma of Engineering Technology may achieve the Advanced Diploma level qualification with an additional 600 hours of study. Students can achieve this within one year, depending on the number of modules undertaken.

Course Structure
Upon completion of 800 hours’ training required for the Diploma program, students must complete a further 600 hours of training to achieve the Advanced Diploma qualification. Students undertaking the Advanced Diploma will select a range of competencies from within the Stage Two competency list, and complete the training to further their skills to an Advanced Diploma level.

Students wishing to specialise in particular fields of engineering are advised to select the required sequence of competencies, as specified for that field.

Stage Two Competencies
- AUM5301A: 40 hours: Produce drawings manually
- BSBCM419A: 60 hours: Manage project
- BSBCM404A: 40 hours: Apply quality management techniques

CAD 1 Autocad
- VBP235-A: 80 hours: Use 2D Computer Aided Drafting (CAD) systems
- VBP236-A: 80 hours: Use Advanced 2D and 3D CAD techniques
- VBP237-A: 80 hours: Apply computer based solid modelling techniques
- VBP238-A: 80 hours: Annotate and create assemblies using solid models
- VBP239-A: 80 hours: Create and modify surfaces for simple consumer products
- VBP240-A: 40 hours: Use extended features of CAD

CAD 2 Key creator
- VBP235-K: 80 hours: Use 2D CAD systems
- VBP236-K: 80 hours: Use Advanced 2D and 3D CAD techniques
- VBP237-K: 80 hours: Apply computer based solid modelling techniques
- VBP238-K: 80 hours: Annotate and create assemblies using solid models
- VBP239-K: 80 hours: Create and modify surfaces for simple consumer products
- VBP240-K: 40 hours: Use extended features of CAD

CAD 3 Solidworks
- VBP237-S: 80 hours: Apply computer based solid modelling techniques
- E237-A: 40 hours: Apply computer based solid modelling techniques - introductory
- E237-B: 40 hours: Apply computer based solid modelling techniques - Advanced
- VBP238-S: 80 hours: Annotate and create assemblies using solid models
- VBP239-S: 80 hours: Create and modify surfaces for simple consumer products

CAM 2 Mastercam
- VBP236-M: 80 hours: Use advanced 2D and 3D CAD techniques
- VBP237-M: 80 hours: Apply computer based solid modelling techniques
- VBP239-M: 80 hours: Create and modify surfaces for simple consumer products
- VBP252-M: 40 hours: Apply Computer Aided Manufacturing (CAM) processes
- VBP253-M: 40 hours: Apply CAM 2D programming
- VBP254-M: 40 hours: Apply CAM lathe programming
- VBP255-M: 60 hours: Program a 3D Milling Machine Centre
- VBP256-M: 60 hours: Program 4th axis application
- VBP257-M: 60 hours: Create advanced programs for CNC Machine Centres

CAM 3 Powermill
- VBP255-P: 60 hours: Program a 3D Milling Machine Centre
- VBP257-P: 60 hours: Create advanced programs for CNC Machine Centres

CAM 4 Machining strategist
- VBP255-M: 60 hours: Program a 3D Milling Machine Centre
- MEM24.12B: 40 hours: Apply metallurgy principles
- MTMPS5603A: 100 hours: Develop, manage and maintain quality systems
- VBP228: 80 hours: Apply mathematical solutions to engineering problems
- VBP230: 40 hours: Apply scientific principles to engineering problems
- VBP231: 40 hours: Apply principles of mechanics to engineering problems
- VBP232: 40 hours: Apply principles of strength of materials to engineering problems
- VBP234: 40 hours: Apply calculus to engineering problems
- VBP250: 40 hours: Set up manufacturing processes for engineering applications
- VBP251: 40 hours: Design tooling jigs and fixtures for advanced manufacturing
- VBP263: 40 hours: Apply basic principles of materials science to engineering applications
- VBP264: 60 hours: Apply advanced principles of materials science
- VBP265: 60 hours: Plan for the implementation of mechanical drive systems
- VBP266: 80 hours: Apply fluid mechanic principles in mechanical engineering
- E266-A: 40 hours: Apply fluid mechanic principles in mechanical engineering - Introductory
- E266-B: 40 hours: Apply fluid mechanic principles in mechanical engineering - Advanced
- VBP267: 80 hours: Set up fluid power controlled engineering systems
- VBP268: 60 hours: Design fluid power controlled engineering systems
- VBP269: 60 hours: Apply hydraulic principles in engineering
- VBP270: 60 hours: Apply pneumatic principles in engineering
Statements of Attainment, issued by any through qualifications obtained from formal acquired through work or life experiences, or their chosen course by measuring their skills. Students may be able to shorten the length of Credit Transfer Recognition of Prior Learning (RPL) and the Certificate III in Engineering – Fabrication of the required points the student is awarded advancement through the “c” classifications Qualification and Recognition

Assessment Assessment is based on competency, which is the ability to perform specific skills, and a combination of observation, written assignments, supervisor discussion, tests and practical application of work projects.

Opportunities for Further Study Upon successful completion of the Advanced Diploma in Engineering Technology, graduates are eligible to pursue further study opportunities at university. Graduates are eligible to apply for degree level studies in engineering at university, and may be eligible for credits for study already completed.

Commencement Dates February and July

Locations Moorabbin campus

Course Enquiries: 9209 5690
General Enquiries: 9564 1555
Email: engineering@holmesglen.vic.edu.au

Certificate III in Engineering – Fabrication Trade

Course Code MEM30305

Apprenticeship Program

The Certificate III in Engineering – Fabrication Trade is suitable for students currently employed as apprentice sheetmetal workers or boilermakers. Students must have entered into a contract of training with an employer before commencing this course.

Qualification and Recognition

Units are factored on a points basis, allowing advancement through the “c” classifications of the Metals Industry Award. On completion of the required points the student is awarded the Certificate III in Engineering – Fabrication Trade.

Recognition of Prior Learning (RPL) and Credit Transfer

Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training, AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities

At present, employer demand for engineering apprentices exceeds supply. The manufacturing and engineering area is the largest employment sector in Australia, with over one third of all job vacancies for trade qualified people. Completing an apprenticeship is the pathway to pursuing a highly rewarding career in these industries.

Who Can Apply

Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training.

Selection Criteria

To complete the Certificate III in Engineering Technology – Fabrication Trade, a student must have entered into a contract of training with their employer as an apprentice.

How to Apply

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, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

Course Length

Apprenticeships in the fabrication industry are for a period of three years. Apprentices attend training one day per week for three years.

Course Structure

This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. Students will progressively undertake the incorporated modules of learning, and will be required to demonstrate competency in the skills incorporated in each module. This enables the course to be delivered in a flexible learning format.

- MEM11.11B: 20 hours: Undertake manual handling
- MEM12.23A: 30 hours: Perform engineering measurements
- MEM12.24A: 30 hours: Perform computations
- MEM12.7C: 80 hours: Mark off/out structural fabrications and shapes
- MEM13.14B: 10 hours: Apply principles of occupational health and safety in the work environment
- MEM14.4A: 10 hours: Plan to undertake a routine task
- MEM14.5A: 20 hours: Plan a complete activity
- MEM15.24A: 10 hours: Apply quality procedures
- MEM15.2A: 20 hours: Apply quality systems
- MEM16.6A: 20 hours: Organise and communicate information
- MEM16.7A: 10 hours: Work with others in a manufacturing, engineering or related environment
- MEM16.8A: 20 hours: Interact with computing technology
- MEM17.3A: 20 hours: Assist in the provision of on-the-job training
- MEM18.1C: 20 hours: Use hand tools
- MEM18.2B: 20 hours: Use power tools/hand held operations
- MEM3.1B: 40 hours: Perform manual production assembly
- MEM3.3B: 40 hours: Perform sheet and plate assembly
- MEM5.10B: 80 hours: Apply fabrication, forming and shaping techniques
- MEM5.12C: 20 hours: Perform routine manual metal arc welding
- MEM5.13C: 20 hours: Perform manual production welding
- MEM5.15C: 40 hours: Weld using manual metal arc welding process
- MEM5.17C: 40 hours: Weld using gas metal arc welding process
- MEM5.19C: 40 hours: Weld using gas tungsten arc welding process
- MEM5.37B: 60 hours: Perform geometric development
- MEM5.49B: 20 hours: Perform routine gas tungsten arc welding
- MEM5.4C: 20 hours: Perform routine oxy acetylene welding
- MEM5.50B: 20 hours: Perform routine gas metal arc welding
- MEM5.51A: 20 hours: Select welding processes
- MEM5.52A: 40 hours: Apply safe welding practices
- MEM5.58B: 20 hours: Carry out mechanical cutting
- MEM5.7C: 20 hours: Perform manual heating and thermal cutting
- MEM7.32B: 20 hours: Use workshop machines for basic operations
- MEM9.22A: 40 hours: Create 2D Code File using Computer Aided Manufacturing System
- MEM9.29B: 40 hours: Interpret technical drawing

Total hours: 980

Assessment

Assessment is based on competency, which is the ability to perform specific skills, and a combination of observation, written assignments, supervisor discussion, tests and practical application of work projects.

Opportunities for Further Study

After completion of Certificate III students can undertake further study to specialise within a particular field, or may seek to advance their studies within engineering to an advanced diploma level. Graduates of the Certificate III will also receive substantial credits towards
the Certificate IV in Engineering, specialising in fabrication.

**Commencement Dates**
Courses commence at various times throughout the year.

**Locations**
Moorabbin campus

**Course Enquiries:** 9209 5690
**General Enquiries:** 9564 1555
**Email:** engineering@holmesglen.vic.edu.au

**Certificate IV in Engineering**
**Course Code MEM40103**

**Incorporating Specialisations in Fabrication**

The Certificate IV in Engineering provides a more extensive trade base and is designed for existing tradespeople at the Certificate III level.

**Qualifications and Recognition**
Units are factored on a points basis, allowing advancement through the “c” classification structure in the metals industry. Completion of all required units is awarded with the Certificate IV in Engineering. This course is nationally recognised by the MTIA and the metals industry.

**Recognition of Prior Learning (RPL) and Credit Transfer**
Students can shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

**Career Opportunities**
Graduates of this program will benefit from enhanced career opportunities in fields associated with fabrication and welding. Graduates will be equipped to pursue opportunities in the metals industry, post trade and associated areas.

**Who Can Apply**
Individuals who have completed an apprenticeship in either fabrication or the mechanical trades and achieved a Certificate III level qualification may apply as a trade entry applicant. Trade entry applicants will receive advanced standing and will be required to complete only the sequence of modules necessary to advance their skills to the Certificate IV level. The program is also suitable for new entrants to the industry, who apply as non-trade entry applicants and are required to complete all modules for the Certificate IV.

**Selection Criteria**

- **Trade Entry Program**
  - Successful completion of an apprenticeship program within engineering.
  - Non-Trade Entry Program
  - Applicants will be required to attend an interview, in which they must demonstrate their ability and motivation to complete the course.

**How to Apply**
Applicants apply directly to Holmesglen.

**Course Length**
This program is separated into modules. Students must select the module sequence necessary for their required qualification. Course length will vary depending on the number of modules selected, and the time required to complete each module.

**Course Structure**
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. As part of this program students also achieve welding certification, as issued by the Welding Technology Institute of Australia (WTIA).

Students may nominate the electives corresponding with the certification sought, and will be eligible to achieve a nationally recognised qualification covering MMAW, GMAW, GTAW, OAW on a range of metals. Welding streams are undertaken for one semester.

- MEM5.7C: 20 hours: Manual heating and thermal cutting
- MEM5.12C: 20 hours: Perform routine manual metal arc welding
- MEM5.13AB: 20 hours: Perform manual production welding
- MEM5.14C: 20 hours: Monitor quality of production welding/fabrication
- MEM5.15C: 40 hours: Weld using manual metal arc welding process
- MEM5.17C: 40 hours: Weld using gas metal arc welding process
- MEM5.16C: 40 hours: Perform advanced welding using manual metal arc welding process
- MEM5.18C: 40 hours: Perform advanced welding using gas metal arc welding process
- MEM5.19C: 40 hours: Weld using gas tungsten arc welding process
- MEM5.20C: 40 hours: Perform advanced welding using gas tungsten arc welding process
- MEM5.26B: 40 hours: Apply welding principles
- MEM5.42B: 60 hours: Perform welds to code standards using flux core arc welding process
- MEM5.43B: 60 hours: Perform welds to code standards using gas metal arc welding process
- MEM5.44B: 60 hours: Perform welds to code standards using gas tungsten arc welding process
- MEM5.45B: 60 hours: Perform pipe welds to code standards using manual metal arc welding process
- MEM5.46B: 60 hours: Perform welds to code standards using manual metal arc welding process
- MEM5.47B: 40 hours: Weld using flux core arc welding process
- MEM5.48B: 40 hours: Perform advanced welding using flux core arc welding process
- MEM5.49B: 20 hours: Perform routine gas tungsten welding process
- MEM5.50B: 20 hours: Perform routine gas metal arc welding
- MEM9.28B: 40 hours: Interpret technical drawing
- MEM5.10B: 80 hours: Apply fabrication, forming and shaping techniques
- MEM5.11C: 80 hours: Assemble fabricated components
- MEM5.51A: 20 hours: Select welding processes
- MEM5.52A: 40 hours: Apply safe welding practices

**Assessment**
Assessment is based on competency, which is the ability to perform specific skills, and a combination of observation, discussion, written assignments, tests, examinations, and/or practical application and work related projects. Some welding streams are externally examined as per AS1796 Certification of Welders and Welding Supervisors.

**Opportunities for Further Study**
Further study may lead to the Welding Supervisors’ Certificate (WTIA), advanced certificate, associate diploma and diploma.

**Commencement Dates**
Students may start any time for elective competencies except WTIA welding streams which commence at the start of each semester (February and July).

**Locations**
Moorabbin campus

**Course Enquiries:** 9209 5690
**General Enquiries:** 9564 1555
**Email:** engineering@holmesglen.vic.edu.au

**Certificate II in Engineering Studies**
**Course Code 21566VIC**

**Pre-apprenticeship**
This course provides entry level training for students interested in pursuing a career in engineering. It is designed for direct entry to Certificate III in Engineering.

**Qualifications and Recognition**
Upon successful completion of the course, students are eligible to receive the Certificate II in Engineering Studies.

**Recognition of Prior Learning (RPL) and Credit Transfer**
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or
General Enquiries
Phone: 9564 1555 | Email: info@holmesglen.vic.edu.au | Web: www.holmesglen.edu.au

through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
This course is intended to lead to an engineering apprenticeship in fitting and machining, production planning, supervising or mechanical engineering.

Who Can Apply
Individuals interested in pursuing a career in engineering. Previous technical experience in engineering is not required.

Selection Criteria
There are no entry requirements, but a minimum of Year 10 level education is recommended.

How to Apply
Applications may apply directly to Holmesglen.

Course Length
Full-time: 20 weeks (400 hours). Students are required to attend training for approximately 20 hours per week.

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

To successfully achieve the Certificate II in Engineering Studies, students will be required to complete all core modules, and select one industry specific elective.

Electives (select one)
- VBN779: 60 hours: Perform cutting, grinding and turning operations
- VBN780: 60 hours: Form, bend and shape engineering materials
- VBN781: 60 hours: Use fundamental refrigeration principles and processes to make refrigeration and/or air-conditioning equipment operational
- VBN782: 60 hours: Perform basic welding and thermal cutting processes to fabricate engineering structures
- VBN783: 60 hours: Create engineering drawings using Computer Aided Systems (CAD)

Assessment
Assessment is based on competency, which is the ability to perform specific skills, and a combination of observation, written assignments, supervisor discussion, tests and practical application of work projects.

Opportunities for Further Study
Graduates of the Certificate II in Engineering Studies have the option to continue their studies into the Certificate III in Engineering Technology, or pursue apprenticeship opportunities within engineering.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Moorabbin campus

Course Enquiries: 9209 5690
Email: engineering@holmesglen.vic.edu.au

Certificate III in Engineering – Mechanical Trade
Course Code MEM30205

Apprenticeship Program
This course provides broad based training in the skills and knowledge required for employment as a mechanical tradesperson in the metals and engineering industry. Specialist areas include toolmaking, maintenance, CNC, fluid power and Computer Aided Drafting and Design. A mechanical engineering apprentice will use a variety of machines, drills, lathes, grinding and milling machines in the manufacture and repair of parts and machinery.

Qualifications and Recognition
The Certificate III in Engineering is recognised in the Federal Metals Industry Award and relates directly to the C10 classification of Engineering Tradesperson Level 1. It is accepted by industry sectors and Government.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
At present, employer demand for engineering apprentices exceeds supply. The manufacturing and engineering area is the largest employment sector in Australia, with over one third of all job vacancies for trade qualified people. Completing an apprenticeship is the pathway to pursuing a highly rewarding career within these industries, including technician, sales and engineering management careers.

Who Can Apply
Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training.

Selection Criteria
To complete the Certificate III in Engineering – Mechanical Trade, a student must have entered into a contract of training with their employer, as an apprentice.

How to Apply
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, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

Course Length
Apprenticeships in the mechanical trade industry are for a period of three years. Apprentices may attend training either one day a week over three years, or via block release (one week’s attendance every four weeks).

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. Students will progressively undertake the incorporated modules of learning, and will be required to demonstrate competency in the skills incorporated in each module. This enables the course to be delivered in a flexible learning format.
First Year
- MEM12.23A: 30 hours: Perform engineering measurements
- MEM12.24A: 30 hours: Perform computations
- MEM12.6B: 40 hours: Mark off/out (General Engineering)
- MEM13.14B: 10 hours: Apply principles of occupational health and safety in the work environment
- MEM14.4A: 10 hours: Plan to undertake a routine task
- MEM15.24A: 10 hours: Apply quality procedures
- MEM16.7A: 10 hours: Work with others in a manufacturing, engineering or related environment
- MEM18.1C: 20 hours: Use hand tools
- MEM18.2B: 20 hours: Use power tools/hand held operations
- MEM7.5B: 80 hours: Perform general machining
- MEM7.6B: 40 hours: Perform lathe operations
- MEM9.2B: 40 hours: Interpret technical drawings

Total hours - First Year: 340

Second Year
- MEM2.6C10A: 40 hours: Plan a complete activity
- MEM2.1C12A: 20 hours: Apply quality systems
- MEM16.8A: 20 hours: Interact with computing technology
- MEM18.3C: 40 hours: Use tools for precision work
- MEM30.12A: 60 hours: Apply mathematical techniques in a manufacturing, engineering or related environment
- MEM5.12C: 20 hours: Perform routine manual metal arc welding
- MEM5.50B: 20 hours: Perform routine gas metal arc welding
- MEM7.21B: 40 hours: Perform complex lathe operations
- MEM7.7B: 40 hours: Perform milling operations
- MEM7.8C: 40 hours: Perform grinding operations

Total hours - Second Year: 340

Third Year
- MEM12.3A: 20 hours: Perform precision mechanical measurement
- MEM16.6A: 20 hours: Organise and communicate information
- MEM2.4C11A: 20 hours: Assist in the provision of on-the-job training
- MEM18.18AB: 40 hours: Maintain pneumatic systems components
- MEM18.20AB: 40 hours: Maintain hydraulic systems components
- MEM18.55B: 30 hours: Dismantle, replace and assemble engineering components
- MEM18.6A: 60 hours: Repair and fit engineering components
- MEM7.11B: 40 hours: Perform complex milling operations
- MEM7.12B: 40 hours: Perform complex grinding operations
- MEM7.15B: 40 hours: Set computer controlled machines/processes
- MEM7.16C: 40 hours: Set and edit computer controlled machines/processes
- MEM7.18AA: 40 hours: Write basic NC/CNC program

Total hours - Third Year: 430

Total hours: 1,110

Assessment
Assessment is based on competency, which is the ability to perform specific skills, and a combination of observation, written assignments, supervisor discussion, tests and practical application of work projects.

Career Opportunities
The manufacturing and engineering area is the largest employment sector in Australia. Currently, employer demand for engineering graduates is high, with over a third of all job vacancies associated with this field. Completion of this program also provides rewarding career opportunities within the industry, including higher technician and engineering management careers.

Opportunities for Further Study
After completion of Certificate III students can undertake further study to specialise in a particular field, or may seek to advance their studies within engineering to an advanced diploma level. Graduates of the Certificate III will also receive substantial credits towards the Certificate IV in Engineering, and will be eligible to achieve this nationally recognised qualification with an additional 320 hours of training.

Certificate IV in Engineering
Incorporating Specialisations in Mechanical Engineering

The Certificate IV in Engineering is a trade program developed for individuals wanting to obtain specialised skills within the engineering industry. With all training delivered in Holmesglen’s specially designed facilities, this program provides skills advancement opportunities relevant to students’ career development.

Qualifications and Recognition
Upon successful completion of this course students are eligible to receive the Certificate IV in Engineering, a nationally recognised qualification within the engineering and manufacturing industries. Graduates have the opportunity to customise their qualification by selecting the sequence of competencies relevant to their career development.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.
- MEM12.23A: 30 hours: Perform engineering measurements
- MEM12.24A: 30 hours: Perform computations
- MEM12.3B: 20 hours: Perform precision mechanical measurement
- MEM12.14B: 10 hours: Apply principles of occupational health and safety in the work environment
- MEM14.4A: 10 hours: Plan to undertake a routine task
- MEM14.5A: 20 hours: Plan a complete activity
- MEM15.2A: 10 hours: Apply quality procedures
- MEM15.2B: 20 hours: Apply quality systems
- MEM16.10A: 20 hours: Write reports
- MEM16.12A: 40 hours: Interpret technical specifications and manuals
- MEM16.13A: 20 hours: Operate in a self-directed team
- MEM16.5A: 20 hours: Operate as a team member to conduct manufacturing, engineering or related activities
- MEM16.6A: 20 hours: Organise and communicate information
- MEM16.7A: 10 hours: Work with others in a manufacturing, engineering or related work environment
- MEM16.8A: 20 hours: Interact with computing technology
- MEM17.3A: 20 hours: Assist in the provision of on-the-job training
- MEM18.18C: 40 hours: Maintain pneumatic system components
- MEM18.1C: 20 hours: Use hand tools
- MEM18.20B: 40 hours: Maintain hydraulic system components
- MEM18.2B: 20 hours: Use power tools/hand held operations
- MEM18.3C: 40 hours: Use tools for precision work
- MEM18.55B: 30 hours: Dismantle, replace and assemble engineering components
- MEM18.6B: 60 hours: Repair and fit engineering components
- MEM30.12A: 40 hours: Apply mathematical techniques in a manufacturing engineering or related environment
- MEM5.12C: 20 hours: Perform routine manual metal arc welding
- MEM5.13C: 20 hours: Perform manual production welding
- MEM5.3B: 20 hours: Perform soft soldering
- MEM5.4C: 20 hours: Perform routine oxy-acetylene welding
- MEM5.50B: 20 hours: Perform routine gas metal arc welding
- MEM5.6B: 20 hours: Perform brazing and/or silver soldering
- MEM5.7C: 20 hours: Perform manual heating and thermal cutting
- MEM7.7B: 40 hours: Perform milling operations
- MEM7.8C: 40 hours: Perform grinding operations
- MEM7.11B: 40 hours: Complex milling operations
- MEM7.12B: 40 hours: Complex grinding operations
- MEM7.15B: 20 hours: Set computer controlled machines/processes
- MEM7.16C: 40 hours: Set and edit computer controlled machines/processes
- MEM7.18C: 20 hours: Write basic NC/CNC programs
- MEM7.19C: 20 hours: Program NC/CNC Machining Centre
- MEM7.20C: 20 hours: Program multiple spindle and/or multiple axis NC/CNC Machining Centre
- MEM7.21B: 40 hours: Perform complex lathe operations
- MEM7.22C: 20 hours: Program CNC wire cut machines
- MEM7.24B: 40 hours: Operate and monitor machine/process
- MEM7.28B: 20 hours: Operate computer controlled machines/processes
- MEM7.5B: 80 hours: Perform general machining
- MEM7.6B: 40 hours: Perform lathe operations
- MEM9.2B: 40 hours: Interpret technical drawing

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Graduates of the Certificate IV in Engineering may elect to further their studies to a diploma or advanced diploma level. Through higher level programs, students will have the opportunity to further their skills in the design, manufacture and development aspects of engineering, and may pursue further study opportunities at a degree level.

Commencement Dates
Enrolments are accepted at various times throughout the year.

Locations
Moorabbin campus

Course Enquiries: 9209 5690
General Enquiries: 9564 1555
Email: engineering@holmesglen.vic.edu.au

Certificate I in Engineering Course Code MEM10105

Basic Welding Training Program
The Certificate I in Engineering is designed for students seeking employment in the welding and metal fabrication industry.

Qualification and Recognition
Upon successful completion of the course, students are eligible to receive the Certificate I in Engineering, a nationally recognised qualification within industry.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be eligible to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of this course will be well placed to gain employment in the metal fabrication industry. The course could lead to an engineering apprenticeship in either metal fabrication or engineering production.

Who Can Apply
Individuals interested in pursuing a career in engineering or metal fabrication. Previous experience in the area is not required.

Selection Criteria
There are no entry requirements for this course.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Course length is 240 hours, which may be offered full-time or part-time, and run during the day or in the evening.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. This training program comprises a series of foundation modules as well as a number of industry specific modules. To successfully achieve the Certificate I in Engineering, students must complete all modules.

Foundation Units
- MEM1.1FA: 20 hours: Undertake interactive workplace communication
- MEM1.2FA: 20 hours: Apply principles of occupational health and safety in work environment
- MEM1.3FA: 20 hours: Apply quality procedures
- MEM1.4FA: 20 hours: Plan to undertake a routine task

Industry Specific Competencies
- MEM5.50A: 20 hours: Perform routine gas metal arc welding
- MEM5.12A: 20 hours: Perform routine manual arc welding
- MEM5.49A: 40 hours: Weld using gas metal arc welding process
- MEM5.4A: 20 hours: Perform routine oxyacetylene welding
- MEM5.4B: 20 hours: Manual heat, thermal cut and gouge
- MEM18.1B: 20 hours: Use hand tools
- MEM18.2A: 20 hours: Use power tools and held operations

Total hours: 240

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.
Opportunities for Further Study
Graduates of the Certificate II in Engineering Production fields.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Moorabbin campus

Course Enquiries: 9209 5690
General Enquiries: 9564 1555
Email: engineering@holmesglen.vic.edu.au

Certificate II in Engineering Production
Course Code MEM20105

Basic Welding Training Program
This course is designed to provide entry level training for students interested in pursuing careers in welding, metal fabrication, engineering or plumbing.

Qualifications and Recognition
Upon successful completion of the course, students are eligible to receive the Certificate II in Engineering Production.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Upon successful completion of this course, graduates can pursue a range of employment and career opportunities, including positions in welding, metal fabrication, engineering or plumbing fields.

Who Can Apply
Individuals with a desire to pursue a career in the welding, metal fabrication, engineering or plumbing fields.

Selection Criteria
Applicants will be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Part-time: 40 weeks (400 hours). Students attend training for approximately 10 hours per week.

Course Structure
This program is delivered at Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully complete the basic welding training program, students will be required to complete all modules.

Core Units
- MEM13014A: 10 hours: Apply principles of OHS in the work environment
- MEM14004A: 10 hours: Plan to undertake a routine task
- MEM15002A: 20 hours: Apply quality systems
- MEM15024A: 10 hours: Apply quality procedures
- MEM16007A: 10 hours: Work with others in a manufacturing, engineering or related environment

Specialisation A Units:
- MEM05004C: 20 hours: Perform routine oxy acetylene welding
- MEM05006B: 20 hours: Perform brazing and/or silver soldering
- MEM05007C: 20 hours: Perform manual heating and thermal cutting
- MEM03003B: 40 hours: Perform sheet and plate assembly
- MEM05014B: 40 hours: Weld using powder flame spraying
- MEM05012C: 20 hours: Perform routine manual arc welding
- MEM05013C: 20 hours: Perform manual production welding
- MEM05050B: 20 hours: Perform routine gas metal arc welding
- MEM09002B: 40 hours: Interpret technical drawing
- MEM06007B: 20 hours: Perform basic incidental heat/quenching, tempering and annealing
- MEM03001B: 40 hours: Perform manual production assembly
- MEM18001C: 20 hours: Use hand tools
- MEM18002B: 20 hours: Use power tools/hand held operation

Total hours: 400

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities For Further Study
Graduates of this course may apply for entry into the Certificate IV in Engineering Technology (Welding Certification), traineeships or apprenticeship courses.

Commencement Dates
February and July

Locations
Chadstone campus, Building 2

Course Enquiries: 9564 1700
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate IV in Engineering Technology (Welding Certification)
Course Code MEM40105

This course provides a number of recognised formal welding certifications. Students may choose one or more of the following welding certificates:

- 1 & 1E: Manual metal-arc welding (MMAW) of carbon steel plate and double butt carbon steel pipe
- 2: Manual metal-arc welding (MMAW) of carbon steel pipe
- 3 & 3E: Manual metal-arc welding (MMAW) of alloy steel plate and double butt welded alloy steel pipe
- 4: Manual metal-arc welding (MMAW) of alloy steel pipe
- 6: Gas fuel welding of carbon steel pipe
- 7: Gas tungsten arc welding (GTAW) of carbon steel pipe
- 8G: Gas metal-arc welding (GMAW) of carbon steel plate and pipe
- 8F: Flux core arc welding (FCAW) of carbon steel plate and pipe

Qualifications & Recognition
Successful completion of the necessary modules required for each welding certificate will qualify an individual to apply the skills within industry. The certifications provided through this program are nationally recognised.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
The successful completion of this course can assist in obtaining employment in metal fabrication, steel construction, pressure vessel fabrication, pipe fabrication and installation, and in other industries that require qualified welders.

Who Can Apply
This course will benefit individuals with experience in the plumbing or mechanical industries, who seek to further their qualifications in various aspects of welding. As this is an advanced program, applicants must either:

- Possess at least one year’s industrial experience (for a person who has completed an apprenticeship); or
- Possess at least three years’ industrial experience (for a person who is without an approved apprenticeship).

Course entry is governed by the requirements of the Australian Standards Code AS 1796-2001 - Certification of Welders and Welding Supervisors.
Selection Criteria
- Motivation to undertake and complete the course
- Completed trade training in an allied trade
- Successful completion of the Certificate II in Engineering Production (Technology Welding).

How to Apply
Applicants apply directly to Holmesglen.

Course Length
The course length varies according to a person’s experience and the number of certificates already held. Typically, a person enrols for modules that total 200 hours per semester.

Course Structure
Students are required to complete the sequence of modules specified for each welding certification sought. The number of modules to be completed will vary, depending on the number and type of certificates required, and on the prior learning of the individual.

- MEM03003B: 40 hours: Perform sheet and plate assembly
- MEM05005B: 20 hours: Carry out mechanical cutting
- MEM05009C: 20 hours: Perform automated thermal cutting
- MEM05010B: 80 hours: Apply fabrication, forming and shaping techniques
- MEM05011C: 80 hours: Assemble fabricated components
- MEM05014C: 20 hours: Monitor quality of production welding/fabrications
- MEM05015C: 40 hours: Weld using manual metal arc welding process
- MEM05016C: 40 hours: Perform advanced welding using manual metal arc welding process
- MEM05017C: 40 hours: Weld using gas metal arc welding process
- MEM05018C: 40 hours: Perform advanced welding using gas metal arc welding process
- MEM05019C: 40 hours: Weld using gas tungsten arc welding process
- MEM05020C: 40 hours: Perform advanced welding using gas tungsten arc welding process
- MEM05022C: 60 hours: Perform advanced welding using oxy acetylene welding process
- MEM05023C: 40 hours: Weld using submerged arc welding process
- MEM05024B: 120 hours: Perform welding supervision
- MEM05025C: 120 hours: Perform welding/fabrication inspection
- MEM05026B: 40 hours: Apply welding principles
- MEM05036C: 40 hours: Repair/replace/modify fabrications
- MEM05041B: 40 hours: Weld using powder flame spraying
- MEM05042B: 60 hours: Perform welds to code standards using flux core arc welding process
- MEM05043B: 60 hours: Perform welds to code standards using gas metal arc welding process
- MEM05044B: 60 hours: Perform welds to code standards using gas tungsten arc welding process
- MEM05045B: 60 hours: Perform pipe welds to code standards using manual metal arc welding process
- MEM05046B: 60 hours: Perform welds to code standards using manual metal arc welding process
- MEM05047B: 40 hours: Weld using flux core arc welding process
- MEM05048B: 40 hours: Perform advanced welding using flux core arc welding process
- MEM05049B: 20 hours: Perform routine gas tungsten arc welding
- MEM05050B: 20 hours: Perform routine gas metal arc welding
- MEM05051A: 20 hours: Select welding processes
- MEM05052A: 40 hours: Apply safe welding practices
- MEM13002B: 30 hours: Undertake OH&S activities in the workplace
- MEM16012A: 40 hours: Interpret technical specifications and manuals
- MEM24001B: 20 hours: Perform basic penetrant testing
- MEM24003B: 20 hours: Perform basic magnetic particle testing
- MEM24005B: 20 hours: Perform basic eddy current testing
- MEM24007B: 20 hours: Perform ultrasonic thickness testing
- MEM24009B: 20 hours: Perform basic radiographic testing
- MEM24011B: 120 hours: Establish non-destructive tests

Assessment
Assessment is based on competency, that is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Students have the opportunity to obtain additional welding certificates within the course.

Commencement Dates
February and July

Locations
Chadstone campus, Building 2

Course Enquiries: 9564 1700
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au
Events & Tourism

Diploma of Events / Diploma of Management  124
Certificate III in Tourism (Retail Travel Sales)  125
Diploma of Tourism / Diploma of Management  125
Diploma of Events / Diploma of Management
Course Code SIT50207 / BSB51107

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.

Qualifications and Recognition
This is a nationally recognised diploma level qualification.

Recognition of Prior Learning (RPL) and Credit Transfer
You may be able to shorten the length of your chosen course by measuring your skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be progressively recognised for the level of qualification completed.

How to Apply
Courses starting in February:
Applicants must apply through VTAC and submit a pre-selection form. This course appears in the VTAC Guide under 'Tourism'.
Courses starting in July: Applicants must complete and submit a pre-selection form. To obtain the pre-selection form, visit www.holmesglen.edu.au, or telephone 03 9564 1699.

Course Length
Full-time: 1 year. Part-time: 1 year (some restrictions apply).

Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed.

Compliance and OH&S
- BSBDOHS201A: 20 hours: Participate in OH&S processes
- SITXEVTO10A: 40 hours: Evaluate and address event regulatory requirements
- SITXOH5003A: 30 hours: Identify hazards, and assess and control safety risks
- SITXOH5001C: 10 hours: Follow health, safety and security procedures
- BSBDOHS5009A: 60 hours: Ensure a safe workplace

Customer Service
- BSBCUS301A: 35 hours: Deliver and monitor a service to customers
- SITXCC5003C: 30 hours: Manage quality customer service

Workplace Skills
- BSBDIV301A: Work effectively with diversity
- SITXCOM001C: 25 hours: Work with colleagues and customers
- SITXCOM002C: 20 hours: Work in a socially diverse environment
- SITXADM004C: 20 hours: Plan and manage meetings
- SITXEVTO01C: 25 hours: Develop and update event industry knowledge
- SITXMG5006C: 60 hours: Establish and conduct business relationships

Sustainability
- BSBUSUS301B: 40 hours: Implement and monitor environmentally sustainable work practices
- BSBUSUS201A: 20 hours: Participate in environmentally sustainable work practices
- BSBUSUS301A: 40 hours: Implement and monitor environmentally sustainable work practices
- BSBUSUS501A: 50 hours: Develop workplace policy and procedures for sustainability

Finance
- BSBFA301A: 60 hours: Maintain financial records
- SITXFNO04C: 30 hours: Manage finances within a budget
- SITXFNO03B: 60 hours: Interpret financial information

Technology
- BSBITU305A: 40 hours: Conduct online transactions
- BSBWRT301A: 30 hours: Write simple business documents
- BSBMNV205A: 30 hours: Use business technology

Marketing
- BSBITU309A: 50 hours: Produce desktop published documents
- SITXMRP001C: 60 hours: Coordinate production of brochures and marketing materials
- SITXMRP004C: 30 hours: Coordinate marketing activities
- SITXDAM003C: 25 hours: Write business documents

DEVI03 Event Registrations
- SITXEVTO03C: 60 hours: Process and monitor event registrations
- SITXEVTO04C: 40 hours: Coordinate on-site event registrations

DEVS01 Operational Plans
- SITXMG5002C: 50 hours: Develop and implement operational plans
- BSBADM306A: 20 hours: Create electronic presentations
- SITXCOM005C: 30 hours: Make presentations
- SITXEVTO08C: 40 hours: Plan and develop event proposals and bids

DEVS03 Events Management 2
- SITXEVTO09C: 30 hours: Develop event concepts
- SITXEVTO14C: 30 hours: Develop conference programs

Coaching and Mentoring
- SITXHRM005C: 60 hours: Lead and manage people
- BSBWHR502A: 60 hours: Ensure team effectiveness
- BSBLED501A: 60 hours: Develop a workplace learning environment
- BSBMGT502B: 70 hours: Manage people performance

Responsible Service of Alcohol
- SITHFAB009C: 10 hours: Provide responsible service of alcohol

Food Handlers Certificate
- SITXOH5002A: 15 hours: Follow workplace hygiene procedures

Floral Arranging
- WRF0203B: 20 hours: Prepare and display floristry stock

Please note that units may be subject to change.

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Graduates of this course may apply for entry into degree programs in events, business or management.
Certificate III in Tourism (Retail Travel Sales) Course Code SIT30207

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.

Qualifications and Recognition
This is a nationally recognised certificate III level qualification.

Recognition of Prior Learning (RPL) and Credit Transfer
You may be able to shorten the length of your chosen course by measuring your skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
The employment opportunities in this exciting industry are vast, particularly for individuals with the right qualification. These include working as an international travel consultant within independent or large chain travel agencies, airlines and tour operators.

Who Can Apply
Individuals with strong interpersonal skills and a desire to enter this industry, where face-to-face contact with customers forms an essential part of the working environment.

Selection Criteria
- Mature attitude and approach to study
- Good communication, organisational and technical skills
- Strong customer focus
- Smart presentation and grooming
- Ability to work well under pressure, and within a team environment

Selection is via a pre-selection form, interview and resume demonstrating a passion to work in the travel and tourism industry.

How to Apply
Applicants apply directly to the Tourism Department at Holmesglen, and must complete and submit a pre-selection form. To obtain the pre-selection form, visit www.holmesglen.edu.au, or telephone 03 9564 1699.

Course Length
Full-time: 6 months.
Part-time: 12 months.

Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed.

C3T10 CRS
- SITTSSL010A: 120 hours: Control reservations or operations using a computerised system
- SITTSSL001A: 40 hours: Operate an online information system

C3T102 Industry Introduction
- SITTSSL002A: 65 hours: Access and interpret product information
- SITTSSL005A: 35 hours: Sell tourism products and services
- SITTSSL008A: 20 hours: Book and coordinate supplier services

C3T103 General Introduction
- SIXADM001A: 20 hours: Perform office procedures
- SIXCOM001A: 25 hours: Work with colleagues and customers
- SIXCOM002A: 20 hours: Work in a socially diverse environment
- SIXCOM004A: 5 hours: Communicate on the telephone
- SIXCHS001A: 10 hours: Follow health, safety and security procedures

C3T104 Business Technology
- BSBCM205A: 30 hours: Use business technology
- BSBCM306A: 80 hours: Produce business documents
- SITTSSL013A: 40 hours: Construct normal international airfares

C3T105 Finance
- SITTS006A: 30 hours: Prepare quotations
- SITTS009A: 25 hours: Process travel related documentation

Fares and Ticketing
- SITTS012A: 35 hours: Construct domestic airfares
- SITTS013A: 40 hours: Construct normal international airfares
- SITTS014A: 40 hours: Construct promotional international airfares

Tourism and Knowledge
- SITTS004A: 40 hours: Source and provide Australian destination information and advice
- SITTS003A: 45 hours: Source and provide international destination and advice

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Graduates of this course may apply for entry into diploma programs in tourism.

Certificate III in Tourism (Retail Travel Sales) Course Code SIT30207

This course is ideal for those who love to travel and explore exciting destinations. There is high demand for travel agents with strong destination knowledge and skills in fares and ticketing, tour guiding and sales. Develop your skills in these areas and learn how to help people organise and book their dream holidays.

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

Qualifications and Recognition
This is a nationally recognised diploma level qualification.

Recognition of Prior Learning (RPL) and Credit Transfer
You may be able to shorten the length of your chosen course by measuring your skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
The employment opportunities in this dynamic industry are vast, particularly for individuals with the right qualification. These include: working in retail and wholesale travel sales; tour guiding; management; and marketing and operations for independent or large chain travel agencies, airlines and tour operators.

Who Can Apply
- Students who have successfully completed VCE or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Comencement Dates
February and July
Locations
Moorabbin and Waverley campuses
Course Enquiries: 9564 1699
General Enquiries: 9564 1555
Email: Tourism.Events@holmesglen.vic.edu.au

Diploma of Tourism / Diploma of Management Course Code SIT50107 / BSB51107

This course is ideal for those who love to travel and explore exciting destinations. There is high demand for travel agents with strong destination knowledge and skills in fares and ticketing, tour guiding and sales. Develop your skills in these areas and learn how to help people organise and book their dream holidays.

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

Qualifications and Recognition
This is a nationally recognised diploma level qualification.

Recognition of Prior Learning (RPL) and Credit Transfer
You may be able to shorten the length of your chosen course by measuring your skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
The employment opportunities in this dynamic industry are vast, particularly for individuals with the right qualification. These include: working in retail and wholesale travel sales; tour guiding; management; and marketing and operations for independent or large chain travel agencies, airlines and tour operators.

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Graduates of this course may apply for entry into diploma programs in tourism.

Comencement Dates
February and July
Locations
Waverley campus
Course Enquiries: 9564 1699
General Enquiries: 9564 1555
Email: Tourism.Events@holmesglen.vic.edu.au

General Enquiries: 9564 1555
Course Enquiries: 9564 1699
Website: www.holmesglen.edu.au
Selection Criteria
- Mature attitude and approach to study
- Good communication and organisational skills
- Strong customer focus
- Smart presentation and grooming
- Ability to work well under pressure, and within a team environment
- Selection is via a pre-selection form, Equivalent National Tertiary Entrance Score (ENTER), and interview (if required). Individuals with previous science or healthcare backgrounds are encouraged to apply.

How to Apply
Courses starting in February: Applicants must apply through VTAC and submit a pre-selection form. This course appears in the VTAC Guide under 'Tourism'. Courses starting in July: Applicants must complete and submit a pre-selection form.

To obtain the pre-selection form, visit www.holmesglen.edu.au, or telephone 03 9564 1699.

Course Length
Full-time: 18 months.

Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed.

CRS
- SITTTSL010A: 120 hours: Control reservations or operations using a computerised system
- SITTTSL012A: 35 hours: Construct domestic airfares
- SITTTSL003A: 40 hours: Construct normal international airfares

Tourism Knowledge
- SITIND001A: 25 hours: Develop and update tourism industry knowledge
- SITTTSL003A: 45 hours: Source and provide international destination information and advice
- SITTTSL004A: 40 hours: Source and provide Australian destination information and advice

Tourism Sales A
- SITTTSL006A: 30 hours: Prepare quotes
- SITXADM003A: 25 hours: Write business documents

Finance A
- SITXFIN003A: 60 hours: Interpret financial information
- SITXFIN004A: 30 hours: Manage finances within a budget

Fares B
- SITTTSL014A: 40 hours: Construct promotional international airfares
- SITTTSL016A: 20 hours: Administer billing and settlement plan

Tour Guiding
- SITTGE003A: 70 hours: Coordinate and operate a tour
- SITTGD004A: 30 hours: Lead tour groups

Tourism Sales B
- SITTTSL005A: 35 hours: Sell tourism products and services
- SITTTSL002A: 65 hours: Access and interpret product information

Finance B
- SITXFIN005A: 30 hours: Prepare and monitor budgets

Human Resources
- SITXHRM005A: 60 hours: Lead and manage
- SITXCS003A: 30 hours: Manage quality customer service

Web Design
- SITXICT001A: 85 hours: Build and launch a website for small business

Coach Others
SITXHRM001A: 20 hours: Coach others

Legal Knowledge
- SITXGLC001A: 880 hours: Develop and update legal knowledge for business compliance

Wholesaling
- SITTPPD003A: 55 hours: Source and package tourism products

Industry Partner
- SITXHRM009A: 100 hours: Provide mentoring support to business

Colleagues
- SITXM6T003A: 60 hours: Manage projects
- SITXCOM005A: 30 hours: Make presentations

Marketing
- SITTPPD001A: 100 hours: Research, assess and develop tourism products
- SITTPPD002A: 100 hours: Research tourism data
- SITXMPR004A: 30 hours: Coordinate marketing activities
- SITXMPR005A: 80 hours: Develop and manage marketing strategies
- SITXMG006A: 60 hours: Establish and conduct business relationships

Please note that units may be subject to change.

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Graduates of this course may apply for entry into degree programs in events, business or management.

Commencement Dates
February and July

Locations
Moorabbin and Waverley campuses

Course Enquiries: 9564 1699
General Enquiries: 9564 1555
Email: Tourism.Events@holmesglen.vic.edu.au
Fitness & Recreation

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Certificate III in Fitness
Course Code SRF30206

This course provides a recognised qualification that enables graduates to work in the fitness industry as a fitness instructor. The qualification is equivalent to the fitness instructor qualification in the National Fitness Registration Scheme. Theory and practical work are included within the course.

Qualifications and Recognition
The Certificate III in Fitness is a nationally accredited course.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training, AOF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Fitness is a growing and vibrant industry in Australia. Successful completion of this course enables students to pursue a career as a fitness instructor.

Who Can Apply
There are no specific entry requirements. It is expected that applicants will have a demonstrated commitment to health and fitness, in both a theoretical and practical sense.

Selection Criteria
Applicants must demonstrate motivation and dedication to attend and complete the course, and a commitment to fitness and health.

How to Apply
Applicants apply directly to Holmesglen. Applicants must also complete a personal profile form.

To obtain the personal profile form, visit www.holmesglen.edu.au, or telephone 03 9564 1699.

Course Length
Full-time: 1 semester.
Part-time: 7 months (260 hours).
This program incorporates 20 hours of practical placement.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Fitness, students will be required to complete all modules, and undertake a practical placement.

Modules of study are taken from the following areas:

Anatomy
Learn about the human body and how it functions during exercise. This provides a framework for the rest of the course.

Technology
Learn relevant computer skills for the fitness industry.

Fitness evaluation
Learn about gym-based assessment performed on clients to aid exercise prescription, monitor current health parameters and provide feedback to clients. Learn clear, positive communication skills and client servicing for a wide variety of gym situations. There is also a focus on industry knowledge, career planning and networking.

Risk and safety
Learn about safety and legal aspects of the fitness industry. This subject includes risk analysis and occupational health and safety regulations.

Specific groups
Learn about the special requirements of specific populations (i.e. older adults, pregnancy, medical issues etc.)

Sports injuries
Learn about major injuries, how they can be managed and basic rehabilitation principles.

Nutrition
Learn about the composition of food, diet analysis, weight loss/gain, healthy eating plans, body image and current problem areas.

Exercise programming
The major section of the course, where students learn about the many aspects of resistance training, flexibility training and aerobic training. A variety of exercises will be taught focusing on relevance, safety and correct instruction. Students learn about program writing, and develop the skills to prescribe programs to most population groups and for different clients’ goals and fitness levels.

Practical placement
Twelve hours’ placement is required at a gym or health centre to gain extra practical experience. Practical placement must be completed by the end of the course.

C3001 Fitness Evaluation
- BSBCM302A: 30 hours: Organise personal work priorities and development
- BSFLM303A: 40 hours: Contribute to effective workplace relationships
- SRCR0007B: 25 hours: Operate in accordance with accepted instructional practices, styles and legal and ethical responsibilities
- SRFIT001B: 15 hours: Provide orientation to clients prior to undertaking a fitness program
- SRFIT003B: 10 hours: Undertake client induction and screening
- SRXGCT03A: 10 hours: Process client complaints
- SRXGCT004A: 20 hours: Meet client needs and expectations
- BSBCM101A: 30 hours: Prepare for work

C3002 Exercise Programming
- SRFIT004B: 20 hours: Develop basic fitness programs
- SRFIT006B: 10 hours: Use and maintain core fitness industry equipment
- SRFGYM001B: 20 hours: Instruct fitness activity skills to a client using fitness equipment
rehabilitation, nutrition and motivation counselling. Theory and practical work are included.

Qualifications and Recognition
Upon successful completion of this course students are eligible to receive the Certificate IV in Fitness.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
This qualification is equivalent to the fitness trainer qualification in the National Fitness Registration Scheme. The qualification is recognised throughout the fitness industry in Australia. Students who have successfully completed the course can work as a fitness trainer or personal trainer.

Who Can Apply
Applicants must have completed their Certificate III in Fitness or hold a current Fitness Instructor’s registration and a Level 2 First Aid.

Selection Criteria
Applicants must demonstrate motivation and dedication to attend and complete the course, and a commitment to fitness and health.

How to Apply
Applicants apply directly to Holmesglen. Applicants must also complete a personal profile form.

To obtain the personal profile form, visit www.holmesglen.edu.au, or telephone 03 9564 1699.

Course Length
Full-time: 3 months (150 hours).
Part-time: 5 months (150 hours).
This program is available through day-time or after-hours delivery mode.
Day-time attendance: 3 days per week.
After-hours attendance: 2 nights per week (6.00pm – 10.00pm) and one Saturday morning per month (9.00am – 1.00pm).

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate IV in Fitness, students will be required to complete all modules, and undertake a practical placement.

The basic course structure includes personal training principles, occupational health & safety, and practical placement at a gym/health centre (with personal trainers) to gain extra practical experience.

Business
Specific personal training business essentials such as basic accounting, marketing, and general operational aspects.

Motivational psychology
Specific ways to attract and motivate clients to produce results. Learn communication and coaching through the design of active warm ups and other group based personal training techniques. Develop the ability to clarify clients’ problem or goal areas and design appropriate programs.

Advanced programming
Specific ways to design, monitor, progress and adjust programs. Special focus is placed on improving students’ prescription skills and offering options that may not be available to gym instructors.

Nutrition
Basic nutrition principles, diet analysis, weight loss/gain and the use of several specific techniques, such as goals and objectives, activity planners and food diaries.

Special groups
How to prescribe exercise to specific population groups. It also covers postural screening and rehabilitation prescription.

C4001 Work Skills
- BSBMCG402A: 30 hours: Develop work priorities
- SRXGCS006A: 10 hours: Address clients’ needs
- SRXGCT05A: 20 hours: Coordinate client service
- BSBMKG040A: 50 hours: Build client relationships

C4006 Business Marketing
- BSBMKG401A: 60 hours: Profile the market
- BSBMKG402A: 60 hours: Analyse consumer behaviour for specific markets
- BSBMKG405A: 40 hours: Implement and monitor marketing activities
- ICATU006C: Operate computing packages
- SRXQGN001A: 15 hours: Conduct projects
- SRXINU003A: 20 hours: Analyse participation patterns in specific markets of the leisure and recreation industry

C4005 Personal Training
- SRFP1001B: 30 hours: Plan and deliver personal training

C4009 Law
- SRXRK001A: 10 hours: Undertake risk analysis of activities
- SRXOHS002B: 12 hours: Implement and monitor the organisation’s OH&S policies, procedures and programs
- SRXINU004A: 12 hours: Promote compliance with laws and legal principles

C4002 Advanced Programming
- SRFFIT007B: 20 hours: Undertake relevant exercise planning and programming
- SRFFIT008B: 30 hours: Utilise a broad knowledge of exercise science in exercise planning, programming and instruction
- SRFFIT010B: 20 hours: Utilise a broad range of fitness equipment

C4003 Special Groups
- SRFFIT009B: 20 hours: Undertake postural appraisal of low risk clients
- SRFFIT011B: 20 hours: Provide exercise for fitness industry clients with special requirements

C4004 Motivational Psychology and Nutrition
- SRFFIT012B: 20 hours: Utilise an understanding of motivational psychology with fitness clients
- SRFFIT013B: 20 hours: Provide information and exercise related to nutrition and body composition

Total nominal hours: 579

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Students may complete further study in areas such as human movement, fitness leadership, physical education or recreation. Students would need to contact the applicable universities or training providers to discuss their articulation opportunities.

Commencement Dates
Intensive day and part-time evening courses commence throughout the year.

Locations
Waverley and Moorabbin campuses

Cost
Additional fees apply to this program. Fees must be paid in full prior to commencing the course. Concessions are not available.

Withdrawal from the program after enrolment and prior to the program commencing will attract $100 administration fee penalty. No refund is available for a withdrawal after the program has commenced.

Course Enquiries: 9564 1699
General Enquiries: 9564 1555
Email: Fitness.Recreation@holmesglen.vic.edu.au

Diploma of Outdoor Recreation / Diploma of Business
Course Code SRO50206 / BSB50207

This is a full-time program that provides training for participants wishing to pursue or further their careers in the outdoor recreation industry. The course has a strong vocational orientation and combines theoretical and practical training in guiding, instructing and leading groups, risk management and business administration.

Your outdoor skills will be complemented by the skills to teach others, work with and manage people, and run your own business. You will learn about the environment, the weather, safety and first aid.
Qualifications and Recognition
Upon successful completion of this course, participants are eligible to receive the Diploma of Outdoor Recreation.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Outdoor activity trip leaders are in strong demand in Victoria and Australia. Successful students could pursue a career with schools and corporate groups. They may choose to be employed on contract by a company, work casually for a variety of companies (and travel the world doing so), and eventually work in their own outdoor adventure business.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
- Relevant outdoor experience
- Mature attitude and approach to study
- A love of the outdoors
- Good communication skills
- Average or above fitness level
- Ability to work within a team environment
- Ability to work well under pressure

How to Apply
Applicants must apply through VTAC and submit a pre selection form. This course appears in the VTAC Guide under ‘Recreation’.

To obtain the pre-selection form, visit www.holmesglen.edu.au, or telephone 03 9564 1699.

Course Length
Full-time: 2 years.

Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed.

First Year
ORE101 Abseiling Skills
- SROABN001A: 12 hours: Demonstrate simple abseiling skills on natural surfaces
- SROABN003A: 15 hours: Apply single pitch abseiling skills on natural surfaces
- SROABN004A: 15 hours: Establish ropes for single pitch abseiling on natural surfaces

ORE102 Bush Walking Guide – Difficult & Trackless Areas
- PUAOPE002A: 30 hours: Operate communication systems and equipment
- SROBGW001A: 10 hours: Demonstrate bush walking skills in tracked or easy untracked areas
- SROBGW002A: 20 hours: Demonstrate bush walking skills in difficult or trackless areas
- SROBGW004A: 10 hours: Demonstrate river crossing skills
- SRONAV001B: 10 hours: Navigate in tracked or easy untracked areas
- SRONAV002B: 15 hours: Navigate in difficult or trackless areas
- SRONAV003B: 25 hours: Navigate in unmodified landscapes in extreme environmental conditions
- SROODR001A: 10 hours: Apply basic outdoor recreation logistics
- SROODR002A: 10 hours: Plan outdoor recreation activities
- SROODR003A: 15 hours: Plan outdoor recreation activities (advanced)
- SROOPS004B: 20 hours: Interpret weather conditions in the field
- SROOPS006B: 10 hours: Use and maintain a temporary or overnight campsite
- SROOPS005B: 25 hours: Apply search and rescue skills

ORE103 Climbing – Instruct - Natural Surfaces
- SROCLN001A: 12 hours: Demonstrate simple climbing skills on natural surfaces
- SROCLN002A: 12 hours: Apply climbing skills on natural surfaces
- SROCLN003A: 15 hours: Establish belay for climbers on natural surfaces
- SROVTR001A: 30 hours: Perform vertical rescue

ORE104 Supervise a Low Ropes Session
- SROCRP001A: 15 hours: Conduct a low ropes session
- SROCRP003A: 15 hours: Supervise a low ropes session

ORE105 Cycling Skills
- SROCYT002A: 10 hours: Select set up and maintain a bike
- SROCYT002B: 12 hours: Demonstrate basic cycling skills
- SROMBK001A: 20 hours: Apply basic off road cycling skills

ORE105 Minimum Impact Practices
- SROOPS001B: 10 hours: Implement minimal environmental impact practices
- SROOPS002B: 8 hours: Plan for minimal environmental impact practices

ORE106 Skiing Cross Country Instruct Basic
- SROSKT002A: 10 hours: Demonstrate cross country ski skills
- SROSKT002B: 20 hours: Ski tour in a patrolled environment to a basic standard
- SROSKT003B: 20 hours: Demonstrate intermediate cross country ski skills

ORE106 Skiing Cross Country Guide Overnight Ski Tours
- SROSKT004B: 20 hours: Day ski away from patrolled area to a basic standard
- SROSKT005B: 20 hours: Apply snow craft skills for day touring
- SROSKT007B: 30 hours: Overnight ski tour in difficult terrain using advanced ski touring skills
- SROSKT008B: 25 hours: Apply snow craft skills for overnight touring

ORE109 Risk and Occupational Health & Safety
- SRXOHSS01A: 10 hours: Follow defined OHS
- SRXOHSS01B: 12 hours: Implement and monitor the organisation’s OHS policies, procedures and programs
- SRXHS003B: 15 hours: Establish, maintain and evaluate an organisation’s OHS system
- SRRXIK001A: 10 hours: Undertake risk analysis of activities

ORE110 Campsite Catering and Hygiene
- THHGHSS01B: 15 hours: Follow workplace hygiene procedures
- THHTFO04B: 80 hours: Provide campsite catering

ORE117 First Aid
- SRRXFAD001A: 10 hours: Provide first aid

ORE124 Training and Assessment
- TAADEL401A: 20 hours: Plan and organise group-based delivery
- TAADEL402A: 20 hours: Facilitate group-based learning
- TAADES401A: 20 hours: Use training packages to meet client needs
- TAADES402A: 40 hours: Design and develop learning programs
- TAASS401A: 10 hours: Plan and organise assessment
- TAASS403A: 30 hours: Develop assessment tools

Second Year
ORE201 Business and Leadership
- SRXNUN002A: 10 hours: Apply sport and recreation law
- SRXNUN004A: 12 hours: Promote compliance with laws and legal principles
- SRXNUN005A: 15 hours: Manage culture and education to expand participation in a leisure and recreation service

ORE202 Workforce Skills
- SROODR009A: 20 hours: Evaluate policy/procedures for an outdoor business/organisation
- SRRXFAC005B: 15 hours: Coordinate facility and equipment acquisition and maintenance
- SRRXREG003B: 8 hours: Contribute to the planning, monitoring and control of resources

ORE203 Managing risk and OHS
- SRRXFK002A: 40 hours: Manage an organisation’s risk

ORE204 Guiding and Instruction
- SROBGW008A: 10 hours: Guide bush walk in tracked or easy untracked areas
- SROBGW009A: 20 hours: Guide bush walking in difficult and trackless areas
- SRRXST009A: 20 hours: Guide day ski tours
- SRRXST010A: 20 hours: Guide overnight ski tours
- SROODR005A: 20 hours: Guide outdoor recreation sessions
- SRRARF004A: 20 hours: Guide clients on rafting trips
Diploma of Sport & Recreation / Diploma of Events Course Code SR050106 / SIT50207

Victoria is on track to be the sporting capital of the world, playing host to an enormous variety of events, including the Australian Open, Melbourne Cup and Formula One Grand Prix. 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 sporting events of various size and focus. Your administration and management skills will be complemented by training in sports promotion, marketing and finance. You will work in a dynamic team to deliver inspirational events.

Qualifications and Recognition
Upon successful completion of the course, participants are eligible to receive the dual qualifications of Diploma of Sport & Recreation and Diploma of Event Management (Sport & Recreation). Graduates may also seek recognition for units completed within this program to achieve the Diploma of Business.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be progressively recognised for the level of qualification completed.

Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed.

First Year
Sports Administration
- BSBCM404A: 30 hours: Develop work priorities
- BSBCM412A: 50 hours: Promote innovation and change
- SRXGCS006A: 10 hours: Address client needs
- SRXOGN001A: 15 hours: Conduct projects
- BSBCM301A: 20 hours: Exercise initiative in a business environment

Sports Finance
- FNBACC03B: 50 hours: Manage budgets and forecasts
- FNBACC04B: 60 hours: Prepare financial reports for a reporting entity
- BSBADM308A: 20 hours: Process payroll
- BSBADM309A: 30 hours: Process accounts payable and receivable

Teams
- BSBCM404A: 30 hours: Develop teams and individuals
- BSFLM404A: 50 hours: Lead work teams
- SRXGCS050A: 20 hours: Coordinate client service activities
- SRXGCS001A: 10 hours: Create client relationships
- SRXGCS002A: 10 hours: Deal with client feedback
- SRXEVT001B: 12 hours: Coordinate guest/delegate registrations at venue
- SRXEVT002B: 12 hours: Organise meeting/event and provide on-site management services
- SRXEVT003B: 12 hours: Coordinate events

Risk & Safety
- BSBCM413A: 40 hours: Implement and monitor environmental policies
- SRXOH5002B: 12 hours: Implement and monitor the organisation’s OH&S policies, procedures and programs
- SRXOH5001B: 10 hours: Follow defined OH&S policies and procedures
- SRXRIKO1A: 10 hours: Undertake risk analysis of activities
- SRXINU04A: 12 hours: Promote compliance with laws and legal principles
- PUXENE001A: 10 hours: Provide emergency care
- SRXEMR001A: 18 hours: Respond to emergency situations
- SRXEMR002A: 20 hours: Coordinate emergency response

How to Apply
Applicants must apply through VTAC and submit a pre-selection form. This course appears in the VTAC Guide under ‘Sport’.

To obtain the pre-selection form, visit www.holmesglen.edu.au, or telephone 03 9564 1699.

Course Length
Full-time: 2 years.

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Graduates of this course may apply for admission to a wide variety of related courses at universities and other institutions. Articulation opportunities are being investigated but are not in place at this stage.

Commencement Date
Early February

Locations
Waverley campus

Course Enquiries: 9564 1699
General Enquiries: 9564 1555
Email: Fitness.Recreation@holmesglen.vic.edu.au
General Enquiries
Phone: 9564 1555 | Email: info@holmesglen.vic.edu.au | Web: www.holmesglen.edu.au

First Aid - Level 1
- VBP112: 4 hours: Apply cardiopulmonary resuscitation
- VBP006: 4 hours: Apply basic emergency life support

Leadership
- SRXTCN001A: 7 hours: Assist with analysis and use of emerging technology
- ICAITU001A: 40 hours: Design organisational documents using computing packages
- BSBCMN403A: 50 hours: Establish business networks
- BSBCMN405A: 40 hours: Analyse and present workplace information

Marketing Analysis
- BSBMKG401A: 60 hours: Profile the market
- BSBMKG402A: 60 hours: Analyse consumer behaviour for specific markets
- BSBMKG403A: 60 hours: Analyse market data

Sales Promotion
- BSBMKG405A: 40 hours: Implement and monitor marketing activities
- BSBMKG406A: 50 hours: Build client relationships
- BSBMKG407A: 30 hours: Make a presentation
- BSBSLS401A: 60 hours: Lead a sales team

Aerobic Training
- SRCAQX003A: 10 hours: Respond to aquatic emergency using basic water rescue techniques
- SRCAQX007A: 15 hours: Respond to aquatic emergency using advanced water rescue techniques

Events
- THTFME03A: 25 hours: Develop and update events industry knowledge
- THHHC001B: 25 hours: Develop and update hospitality industry knowledge
- THTFME04A: 30 hours: Develop an event concept
- THTFME09A: 25 hours: Develop and update knowledge of protocol

Occupational Health & Safety
- BSBMGT507A: 60 hours: Manage environment, performance and safety
- SRXOH5003B: 15 hours: Establish, maintain and evaluate the organisation’s OHS system
- SRXRKH002A: 40 hours: Manage an organisation’s risk
- SRXOH5002B: 12 hours: Implement and monitor the organisation’s OHS policies, procedures and programs
- SRXINU004A: 12 hours: Promote compliance with laws and legal principles
- SRXINU002A: 10 hours: Apply sport and recreation law

Event Management Industry Projects
- SRXEVTO004A: 20 hours: Plan and manage conferences on behalf of management to achieve identified goals
- SRXEVTO005B: 20 hours: Manage special events
- SRXEVTO004B: 20 hours: Plan and manage conferences on behalf of management to achieve identified goals
- THTPPD088: 40 hours: Plan and develop meetings, event proposals and bids
- THHCHA04B: 25 hours: Prepare business documents
- THTPPD098: 30 hours: Develop conference programs
- THTPPD038: 50 hours: Source and package tourism products and services
- SRXEVTO006B: 20 hours: Plan, Implement & evaluate an event or program
- SRXEVTO007B: 20 hours: Manage spectators at an event or program
- SRXOQX002A: 30 hours: Manage projects
- SRXOQX001A: 15 hours: Conduct projects
- SRXEVTO008A: 12 hours: Process and monitor event registrations
- SRXEVTO11A: 18 hours: Environmental issues and events
- THTFME028: 60 hours: Provide on-site meeting/event management services
- THTFME05A: 35 hours: Select event venues and sites
- THTPPD088: 40 hours: Plan and develop meetings, event proposals and bids
- THTPPD010B: 30 hours: Develop and implement sponsorship plans
- SRXHMR001B: 20 hours: Manage volunteers
- BSBMGT605A: 60 hours: Provide leadership across the organisation
- THHGC05A: 35 hours: Select event venues and sites
- THTFME06A: 30 hours: Organise in-house functions

Financial Administration
- BSBMGT509A: 60 hours: Prepare budgets and financial plans
- BSBMGT504A: 60 hours: Manage budgets and financial plans

Pool Life Guard (Aquatic Rescue Certificate)
- SRCAQX001A: 5 hours: Monitor pool quality
- SRCAQX002A: 60 hours: Operate aquatic facility plant and operation
- SRCAQX003A: 10 hours: Respond to an aquatic emergency using basic water rescue techniques
- SRCAQX004A: 15 hours: Maintain pool water quality

Opportunities for Further Study
Graduates of the course may apply for entry into related courses offered at universities and other institutions.

Commencement Dates
February

Locations
Moorabbin and Waverley campuses

Course Enquiries: 9564 1699
General Enquiries: 9564 1555
Email: Fitness.Recreation@holmesglen.vic.edu.au
Furnishing & Joinery

Furniture
Certificate II in Applied Design 134
Certificate III in Furniture Finishing 134
Certificate III in Furniture Making 135
Certificate III in Furniture Making (Cabinet Making) 136
Certificate III in Furniture Making (Wood Machining) 136

Joinery
Certificate II in Joinery / Shopfitting / Stairbuilding 137
Certificate III in Off-site Construction 138
(Joinery – Timber / Aluminium / Glass)
Certificate III in Off-site Construction (Shopfitting) 139
Certificate III in Off-site Construction (Stairs) 140

Upholstery
Certificate III in Production Upholstery 141
Certificate III in Upholstery 141
Certificate II in Applied Design
Course Code 21633VIC

Furnishing Industry Pre-apprenticeship Program
This full-time course of approximately 12 weeks duration is designed for people entering the furnishing industry, or individuals seeking apprenticeships in related fields.

Qualifications and Recognition
Upon successful completion of this course students are eligible to receive the Certificate II in Applied Design.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
This course will assist graduates in gaining employment in the furnishing industry, or individuals seeking apprenticeships in related fields.

Who Can Apply
- Students who have successfully completed secondary schooling to Year 10, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
Applicants may be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 12 weeks. Students are required to attend training for approximately 3 days per week, to a total of 393 hours of training.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate II in Applied Design, students will be required to complete all modules.

Applied Design Practice
- VBP201: 20 hours: Source information on design in the industry context
- VBP202: 40 hours: Develop knowledge of design terminology and concepts for industry context
- VBP203: 40 hours: Follow design process in relation to own work

Industry Practice
- LMFCR0001A: 40 hours: Follow safe working policies and practices
- LMFCR0002A: 20 hours: Communicate in the workplace
- LMFCR0004A: 15 hours: Work effectively with others

Practical Design Skills
- LMFCR0003A: 20 hours: Carry out measurements and calculations
- CUVCOR07A: 50 hours: Use drawing techniques to represent the object or idea

Technical / Specialist Skills
- LMFFM1001A: 100 hours: Construct a timber furnishing product
- LMFM2001A: 40 hours: Use furniture making sector hand and power tools
- LMFM2005A: 8 hours: Join solid timber

Total hours: 393

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Upon successful completion of the Pre-apprenticeship, students will be eligible to commence a Certificate III in Furniture Making apprenticeship, through a contract of training with an employer or group training company. Students completing the Certificate II in Applied Design may also receive credits towards certificate III level studies, or apprenticeships in furnishing courses from related trade areas.

Commencement Dates
February and July
July intake will be subject to demand.

Locations
Chadstone campus, Building 5

Course Enquiries: 9564 1850
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate III in Furniture Finishing
Course Code LMF30202

Apprenticeship Program
This course provides comprehensive training for a tradesperson working in the furniture finishing sector.

Qualifications and Recognition
Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprentice Administration Branch, and the Certificate III in Furniture Finishing.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
This course is an excellent introduction to employment within the furnishing industry.

Who Can Apply
Individuals employed as apprentices within the furniture polishing trade.

Selection Criteria
Subject to available places. Although not compulsory, successful completion of Year 10 is recommended.

How to Apply
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, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

Course Length
Furnishing apprenticeships are for a period of four years. Please note, apprentices attend daytime classes for 38 days over a period of three years, to a total of 803 hours of training. To make up the required 803 hours, students must complete all mandatory modules. The remaining modules may be selected from the elective modules listed.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Furniture Finishing, students will be required to complete all modules.

Mandatory Core Units
- LMFCR0001A: 40: Follow safe working policies and practices
- LMFCR0002A: 20: Communicate in the workplace
- LMFCR0003A: 20 hours: Carry out measurements and calculations
- LMFCR0004A: 15 hours: Work effectively with others
Certificate III in Furniture Making
Course Code LMF30302

Apprenticeship Program
This course provides comprehensive training for furnishing apprentices, and has been developed in consultation with the furnishing industry. The program is delivered in Holmesglen’s industry recognised Furnishing Industry Design and Innovation Centre (FIDIC), and is appropriate for a tradesperson making freestanding furniture.

Qualifications and Recognition
Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprentice Administration Branch, and the Certificate III in Furniture Making.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
This course is an excellent introduction to employment opportunities within the furnishing industry.

Who Can Apply
Individuals who have a current training agreement with a registered employer from the furnishing industry, and who need to commence their apprenticeship training.

Selection Criteria
Providing Holmesglen has vacancies, entry into the course is automatic for apprentices. Although not compulsory, successful completion of Year 10 is recommended.

How to Apply
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, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

Course Length
Furnishing apprenticeships are for a period of four years. However, apprentices attend daytime classes for 38 days over a period of three years.

Course Structure
This program is delivered within FIDIC, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Furniture Making, students will be required to complete all modules.

Mandatory Core Units
- LMFRC0001A: 40 hours: Follow safe working policies and practices
- LMFRC0002A: 20 hours: Communicate in the workplace
- LMFRC0003A: 20 hours: Carry out measurements and calculations
- LMFRC0004A: 15 hours: Work effectively with others

Mandatory Sector Specialist Units
- LMFMMC001A: 40: Use furniture making sector hand and power tools
- LMFMMC002A: 20: Assemble furnishing components
- LMFMMC006A: 40: Hand-make timber joints
- LMFMMC010A: 56: Set up, operate and maintain basic static machines
- LMFMMC011A: 16 hours: Apply manufactured board conversion techniques
- LMFMMC011A: 60: Produce manual and computer-aided production drawings
- LMFMMC005A: 8 hours: Join solid timber
- LMFMMC012A: 16: Prepare cutting list from plans and job specification
- LMFMMC003A: 16: Select and apply hardware
- LMFMMC005A: 64: Fabricate custom furniture
- LMFMMC002A: 64: Construct furniture using leg and rail method
- LMFMMC004A: 24 hours: Prepare surfaces for finishing
- LMFMMC003A: 64: Produce angled and curved furniture using manufactured board
- LMFMMC006A: 24: Install furnishing products

Mandatory Cross-Sector Units
- LMFF03001A: 24: Read and interpret work documents
- LMFF03002A: 12: Estimate and cost job
- LMFF03005A: 24: Enhance finishes
- LMFF03007A: 40: Apply surface coatings by hand
- LMFF03008A: 60: Apply traditional French polish techniques

Total hours: 803

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Certificate III graduates may choose to undertake the Certificate IV in Furniture (Furniture Production).

Commencement Dates
Courses start throughout the year, depending on group numbers.

Locations
Chadstone campus, Building 5

Course Enquiries: 9564 1850
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au
Certificate III in Furniture Making (Cabinet Making)
Course Code LMF30402

Apprenticeship Program
This course provides comprehensive training for furnishing apprentices, and has been developed in consultation with the furnishing industry. The program is delivered in Holmesglen’s industry recognised Furnishing Industry Design and Innovation Centre (FIDIC), and has been developed to support the requirements of individuals employed as cabinet makers.

Qualifications and Recognition
Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprentice Administration Branch, and the Certificate III in Furniture Making.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
This course is an excellent introduction to employment opportunities within the furnishing industry.

Who Can Apply
Individuals who have a current training agreement with a registered employer from the furnishing industry, and who need to commence their apprenticeship training.

Selection Criteria
Providing Holmesglen has vacancies, entry into the course is automatic for apprentices. Although not compulsory, successful completion of Year 10 is recommended.

How to Apply
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 AAC, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

Course Length
Furnishing apprenticeships are for a period of four years. Apprentices attend daytime classes for 38 days over a period of three years.

Course Structure
This program is delivered within FIDIC, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Furniture Making (Cabinet Making), students will be required to complete all modules.

Mandatory Core Units
- LMFCR0001A: 40 hours: Follow safe working policies and practices
- LMFCR0002A: 20 hours: Communicate in the workplace
- LMFCR0003A: 20 hours: Carry out measurements and calculations
- LMFCR0004A: 15 hours: Work effectively with others

Mandatory Sector Specialist Units
- LMFMM2001A: 40 hours: Use furniture making sector hand and power tools
- LMFMM2002A: 20 hours: Assemble furnishing components
- LMFMM2006A: 40 hours: Hand-make timber joints
- LMFMM2010A: 56 hours: Set up, operate and maintain basic static machines
- LMFMM2011A: 16 hours: Apply manufactured board conversion techniques
- LMFMM3011A: 60 hours: Produce manual and computer-aided production drawings
- LMFMM2005A: 8 hours: Join solid timber
- LMFMM3012A: 16 hours: Prepare cutting list from plans and job specification
- LMFMM2003A: 16 hours: Select and apply hardware
- LMFMM3005A: 64 hours: Fabricate custom furniture
- LMFMM3002A: 64 hours: Construct furniture using leg and rail method
- LMFMM2004A: 24 hours: Prepare surfaces for finishing
- LMFMM3003A: 64 hours: Produce angled and curved furniture using manufactured board
- LMFMM3006A: 24 hours: Install furnishing products

Mandatory Cross-Sector Units
- LMFGR0001A: 24 hours: Read and interpret work documents
- LMFGR0002A: 16 hours: Estimate and cost job

Mandatory Cross-Industry Units
- TDTD307C: 40 hours: Handle dangerous and hazardous goods

Elective Sector Specialist Units
Six elective sector specialist units selected from the Furniture Making Inventory in accordance with the general structuring rules.
- LMFBR0006A: 160 hours: Construct prototypes and samples
- BSBCM310A: 35 hours: Deliver and monitor a service
- LMFMM3031A: 80 hours: Set up and operate CNC Machining and Processing Centres
- LMFMM2007A: 16 hours: Follow plans to assemble production furniture
- LMFMM3010A: 8 hours: Select timbers for furnishing production
- LMFMM2004A: 8 hours: Apply sheet laminates by hand

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Graduates may choose to undertake the Certificate IV in Furniture Production.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 5

Course Enquiries: 9564 1850
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate III in Furniture Making (Wood Machining)
Course Code LMF30502

Apprenticeship Program
The Certificate III provides comprehensive training for furnishing apprentices, and has been developed in consultation with the furnishing industry. This course is appropriate for woodworking and tradespeople currently working with panel products.

Qualifications and Recognition
Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprentice Administration Branch, and the Certificate III in Furniture Making (Wood Machining).
Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
This course provides an excellent introduction to employment and career opportunities within the furnishing industry.

Who Can Apply
Individuals currently employed as apprentices within the wood machining trade.

Selection Criteria
Providing Holmesglen has vacancies, entry into the course is automatic for apprentices. Although not compulsory, successful completion of Year 10 is recommended.

How to Apply
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 undertake the Certificate IV in Furniture Production.

Opportunities for Further Study
Certificate III graduates may choose to undertake the Certificate IV in Furniture (Furniture Production).

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Certificate II in Joinery/Shopfitting/Stairbuilding Course Code 21533VIC
Pre-apprenticeship Program
This course provides practical training in shopfitting, joinery and stairbuilding. It is suitable for those interested in or commencing a shopfitting, joinery and stairbuilding apprenticeship.

The course covers basic hand tool skills, practical joinery skills, shopfitting, the safe use of power tools and project work, and includes the construction of doors, windows and stairways. All work is carried out in Holmesglen’s specially designed and industry recognised facilities.

Qualifications and Recognition
Upon successful completion of this course, students are eligible to receive the Certificate II in Joinery/Shopfitting/Stairbuilding (Pre-apprenticeship), and receive credits towards apprenticeship programs in the joinery field.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Students who complete this course will find a range of exciting career and employment opportunities available to them within the building and construction industry. The majority of students will find employment as apprentices in the joinery field, while others may pursue different career opportunities within the trade.

Who Can Apply
Individuals who are motivated to undertake and complete the course.

Selection Criteria
Applicants will be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course. Students will also be required to undertake an aptitude and practical skills test to determine their suitability for the training program.

How to Apply
Applicants for this course may be sponsored or unsponsored. Sponsored applicants must supply Holmesglen with a letter from an employer, confirming the employer’s intention to apprentice the applicant subject to the applicant’s satisfactory completion of the course.

Unsponsored applicants do not need to provide a letter. Sponsorship by an employer is recommended.

Certificate II in Joinery/Shopfitting/Stairbuilding Course Code 21533VIC
Pre-apprenticeship Program
This course provides practical training in shopfitting, joinery and stairbuilding. It is suitable for those interested in or commencing a shopfitting, joinery and stairbuilding apprenticeship.

The course covers basic hand tool skills, practical joinery skills, shopfitting, the safe use of power tools and project work, and includes the construction of doors, windows and stairways. All work is carried out in Holmesglen’s specially designed and industry recognised facilities.

Qualifications and Recognition
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Qualifications and Recognition
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Career Opportunities
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Who Can Apply
Individuals who are motivated to undertake and complete the course.

Selection Criteria
Applicants will be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course. Students will also be required to undertake an aptitude and practical skills test to determine their suitability for the training program.

How to Apply
Applicants for this course may be sponsored or unsponsored. Sponsored applicants must supply Holmesglen with a letter from an employer, confirming the employer’s intention to apprentice the applicant subject to the applicant’s satisfactory completion of the course.

Unsponsored applicants do not need to provide a letter. Sponsorship by an employer is recommended.

Certificate II in Joinery/Shopfitting/Stairbuilding Course Code 21533VIC
Pre-apprenticeship Program
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The course covers basic hand tool skills, practical joinery skills, shopfitting, the safe use of power tools and project work, and includes the construction of doors, windows and stairways. All work is carried out in Holmesglen’s specially designed and industry recognised facilities.

Qualifications and Recognition
Upon successful completion of this course, students are eligible to receive the Certificate II in Joinery/Shopfitting/Stairbuilding (Pre-apprenticeship), and receive credits towards apprenticeship programs in the joinery field.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Students who complete this course will find a range of exciting career and employment opportunities available to them within the building and construction industry. The majority of students will find employment as apprentices in the joinery field, while others may pursue different career opportunities within the trade.

Who Can Apply
Individuals who are motivated to undertake and complete the course.

Selection Criteria
Applicants will be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course. Students will also be required to undertake an aptitude and practical skills test to determine their suitability for the training program.

How to Apply
Applicants for this course may be sponsored or unsponsored. Sponsored applicants must supply Holmesglen with a letter from an employer, confirming the employer’s intention to apprentice the applicant subject to the applicant’s satisfactory completion of the course.

Unsponsored applicants do not need to provide a letter. Sponsorship by an employer is recommended.
is not a prerequisite for entry into this course. However, places for unsponsored applicants are limited.

Course Length
Full-time: 16 weeks.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate II in Joinery/Shopfitting/Stairbuilding (Pre-apprenticeship), students will be required to complete all modules.

- VBN234: 20 hours: Calculations for the building industry
- VBN235: 20 hours: Communications for the building industry
- VBN236: 8 hours: Quality principles for the building industry
- VBM987: 16 hours: Career studies
- VBN111: 8 hours: Basic first aid
- VBN985: 16 hours: Building and construction industry induction
- VBM998: 20 hours: Workplace documents and plans
- VBM998: 40 hours: Workplace safety and environmental procedures
- VBM990: 8 hours: Levelling
- VBN695: 12 hours: Drafting for the joinery/shopfitting/stairbuilding industry
- VBN969: 48 hours: Small plant and portable power tools for the joinery/shopfitting/stairbuilding industry
- VBN969: 32 hours: Form set outs and take-off quantities in joinery/shopfitting/stairbuilding
- VBN969: 90 hours: Hand tools for the joinery/shopfitting/stairbuilding industry
- VBN969: 40 hours: Static machines
- VBN700: 120 hours: Joinery/shopfitting/stairbuilding industry construction work process
- VBN701: 40 hours: Door and window construction
- VBN702: 24 hours: Aluminium fabrication
- VBN703: 32 hours: Shopfitting display units
- VBN704: 48 hours: Timber stair construction

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Students who have successfully completed this course, and go on to be employed as apprentices, can complete the balance of their trade schooling in 12 x 1 week blocks during the first two years of their apprenticeship.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 5

Certificate III in Off-site Construction
(Joinery – Timber/Aluminium/Glass)
Course Code BCF30200

Apprenticeship Program
This course provides comprehensive training for joinery apprentices in all practical and theoretical aspects of joinery, stairbuilding and shopfitting, incorporating the applications of materials, such as timber, glass and aluminium. Where possible, work is undertaken on full-sized projects in Holmesglen’s specially designed and industry recognised facilities.

Qualifications and Recognition
Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprenticeship Administration Branch.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
This course provides an excellent introduction to the employment and career opportunities within the building construction industry.

Who Can Apply
Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training.

Selection Criteria
Apprentices can apply for acceptance into this course. Preference will be given to students who have completed a pre-apprenticeship program in a related field.

How to Apply
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, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

Course Length
Joinery apprenticeships are conducted over a period of four years. Apprentices attend, on average, 24 block classes over a three year period. Apprentices may, upon application and subject to their progress, be granted further reductions in the length of their apprenticeship by the Office of Employment, Training and Tertiary Education.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Off-site Construction (Joinery – Timber/Aluminium/Glass), students will be required to complete all modules.

- BCG1000A: 20 hours: Carry out interactive workplace communication
- BCG1001A: 40 hours: Carry out OH&S requirements
- BCG1002A: 20 hours: Plan and organise work
- BCG1003A: 36 hours: Read and interpret plans
- BCG1004A: 20 hours: Carry out measurements and calculations
- BCG1005A: 80 hours: Use hand and power tools
- BCG1006A: 16 hours: Use small plant and equipment
- BCG1008A: 8 hours: Use simple levelling devices
- BCG1011A: 12 hours: Handle construction material and safely dispose of waste
- BCG2000A: 32 hours: Assemble simple partition frames
- BCG2001A: 32 hours: Prepare surfaces
- BCG2004A: 16 hours: Carry out levelling
- BCG2010A: 4 hours: Remove/replace door and window furniture
- BCG2012A: 8 hours: Make set-outs
- MEM2.5C11A: 20 hours:Measure with graduated devices
- BCF2010A: 8 hours: Maintain inventory and control stock
- BCF2012A: 10 hours: Package manufacture products for transport
- BCF2013A: 32 hours: Assemble components
- BCF2014A: 4 hours: Manually cut glass to simple shapes
- BCF2018A: 16 hours: Apply and install sealant and sealant devices
- BCF2016A: 32 hours: Prepare for off-site manufacturing process
- BCF2001A: 32 hours: Use static machines
- BCF3000A: 12 hours: Maintain static machinery
- BCF3001A: 12 hours: Set up static machinery
- BCF3008A: 8 hours: Identify window and door construction
work is undertaken on full-sized projects in specially designed facilities at Holmesglen.

**Qualifications and Recognition**

Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprenticeship Administration Branch.

**Recognition of Prior Learning (RPL) and Credit Transfer**

Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

**Career Opportunities**

The apprenticeship in shopfitting is an excellent introduction to the various career opportunities in the building industry.

**Who Can Apply**

Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training.

**Selection Criteria**

Provided Holmesglen has vacancies, entry into the course is automatic for apprentices.

**How to Apply**

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, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

**Course Length**

Shopfitting apprenticeships are conducted over a period of four years. Apprentices attend, on average, 24 block classes over a three year period. Apprentices may, upon application and subject to their progress, be granted further reductions in the length of their apprenticeship by the Office of Employment, Training and Tertiary Education.

**Course Structure**

This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Off-site Construction (Shopfitting), students will be required to complete all modules.

- **BCG1001A**: 40 hours: Carry out OH&S requirements
- **BCG1002A**: 20 hours: Plan and organise work
- **BCG1003A**: 36 hours: Read and interpret plans
- **BCG1004A**: 20 hours: Carry out measurements and calculations
- **BCG1005A**: 80 hours: Use hand and power tools
- **BCG1006A**: 16 hours: Use small plant and equipment
- **BCG1008A**: 8 hours: Use simple levelling devices
- **BCG1011A**: 16 hours: Handle construction material and safely dispose of waste
- **BCG2000A**: 32 hours: Assemble simple partition frames
- **BCG2001A**: 32 hours: Prepare surfaces
- **BCG2004A**: 16 hours: Carry out levelling
- **BCG2012A**: 8 hours: Make set-outs
- **BCF2010A**: 8 hours: Maintain inventory and control stock
- **BCF2012A**: 10 hours: Package manufacture products for transport
- **BCF2013A**: 32 hours: Assemble components
- **BCF2016A**: 32 hours: Prepare for off-site manufacturing process
- **BCF2001A**: 32 hours: Use static machines
- **BCF2011A**: 24 hours: Use computers
- **BCG2008A**: 8 hours: Use explosive power tools
- **BCG2000A**: 12 hours: Maintain static machinery
- **BCF3001A**: 12 hours: Set up static machinery
- **BCF3008A**: 16 hours: Shift materials manually
- **BCF3007A**: 8 hours: Set out and level
- **BCF3042A**: 20 hours: Mark off/out
- **BCF3038A**: 40 hours: Apply and trim decorative finishes
- **BCF3023A**: 16 hours: Apply finishes
- **BCF3009A**: 8 hours: Setting out of windows and doors
- **BCF3010A**: 40 hours: Manufacture components for door and window frames, doors and sashes
- **BCF3011A**: 16 hours: Assemble (door/window)
- **BCF3024A**: 40 hours: Install internal lining
- **BCF3036A**: 12 hours: Shift materials manually
- **BCF3037A**: 8 hours: Set out and level
- **BCF3038A**: 40 hours: Apply and trim decorative finishes
- **BCF3041A**: 16 hours: Cut and install glass
- **BCF3042A**: 20 hours: Mark off/out
- **BCF3045A**: 40 hours: Manufacture joinery unit components
- **BCF2011A**: 24 hours: Use computers
- **BCF3002A**: 40 hours: Use computer controlled machinery
- **BCF3003A**: 8 hours: Identify stair construction and the factors governing stair design
- **BCF3004A**: 8 hours: Set out stairs
- **BCF3005A**: 24 hours: Manufacture stair components – straight flighted stairs
- **BCF3006A**: 24 hours: Assemble and install stairs
- **BCG1016A**: 40 hours: Prepare for construction process (carpentry)
- **BCG2008A**: 8 hours: Use explosive power tools
- **BCF3001A**: 12 hours: Set up static machinery
- **BCF3010A**: 40 hours: Manufacture of off-site materials
- **BCF3011A**: 16 hours: Assemble (door/window)
- **BCF3012A**: 8 hours: Make set-outs
- **BCF3013A**: 40 hours: Use computer controlled machinery
- **BCF3014A**: 4 hours: Remove/replace door & window furniture
- **BCF2014A**: 4 hours: Manually cut glass to simple shapes
- **BCF2018A**: 16 hours: Apply and install sealant and sealant devices
- **BCF2009A**: 8 hours: Carry out load sling ing of off-site materials
- **BCF3010A**: 40 hours: Manufacture components for door and window frames, doors and sashes
- **BCF3011A**: 16 hours: Assemble (door/window)
- **BCF2015A**: 40 hours: Use aluminium sections for fabrication
- **BCF3012A**: 16 hours: Setting out cabinets, showcases, wall units, counters and work stations
- **BCF3013A**: 32 hours: Assemble cabinets, showcases, wall units, counters and work stations
- **BCF3016A**: 16 hours: Set out shopfronts, commercial entries and bulkheads and component fittings
- **BCF3017A**: 40 hours: Fabricate shopfronts, commercial entries and bulkheads, including component fittings
Certificate III in Off-site Construction (Stairs)

Course Code BCF30300

Apprenticeship Program
This course provides comprehensive training for apprentices in all practical and theoretical aspects of joinery and stairbuilding. Where possible, work is undertaken on full-sized projects in Holmesglen’s specially designed and industry recognised facilities.

Qualifications and Recognition
Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprenticeship Administration Branch.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
This course provides an excellent introduction to employment and career opportunities within the building and construction industry.

Who Can Apply
Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training.

Selection Criteria
Apprentices can apply for acceptance into this course. Preference will be given to students who have completed a pre-apprenticeship program in a related field.

How to Apply
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, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Off-site Construction (Stairs), students will be required to complete all modules.

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Upon successful completion of the Certificate III, graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design & technology and more. Holmesglen also offers the opportunity to study degree programs in Advanced Building Technology, and receive credits for studies already undertaken.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 5

Course Enquiries: 9564 1850
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Opportunities for Further Study
Upon successful completion of the Certificate III, graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design & technology and more. Holmesglen also offers the opportunity to study degree programs in Advanced Building Technology, and receive credits for studies already undertaken.

Commencement Dates
Courses commence at various times throughout the year.

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Upon successful completion of the Certificate III, graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design & technology and more. Holmesglen also offers the opportunity to study degree programs in Advanced Building Technology, and receive credits for studies already undertaken.

Commencement Dates
Courses commence at various times throughout the year.
Certificate III in Production Upholstery
Course Code LMF31102

Apprenticeship Program
This course is appropriate for any person currently working as a production upholsterer. It provides comprehensive training for apprentices in all practical and theoretical aspects of the upholstery trade. Wherever possible, work is undertaken on full-sized projects in Holmesglen’s specially designed facility.

Qualifications and Recognition
Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprentice Administration Branch, and the Certificate III in Upholstery (Production Upholstery).

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
This course is an excellent introduction to employment and career opportunities within the furnishing industry.

Who Can Apply
Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training.

Selection Criteria
Providing Holmesglen has vacancies, entry into the course is automatic for apprentices. Although not compulsory, successful completion of Year 10 is recommended.

How to Apply
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, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

Course Length
Upholstery apprenticeships are for a period of four years. However, apprentices attend daytime classes for 38 days over a period of three years, to a total of 811 of hours training. To make up the required hours, students must complete all mandatory modules. The remaining modules may be selected from the elective modules listed.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Upholstery (Production Upholstery), students will be required to complete all modules.

- LMFUP0001A: 40 hours: Follow safe working policies and practices
- LMFUP0002A: 20 hours: Communicate in the workplace
- LMFUP0003A: 20 hours: Carry out measurements and calculations
- LMFUP0004A: 15 hours: Work effectively with others

Mandatory Sector Specialist Units
- LMFUP2001A: 48 hours: Use upholstery sector hand and power tools
- LMFUP2002A: 36 hours: Fit upholstery components
- LMFUP2003A: 36 hours: Apply contemporary foundations to upholstered furniture
- LMFUP2004A: 36 hours: Machine sew upholstery final cover materials (basic)
- LMFUP2005A: 36 hours: Develop cutting plan and cut single layer upholstery fabric
- LMDUP2006A: 48 hours: Dismantle/reassemble furniture for upholstering
- LMFUP3002A: 48 hours: Fit and apply final covering material to furniture using basic techniques
- LMFUP3006A: 24 hours: Fit and apply leather to furniture
- LMFUP3008A: 24 hours: Apply finishing techniques to upholstered furniture
- LMFUP3011A: 48 hours: Cut, sew and fit or fill cushions
- LMFUP3007A: 24 hours: Manufacture and fit loose covers

Mandatory Cross-Sector Units
- LMFGN3001A: 24 hours: Read and interpret work documents
- LMFGN3002A: 16 hours: Estimate and cost job

Mandatory Cross-Industry Unit
- TDT D397C: 40 hours: Handle dangerous materials and hazardous goods

Elective Sector Specialist Units
Three elective sector specialist units selected from the Upholstery Unit Inventory in accordance with the general structuring rules.
- LMFUP3003A: 60 hours: Fit and apply final covering material to furniture using decorative techniques
- LMFUP3009A: 24 hours: Develop cutting plan and cut multiple layer upholstery fabrics
- LMFUP3010A: 28 hours: Cut, sew and fit skirts to upholstered furniture

Other Elective Units
- LMFGN2002A: 16 hours: Move and store materials and products
- LMFUP3004A: 24 hours: Layout patterns and cut leather

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Graduates may choose to undertake the Certificate IV in Furniture (Furniture Production)

Commencement Dates
Courses commence at various times throughout the year.

Location
Chadstone campus, Building 5

Course Enquiries: 9564 1850
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate III in Upholstery
Course Code LMF31002

Apprenticeship Program
This course is appropriate for any person currently working as a general upholsterer. It provides comprehensive training for apprentices in all practical and theoretical aspects of the upholstery trade. Wherever possible, work is undertaken on full-sized projects in Holmesglen’s specially designed facility.

Qualifications and Recognition
Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprentice Administration Branch, and the Certificate III in Upholstery.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the institute.

Career Opportunities
This course is an excellent introduction to the range of employment and career opportunities within the furnishing industry.
Who Can Apply
Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training.

Selection Criteria
Providing Holmesglen has vacancies, entry into the course is automatic for apprentices. Although not compulsory, successful completion of Year 10 is recommended.

How to Apply
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, Apprentice Administration Branch, Telephone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

Course Length
Upholstery apprenticeships are for a period of four years. However, apprentices attend daytime classes for 38 days over a period of three years, to a total of 811 hours of training. To make up the required hours, students must complete all mandatory modules. The remaining modules may be selected from the elective modules listed.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Upholstery, students will be required to complete all modules.

Mandatory Core Units
- LMFUP3001A: 64 hours: Apply traditional foundations to upholstered furniture
- LMFUP3002A: 48 hours: Use upholstery sector hand and power tools
- LMFUP3003A: 48 hours: Fit upholstery component
- LMFUP3004A: 48 hours: Use upholstery sector hand and power tools
- LMFUP3005A: 36 hours: Develop cutting plan and cut single layer upholstery fabric
- LMFUP3006A: 48 hours: Dismantle/reassemble furniture for upholstering

Mandatory Sector Specialist Units
- LMFUP3001A: 40 hours: Follow safe working policies and practices
- LMFUP3002A: 20 hours: Communicate in the workplace
- LMFUP3003A: 20 hours: Carry out measurements and calculations
- LMFUP3004A: 15 hours: Work effectively with others
- LMFUP3005A: 36 hours: Fit upholstery component
- LMFUP3006A: 48 hours: Use upholstery sector hand and power tools
- LMFUP3007A: 24 hours: Manufacture and fit loose covers

Mandatory Cross-Sector Units
- LMFUP3001A: 64 hours: Apply traditional foundations to upholstered furniture
- LMFUP3002A: 48 hours: Use upholstery sector hand and power tools
- LMFUP3003A: 48 hours: Fit upholstery component
- LMFUP3004A: 36 hours: Machine sew upholstery final cover materials (basic)
- LMFUP3005A: 36 hours: Develop cutting plan and cut single layer upholstery fabric
- LMFUP3006A: 48 hours: Dismantle/reassemble furniture for upholstering

Mandatory Cross-Industry Unit
- TDT D397C: 40 hours: Handle dangerous and hazardous goods

Other Elective Units
Five elective units to be selected in accordance with the general structuring rules.

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Graduates may choose to undertake the Certificate IV in Furniture (Furniture Production).

Commencement Dates
Courses commence at various times throughout the year.

Locations
Chadstone campus, Building 5

General Enquiries: 9564 1555
Course Enquiries: 9564 1850
Email: info@holmesglen.vic.edu.au
### General Education

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Applicants who:

Who Can Apply

opportunities.

further employment and career

requires improved literacy and numeracy

These programs can assist anyone who

Career Opportunities

improved literacy and numeracy to access

Who Can Apply

• Adults from either an English speaking or

• Individuals with an intellectual disability,

need to access an entry course in literacy

• learning disability or communication

impairment (eg little or no speech) may

also readily access the course.

How to Apply

Applicants apply directly to Holmesglen.

Cost

Additional fees apply to this program.

Commencement Dates

February and July.

Locations

Chadstone campus

Certificate I in Initial Adult Literacy and Numeracy

(Foundation)

Course Code 21344VIC

This is a basic education program that

provides entry level education for people

wishing to undertake initial literacy and

numeracy studies.

Qualifications and Recognition

Upon successful completion of the course,

students are eligible to receive either the

Certificate I in Initial Adult Literacy and

Numeracy (Foundation), or Certificate I in

Initial Adult Literacy and Numeracy.

Career Opportunities

This course assists anyone who requires

How To Apply

Courses are run 2 evenings per week, over a 12 month period.

Course Structure

The course consists of 18 modules at the

Foundation Level and 13 modules at the next

level, focusing on:

• Word and sentence recognition

• Basic spoken and written communication

• Number recognition

• Counting by multiples

• Money skills training

Courses are timetabled during weekdays,

some evenings and weekends.

• Weekdays - full-time 20 hours per week,

for 20 weeks between 9.00am and

5.00pm.

• Evenings - 5 hours per week for 36

weeks (all year), Monday and Wednesday,

between 6.00pm and 8.30pm.

• Weekend – 8 hours per week for 40 weeks

(all year), Saturday and Sunday, between

9.00am and 1.00pm.

Course Structure

Core Reading and Writing Units

Students will study spelling, grammar,

punctuation and structures of different styles

of reading and writing. They will read and write

texts for personal, learning, employment and

community purposes.

Core Numeracy and Maths Units

These units cover tasks ranging from

everyday maths at low levels to maths

required for further study at higher levels.

Students will use numerical information, time,

money, directions, measurement, design,

statistics, formulae and algebra to solve

problems.

Core Units

• Learning plan and portfolio

• Develop learning skills

• Project - integrated with other units

Elective Units

Several elective units are packaged to suit

the needs of each class. These units will

vary from class to class and may include:

computer skills; science; Australian history;

current affairs; speaking; and job related

units.

Assessment

Assessment is based on competency, that is

the person’s ability to perform specific skills,

and a combination of written assignments,

observations, presentations, discussions,

reading tasks, projects, calculations and

problem solving.

Qualification

After successfully completing a level students

will receive the appropriate Certificate in

General Education for Adults.

Fees

Fees apply to these programs.

Commencement Dates

February and July.

Students may be accepted at other times if there are vacancies.

Locations

Chadstone campus

Course Enquiries: 9564 1665

General Enquiries: 9564 1555

languagecentre@holmesglen.vic.edu.au

Additional fees apply to this program.

Certificate I in Initial Adult Literacy and Numeracy

Course Code 21345VIC

Students are eligible to receive either the

Certificate I in Initial Adult Literacy and

Numeracy (Foundation), or Certificate I in

Initial Adult Literacy and Numeracy.

Career Opportunities

This course assists anyone who requires

improved literacy and numeracy to access

further employment and career

opportunities.

Who Can Apply

• Adults from either an English speaking or

• Individuals with an intellectual disability,

need to access an entry course in literacy

• learning disability or communication

impairment (eg little or no speech) may

also readily access the course.

How to Apply

Applicants apply directly to Holmesglen.

Course Length

Classes are run 2 evenings per week, over a 12 month period.

Course Structure

The course consists of 18 modules at the

Foundation Level and 13 modules at the next

level, focusing on:

• Word and sentence recognition

• Basic spoken and written communication

• Number recognition

• Counting by multiples

• Money skills training

Each module contains one overall Module

Purpose Statement and an associated

Personal, Functional, Informatice and

Co-operative Learning Task.

Assessment

Students enrolled in this course must

successfully demonstrate mastery of the core

learning outcomes to a required standard.

Assessment statements contained within
each module reflect NRS Assessment
Principles. Competence is demonstrated by
successful completion of tasks set by the

Teacher.
Course in Volunteer Tutoring of Adult Learners
Course Code 21692VIC

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

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

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

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

Qualifications and Recognition
The Course in Volunteer Tutoring of Adult Learners is a nationally accredited training course. The level of training provided, and the qualification gained by participants, are recognised by other educational institutions.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

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

Who Can Apply
Anyone with good oral and written skills in English, basic maths skills, and the patience and desire to share these skills with other adults may apply. Volunteer tutors need to be able to relate to learners on an equal basis and build their confidence. They need to demonstrate empathy towards individuals from different language and socio-economic backgrounds.

Selection Criteria
There are no pre-requisite educational requirements or qualifications required for the Course in Volunteer Tutoring of Adult Learners. Applicants must be prepared to work as a volunteer. Previous experience in assisting students or adults with reading, writing, maths or speaking would be an advantage.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
The Course in Volunteer Tutoring of Adult Learners comprises 52 hours of face-to-face training, which include 18 hours of practical placement working with students. It is conducted over one semester, one morning per week. An additional course is sometimes run one evening per week, usually in the second semester commencing in July.

Course Structure
Three modules:
- Relate learning programs to learner needs
- Provide language, literacy and numeracy support
- Use resources in a language, literacy and numeracy environment.

The following topics are covered within the course:
- Definitions of literacy and issues relating to literacy and numeracy problems
- Information on the literacy programs at Holmesglen
- Key factors affecting how adults learn
- The reading and writing process
- Assisting students with reading and writing
- Strategies to improve spelling
- Literacy for students with a language background other than English
- Assisting students with special needs
- Resources to use; commercial and authentic materials
- Facilities at Holmesglen: Learning Commons; Flexible Learning Unit; and computer assisted learning programs
- Planning a learning session; negotiating the curriculum; monitoring progress; record keeping; and evaluating.

Classes are held in the daytime, evenings and on weekends.

Assessment
Students wishing to obtain a Statement of Attainment for this accredited course are expected to join in class discussions, complete a number of written exercises, and participate in the practical placement component.

Commencement Date(s):
Training begins early in March, with classes held one morning per week.

Location: Chadstone campus

Course Enquiries: 9564 1665
General Enquiries: 9564 1555
Email: languagecentre@holmesglen.vic.edu.au

Adult VCE
Course Code 2200LZV

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

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

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

Qualification & Recognition
To gain adult VCE, mature age students need to successfully complete four subjects: three subjects at the Year 12 level (Units 3 & 4) plus two units of English (from Units 1 & 2 or 3 & 4). Students intending to proceed to tertiary study are advised to select their two units of English at Units 3 & 4 level.

Who Can Apply
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year)
- Continuing Year 12 students who attempted VCE in Units 3 & 4 in the previous year.

Please note that continuing Year 12 students may apply as part-time VCE students; however, it is preferred that students aged 17 years and under continue their studies at a secondary or vocational college.

Selection Criteria
Applicants must attend an interview at which they are required to:
- Provide past academic results; and
- Demonstrate their motivation to undertake and complete the course.

Evidence of work history, especially that which is relevant to the course, and references attesting to an applicant’s ability to undertake the course successfully may be requested.

When enrolling for Units 3 & 4 of information technology, biology, chemistry, physics or mathematics, preference will be given to applicants who have successfully completed Unit 2 of that same subject, and achieved a minimum average grade of D for all assessment tasks. Students who can demonstrate an equivalent level of achievement may undertake Units 3 & 4.
How To Apply
Applicants apply directly to Holmesglen.

Course Length
Year 11 (Units 1 & 2)
Full-time: 1 year (Units 1 & 2).
Part-time: 6 months (Unit 2 only).
Year 12 (Units 3 & 4)
Full-time: 1 year,
Part-time: 2 years or more.

Part-time course length is based on the standard part-time study load. Course length may vary depending on number of units taken per semester.

Commencement Dates
January. June commencements are available for students entering at Unit 2 level only.

Locations
Chadstone and Moorabbin campuses

Certificate IV in Liberal Arts
Course Code: 21793VIC

The Certificate IV in Liberal Arts aims to develop general knowledge and skills for effective participation at university in the arts and social sciences. The course incorporates competencies for the workplace in which advanced communications skills and broad general knowledge are required.

Qualifications and Recognition
Successful completion of the first year will result in the award of the Certificate IV in Liberal Arts, and will enable students to pursue arts related studies at higher levels.

Assessment
Year 11 (Units 1 & 2): Satisfactory completion of school assessed tasks and assignments.
Year 12 (Units 3 & 4): Satisfactory completion of school assessed course work.

Opportunities for Further Study
VCE is a prerequisite for entry into many tertiary courses. Students intending to proceed to tertiary studies, after achieving their VCE, are advised to consult the Victorian Tertiary Admission Centre (VTAC) regarding entry requirements for tertiary institutions.

Opportunities for Further Study

Certificate IV in Liberal Arts
Course Enquiries
Chadstone: 9564 1641
Moorabbin: 9209 5802
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Opportunities for Further Study
Students who have completed the Certificate IV in Liberal Arts may gain entry into arts and education programs at university level, including degree studies at universities such as LaTrobe, Melbourne, Monash and Victoria. Students will also be well-equipped to continue their study with other suppliers.

Opportunities for Further Study

Certificate IV in Liberal Arts
Course Enquiries: 9209 5802
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au
Occupational Preparatory Course  
Course Code OPC001

This course is designed to meet the needs of individuals who:
- require preparation for general entrance exams of organisations, particularly the police force;
- require a short preparatory course in English and mathematics; and
- wish to develop their test skills.

Qualifications and Recognition

Upon successful completion of this course, students are eligible to receive a Certificate of Completion.

Who Can Apply

Individuals with motivation to seek employment, return to study or undertake entrance examinations for organisations, and who feel they would benefit from some preparatory training in English and mathematics.

Selection Criteria

Individuals with the motivation to undertake and successfully complete the course. Please note that applicants undertaking the course in order to improve their chances of entering a chosen field must satisfy the entry requirements of that profession.

How to Apply

Applicants apply directly to Holmesglen.

Course Length

Part-time: 10 weeks (40 hours), with classes conducted one night a week from 6.00pm to 10.00pm.

Course Structure
- PS110: 20 hours: English
- Range of writing styles
- Reading for information
- Grammar, spelling and punctuation
- Reasoning skills
- PS120: 20 hours: Mathematics
- Arithmetic - decimals, percentages, fractions
- Graphs - plotting, interpretation, types
- Formulae - substitution, transposition
- Problem solving techniques
- Use of a calculator

Opportunities for Further Study

Graduates of this course may apply for entry into other courses at Holmesglen.

Cost

Additional fees apply to this program.

Certificates

Upon satisfactory completion of course requirements and a minimum attendance of 7 out of the 10 classes, students will be issued with a Certificate of Completion.

Commencement Dates

March and August

Location

Chadstone campus, Building 1

Course Enquiries: 9564 1602  
General Enquiries: 9564 1555  
Email: info@holmesglen.vic.edu.au

VCAL (Foundation)  
Course Code 21352VIC

The VCAL (Foundation) course is for young people who require support with their learning and/or social skills. Students will have the opportunity to participate in a range of vocational and skills development units, providing a broad base of relevant living and employability skills.

VCAL (Foundation) is divided into four main strands:
- Literacy / Numeracy  
  Includes individual tutoring and group project activities
- Industry Specific Skills  
  Each student selects eight options from the twenty offered
- Work Related Skills  
  Students complete four weeks of practical placement
- Personal Development  
  Includes an individual learning/employment plan and two camps.

This course has been structured to provide both explicit and project based tasks.

Recognition of Prior Learning (RPL) & Credit Transfer

Contact Holmesglen to obtain an information brochure.

Who Can Apply

Applicants must be at least 16 years old. Students must have:
- Learning difficulties
- The potential and desire for employment; and
- The ability to travel independently and take part in all program activities.

How to Apply

Applicants apply directly to Holmesglen.

Course Length

Full-time: 36 weeks. Classes are conducted 5 days per week (9.00am-4.00pm) over the course of a year.

Course Structure

Industry Specific Skills Units  
21625VIC Certificate I in Vocational Preparation
- VBK137: 30 Hours: Personal effectiveness
- VBK138: 25 Hours: Orientation to learning
- ICFSU626A: 50 Hours: Workteam communication
- BSBCM1102A: 20 Hours: Complete daily work activities
- PPPCM02A: 20 Hours: Prepare and present verbal and written information
- VBN512: 75 Hours: Vocational elective

Personal Development Units
- PDSF1: 100 Hours: VCAL Personal Development Skills Foundation Unit 1
- PDSF2: 100 Hours: VCAL Personal Development Skills Foundation Unit 2

Literacy and Numeracy Units
- LIT011: 100 Hours: Literacy Skills Foundation Reading and Writing
- LIT012: 100 Hours: Literacy Skills Foundation Oral Communications
- NUM011: 100 Hours: Numeracy Skills Foundation

21625VIC Certificate I in Vocational Preparation
- VBN045: 40 Hours: Investigate a social issue
- VBN046: 40 Hours: Managing personal change

Work Related Skills Units
- WRSS1: 100 Hours: VCAL Work Related Skills Strand (Foundation) Unit 1
- WRSS2: 100 Hours: VCAL Work Related Skills Strand (Foundation) Unit 2

Electives

Trade Options
- Automotive
- Painting & decorating
- Carpentry & joinery
- Plastering
- Furniture finishing
- Tiling
- Glass & glazing
- Horticulture

Creative Options
- Animation
- Music
- Art
- Music video
- Ceramics
- Photography
- Textiles
- Drama
- Film making

Sport / Recreation Options
- Bike education
- Orienteering / Outdoor education
- Recreation

Industry Focus Options
- Floristry
- Hospitality
- Hairdressing
- Retail

The above list is subject to change according to student demand.

Assessment

Assessment is ongoing, and requires students to successfully complete all prescribed tasks/activities and work placements.

Career and Further Study Opportunities

The VCAL (Foundation) program may lead to the following pathways:
- Certificate I in Work Education
- Certificate I in Transition Education
- VCAL Intermediate
- Mainstream courses; or
- Open or supported employment opportunities.

Commencement Dates

Late January / February

Locations

Building 4, Chadstone campus
Please contact Holmesglen to obtain an information brochure.

**Certificate I in Transition Education**

**Course Code 21671VIC**

Certificate I in Transition Education is for young people who require support with their learning and/or social skills. Students will have the opportunity to participate in a range of modules that aim to enhance their independent living and employability skills.

**Qualifications and Recognition**

Students who successfully complete the course receive the Certificate I in Transition Education.

**Recognition of Prior Learning and Credit Transfer**

Please contact Holmesglen to obtain an information brochure.

**Who Can Apply**

- People aged 16 or over who have a mild intellectual disability or experience learning and/or social difficulties.

**Selection Criteria**

- Age appropriate behaviours
- The ability to take part in all course activities, including the ability to travel independently and attend camps
- Potential to benefit from the course
- Motivation to undertake and complete the course
- Motivation to gain employment.

**How To Apply**

Please contact Holmesglen on 9564 1745 (Chadstone) or 9209 5656 (Moorabbin) for application information.

**Course Length**

This course is full-time and runs for 36 weeks. Classes are conducted from 9.00am – 4.00pm, 5 days per week, over the course of a year. This course includes four weeks of work placement.

**Course Structure**

The course is structured to provide opportunities for explicit and project-based learning. Students will complete the following modules.

**Core Units**

- VBP485: 100 hours: Individual learning plan
- VBP486: 100 hours: Personal development
- VBP487: 100 hours: Travel, orientation and mobility
- VBP488: 150 hours: Exploring adult options
- VBP489: 100 hours: Community access

**Group A Electives (life skills focus)**

- VBP491: 50 hours: Effective personal communication
- VBP493: 50 hours: Sex education
- VBP495: 50 hours: Recreation and leisure
- VBP496: 50 hours: Creative options
- BSBCMN106A: 20 hours: Follow workplace safety procedures

**Group B Electives (literacy and numeracy focus)**

- VBP500: 250 hours: General writing skills
- VBP501: 250 hours: Spelling improvement techniques
- VBP502: 25 hours: Recreational reading
- VBP504: 25 hours: Critical reading
- VBP507: 50 hours: The media
- VBP508: 25 hours: Fractions, decimals and percents
- VBP509: 25 hours: Computers for learning

**Projects include:**

- Drama
- Retail
- Camps
- Animation
- Recreation

**Electives include:**

- Hospitality
- Building trades
- Horticulture
- Textiles
- Music video
- Floristry
- Craft
- Animation

Please note that projects and electives are subject to change, and may vary between campuses.

**Assessment**

Assessment is ongoing and requires students to successfully complete all prescribed tasks, activities and work placements.

**Career and Further Study Opportunities**

Certificate I in Transition Education may lead to the following pathways:

- Certificate I in Work Education
- Certificate I in General Education for Adults
- Certificate II in General Education for Adults
- Mainstream courses
- Traineeships
- Open employment or business services (supported employment)
- Voluntary work.

**Commencement Dates**

Late January

**Locations**

Chadstone and Moorabbin campuses

**Course Enquiries**

Chadstone: 9564 1745
Moorabbin: 9209 5656

**Email:** info@holmesglen.vic.edu.au

**Certificate I in Work Education**

**Course Code 21672VIC**

Certificate I in Work Education is designed to assist young people who require support with their learning and/or social skills. By incorporating a wide variety of learning experiences and activities the course aims to prepare students for employment and/or further education and enhance their communication and academic skills.

**Qualifications and Recognition**

Students who successfully complete this course are eligible to receive the Certificate I in Work Education.

**Recognition of Prior Learning and Credit Transfer**

Please contact Holmesglen to obtain an information brochure.

**Who Can Apply**

Applicants aged 16 years or over who have completed VCAL (Foundation) and/or Certificate I in Transition Education.

**Selection Criteria**

Applicants must possess:

- The potential and desire for employment
- The ability to take part in all course activities, including the ability to travel independently
- Potential to benefit from the course
- Motivation to undertake and complete the course.

**How To Apply**

Please contact Holmesglen on 9564 1792 (Chadstone campus) or 9209 5656 (Moorabbin campus) for application information.

**Course Length**

This course is full-time and runs for 36 weeks. Classes are conducted from 9.00am – 4.00pm, 5 days per week, over the course of a year.

Chadstone: 8 weeks of work placement
Moorabbin: 6 weeks of work placement

**Course Structure**

- VBP511: 10 hours: Induction
- VBP512: 80 hours: Individual vocational plan
- VBP513: 30 hours: Interpersonal communication skills
- ICATTW011B: 20 hours: Participate in a team and individually to achieve organisational goals
- VBP514: 50 hours: Personal management skills
- VBP515: 70 hours: Community skills
- VBM686: 100 hours: Numeracy and mathematics introductory
- VBP516: 80 hours: Career planning
- VBP517: 300 hours: Workplace education
- VBP518: 400 hours: Vocational electives
- BSBCMN106A: 20 hours: Follow workplace safety procedures
- TDE397B: 40 hours: Participate in basic workplace communication
Students can focus their studies in the following areas:

**Chadstone**
1. Hospitality
2. Office/retail
3. Horticulture
4. Trades (glass & glazing, carpentry, painting & decorating, tile laying, furniture finishing, and fibrous plastering)

**Moorabbin**
1. Hospitality
2. Retail
3. Sport and recreation
4. Trades

*Study areas are subject to change.*

**Assessment**
Assessment is ongoing and requires students to successfully complete all prescribed tasks/activities and work placements.

**Career and Further Study Opportunities**
Certificate I in Work Education may lead to the following pathways:
- Certificate I in General Education for Adults
- Certificate II in General Education for Adults
- Mainstream courses
- Traineeships
- Pre-apprenticeships
- Open or supported employment
- Voluntary work

**Commencement Dates**
Late January

**Locations**
Chadstone and Moorabbin campuses

**Course Enquiries**
Chadstone: 9564 1792
Moorabbin: 9209 5656
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au
Nursing.
Get set
Health & Wellbeing

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Certificate III in Hairdressing
Course Code WRH30106

Incorporating
Certificate II in Hairdressing
Course Code WRH20106

Holmesglen, together with Headmasters, is offering these nationally recognised hairdressing courses. The Certificate III in Hairdressing (trade qualification) provides the knowledge and skills needed to be a competent salon hairdresser. It is the qualification required to be a practising professional hairdresser, offering students the practical experience and training necessary to succeed in this growing industry.

The Certificate II in Hairdressing is the entry level program into the hairdressing industry. It is suited to a person wishing to gain a pre-vocational qualification prior to obtaining full-time employment as a hairdressing apprentice or full-time trainee in the hairdressing industry.

Career Opportunities
The Certificate III in Hairdressing can open up a world of opportunities, including:
- Styling for film and television
- Styling for photo shoots within a range of areas, eg the bridal market, and the print and media sector
- Salon and small business management
- Teacher or facilitator in a hairdressing academy
- Technician or salon consultant for a product company
- Involvement in national and international hairdressing competitions.

Who Can Apply
Students who have secured a hairdressing apprenticeship may enrol in the Certificate III in Hairdressing. Anyone who wishes to enter the hairdressing trade may apply for the Certificate II in Hairdressing.

How to Apply
Applicants must contact Headmasters for details below.

Course Length
Certificate II
Full-time: 8 weeks. Classes are held Monday to Friday, 9.00am to 4.30pm.
Certificate III
Full-time: 1 year.
Part-time: 18 months.

Course Structure
Core Units
- WRHCS201B: 25 hours: Conduct financial transactions
- WRHCS203B: 30 hours: Provide service to clients
- WRHCL302A: 35 hours: Colour and lighten hair
- WRHCL303A: 25 hours: Design and perform full and partial highlighting techniques
- WRHCL304A: 35 hours: Perform colour correction
- WRHCR302A: 50 hours: Perform chemical curling and volumising services
- WRHCR303A: 30 hours: Perform chemical straightening and relaxing services
- WRHCS201A: 20 hours: Prepare clients for salon services
- WRHCS202A: 10 hours: Maintain tools and equipment
- WRHCS204A: 10 hours: Maintain and organise work areas
- WRHCS205A: 15 hours: Follow personal health and safety routines at work
- WRHHC301A: 20 hours: Design haircut structures
- WRHHC302A: 25 hours: Apply one length/solid haircut structures
- WRHHC303A: 30 hours: Apply graduated haircut structures
- WRHHC304A: 30 hours: Apply layered haircut structures
- WRHHC305A: 25 hours: Apply over-comb techniques
- WRHHD303A: 40 hours: Design and apply short to medium length hair design finishes
- WHRHS301A: 25 hours: Apply the principles of hairdressing science
- WHRHS302A: 15 hours: Consult with clients and treat hair and scalp conditions
- WRCS1B: 50 hours: Communicate in the workplace
- WRRER1B: 40 hours: Work effectively in a retail environment
- WRRP1B: 18 hours: Apply safe working practices
- WRRS1B: 18 hours: Sell products and services

Total core hours: 621

Elective Units
- WHRHC306A: 25 hours: Combine haircut structures on women
- WHRCL303A: 30 hours: Perform on scalp full head and re-touch bleach services
- WHRHC307A: 25 hours: Combine haircut structures for traditional and classic designs on men
- WHRHC308A: 10 hours: Design and maintain beards and moustaches
- WHHHD304A: 30 hours: Design and apply long hair design finishes
- WRHHD202A: 30 hours: Apply single, two and three strand braiding techniques

Total elective hours: 145
Total hours: 766

Assessment
Assessment is a combination of written, oral and practical work.

Opportunities for Further Study
On completion of their apprenticeship students will have opportunities to pursue a range of higher level qualifications:

Certificate IV in Hairdressing (Course Code WRH40106)

Students undertaking this qualification will develop advanced skills in styling, which may include hair extensions, make-up application and the ability to train and assess others.

Diploma of Hairdressing Salon Management (Course Code WRH50106)

This qualification will provide students with the knowledge and ability to manage or own and operate a salon. Graduates of this qualification may then articulate into Holmesglen’s Bachelor of Business (Executive Administration) with five subject credits.

Commencement Dates
Enrolments are monthly.

Locations
Headmasters Academy
Level 3 Centre Way, 259-263 Collins Street
MELBOURNE VIC 3000

Course Enquiries
Headmasters: 9650 7300
www.headmasters.com.au
Holmesglen: 9654 1555
Email: info@holmesglen.vic.edu.au
www.holmesglen.edu.au

Advanced Diploma of Naturopathy
Course Code HLT60507

Naturopathy is a holistic system of medicine based on the healing power of nature. It focuses on empowering individuals to make positive lifestyle changes and practise prevention. To ensure you are well prepared to start your new career your naturopathy skills will be complemented by training in nutrition, homeopathy, herbal medicine, patient diagnosis and treatment. You will also be able to hone your skills in our student clinic and develop business skills and expertise.

Qualifications and Recognition
On successful completion of the program, participants are eligible to receive the Advanced Diploma of Naturopathy. Currently, naturopaths are recognised by the Australian Natural Therapies Association (ANTA) and the Australian Naturopathic Practitioners Association (ANPA).

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
In this fast growing area of allied health, you will have the practical skills and academic knowledge to establish and manage a private practice, or work in corporate settings, health retreats, and multi-modality clinics with other complementary medical and allied healthcare providers.
Who Can Apply
- Students who have successfully completed VCE, or its equivalent, at least 18 years of age and away from formal study for at least one year.

Selection Criteria
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course
- Mature attitude and approach to study.

Individuals with previous science or healthcare backgrounds are encouraged to apply. Knowledge of anatomy and physiology is highly recommended.

How to Apply
February enrolments: Applicants apply through VTAC and submit a pre-selection form.

July enrolments: Applicants apply directly to the Fitness & Recreation Department by filling in a pre-selection form.

This course appears in the VTAC Guide under ‘Naturopathy’. To obtain the pre-selection form visit www.holmesglen.edu.au or telephone 03 9564 1699.

Course Length
Full-time: 2.5 years.

Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed.

ADN001 Anatomy and Physiology
- HLTP401A: 90 hours: Confirm physical health status
- HLTP501A: 30 hours: Analyse health information

ADN002 Naturopathic Philosophy and Practice
- HLNT607B: 40 hours: Manage work within a naturopathic framework
- HLNT609B: 20 hours: Work within a naturopathic framework

ADN003 Occupational Health and Infection Control
- HLIN504B: 50 hours: Manage the control of infection
- HLIN301A: 20 hours: Comply with infection control policies and procedures in health work

ADN004 Workplace Skills
- HLTCM404B: 30 hours: Communicate effectively with clients
- BSFLM303B: 40 hours: Contribute to effective workplace relationships

ADN005 Naturopathy 1
- HLNT601B: 120 hours: Provide naturopathic treatment
- HLNT605B: 40 hours: Plan naturopathic treatment strategy
- HLNT602B: 60 hours: Provide acute homoeopathic treatment
- HLNT604B: 120 hours: Provide acute homoeopathic treatment

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Graduates of this course may apply for entry into related courses offered at universities and other institutions.

Commencement Dates
February and July

Locations
Waverley campus

Course Enquiries: 9564 1699
General Enquiries: 9564 1555
Email: Fitness.Recreation@holmesglen.vic.edu.au

Diploma of Remedial Massage
Course Code HLT50307

As a remedial massage student you will learn how to deliver a healing massage treatment that seeks out the source of patients’ discomfort and treats the whole body. To ensure you are well prepared for your new career, your remedial massage skills will be complemented by learning about aromatherapy, and you will have the opportunity to hone your skills by completing practical work within our student run massage clinic. You will also develop the skills to market and administer your own business.

Qualifications & Recognition
On successful completion of the program, participants are eligible to receive the Diploma of Remedial Massage.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute.

Career Opportunities
In this fast growing area of the health industry you may work as a remedial massage therapist in a massage or multidisciplinary clinic, begin your own remedial massage business, work at the local gym or health club, or move into the corporate world.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course
- Mature attitude and approach to study.

Knowledge of anatomy and physiology is highly recommended.

How to Apply
February enrolments: Applicants apply through VTAC and submit a pre-selection form. This course appears in the VTAC Guide under ‘Massage’.

July enrolments: Applicants apply directly to the Fitness & Recreation Department by filling in a pre-selection form. To obtain the pre-selection form visit www.holmesglen.edu.au or telephone 03 9564 1699.

Course Length
Full-time: 18 months.
Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed.

Semesters One & Two
Anatomy, Physiology and Pathology
- BSBCM204A: Work effectively with others
- HLTAP401A: Confirm physical health status
- HLTCOM408B: Use specific health terminology to communicate effectively
- HLTAP501A: Analyse health information

Fundamentals of Massage Practice
- HLTRI403B: Work effectively with culturally diverse clients and co-workers
- HLTHN301A: Comply with infection control policies and procedures in health work
- HLTRM401B: Work within a massage framework
- HLTCOM408B: Communicate effectively with clients

Therapeutic Massage
- HLTRM407B: Plan massage treatment
- HLTRM4086B: Provide massage treatment

Occupational Health & Safety
- HLTOHS300A: Contribute to OH&S procedures

First Aid
- HLTFA310B: Apply first aid
- HLTFA402B: Apply advanced first aid

Clinical Assessment Procedures
- HLTHIR301A: Communicate and work effectively in the health industry
- HLTCOM6A: Make referrals to other health care professionals where appropriate
- HLTRM505B: Perform remedial massage health assessment
- HLTRM408B: Apply massage assessment framework
- HLTRM409B: Perform massage health assessment

Semester Three
Management of Athletes
- HLTRM513A: Provide remedial massage treatment to athletes

Conditions Management
- HLTRM510A: Provide specialised remedial massage treatments
- HLTCOM501A: Provide services to clients with chronic diseases and conditions

Clinical Practice
- CRCORQ28A: Reflect and improve upon professional practice
- HLTRM502B: Provide remedial massage treatment
- HLTHIR501A: Maintain an effective health work environment
- HLTRM503B: Plan remedial massage treatment strategy
- HLTRM504B: Apply remedial massage treatment strategy
- HLTCOM503B: Manage a practice
- HLTCOM502B: Develop professional expertise

Please note that units are subject to change.

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.
Health, Human & Community Services

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- Diploma of Out-of-School Hours Care 158
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Community Care
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- Certificate IV in Community Services (Protective Care) 163
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- Diploma of Disability Work 166
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Justice
- Advanced Diploma of Justice 168
Certificate III in Children’s Services
Course Code CHC30402

This qualification enables workers to plan experiences and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes. Workers may work under direct supervision and, in some settings, may also have limited supervisory responsibilities of volunteers. Workers at this level are required to have an understanding of a range of cultures, and to work with local communities in the provision of services. Occupational roles may include:
- Child care assistant
- Family day carer
- Nanny
- Out-of-school hours care assistant; and
- Recreation assistant

In some instances, applicants may require the Certificate IV in Out-of-School Hours care before they can gain employment in some out-of-hours care roles.

Qualifications and Recognition
Students who have successfully completed this course will be eligible for the Certificate III in Children’s Services. With this nationally accredited qualification students will be well equipped to pursue careers in children’s services.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Excellent employment and career opportunities exist within children’s services. As a trained assistant, you will be able to effectively support the implementation of all aspects of the daily care and development programs.

Who Can Apply
People aged 16 or over at course commencement, who possess a genuine interest in the children’s services field, may apply.

Selection Criteria
- Performance in a group and individual interview
- Written exercise
- Personal aptitude for and commitment to working with young children and families
- Motivation to undertake and complete the course.

A Victoria Police records check must be provided prior to undertaking workplace training.

How to Apply
Applicants apply directly to Holmesglen. An application form can be downloaded from the website, and may be submitted directly to the Human and Community Services Department of Holmesglen.

Course Length
Full-time: 6 months. Students must attend three days per week. Some evening study may be scheduled over the duration of the course.

New and existing workers, working a minimum of 15 hours per week in a children’s service, may be able to undertake a traineeship in the Certificate III in Children’s Services. Students attend on campus classes 16 days during the year.

Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed. Students will benefit from both training on-campus and practical placement opportunities.

- CHCHL1D1C: 20 hours: Identify and respond to children and young people at risk of harm
- CHCCN1D: 30 hours: Ensure children’s health and safety
- CHCCN2C: 70 hours: Care for children
- CHCCN4D: 30 hours: Respond to illness, accidents and emergencies
- CHCCCSS301A: 50 hours: Work within a legal and ethical framework
- CHCF1C: 40 hours: Support the development of children
- CHCIC1C: 70 hours: Interact effectively with children
- CHCOHS301A: 30 hours: Participate in workplace safety procedures
- CHCRPR1C: 40 hours: Deliver services/activities to stimulate children’s development and enhance their leisure
- CHCRPR3C: 20 hours: Develop an understanding of children’s interests and developmental needs
- CHCCN3C: 20 hours: Prepare nutritionally balanced food in a safe and hygienic manner
- HLFTA2A: 30 hours: Apply advanced first aid
- CHCCN5C: 40 hours: Care for babies
- CHCORG3B: 20 hours: Participate in the work environment
- CHCRFLC: 25 hours: Work effectively with families in caring for the child

Total hours: 545

Practical Placement
Two or three days per week throughout the course.

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects, including those undertaken through practical placement.

Opportunities for Further Study
Graduates may apply for entry into the Diploma of Children’s Services, and be credited with units from the Certificate III in Children’s Services. Graduates who continue into the Diploma of Children’s Services, and successfully complete it, will be eligible to pursue higher level study opportunities at university, within related fields.

Commencement Dates
January and July
Enrolments are ongoing throughout the year for traineeship programs.

Locations
Moorabbin and Waverley campuses. Traineeships: Chadstone campus

Course Enquiries
Waverley: 9564 6277
Moorabbin: 9209 5826
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate IV in Out-of-School Hours Care
Course Code CHC40402

This qualification educates workers in providing quality care, education and recreation programs for primary school aged children. These workers provide a range of developmentally appropriate experiences on a day to day basis under the supervision of qualified staff. Occupational titles may include out-of-school hours care assistant and recreation assistant.

Qualifications and Recognition
Students who have successfully completed this course will be eligible for the Certificate IV in Out-of-School Hours Care. As a nationally accredited course, students will be well equipped to pursue careers in out-of-school hours care, or become involved in programs such as:
- Before school care
- After school care; and
- Vacation care.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
With demand for services increasing, there are excellent employment opportunities in out-of-school hours programs for trained assistants. Further study in the Diploma of Out-Of-School Hours Care provides opportunities for career advancement and roles with increased levels of responsibility.
Who Can Apply
Individuals aged 16 or over at course commencement with a genuine interest in the out-of-school hours care field may apply.

Selection Criteria
- Interview
- Written exercise
- Aptitude for and commitment to working with children and families
- Motivation to undertake and complete the course
- Physical and psychological attributes necessary to provide excellent care
- A Victoria Police records check or Working with Children clearance must be provided prior to undertaking workplace training.

Students undertaking the Certificate IV in Out-Of-School Hours Care as a traineeship require current employment in an approved out-of-school hours care program.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 1 year. New and existing workers, working a minimum of 15 hours per week in a children’s service, may be able to undertake a traineeship in the Certificate IV in Out-of-School Hours Care. Students attend classes on campus every Friday from 10.00am-1.00pm during the school term.

Course Structure
Students must complete all competencies, and will be progressively recognised for the level of qualification completed. Holmesglen places an emphasis on providing hands-on, practical training wherever possible. Students will participate in on-campus classes, private study, and workplace training and assessment.

Assessment
- CHCHILD1C: 30 hours: Identify and respond to children and young people at risk of harm
- CHCCN1C: 30 hours: Ensure children’s health and safety
- CHCCN2C: 70 hours: Care for children
- CHCCN4D: 30 hours: Respond to illness, accidents and emergencies
- CHCCCS301A: 50 hours: Work within a legal and ethical framework
- CHCFIC1C: 40 hours: Support the development of children
- CHCIC1C: 70 hours: Interact effectively with children
- CHCPR1C: 40 hours: Deliver services/activities to stimulate children’s development and enhance their leisure
- CHCPR3C: 20 hours: Develop an understanding of children’s interests and developmental needs
- HLTFA2A: 30 hours: Apply advanced first aid
- HLCOR3B: 20 hours: Participate in the work environment
- CHCADMIN3B: 50 hours: Undertake administrative work
- CHCCS405A: 30 hours: Work effectively with culturally diverse clients and co-workers
- CHCOHS401A: 50 hours: Implement and monitor OH&S policies and procedures for a workplace
- CHCYTH1C: 40 hours: Work effectively with young people
- SRCRDO007A: 20 hours: Develop recreation programs
- SRXRIS001A: 10 hours: Undertake risk analysis of activities
- SRXTEM003A: 7 hours: Work autonomously

Total hours: 637

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects, including those undertaken through practical placement. Ability to demonstrate competence in the workplace environment is part of the assessment criteria.

Opportunities for Further Study
Graduates of the Certificate IV are eligible to continue for a further year to achieve the Diploma of Out-of-School Hours Care. Students who have successfully completed both the Certificate IV and the Diploma may be eligible for study opportunities at university level in related fields.

Commencement Dates
February

Locations
Waverley campus

Course Enquiries: 9564 6277
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Diploma of Children’s Services
Course Code CHC50302

This qualification relates to workers who are responsible for developing and evaluating children’s services programs. Workers have responsibility for the supervision of other staff and volunteers, and in most Australian states it is the highest qualification required at director or service manager level.

Workers at this level are required to have an understanding of Indigenous culture and history, and to work with local communities in the provision of services. Occupational roles include:
- Child care worker - qualified
- Team leader
- Group leader
- Program leader
- Service manager
- Service director; and
- Special needs inclusion worker.

Qualifications and Recognition
Upon successful completion of this course students are eligible to receive the nationally recognised Diploma of Children’s Services.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute.

Career Opportunities
Excellent opportunities exist in children’s services with responsibility for providing programs of care and development, and ability to supervise and develop team relationships with staff.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year); or
- People who have satisfactorily completed the Certificate III in Children’s Services (or its equivalent).

Please note that applicants must be aged 18 or over at course commencement date(s). Intending applicants without recent experience in a child care setting are strongly advised to arrange to spend at least one day in a centre as an observer.

Selection Criteria
- Performance at group and individual interview
- Written exercise
- Aptitude for and commitment to working with young children and families
- Motivation to undertake and complete the course
- A Victoria Police records check must be provided prior to undertaking workplace training.

How to Apply
All applicants must apply through VTAC. The VTAC code for this course at Moorabbin is 66031 and 61161 for Waverley. In addition, applicants will need to complete the Diploma of Children’s Services application form, which is available from the website.

Course Length
Full-time: 2 years. Full-time students attend classes over four days per week. Some evening and/or weekend classes may be scheduled over the 2 years. A substantial component of workplace training and assessment is included, and during these times students will be required to attend five days per week.

New and existing workers, working a minimum of 15 hours per week in a children’s service, may be able to undertake a traineeship in the Diploma of Children’s Services after the successful completion of the Certificate III in Children’s Services. Students attend campus classes 20 days during the year.
General Enquiries
Phone: 9564 1555 | Email: info@holmesglen.vic.edu.au | Web: www.holmesglen.edu.au

Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed. Students will benefit from both training on-campus and field placement opportunities.

**Year One**
- CHCCHIL11C: 30 hours: Identify and respond to children and young people at risk of harm
- CHCCN11D: 30 hours: Ensure children’s health and safety
- CHCCN22C: 70 hours: Care for children
- CHCCN44D: 30 hours: Respond to illness, accidents and emergencies
- CHCF1C1: 40 hours: Support the development of children in the service
- CHIC1C: 70 hours: Interact effectively with children
- CHCOHS301A: 30 hours: Participate in workplace safety procedures
- CHCPF1C: 40 hours: Deliver services/activities to stimulate children’s development and enhance their leisure
- CHCPR3C: 20 hours: Develop an understanding of children’s interests and developmental needs
- CHCPF9C: 70 hours: Document, interpret and use information about children
- HLF2A2A: 30 hours: Apply advanced first aid
- CHCCN5C: 40 hours: Care for babies
- CHCPR2C: 80 hours: Arrange/organise experiences which facilitate and enhance children’s development
- CHCHIL12C: 50 hours: Support the rights and safety of children within duty of care requirements
- CHCRF1C: 25 hours: Work effectively with families in caring for the child
- CHCCN5B: 70 hours: Plan care routines
- CHCF2C1: 40 hours: Foster and enhance children’s development
- CHCCN5C: 100 hours: Foster and enhance children’s social, emotional and psychological development
- CHCCOR3B: 20 hours: Participate in the work environment
- CHCCOR6B: 90 hours: Coordinate work environment (Waverley)

**Total hours - Year One: 975**

In addition, students must complete one field placement per semester.

**Semester One: On the Job Field Placement 1**

**Semester Two: On the Job Field Placement 2**

**Year Two**
- CHCFC5C: 100 hours: Foster and enhance children’s cognitive and language development
- CHCCN11C: 40 hours: Establish, manage and monitor the implementation of a safe and healthy environment
- CHCIC10C: 40 hours: Establish and implement plans for developing responsible behaviour
- CHCIC12C: 40 hours: Plan the inclusion of children with additional needs
- CHCCS301A: 50 hours: Work within a legal and ethical framework
- CHCOCCH501A: 40 hours: Manage workplace OH&S management systems
- CHCPR10C: 170 hours: Design, implement and evaluate programs of the service
- CHCPR11B: 70 hours: Work in partnership with families to care for the child
- CHCF6C: 60 hours: Provide experiences which facilitate children’s expressive development
- CHCF7C: 40 hours: Use music as a medium to enhance children’s experience and development
- CHCF8A: 60 hours: Provide experiences which enhance children’s development and learning
- CHCQM601A: 60 hours: Manage an accreditation process
- CHCS405A: 30 hours: Work effectively with culturally diverse clients and co-workers
- CHCPR14B: 40 hours: Observe children and interpret observations
- CHCIC11B: 40 hours: Implement and promote inclusive policies and practices

**Total hours - Year Two: 880**

In addition, students must complete one field placement per semester.

**Semester One: On the Job Field Placement 3**

**Semester Two: On the Job Field Placement 4**

**Assessment**
Assessment is based on competency, that is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects, including those undertaken through field placement.

**Opportunities for Further Study**
Graduates of this course, who successfully apply for entry into allied courses at university level, may receive credits for the chosen course.

**Commencement Dates**
February. Enrolments are ongoing throughout the year for traineeship programs.

**Locations**
Moorabbin and Waverley campuses. Traineeships are based at the Waverley campus.

**Course Enquiries**
Moorabbin: 9209 5826
Waverley: 9564 6277
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

**Diploma of Out-of-School Hours Care**
**Course Code CHC50202**

**Incorporating Certificate IV in Out-of-School Hours Care**
**Course Code CHC40402**

This qualification relates to workers who are responsible for coordinating, developing and providing quality care, education and recreation programs for primary aged children. Workers at this level have the responsibility for the supervision of other staff and volunteers, and in most states it is the highest qualification required. Professional titles may include coordinator of out-of-school hours care and program coordinator.

**Qualifications and Recognition**
Upon successful completion of this course, students are eligible to receive the nationally recognised Diploma of Out-of-School Hours Care.

**Recognition of Prior Learning (RPL) & Credit Transfer**
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute.

**Career Opportunities**
As demand for services increases, graduates can pursue excellent employment opportunities by providing quality care for primary school aged children before school, after school and during school holiday periods.

**Who Can Apply**
- Students who have successfully completed VCE, or its equivalent.
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year); or
- People who have satisfactorily completed the Certificate IV in Out-of-School Hours Care, Certificate III in Children’s Services (or its equivalent).

Please note that applicants must be aged 18 or over at commencement of course.

**Selection Criteria**
- Individual interview
- Written exercise
- Aptitude for and commitment to working with children and families
- Motivation to undertake and complete the course
- Physical and psychological attributes necessary to provide excellent care
- A Victoria Police records check must be provided prior to undertaking workplace training.

Students undertaking the Certificate IV in Out-Of-School Hours Care as a traineeship also require current employment in an approved out-of-school hours care program.

**How to Apply**
Applicants apply directly to Holmesglen. An application form can be downloaded from the website, and may be submitted directly to the Human and Community Services Department at Holmesglen’s Waverley campus.

**Course Length**
Full-time: 1 year - incorporating a substantial component of workplace training and
assessment. New and existing workers, working a minimum of 15 hours per week in a children’s service, may be able to undertake a traineeship in the Diploma of Out-of-School Hours Care. Students attend classes on campus every Friday from 10.00am-1.00pm during the school term.

Course Structure
During the first year of the Diploma of Out-Of-School Hours Care, students achieve the Certificate IV level qualification, and then continue into the second year to achieve the Diploma. Graduates of the Certificate IV in Out-Of-School Hours care may enrol directly into the 2nd year of the program, to complete the additional competencies for the Diploma.

Successful completion of all competencies is required to achieve the Diploma qualification.

Competencies incorporate three components of training:
1. Classroom tuition
2. Flexible learning booklets and CD; and
3. Workplace practical and assessment.

- CHCHHILD1C: 30 hours: Identify and respond to children and young people at risk of harm
- CHCCN1C: 30 hours: Ensure children’s health and safety
- CHCCN2C: 70 hours: Care for children
- CHCCN4D: 30 hours: Respond to illness, accidents and emergencies
- CHCCCS01A: 50 hours: Work within a legal and ethical framework
- CHCFIC1C: 40 hours: Support the development of children
- CHCIC1C: 70 hours: Interact effectively with children
- CHCPR1C: 40 hours: Deliver services/ activities to stimulate children’s development and enhance their leisure
- CHCPR3C: 20 hours: Develop an understanding of children’s interests and developmental needs
- HLTFA2A: 30 hours: Apply advanced first aid
- CHCORG3B: 20 hours: Participate in the work environment
- CHCADMIN3B: 50 hours: Undertake administrative work
- CHCCS405A: 30 hours: Work effectively with culturally diverse clients and co-workers
- CHCOHS01A: 50 hours: Implement and monitor OH&S policies and procedures for a workplace
- CHCYTH1C: 40 hours: Work effectively with young people
- SRCRD007A: 20 hours: Develop recreation programs
- SRXRIS001A: 7 hours: Work autonomously
- CHCCN3C: 20 hours: Prepare nutritionally balanced food in a safe and hygienic manner
- CHCINF2B: 40 hours: Maintain organisations’ information systems
- CHCORG2B: 120 hours: Reflect and improve upon professional practice
- CHCORG5B: 50 hours: Maintain an effective work environment
- CHCPOL4A: 90 hours: Develop and implement policy
- CHCRH5A: 10 hours: Conduct a program for children and young individuals with special needs
- CHCSO12B: 40 hours: Act as a resource to workers
- CHCPR2C: 80 hours: Arrange/organise experiences which facilitate and enhance children’s development
- CHCN11C: 40 hours: Establish, manage and monitor the implementation of a safe and healthy environment
- CHCN8B: 70 hours: Plan care routines
- CHCFCC2C: 40 hours: Foster and enhance children’s development
- CHCFCC3C: 100 hours: Foster and enhance children’s social, emotional and psychological development
- CHCFCC5C: 100 hours: Foster and enhance children’s cognitive and language development
- CHCIC10C: 40 hours: Establish and implement plans for developing responsible behaviour
- CHCOHS01A: 40 hours: Manage workplace OH&S management systems
- CHCPR10C: 170 hours: Design, implement and evaluate programs of the service
- CHCREF1B: 70 hours: Work in partnership with families to care for the child
- CHCIC11B: 40 hours: Implement and promote inclusive policies and practices

Total hours: 1,797

Assessment
Assessment is based on competency, that is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects, including those undertaken through field placement.

Opportunities for Further Study
Graduates of this course, who successfully apply for entry into allied courses at university level, may receive credits for the chosen course.

Commencement Dates
February

Locations
Waverley campus

Course Enquiries: 9564 6277
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Associate Degree in Early Childhood Education Course Code ADECE07

The innovative nature of the Associate Degree in Early Childhood Education makes it a unique offering in early childhood training and education. There are currently no programs available within the VET or higher education sectors providing such flexibility in career and study options. The course concept reflects the emerging trend towards streamlining and incorporating the care and education of children from birth to eight years of age.

Accordingly, it offers opportunities to learners that have previously not been available.

The associate degree is designed to provide a broad based point of entry to employment in the area of childcare, early childhood education and related professional fields. It is premised on an identified need for an applied/vocational qualification which incorporates and builds on to the existing Diploma of Children’s Services. Graduates of the course will have a pathway to other areas of specialisation and expertise, in particular, via the Bachelor of Early Childhood Education to be offered by Deakin University. Therefore, the subjects chosen for this qualification have been proposed by and agreed upon by senior early childhood educators and academics from Deakin University after vigorous academic and professional input.

In order to successfully complete the associate degree, students must complete a minimum of 400 hours field placement in a variety of early childhood settings working with age groups: 0 to 2; 2 to 3; 3 to 5; and 5 to 8. Placement blocks will be structured and scheduled across the two years in consultation with staff.

Qualifications and Recognition
Graduates of the Associate Degree in Early Childhood Education can satisfy the educational requirements for registration with the Victorian Institute of Teaching under the ‘Permission to Teach’ category. Graduates working as kindergarten and early childhood assistants will be eligible to join the Australian Education Union. In addition, there are various related professional organisations that students/graduates may join which do not set minimum educational requirements, such as Early Childhood Australia, the Centre for Equity and Innovation in Early Childhood, and the National Association for the Prevention of Abuse and Neglect.

Career Opportunities
The associate degree is designed to attract prospective entrants/employees to a range of early childhood settings such as day care centres, pre-schools and the first three years in primary schools - kindergarten, Year 1 and Year 2. Early childhood professionals are currently in demand in Australia with career opportunities available in a range of services. Due to an identified skills shortage in this area, the occupation of ‘child care coordinator’ is now included on the Migration Occupations in Demand List (MODL), for Australia’s General Skilled Migration Program.

Selection Criteria
Normal Entry
Applicants to the course will have successfully completed the Victorian Certificate of Education (VCE) with a minimum ENTER score of 60, or equivalent. Prerequisites for the course are Units 3 and 4 English. Those students aged 21 or over on 1 January of the year of enrolment and who do not hold VCE or equivalent may apply under Alternative Entry.
General Enquiries
Phone: 9564 1555 | Email: info@holmesglen.vic.edu.au | Web: www.holmesglen.edu.au

Alternative Entry
Applicants without a Year 12 qualification but with superseded qualifications in a related field, such as mothercraft nursing, or the Associate Diploma in Community Services (Childcare). Those with overseas qualifications, such as Montessori training or the National Diploma in Child Studies (NNEB) can also apply under this category.

How to Apply
Applicants with VCE and mature age apply through VTAC. In addition to their VTAC application, mature age applicants must also submit a supplementary application form directly to the Institute, and may be required to attend an interview to determine their suitability for the program.

Supplementary application forms are available from the Degrees office at Holmesglen, Chadstone campus. All mid-year applicants apply directly to the Institute.

Course Length
Full-time: 2 years.

A substantial component of workplace training and assessment is included during the first year of the course and students will be required to attend five days per week. Part-time will be delivered subject to demand.

Course Structure
The course is organised within four strands:
- Child Development: 4 subjects x 1 credit point each (4 cps)
- Early Childhood Pedagogy: 4 cps
- Professional Issues: 4 cps
- Curriculum Theory: 4 cps
Total: 16 subjects 16 cps

Students electing to exit on the successful completion of eight subjects normally completed in two semesters may apply to receive the Diploma of Children’s Services. Students must complete a minimum of 400 hours’ field placement to exit with the diploma or the associate degree.

Semester One
- ECE100: Child development
- ECE101: Interactions with children
- ECE102: Children’s care, health and safety
- ECE103: Child advocacy

Semester Two
- ECE104: Child observation
- ECE105: The child, family and community
- ECE106: Occupational health and safety
- ECE107: Program design

Semester Three
- ECE200: Child development 2
- ECE201: Play as an educational medium
- ECE202: Young children, popular culture and the media
- ECE203: Curriculum theory

Semester Four
- ECE204: Developmental delay and disabilities
- ECE205: Children’s art
- ECE206: Contemporary issues in early childhood education
- ECE207: Learning and teaching approaches for children with exceptional talents

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
The Associate Degree in Early Childhood Education has been developed in conjunction with Deakin University and specifically designed to provide entry at third year level into the Bachelor of Early Childhood Education (BEC) offered by Deakin University. It is therefore considered to be equivalent in standard to the first two years of a bachelor degree and after completion of the third year of the BECE, students who wish to undertake an alternative fourth year of study may also exit the BECE with the Bachelor of Teaching (ECT).

Alternative fourth years include the Bachelor of Education (fourth year primary conversion), and the BECE (Hons). Subsequently, students may proceed to undertake additional studies to qualify for a masters degree in a related field such as a Master of Education (with appropriate levels of work experience).

Cost
Full fees apply to this program.

Commencement Dates
February and July

Locations
Waverley campus

Course Enquiries: (03) 9564 1648
General Enquiries: (03) 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate III in Aged Care Work
Course Code CHC30102

This course has been developed to train direct care workers for employment in residential aged care facilities. Applicants with a Year 12 qualification are required to meet the following course entry requirements:

- CHCAC1C: 50 hours: Provide support to an older person
- CHCAC2C: 50 hours: Provide personal care
- CHCAC3C: 50 hours: Orientation to aged care work
- CHCAC5C: 50 hours: Support the older person to meet their emotional and social needs
- CHCAC1A: 60 hours: Provide care support which is responsive to the specific nature of dementia
- CHCCOM2B: 20 hours: Communicate appropriately with clients and colleagues

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
There is an excellent range of career and employment opportunities for aged care workers across a variety of aged care roles, functions and facilities.

Who Can Apply
There are no formal pre-requisites. Applicants who are currently employed as aged care workers, or who have access to an appropriate workplace where assessment can be conducted, will be given priority. Holmesglen also supports traineeships in aged care work.

Selection Criteria
All applicants will be asked to attend an interview to demonstrate their suitability for aged care work. Successful applicants will be expected to have:
- Maturity/life experience
- Ability to read and write English
- Suitability for aged care work; and
- Ability to meet the competencies in this training package.

Please note that applicants are required to undertake a Victoria Police records check.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Part-time: 6 months.

Classes are held 2 days per week (12 hours) over 6 months. Successful completion of this course requires attendance at scheduled classes, plus a minimum of 150 hours of work placement.

Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed. With an emphasis placed on providing hands-on, practical training wherever possible, students will benefit from both training on-campus and practical placement opportunities.

- CHCAC1C: 50 hours: Provide support to an older person
- CHCAC2C: 50 hours: Provide personal care
- CHCAC3C: 50 hours: Orientation to aged care work
- CHCAC5C: 50 hours: Support the older person to meet their emotional and social needs
- CHCAC1A: 60 hours: Provide care support which is responsive to the specific nature of dementia
- CHCCOM2B: 20 hours: Communicate appropriately with clients and colleagues
- CHCINFB8: 40 hours: Comply with the information requirements of the aged care and community care sectors
- CHCOHS302A: 30 hours: Participate in safety procedures for direct care work
- CHCORG3B: 20 hours: Participate in the work environment
- CHCGRP2C: 20 hours: Support group activities
- HLTFAS01B: 18 hours: Apply first aid
- CHCCS405A: 30 hours: Work effectively with culturally diverse clients and co-workers
- CHCDIS1C: 50 hours: Orientation to disability work

Total hours: 488

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects. On-the-job assessment may be undertaken either in the workplace or a simulated workplace environment.

Opportunities for Further Study
Students may wish to use competencies gained in this certificate to obtain credits for common competencies in the Certificate III in Home and Community Care, or the Certificate IV in Disability Work.

Commencement Dates
February and July

Locations
Chadstone and Moorabbin campuses

Course Enquiries: 9564 2624
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate III in Home & Community Care
Course Code CHC30202

This course trains direct care workers for employment within home and community care (HACC) service providers in the community. Occupational titles include home care worker, personal care worker, and carer. Employees perform a range of activities related to the maintenance of an elderly person’s personal care and wellbeing. Typically, these employees will work in the client’s home.

Qualifications and Recognition
This qualification provides HACC workers with a national qualification within the Australian Training Framework. Students are eligible to receive a certificate when assessed as competent in 15 units of competency. A statement of attainment may be awarded for competency in individual units.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
HACC employees perform roles across a variety of settings and facilities. There is an increasing demand for workers in the HACC field, making this an exciting field to enter.

Who Can Apply
There are no formal pre-requisites. Applicants who are currently employed as HACC workers, or who have access to an appropriate workplace where assessment can be conducted, will be given priority. Holmesglen also supports traineeships in HACC.

Selection Criteria
All applicants will be asked to attend an interview and demonstrate their suitability for HACC work. Successful applicants will be expected to have:
- Maturity and life experience
- Ability to read and write English
- Suitability for aged care work; and
- Ability to meet the competencies in this training package

Please note that students are required to undertake a Victoria Police records check prior to commencing employment.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Competencies will be assessed over 600 hours and within no less than 12 months from commencement. Classes will be conducted on a part-time basis with a variety of delivery options, both on and off campus. Successful completion of this course requires attendance at scheduled classes, plus work placements.

Course Structure
- CHCAC15A: 60 hours: Provide care support which is responsive to the specific nature of dementia
- CHCAC3C: 50 hours: Orientation to aged care work
- CHCCOM2B: 20 hours: Communicate appropriately with clients and colleagues
- CHCCS405A: 30 hours: Work effectively with culturally diverse clients and co-workers
- CHCH301B: 50 hours: Work effectively in a home and community care environment
- CHCH302B: 50 hours: Provide personal care in a home and community care environment
- CHCINF8B: 40 hours: Comply with information requirements of the aged care and community care sectors
- CHCOHS302A: 30 hours: Participate in safety procedures for direct care work
- CHCCS401A: 40 hours: Facilitate co-operative behavior
- CHCCIS1C: 50 hours: Orientation to disability work
- HLTFAS01B: 18 hours: Apply first aid
- CHCACA6C: 50 hours: Support the older person to meet their emotional and psycho-social needs
- CHCOR63B: 20 hours: Participate in the work environment
- CHCGRP2C: 20 hours: Support group activities
- CHCAC1C: 50 hours: Provide support to an older person

Total hours: 578

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects. On-the-job assessment may be undertaken either in the workplace or a simulated workplace environment.

Opportunities for Further Study
Opportunities may be available for students to add to their units of competencies. Graduates may wish to study Certificate IV in Disability Work or Certificate IV in Nursing (Enrolled/Division 2).

Commencement Dates
February and July.

Enrolments are ongoing throughout the year for traineeship programs.

Locations
Chadstone campus

Course Enquiries: 9564 2624
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate IV in Alcohol & Other Drugs Work
Course Code CHC41702

This qualification prepares individuals for a career within a range of community service areas. This includes providing services and interventions to clients with alcohol and other drug (AOD) issues, implementing health promotion strategies, and community interventions. Graduates of this program tend to work autonomously under the broad guidance of others. Work may take place in a range of areas, such as community based organisations, residential rehabilitation services and outreach services.

Qualifications and Recognition
Upon successful completion of this nationally recognised course students are eligible to receive the Certificate IV in Alcohol and Other Drugs Work.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.
General Enquiries
Phone: 9564 1555 | Email: info@holmesglen.vic.edu.au | Web: www.holmesglen.edu.au

Career Opportunities
Upon completion of this course, participants can explore work and career opportunities as a:
- Case worker
- Drug and alcohol counsellor
- Health education officer
- Community support worker
- Outreach worker
- Welfare support worker
- Detoxification worker
- Drug and alcohol worker
- Family support worker

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Mature age individuals (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
Applicants will be required to attend an interview, at which they must demonstrate their motivation and aptitude for the program. Individuals with any relevant work experience and/or study will be given preference. Applicants may also be required to participate in a brief written exercise or group activity to further demonstrate their suitability for the program.

Please note that applicants are required to undertake a Victoria Police records check prior to commencing work placements.

How to Apply
Applicants apply directly to Holmesglen. An application form is available for download from the Holmesglen website.

Course Length
Full-time: 1 year.

Course Structure
- CHCAOD2C: 50 hours: Orientation to alcohol and other drugs work
- CHCAOD6B: 50 hours: Work with clients who are intoxicated
- CHCAOD8C: 150 hours: Assess the needs of clients who have alcohol and/or other drugs issues
- CHCAOD9C: 150 hours: Provide alcohol and/or other drugs withdrawal services
- CHCCOM3C: 50 hours: Utilise specialist communication skills to build strong relationships
- CHCCS301A: 50 hours: Work within a legal and ethical framework
- CHCCS401A: 40 hours: Facilitate cooperative behaviour
- CHCCS402A: 75 hours: Respond holistically to client issues
- CHCCS405A: 30 hours: Work effectively with culturally diverse clients and co-workers
- CHCNET4A: 70 hours: Work with other services
- CHCHS8301A: 30 hours: Participate in workplace safety procedures
- CHCORGB5B: 50 hours: Maintain an effective work environment
- CHCCM2C: 50 hours: Establish and monitor a case plan
- HLTA1A: 10 hours: Apply basic first aid
- CHCMH1B: 50 hours: Orientation to mental health work

Total hours: 905

All students are required to undertake an on-the-job field placement, as part of the program.

Assessment
Assessment is based on competency, that is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Upon successful completion, clear pathways exist for students to undertake studies in mental health (non clinical), juvenile justice and welfare, and youth work.

Commencement Dates
February

Locations
Moorabbin campus

Course Enquiries: 9209 5826
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate IV in Community Services (Lifestyle & Leisure)
Course Code CHC41602

This nationally accredited course is designed for people who wish to work with residents in aged care facilities or clients in community agencies and day centres, in assisting with the design, implementation and evaluation of health and leisure activities. Occupational roles at this level typically include activities officers, recreational activities officers and diversional therapy assistants.

Qualifications & Recognition
This course provides graduates with a nationally accredited qualification within the Australian Qualifications Framework after the completion of the 16 selected units of competency. A statement of attainment may be awarded for completion of individual units.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute.

Who Can Apply
There are no formal pre-requisites. Students who have completed Certificate III in Aged Care Work may apply for some credits towards this certificate.

Selection Criteria
All applicants will be asked to attend an interview to demonstrate their suitability for this type of work. Individuals with experience in aged care will be given priority. Successful applicants will be expected to have:
- Maturity/life experience
- Effective interpersonal communication skills
- A current Victoria Police records clearance.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Part-time: 12 months (850 hours).
- Students who have completed Certificate III in Aged Care Work will need to attend classes one day per week for two semesters
- Students who have not completed Certificate III in Aged Care Work will need to complete Certificate III in Aged Care Work concurrently with attending the specialised units one day per week over two semesters.

This course includes practical fieldwork of a minimum 100 hours over the duration of the course (maximum of 50% in own workplace).

Course Structure
Students must complete all units of competency and will be progressively recognised for the level of qualification completed. Holmesglen provides hands-on, practical training wherever possible, and students will benefit from both training on-campus and practical placement opportunities.

- CHCCOM3C: 50 hours: Utilise specialist communication skills to build strong relationships
- CHCCS301A: 50 hours: Work within a legal and ethical framework
- CHCCS401A: 30 hours: Work effectively with culturally diverse clients and co-workers
- CHCRH1B: 50 hours: Orientation to work in the leisure and health industry
- CHCRH2A: 70 hours: Leisure and health programming
- CHCRH3B: 90 hours: Develop leisure and health programs for clients with special needs
- CHCRH4B: 90 hours: Coordinate, implement and monitor leisure and health programs
- CHCCS401A: 40 hours: Facilitate cooperative behaviour
- CHCHS8302A: 30 hours: Participate in safety procedures for direct care work
- CHCGRP3C: 50 hours: Plan and conduct group activities
- SRCR0009A: 30 hours: Conduct a recreation program for older persons
- CHCAC15A: 60 hours: Provide care support which is responsive to the specific nature of dementia
- CHCORGB2: 70 hours: Recruit and coordinate volunteers
- CHCINF8B: 40 hours: Comply with information requirements of the aged care and community care sectors
- CHCAC3C: 50 hours: Orientation to aged care work
- CHCDIS1C: 50 hours: Orientation to disability work

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects. On-the-job assessment may be either undertaken in the workplace, or in a simulated workplace environment.

Career Opportunities
There is an excellent range of career and employment opportunities in both aged care facilities and community agencies. Graduates can explore a variety of occupations, including:
- Community leisure officer
- Recreational activities officer
- Diverse therapy assistant
- Support worker – aged care.

Opportunities for Further Study
Students may wish to use competencies gained in the certificate to obtain credits for common competencies in the Certificate III in Home and Community Care or the Certificate IV in Disability Work.

Commencement Dates
February and July

Locations
Chadstone campus

Course Enquiries: 9564 2624
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate III in Community Services (Protective Care)
Course Code CHC41802

Protective workers carry out activities related to the maintenance of a child or young person at risk, personal care, and other activities of living. Work in this area can include out-of-home care and foster care. This qualification covers workers in residential and non-residential facilities, under direct supervision and within clearly defined organisational guidelines and service plans.

Qualifications & Recognition
Upon successful completion of this course students are eligible to receive the Certificate III in Community Services (Protective Care). This nationally accredited training program is designed to prepare people for a career in residential care. The Department of Human Services supports the delivery of this program.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute.

Career Opportunities
Graduates of this course may find employment in a wide variety of areas. Occupations include:
- Residential support worker
- Case support worker
- Family support worker
- Care worker
- Children’s support worker
- Direct care worker
- Family care worker
- Foster parent
- Cottage parent

Who Can Apply
Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year), Priority will be given to those currently working within residential care services.

Selection Criteria
- Interview
- Aptitude for and commitment to working with children/youth and families
- Personal attributes necessary to provide adequate and efficient care
- A Victoria Police records check must be provided prior to undertaking workplace training.

How to Apply
Applicants apply directly to Holmesglen. An application form can be downloaded from the website, and may be submitted directly to the Human and Community Services Department at Holmesglen’s Moorabbin campus.

Course Length
Part-time: 1 year. This program is delivered part-time with classes held in the evenings and on some Saturdays.

Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed.
- CHCCS301A: 50 hours: Work within a legal and ethical framework
- CHCCS405A: 30 hours: Work effectively with culturally diverse clients and co-workers
- CHCHILD1C: 30 hours: Identify and respond to children and young people at risk of harm
- CHCHILD5A: 80 hours: Orientation to child protection and out-of-home care for children and young people
- CHCPROT9C: 90 hours: Provide primary/residential care
- CHCCS401A: 40 hours: Facilitate cooperative behaviour
- CHCCOM3C: 50 hours: Utilise specialist communication skills to build strong relationships
- CHCOHS301A: 30 hours: Participate in workplace safety procedures
- CHCCM1C: 20 hours: Undertake case management
- CHCYTH4C: 40 hours: Support young people in crisis
- CHCCN20B: 40 hours: Advocate for the rights and needs of children and young people
- HLTIRRAA: 20 hours: Work effectively in a cross cultural context with Aboriginal and Torres Strait Islander people and organisations
- CHCORGB: 50 hours: Maintain an effective work environment
- CHCINFB: 40 hours: Maintain organisations’ information systems
- CHCYTH6C: 150 hours: Provide appropriate services for young people
- HLTFA2A: 30 hours: Apply advanced first aid

Total hours: 790

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Commencement Dates
February

Locations
Moorabbin campus

Course Enquiries: 9209 5826
General Enquiries: 9209 5000
Email: info@holmesglen.vic.edu.au

Certificate IV in Disability Work
Course Code CHC40302

This course is designed for individuals who are working, or intend to work, in the disability field. Disability includes: intellectual; physical; sensory; and multiple disabilities. It provides the skills and knowledge to work in:
- Community and adult day services
- Employment services
- Residential services
- Outreach services; and
- Individualised services.

Qualifications and Recognition
Upon successful completion of this package students are eligible to receive the Certificate IV in Disability Work. The Department of Human Services recognises this Certificate as the preferred qualification for direct care workers.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.
Graduates of this course can explore a range of diverse and interesting roles, including:

- Residential workers in non-government community homes or hostels
- Disability services officers with the Department of Human Services
- Integration aides in education settings
- Support workers in employment services
- Home carers focusing on individuals with disabilities
- Attendant carers providing respite care or personal care to individuals with disabilities
- Community outreach workers
- Client service workers in day and adult services
- Individualised support workers; and
- Advocates.

Who Can Apply
- Students who have successfully completed VCE and are aged over 18; or
- Individuals of mature age with relevant work experience (at least 18 years of age and away from formal education for at least one year).

Please note that applicants are required to undertake a Victoria Police records check.

Selection Criteria
- Effective interpersonal communication skills
- Flexibility and openness to change / new ideas
- suitability for working in the disability service sector
- Relevant life experience
- Language and literacy skills to approximate Year 11 standard.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year); or
- Individuals who have a tertiary education in a related field (eg, nurse, teacher or counsellor).

Applicants with relevant community experience, paid or unpaid, in alcohol and other drugs work are encouraged to apply.

Selection Criteria
All applicants must attend an interview, in which they are required to demonstrate their ability and motivation to complete the program. Applicants are also required to attend an information session regarding the program and its outcomes, prior to applying for the course.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Part-time: 12 months (770 hours); Please note that this training package includes practical field work of five hours per week over the duration of the course (excluding term holidays).

Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed. With an emphasis placed on providing hands-on, practical training wherever possible, students will benefit from both training on-campus and practical placement opportunities.

- CHCOM3C: 50 hours: Utilise specialist communication skills to build strong relationships
- CHCOR5B: 50 hours: Maintain an effective work environment
- CHCMH1B: 50 hours: Orientation to mental health work
- CHCOHS302A: 30 hours: Participate in safety procedures for direct care work
- CHCDS1C: 50 hours: Orientation to disability work
- CHCDS2C: 90 hours: Maintain an environment designed to empower people with disabilities

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of this course are trained to find employment in a variety of alcohol and other drugs settings, and in the broader community services and health industry. This may include roles like counsellors, detoxification workers, outreach workers, youth workers, community educators/trainers, client support workers and group workers.

Career opportunities exist with a range of employing bodies including:
- State Government departments
- Local Government
- Federal Government departments
- Voluntary organisations
- Community based organisations
- Private employers in the social and community services industry.

Diploma of Alcohol & Other Drugs Work
Course Code CHC51102

This qualification applies to workers providing services to clients in relation to alcohol and other drugs issues. It includes counselling, referral, advocacy, and education/health promotion services. It requires high level specialist knowledge, skills and competencies, especially with regard to laws affecting clients, the range of services available to them and health issues related to alcohol and drug use and misuse.

Workers at this level are required to have an understanding of indigenous culture and history, and to work with local communities in the provision of services. Occupational roles may include alcohol and drugs worker or counsellor.

Qualifications and Recognition
Upon successful completion of this course students are eligible to receive the nationally recognised Diploma of Alcohol and Other Drugs Work.
benefit from both training on-campus and field placement opportunities.

**Year One**

- CHCAOD2A: 90 hours: Orientation to alcohol and other drugs work
- CHCCOM4B: 75 hours: Develop, implement and promote effective communication techniques
- CHCINF5B: 90 hours: Meet statutory and occupational information requirements
- CHCCS301A: 30 hours: Work within a legal and ethical framework
- CHCAD1C: 20 hours: Advocate for clients
- CHCCS405A: 30 hours: Work effectively with culturally diverse clients and co-workers
- CHCOHS401A: 50 hours: Implement and monitor OHS policies and procedures for a workplace
- CHCCS402A: 75 hours: Respond holistically to client issues
- CHCAOD10B: 75 hours: Work with clients who have alcohol and/or other drugs issues
- CHCCS5601A: 90 hours: Work within a structured counselling process
- CHCCS602A: 120 hours: Facilitate the counselling relationship
- CHCNET4A: 70 hours: Work with other services

**Field Placement 1**

**Total hours - Year One: 935**

**Year Two**

- CHCCWI3B: 75 hours: Work with clients intensively
- CHCAOD11A: 90 hours: Provide advanced interventions to meet the needs of clients with alcohol and/or other drugs issues
- CHCMH1A: 50 hours: Orientation to mental health work
- CHCMH8A: 90 hours: Provide interventions to meet the needs of consumers with mental health and alcohol and other drugs issues
- CHCORG28A: 150 hours: Reflect and improve upon professional practice
- CHCCS3C: 75 hours: Coordinate the provision of services and programs
- CHCOHS301A: 30 hours: Participate in workplace safety procedures

**Field Placement 2**

**Total hours - Year Two: 530**

**Total hours: 1,465**

**Assessment**

Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects, including those undertaken through field placement.

**Opportunities for Further Study**

The course is designed as a stand-alone qualification, and articulates with several other courses. These include the Advanced Diploma of Alcohol and Other Drugs Work, Diploma of Welfare Studies, Diploma of Youth Work, and Diploma of Community Services (Child Protection, Statutory Supervision, Juvenile Justice). Graduates may also apply for entry into a number of degree courses, such as social welfare, youth work, criminology, addiction studies and generalist arts.

**Commencement Dates**

February

**Locations**

Waverley campus

**Course Enquiries: 9564 6277**
**General Enquiries: 9564 1555**
**Email: info@holmesglen.vic.edu.au**

**Diploma of Community Services (Case Management)**

This qualification applies to workers who deliver case management and case work intervention services to clients. They work under broad direction from senior managers. Workers at this level are required to have an understanding of indigenous culture and history, and work with local communities in the provision of services.

**Qualifications and Recognition**

Upon successful completion of this course students are eligible to receive the Diploma of Community Services (Case Management).

**Recognition of Prior Learning (RPL) & Credit Transfer**

Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training, AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute.

**Career Opportunities**

Graduates of this course can expect to find employment in local government and government agencies, at both state and federal levels. Career opportunities exist within statutory agencies and non-government organisations.

**Who Can Apply**

This course will benefit people currently working in the community services field, and is designed to be a ‘fast track’ for current professionals.

**Course Enquiry**

Applications for entry into a number of degree courses, such as social welfare, youth work, criminology, addiction studies and generalist arts.

**Commencement Dates**

February

**Locations**

Waverley campus

**Course Enquiries: 9564 6277**
**General Enquiries: 9564 1555**
**Email: info@holmesglen.vic.edu.au**

**Diploma of Community Services (Case Management)**

This qualification applies to workers who deliver case management and case work intervention services to clients. They work under broad direction from senior managers. Workers at this level are required to have an understanding of indigenous culture and history, and work with local communities in the provision of services.

**Qualifications and Recognition**

Upon successful completion of this course students are eligible to receive the Diploma of Community Services (Case Management).

**Recognition of Prior Learning (RPL) & Credit Transfer**

Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training, AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute.

**Career Opportunities**

Graduates of this course can expect to find employment in local government and government agencies, at both state and federal levels. Career opportunities exist within statutory agencies and non-government organisations.

**Who Can Apply**

This course will benefit people currently working in the community services field, and is designed to be a ‘fast track’ for current professionals.

**Assessment**

Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects. Assessments are conducted during on-site classes at Holmesglen, and through workplace components.

**Opportunities for Further Study**

Graduates of this course, who successfully apply for entry into allied courses at university level, may receive credits for their chosen course.
Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute.

Career Opportunities
Employment opportunities exist in the human services field with a range of employing bodies, including:
- Local, State and Federal government departments
- Voluntary organisations
- Community based organisations
- Private employers in the SACS industry
- Church and non-government organisations.

Areas of work include child protection, family services, youth and case work, juvenile justice, women’s issues, and community work. Possible roles within these fields may include coordinator, client assessor, community worker or case manager.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Students with at least one year of paid or unpaid welfare work experience will be given preference.

Selection Criteria
- Attendance at an information session
- Performance in a group and individual interview
- Written exercise.

Credit Transfer
Relevant tertiary qualification and/or experience is preferred and some agencies may require students to undertake a Victoria Police records check before commencing workplace training.

How to Apply
Applicants apply directly to Holmesglen. An application form can be downloaded from the website, and may be submitted directly to the Human and Community Services Department at Holmesglen’s Waverley campus.

Course Length
Full-time: 2 years.

Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed. Students will benefit from both training on-campus and field placement opportunities.

Year One
- CHCHCOM4A: 75 hours: Develop, implement and promote effective communication techniques
- CHCNET3B: 75 hours: Develop new networks
- CHCCD15B: 150 hours: Develop and implement a community development strategy
- CHCINFSB: 90 hours: Meet statutory and organisational information requirements
- CHCOH5401A: 50 hours: Implement and monitor OH&S policies and procedures for a workplace
- CHCCSL601A: 90 hours: Work within a structured counselling process (E1)
- CHCCS402A: 75 hours: Respond holistically to client issues
- CHCORQ28A: 120 hours: Reflect and improve practice
- CHCMHLB: 50 hours: Orientation to mental health work
- CHCCM3B: 75 hours: Develop, facilitate and monitor all aspects of case management

On the Job Field Education 1
Total hours - Year One: 850

Year Two
- CHCPOL3A: 50 hours: Undertake research activities
- CHCPOL4A: 90 hours: Develop and implement policy
- CHYTH6C: 15 hours: Provide appropriate services for youth (E2)
- CHCAD3A: 90 hours: Undertake systems advocacy
- CHGRPR3C: 50 hours: Plan and conduct group activities
- CHORG6B: 90 hours: Coordinate the work environment
- CHCCW13B: 75 hours: Work with clients intensively
- CHADMIN4B: 90 hours: Manage the organisation’s finances, accounts and resources
- CHCMHLB: 50 hours: Orientation to mental health work (E4)

On the Job Field Education 2
Total hours - Year Two: 735
Total hours: 1,585

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects, including those undertaken through field placement.

Opportunities for Further Study
Graduates of this course may apply for entry into:
- Bachelor of Arts (Welfare Studies)
- Bachelor of Social Science
- Bachelor of Arts
- Bachelor of Arts (Criminology)
- Bachelor of Arts (Family Studies)
- Bachelor of Arts (Community Development)
- Bachelor of Social Work.

Commencement Dates
February

Locations
Waverley campus

Course Enquiries: 9564 6277
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Diploma of Disability Work
Course Code CHC50102

This qualification is designed to provide existing workers with the skills and knowledge required to successfully coordinate and manage services in the disability sector, or to work in specific disability support roles. Workers at this level may work autonomously and/or have responsibility for the supervision and/or management of other staff, volunteers, students, programs or services.

Qualification & Recognition
Upon successful completion of this course students are eligible to receive the Diploma of Disability Work. This is a nationally recognised qualification for the disability services sector, and will qualify the individual to pursue senior roles within the services of this industry.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute.

Career Opportunities
On completion of the Diploma of Disability Work, graduates can pursue the many career opportunities within the disability services sector, for both government and private organisations. Graduates will be eligible to perform in supervisory or management roles within disability services, as well as supportive roles in specific disability services.
Further opportunities can include:
- Senior disability worker
- Supervisor
- Support facilitator
- Project worker
- Services/program coordinator
- Case coordinator
- Local support coordinator
- Assessor
- Client service assessor
- Case manager
- Program manager
- Team leader
- Disability service coordinator
- Disability service manager

Who Can Apply
Students who have successfully completed the Certificate IV in Disability Work (including the unit CHDIS14C Foundation skills towards disability work).

Please note that applicants must agree to undertake a police check prior to enrolment.

Selection Criteria
- Certificate IV in Disability Work (Prerequisite)
- Current employment in the disability sector (full-time or part-time)
- Relevant referenced work experience in the disability sector
- Other relevant experience in the community services sector
- Effective interpersonal communication skills
- Relevant life experience
- Flexibility and openness to change/new ideas
- Understanding of Indigenous culture and history
- Proven ability to work directly with local communities in the provision of services
- Competence/willingness to work with basic computer applications
- Language & literary skills to approximately Year 11 standard.

How to Apply:
Applicants apply directly to Holmesglen.

Course Length
Part-time: 1 Year.

Course Structure
To further develop students’ practical knowledge, and to maximise opportunities for applied learning in a workplace environment, this course is delivered through a combination of workshops and flexible delivery (research, fieldwork and online study).

- CHCAD4A: 90 hours: Provide advocacy and representation
- CHCCM3B: 75 hours: Develop, facilitate and monitor all aspects of case management
- CHCCOM3C: 50 hours: Utilise specialist communication skills to build strong relationships
- CHCCS3C: 75 hours: Coordinate the provision of services and programs
- CHCCS402A: 75 hours: Respond holistically to client issues
- CHCNET4A: 70 hours: Work with other services
- CHCOR6B: 90 hours: Coordinate the work environment
- CHCONF5B: 90 hours: Meet statutory and organisational information requirements
- CHDIS11C: 150 hours: Coordinate disability work
- CHDIS2C: 150 hours: Maintain an environment designed to empower people with disabilities
- CHCOHS301: 30 hours: Participate in workplace safety procedures
- CHCCS405A: 30 hours: Work effectively with culturally diverse clients and co-workers
- CHDIS4B: 90 hours: Design procedures for support
- CHDIS6C: 90 hours: Plan and implement community integration
- CHMCH1B: 50 hours: Orientation to mental health work

Total hours: 1,145

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work-related projects, including those undertaken through field placement.

Opportunities for Further Study
The Diploma of Disability Work provides a pathway to other learning opportunities both in the TAFE and university sectors.

Commencement Dates
February

Locations
Chadstone campus

Course Enquiries: 9564 2624
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Diploma of Youth Work
Course Code CHC50502

This qualification trains graduates to be responsible for the development and outcomes of programs and services for young people. Services are managed through a range of community and institution-based agencies, and designed to meet the social, behavioural, health, welfare, developmental and protection needs of young people.

This work may be undertaken through employment within community, government and welfare agencies, and is designed to ensure that policies and guidelines of the employing organisations are implemented. It includes responsibility for the direction and supervision of staff, the contracting of external agencies and/or the management of specialist services. Workers at this level are required to have an understanding of Indigenous culture and history, and to work with local communities in the provision of services.

Qualifications and Recognition
Upon successful completion of this course, students are eligible to receive the Diploma of Youth Work. This course is a nationally recognised qualification, providing career opportunities in the field of youth services within Australia.

Recognition of Prior Learning (RPL) & Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute.

Career Opportunities
Graduates can expect to find a range of employment opportunities as a youth worker in the following areas:
- Local government
- Youth recreation
- Juvenile justice
- Schools
- Residential housing
- Youth resource centres
- Community development
- Statutory agencies, such as child protection; and
- Youth advocacy and youth policy/youth affairs sector.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
- Attendance at an information session
- Performance in a group and individual interview
- Written exercise
- Relevant tertiary qualification and/or experience preferred.

Please note that applicants are required to undertake a Victoria Police records check prior to commencing work placements.

How to Apply
Applicants apply directly to Holmesglen. An application form can be downloaded from the website, and may be submitted directly to the Human and Community Services Department at Holmesglen’s Moorabbin campus.

Course Length
Full-time: 2 years.

Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed. Holmesglen places an emphasis on providing hands-on, practical training wherever possible. Students will benefit from both training on-campus and field placement opportunities.
Year One
- CHCHCCH5C: 150 hours: Provide appropriate
  workplace
- CHCS5CH5A: 50 hours: Work within a legal
  and ethical framework
- CHCS4CH5A: 30 hours: Work effectively with
culturally diverse clients and co-workers
- CHCTYTH6C: 90 hours: Respond to critical
circumstances
- CHCS7CH51A: 30 hours: Participate in
  workplace safety procedures
- CHCS4CH5A: 75 hours: Respond holistically to
client issues
- CHCGGROUP3C: 50 hours: Plan and conduct
  group activities
- CHCDA2C: 75 hours: Support the interests,
  rights and needs of clients within the workplace
- CHCSAD8C: 150 hours: Assess the needs of
customers who have alcohol and/or drug issues
- CHCTYTH6C: 150 hours: Support youth
  programs

On the Job Field Placement 1
Total hours - Year One: 755

Year Two
- CHCS5CH5C: 75 hours: Coordinate the
  provision of services and programs
- CHCN1H1B: 50 hours: Orientation to mental
  health work
- CHCN1A4A: 70 hours: Work with other
  services
- CHCS4CH5A: 50 hours: Implement and
  monitor OH&S policies and procedures for a
  workplace
- CHCTYTH6C: 150 hours: Provide appropriate
  services for young people
- CHCTYTH8B: 150 hours: Manage service
  response to young people in crisis

On the Job Field Placement 2
Total hours - Year Two: 840
Total hours: 1,595

Assessment
Assessment is based on competency, which
is the ability to demonstrate specific skills,
and a combination of observation, discussion,
written assignments, tests, and/or practical
application and work related projects,
including those undertaken through field
placement.

Opportunity for Further Study
Graduates may apply for entry into degree
courses, in areas such as social welfare,
youth work and criminology.

Commencement Dates
February

Locations
Moorabbin campus

Course Enquiries: 9209 5826
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Advanced Diploma of
Justice
Course Code 21790VIC

Incorporating
Diploma of Justice (21791VIC)
and
Certificate IV in Justice (21792VIC)

This course is designed to provide the
vocational education and training needed for
those wishing to enter, develop additional
skills or pursue a career in the justice field. It
prepares participants to work effectively with
government authorities, local government,
and community-based correction groups.

Qualifications and Recognition
Upon successful completion of the full
course, students are eligible to receive the
Advanced Diploma of Justice. At completion
of prescribed sets of modules, students are
eligible to apply for the award of the
Certificate IV in Justice, or the Diploma of
Justice.

Recognition of Prior Learning (RPL) and
Credit Transfer
Students may be able to shorten the length of
their chosen course by measuring their skills
acquired through work or life experiences, or
through qualifications obtained from formal
studies or training. AQF qualifications and
Statements of Attainment, issued by any
other Registered Training Organisation, will
be recognised by the Institute.

Career Opportunities
The skills, knowledge and attitudes gained
by students prepare them for work in courts,
prisons, customs, corrections, police and
local government.

Who Can Apply
- Students who have successfully completed
  VCE, or its equivalent;
- Individuals defined as mature age (at least
  18 years of age and away from formal
  study for at least one year).

Selection Criteria
Applicants with VCE:
- Selection test/interview
- Applicants should demonstrate an
  understanding of the course and work in
  the industry.

Mature age applicants:
- Selection test/interview
- Applicants should demonstrate relevant
  work or voluntary experience, an
  understanding of the course in the industry
  area, previous study performance and
  basic English comprehension skills.

Applicants will be required to demonstrate
motivation to complete the course and an
aptitude for the program.

How to Apply
Full-time: February intake – applicants apply
through VTAC. The VTAC course code for this
course is 61671.

Part-time: Applicants apply directly to
Holmesglen.

Course Length
Full-time: 2 years (1,392 hours)
Part-time: 4 years (subject to module
availability)

Course Structure
Year One
- VQCU347: 75 hours: Work in a legal
  environment
- VQCU348: 75 hours: Apply investigative
  processes in a justice environment
- VQCU349: 68 hours: Introduction to
  criminal justice system
- VQCU350: 60 hours: Apply research
techniques within a justice framework
- VQCU351: 30 hours: Implement
  workplace safety procedures and programs
- VQCU352: 20 hours: Apply oral and
  written communication skills in a justice
  environment
- VQCU353: 54 hours: Implement the
  mediation process in a justice environment
- VQCU354: 54 hours: Apply principles
  and practices of management and leadership in
  a justice environment
- VQCU355: 54 hours: Provide supervision
  of and support to adult offenders within a
  correction framework
- VQCU356: 54 hours: Apply policing
  principles and practices in a justice
  environment

Year Two
- VQCU350: 75 hours: Criminal law in a
  justice environment
- VQCU351: 68 hours: Criminology
- VQCU352: 68 hours: Apply psychological
  concepts and principles within a justice
  environment
- VQCU353: 54 hours: Work with culturally
  diverse clients in a justice environment
- VQCU354: 54 hours: Manage service
  response to young people in crisis
- VQCU355: 54 hours: Support youth
  programs

* Other electives may be offered, depending
  on availability.
Assessment
Students are internally assessed on the basis of assignments, projects and class work for individual modules. Passing modules is also dependent on successful completion of two field placements in a justice related area.

Opportunities for Further Study
Many graduates of the Advanced Diploma of Justice have successfully continued higher education at RMIT, Monash University, Melbourne University and Deakin University.

Commencement Dates
February

Locations
Waverley campus

Course Enquiries: 9564 6277
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au
Trades.
Get set
**Horticulture**

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**Diploma of Conservation & Land Management**  
Course Code RTD50102

This course provides participants with a thorough understanding of environmental science, its specialised skills, and knowledge in general land management. A range of broad based technical and practical skills in field work will be provided through on-site training. Holmesglen, in agreement with Parks Victoria, has given students the valuable opportunity to train on-site in natural area restoration programs.

It is expected that all students will be provided with on-site training throughout the two years, as an integral part of the course. This will not only improve the parks' environmental values, but also assist the students in their professional development, leading towards a career as a future land manager.

**Qualifications and Recognition**  
The Diploma of Conservation & Land Management is the base qualification recognised nationally as appropriate training for field staff. Holmesglen will recognise competencies offered nationally.

**Recognition of Prior Learning (RPL) and Credit Transfer**  
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised nationally.

**Career Opportunities**  
Graduates of the Diploma may seek employment within field and technical staff roles, government, or agencies such as the Department of Sustainability and Environment, Parks Victoria, local councils and private sector agencies.

**Who Can Apply**  
- Students who have successfully completed VCE, or its equivalent;  
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Applicants who are completing VCE are encouraged to undertake units from within the areas of science, geography or related fields, to assist with the understanding of the program. Previous study in related areas is encouraged, but not compulsory.

**Selection Criteria**  
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)  
- Mature age applicants: Demonstrated ability and motivation to complete the course.

All applicants are required to attend an initial orientation and information session, held in October of each year. They should demonstrate relevant work or voluntary experience, and an understanding of the course.

**How to Apply**  
Full-time: Applicants must apply through VTAC. The VTAC code for this course is 61751.

**Course Length**  
Full-time: 2 years.

**Course Structure**  
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. Students must complete all modules, and will be progressively recognised for the level of qualification completed.

**Year One**  
- RTC5011A: 120 hours: Collect and classify plants  
- RTC519A: 200 hours: Conducting biological surveys  
- RTD3509A: 80 hours: Collect and preserve biological specimens  
- RTD513A: 150 hours: Manage wildfire hazard reduction programs  
- RTC5913A: 120 hours: Collect and manage data  
- RTD5203A: 120 hours: Plan erosion and sediment control measures  
- RTC5509A: 43 hours: Manage natural area restoration programs  
- RTC5914A: 30 hours: Prepare reports  
- RTC2706A: 30 hours: Apply chemicals under supervision

**Year Two**  
- RTD5502A: 200 hours: Conduct field research into natural and cultural resources  
- RTC5504A: 200 hours: Develop a management plan for a designated area  
- RTC5914A: 30 hours: Prepare reports  
- RTC5201A: 150 hours: Conduct comprehensive inspection of park facilities  
- RTD5402A: 100 hours: Develop a strategy for the management of target pests  
- RTC3704A: 70 hours: Prepare and apply chemicals  
- RTC5003A: 42 hours: Manage natural area restoration programs  
- RTD4808A: 60 hours: Promote community programs

**Assessment**  
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

**Opportunities for Further Study**  
Graduates of the Diploma of Conservation & Land Management are well positioned to pursue further degree level studies in fields such as conservation and science.

**Commencement Dates**  
February

**Locations**  
Waverley campus

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**Certificate II in Floristy**  
Course Code WRF20104

This course will benefit individuals currently employed, or seeking employment, within a florist shop. It provides participants with basic retail and floristry skills.

**Qualifications and Recognition**  
Upon successful completion of this course, students will be eligible to receive the Certificate II in Floristry. This is a nationally accredited course.

**Career Opportunities**  
This course will help participants explore the career opportunities in the retail florist environment, or further their position and career options if currently employed within this industry.

**Who Can Apply**  
Anyone currently employed or seeking employment within a florist shop.

**Selection Criteria**  
Entry into the course is automatic for people who meet government prescribed eligibility requirements, or when there are course vacancies at time of enrolment.

**How to Apply**  
Applicants must apply directly to Holmesglen.

**Course Length**  
Full-time: 19 weeks (557 hours).

**Course Structure**  
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate II in Floristry, students will be required to complete all modules.

- WRRCA1B: 1 hour: Operate retail equipment  
- WRFO203B: 30 hours: Prepare and display floristry stock  
- WRFO204B: 130 hours: Assemble and prepare floristry stock  
- WRRCS1B: 50 hours: Communicate in the workplace
- WRRC52B: 21 hours: Apply point of sale handling procedures
- WRRER1B: 40 hours: Work effectively in a retail environment
- WRRF1B: 18 hours: Balance register/terminal
- WRR1B: 36 hours: Perform stock control procedures
- WRRLP1B: 18 hours: Apply safe working practices
- WRRLP2B: 21 hours: Minimise theft
- WRRM2B: 18 hours: Perform routine housekeeping duties
- WRRS1B: 18 hours: Sell products and services
- RTC2016A: 40 hours: Recognise plants

Total hours: 557

Assessment
On-the-job workplace assessment combined with off-the-job assessment, designed to complement the learning outcomes described in the competencies.

Opportunities for Further Study
Completion of Certificate II in Floristry enables the student to receive a credit of up to 478 hours when enrolling in the Certificate III in Floristry course.

Commencement Dates
February and July

Locations
Waverley campus

Course Enquiries: 9564 6391
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate III in Floristry Course Code WRF30104

Apprenticeship Program
This course is a post entry level certificate, and provides participants with the necessary skills and knowledge that, when combined with workplace skills enhancement, enable them to perform the work function of a florist, in accordance with the National Industry Competency Standards for floristry.

Qualifications and Recognition
After successful completion of this course, students will be eligible to receive the nationally accredited Certificate III in Floristry.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
This course will help participants explore career opportunities in the retail florist environment, or further their position and career options if currently employed within this industry.

Who Can Apply
Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training. An apprentice must be at least 15 years of age. There is no maximum age for participants wishing to enrol into this course.

Selection Criteria
Entry into the course is automatic for people who meet government prescribed eligibility requirements, or when there are course vacancies at time of enrolment.

How to Apply
Apprentices and employers must obtain and complete a training agreement. This agreement is forwarded to a 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. Phone: 1300 722 603. The forms are also available from the nearest Australian Apprenticeship Centre.

Course Length
Part-time: 3 years. Training is conducted one day a week, comprising a total of 987 hours of training.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Floristry, students will be required to complete all units.

- RTF3020A: 60 hours: Install and maintain interior plant displays
- WRFD301B: 60 hours: Create floristry designs using hand-tied techniques
- WRFD302B: 40 hours: Create floristry designs using wiring techniques
- WRFD303B: 80 hours: Create floristry designs using a base medium
- WRF0307B: 18 hours: Recommend on floristry product
- WRF0306B: 36 hours: Apply product knowledge to meet customers needs
- WRF0202B: 60 hours: Care for floristry stock and merchandise
- WRF0203B: 30 hours: Prepare and display floristry stock
- WRF0204B: 130 hours: Assemble and prepare floristry products
- WRRCS1B: 50 hours: Communicate in the workplace

- WRRC52B: 21 hours: Apply point of sale handling procedures
- WRRER1B: 40 hours: Work effectively in a retail environment
- WRRF1B: 18 hours: Balance register/terminal
- WRR1B: 36 hours: Perform stock control procedures
- WRRLP1B: 18 hours: Apply safe working practices
- WRRLP2B: 21 hours: Minimise theft
- WRRM2B: 18 hours: Perform routine housekeeping duties
- WRRS1B: 18 hours: Sell products and services
- RTC2016A: 40 hours: Recognise plant
- WRRCA1B: 21 hours: Operate retail equipment
- WRRM6A: 36 hours: Create a display for small business
- WRRER2B: 36 hours: Coordinate work team

Total hours: 987

Assessment
On and off-the-job workplace assessment are designed to complement the learning outcomes described in the competencies.

Opportunities for Further Study
Completion of this course will assist students in gaining employment as a qualified florist.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Waverley campus

Course Enquiries: 9564 6391
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate II in Horticulture Course Code RTF20103

This course is designed for students intending to enter the horticulture industry and the range of trades it offers. Participants will complete common competencies for the Certificate II in Horticulture, as well as specialist competencies in four horticulture trades: parks and gardens; landscape; nursery; and turf.

Qualifications and Recognition
This is a general qualification. To obtain Certificate II in Horticulture, a total of 17 units of competency must be completed from those groups offered in the Training Package at Level II. This includes:

- Completing the four designated compulsory units from group A
- Ten additional units from group B
- Three additional units from group B and/or C.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal study.
students or training, AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

**Career Opportunities**

Graduates of the Certificate II in Horticulture are well positioned to pursue apprenticeship opportunities within the various streams of horticulture.

**Who Can Apply**

Anyone with an interest in the horticulture industry, or individuals seeking to further their studies in this field.

**Selection Criteria**

Entry into the course is automatic for people who meet government prescribed eligibility requirements, or when there are course vacancies at time of enrolment.

**How to Apply**

Applicants must apply directly to Holmesglen.

**Course Length**

Full-time: 19 weeks. (Students attend training 4 days per week).

**Course Structure**

This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate II in Horticulture, students will be required to complete all units.

- RTC2012A: 20 hours: Plant trees and shrubs
- RTC2016A: 40 hours: Recognise plants
- RTC2026A: 30 hours: Undertake propagation activities
- RTC2307A: 30 hours: Operate machinery and equipment
- RTC2309A: 30 hours: Operate tractors
- RTC2401A: 40 hours: Treat weeds
- RTC2404A: 30 hours: Treat plant pests, diseases and disorders
- RTC2701A: 20 hours: Follow OH&S procedures
- RTC2702A: 20 hours: Observe environmental work practices
- RTC2705A: 20 hours: Work effectively in the industry
- RTC2801A: 20 hours: Participate in workplace communication
- RTE2606A: 20 hours: Maintain pressurised irrigation systems
- RFT2013A: 20 hours: Pot-on plants
- RFT2017A: 35 hours: Prune shrubs and small trees
- RFT2019A: 30 hours: Renovate grassed area
- RFT2024A: 30 hours: Tend nursery plants
- RFT2215A: 30 hours: Assist with landscape construction

**Assessment**

Simulated workplace assessment, combined with the components designed to complement the learning outcomes described in the competencies.

**Opportunities for Further Study**

Graduates of the Certificate II in Horticulture can undertake further studies progressing through streams of Certificates III and IV in Horticulture and the Diploma of Horticulture.

**Commencement Date(s):** February and July

**Location:** Waverley campus

**Course Enquiries:** 9564 6391
**General Enquiries:** 9564 1555
**Email:** info@holmesglen.vic.edu.au
**Web:** www.holmesglen.edu.au

**Certificate III in Horticulture (Landscape)**

**Course Code:** RTF30403

**Apprenticeship program**

This course is a post entry level certificate and provides participants with the necessary skills and knowledge that, when combined with workplace skills enhancement, will enable them to perform the work of a landscape gardening tradesperson, in accordance with the National Industry Competency Standards for Landscape Gardening.

**Qualifications and Recognition**

To obtain the Certificate III in Horticulture (Landscape), a total of 16 units of competency must be completed from those groups offered in the training package at level III. This includes:

- Selecting the eight compulsory units from group A
- Selecting five additional units from group A and/or B
- Selecting three additional units from group A, B and/or C.

**Recognition of Prior Learning (RPL) and Credit Transfer**

Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

**Career Opportunities**

This course provides excellent further training for those employed in the horticulture industry. Employers in this industry include individual landscapers, landscaping companies and public bodies, such as local councils. The landscape sector can be characterised by a range of enterprises, engaged in one or more of the following activities:

- Construction and maintenance of domestic and commercial landscapes
- Design of gardens and commercial landscapes
- Construction and installation of amenity and recreational landscape structures
- Provision of technical advice and forward estimates on landscape development proposals.

**Who Can Apply**

Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training. An apprentice must be at least 15 years of age. There is no maximum age for participants wishing to enrol in this course.

**Selection Criteria**

Entry into the course is automatic for people who meet government prescribed eligibility requirements, or when there are course vacancies at time of enrolment.

**How to Apply**

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.

**Course Length**

Up to 840 nominal hours are set aside to complete the off-the-job part of the apprenticeship training as prescribed for the landscape sector.

**Course Structure**

This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Horticulture (Landscape), students will be required to complete all modules.

- RFT3016A: 128 hours: Provide information on plants and their culture
- RFT3206A: 60 hours: Erect timber structures and features
- RFT3701A: 28 hours: Respond to emergencies
- RFT3704A: 24 hours: Prepare and apply chemicals
- RTE3601A: 52 hours: Install irrigation systems
- RTE3603A: 32 hours: Install drainage systems
- RTE3713A: 24 hours: Carry out workplace OH&S procedures
- RFT3010A: 48 hours: Establish turf
- RFT3011: 52 hours: Implement a plant establishment program
- RFT3020A: 48 hours: Construct brick and/or block structures and features
- RFT3040A: 48 hours: Construct concrete structures & features
- RFT3207A: 76 hours: Implement a landscape maintenance program
III: groups offered in the training package at level competency must be completed from those (Parks and Gardens) a total of 16 units of To obtain the Certificate III in Horticulture Qualifications and Recognition Industry Competency Standards for Parks and gardens. This course is a post entry level certificate. Apprenticeship programs This course is a post entry level certificate. It provides participants with the necessary skills and knowledge which, together with workplace skills enhancement, will enable them to perform as a parks and gardens tradesperson, in accordance with the National Industry Competency Standards for Parks and Gardens. Qualifications and Recognition To obtain the Certificate III in Horticulture (Parks and Gardens) a total of 16 units of competency must be completed from those groups offered in the training package at level III:  • Selecting seven units from group A (including the four designated compulsory units)  • Selecting six additional units from groups A and/or B  • Selecting three additional units from groups A, B and/or C. Recognition of Prior Learning (RPL) and Credit Transfer Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute. Career Opportunities Activities within the parks and gardens sector include:  • Management and maintenance of public and private parks, reserves and gardens  • Management and maintenance of natural bushland and community recreation areas  • Design and implementation of special plant displays  • Provision of advice on plant selection and use in domestic and commercial situations  • Contract administration and management. Who Can Apply Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training, may apply. An apprentice must be at least 15 years of age. There is no maximum age for participants wishing to enrol into this course. Selection Criteria Entry into the course is automatic for people who meet government prescribed eligibility requirements, or when there are course vacancies at the time of enrolment. How to Apply 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. Course Length Up to 840 nominal hours are set aside to complete the off-the-job part of the apprenticeship training, as prescribed for the parks and gardens sector. Course Structure This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Horticulture (Parks & Gardens), students will be required to complete all units.

- RTF3016A: 140 hours: Provide information on plants and their culture  - RTF3310A: 52 hours: Operate specialised machinery and equipment  - RTC3404A: 60 hours: Control plant pests, diseases and disorders  - RTC3701A: 28 hours: Respond to emergencies  - RTC3704A: 24 hours: Prepare and apply chemicals


Assessment On-the-job workplace assessment, combined with off-the-job assessment, designed to complement the learning outcomes described in the competencies.

Opportunities for Further Study Graduates of this Certificate III in Horticulture (Landscape) can undertake further studies progressing through streams of Certificate IV in Horticulture and Diploma of Horticulture to Advanced Diploma of Horticulture.

Commencement Dates Courses commence at various times throughout the year.

Locations Waverley campus

Course Enquiries: 9564 6391 General Enquiries: 9564 1555 Email: info@holmesglen.vic.edu.au

Certificate III in Horticulture (Retail Nursery) Course Code RTF30503

Certificate III in Horticulture (Wholesale Nursery) Course Code RTF30603

Apprenticeship Programs

This course is a post entry level certificate and provides participants with the necessary skills and knowledge that, when combined with workplace skills enhancement, will enable them to perform the work of a nursery tradesperson, in accordance with the National Industry Competency Standards for Nursery.

Qualifications and Recognition To obtain the Certificate III in Horticulture Nursery, a total of 16 units of competency...
must be completed from those groups offered in the training package at Level III:
• Selecting seven units from group A (including the one designated compulsory unit)
• Selecting six additional units from group A and/or B
• Selecting three additional units from group A, B and/or C.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
The nursery sector is characterised by a range of enterprises engaged in one or more of the following activities:
• Propagation, production and maintenance of plants for sale and/or hire
• Wholesaling/retailing of plants and associated products
• Provision of advice on plant selection
• Development and promotion of plant products and services

Who Can Apply
Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training. An apprentice must be at least 15 years of age. There is no maximum age for participants wishing to enrol in this course.

Selection Criteria
Entry into the course is automatic for people who meet government prescribed eligibility requirements, or when there are course vacancies at time of enrolment.

How to Apply
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.

Course Length
Up to 840 nominal hours are set aside to complete the off-the-job part of the apprenticeship training as prescribed for the nursery sector.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Horticulture, with specialisations in either retail or wholesale nursery, students will be required to complete all modules.

- RTC3016A: 140 hours: Provide information on plants and their culture
- RTC3310A: 52 hours: Operate specialist machinery and equipment
- RTC3404A: 60 hours: Control pests, diseases and disorders
- RTC3701A: 28 hours: Respond to emergencies
- RTC3704A: 24 hours: Prepare and apply chemicals
- RTE3611A: 48 hours: Operate pressurised irrigation systems
- RTE3713A: 24 hours: Carry out OH&S procedures
- RTE3714A: 50 hours: Maintain and monitor environmental work practices
- RTF3011A: 48 hours: Implement a plant establishment program
- RTF3012A: 48 hours: Implement a plant nutrition program
- RTF3014A: 96 hours: Implement a propagation plan
- RTF3021A: 40 hours: Maintain nursery plants
- RTF3026A: 40 hours: Receive and dispatch plants and other nursery products
- RTF3036A: 52 hours: Plan and establish plant displays
- RTF3503A: 40 hours: Sample soils and analyse results
- WRRCS3B: 52 hours: Interact with customers

Assessment
On-the-job workplace assessment combined with off-the-job assessment designed to complement the learning outcomes described in the competencies.

Opportunities for Further Study
Graduates of Certificate III in Horticulture (Nursery) can undertake further studies progressing through streams of Certificate IV in Horticulture and Diploma of Horticulture to Advanced Diploma of Horticulture.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Waverley campus

Course Enquiries: 9564 6391
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate III in Horticulture (Turf)
Course Code RTF30803

Apprenticeship Program
This course is a post entry level certificate, and provides participants with the necessary skills and knowledge that, when combined with workplace skills enhancement, will enable them to perform the work of a turf tradesperson, in accordance with the National Industry Competency Standards for Turf.

Qualifications and Recognition
To obtain the Certificate III in Horticulture (Turf), a total of 16 units of competency must be completed from those groups offered in the training package at Level III:
• Selecting seven units from group A (including the one designated compulsory unit)
• Selecting six additional units from group A and/or B
• Selecting three additional units from group A, B and/or C.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
This course is an excellent introduction to employment in the horticulture industry. The turf sector is characterised by a range of enterprises in one or more of the following activities:
• Establishment and maintenance of recreational turf
• Preparation of sports playing surfaces
• Management of recreational and sports turf facilities
• Provision of advice on turf irrigation, pest and disease control, and management practices.

Who Can Apply
Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training. An apprentice must be at least 15 years of age. There is no maximum age for participants wishing to enrol into this course.

Selection Criteria
Entry into the course is automatic for people who meet government prescribed eligibility requirements, or when there are course vacancies at time of enrolment.

How to Apply
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.

Course Length
Up to 840 nominal hours are set aside to complete the off-the-job part of the apprenticeship training as prescribed for the turf sector.

Assessment
On-the-job workplace assessment combined with off-the-job assessment designed to complement the learning outcomes described in the competencies.

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Horticulture (Turf), students will be required to complete all modules.

- RTF30803: 100 hours: Provide information on plants and their culture
- RTF3310A: 60 hours: Operate specialised machinery and equipment
- RTF3401A: 48 hours: Control weeds
- RTF3404A: 60 hours: Control pests and diseases
- RTF3701A: 28 hours: Respond to emergencies
- RTF3704A: 28 hours: Prepare and apply chemicals
- RTF3307A: 48 hours: Coordinate machinery and equipment maintenance and repair
- RTE3601A: 60 hours: Install irrigation systems
- RTE3603A: 60 hours: Install drainage systems
- RTE3605A: 36 hours: Trouble-shoot irrigation systems
- RTE3611A: 40 hours: Operate pressurised irrigation systems
- RTE3713A: 28 hours: Carry out workplace OH&S procedures
- RTF3001A: 72 hours: Construct turf playing surfaces
- RTF3010A: 72 hours: Establish turf
- RTF3027A: 60 hours: Renovate sports turf
- RTF3503A: 40 hours: Sample soils and analyse results

Opportunities for Further Study
Graduates of Certificate III in Horticulture (Turf) can undertake further studies progressing through streams of Certificate IV in Horticulture and Diploma of Horticulture to Advanced Diploma of Horticulture.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Waverley campus

Course Enquiries: 9564 6391
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Diploma of Horticulture
Course Code RTF50103

This course is designed for:
- Individuals who are new to the horticulture industry, and need to acquire practical and theoretical skills
- New or intending owners of horticultural businesses who need to acquire skills in assessing technical, economic and managerial problems
- Individuals seeking employment within the horticulture industry
- Individuals who are involved in the entrepreneurial aspects of the horticulture industry.

Qualifications & Recognition
Upon successful completion of this level of training, students will be eligible to receive the nationally and industry recognised Diploma of Horticulture.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of diploma level courses have a variety of employment and ongoing education opportunities open to them. The horticulture industry is characterised by a range of enterprises engaged in one or more of the following activities:
- Management and maintenance of public and private parks, reserves and gardens
- Management and maintenance of natural bushland and community recreation areas
- Design and implementation of special plant displays
- Provision of advice on plant selection and use for domestic and commercial situations
- Contract administration and management.

Who Can Apply
- Individuals who have successfully completed other levels of the national horticulture curriculum
- Students who have successfully completed VCE, or its equivalent
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year); or
- Applicants possessing the motivation to commence and complete the program.

Selection Criteria
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course.

How to Apply
Full-time: Applicants with VCE: must apply through VTAC. The VTAC code for this course is 61391. Mature age: apply directly to Holmesglen.
Part-time: Applicants apply directly to Holmesglen.

Course Length
Full-time: 2 years. This program incorporates 1200 hours of full-time training, to be undertaken over 4 semesters, or may be completed part-time (subject to unit availability).

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. Students must complete all modules, and will be progressively recognised for the level of qualification completed.

- RTC5011A: 120 hours: Collect and classify plants
- RTC5801A: 100 hours: Provide specialist advice to clients
- RTC5908A: 120 hours: Prepare estimates, quotes & tenders
- RTC5913A: 120 hours: Collect and manage data
- RTF5018A: 120 hours: Assess trees
- RTF5005A: 200 hours: Manage plant health problems
- RTE5006A: 130 hours: Plan and manage long term weed, pest and disease in crops
- RTF5012A: 120 hours: Manage a controlled growing environment
- RTF3010A: 60 hours: Establish turf
- RTF4001A: 90 hours: Design plant displays

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Graduates of the Diploma of Horticulture can undertake further studies progressing through streams of Advanced Diploma of Horticulture and other streams of the Diploma of Horticulture.

Commencement Dates
February and July

Locations
Waverley campus

Course Enquiries: 9564 6391
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au
Diploma of Horticulture (Turf Management)
Course Code RTF50803

Part-time Training Program
This course is designed for:
- New or intending owners of horticultural businesses who need to acquire skills in assessing technical, economic and managerial problems
- Individuals seeking employment within the turf industry
- Those involved in the entrepreneurial aspects of the horticulture industry.

Qualifications and Recognition
For a Diploma of Horticulture (Turf), at least eight of the units of competency presented for this qualification must relate to turf procedures, activities or contexts.

Recognition of Prior Learning (RPL) and Credit Transfer
You may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Graduates of diploma level courses have a variety of employment and ongoing education opportunities. The turf sector is characterised by a range of enterprises engaged in one or more of the following activities:
- Establishment and maintenance of recreational turf
- Preparation of sports turf playing surfaces
- Management of recreational and sports turf facilities
- Provision of advice on turf irrigation, pest and disease control and management practices.

Who Can Apply
- Individuals who have successfully completed other levels of the national horticulture curriculum
- Students who have successfully completed VCE, or its equivalent
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year); or
- Applicants possessing the motivation to commence and complete the program.

Selection Criteria
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Part-time: 2 years. Applicants attend classes scheduled in the evenings.

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

Students must complete all modules, and will be progressively recognised for the level of qualification completed.

- BSBMGT5030A: 80 hours: Prepare budgets and financial plans
- RTE5304A: 130 hours: Implement a machinery management system
- RTE5602A: 80 hours: Design irrigation system maintenance and monitoring program
- RTF5005A: 200 hours: Manage plant health
- RTF5008A: 150 hours: Plan the establishment of sports turf playing surfaces
- RTC5011A: 120 hours: Collect and identify plants
- RTC5702A: 80 hours: Develop and manage a chemical use strategy
- RTE5603A: 120 hours: Design irrigation systems
- RTF4004A: 90 hours: Develop a plant nutrition program
- RTD4406A: 80 hours: Implement pest management action programs

Assessment
On-the-job workplace assessment combined with off-the-job assessment, designed to complement the learning outcomes described in the modules.

Opportunities for Further Study
Graduates of the Diploma of Horticulture can diversify their skill base with qualifications in other fields of horticulture, landscape gardening or small business management.

Commencement Dates
February and July

Locations
Waverley campus

Course Enquiries: 9564 6391
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Diploma of Production Horticulture
Course Code RTE50303

This course is designed for:
- Individuals currently in the horticulture industry, who wish to update and enhance their existing skills
- Individuals involved in the entrepreneurial aspects of the horticulture industry.

Qualifications and Recognition
Upon successful completion of this level of training, students will be eligible to receive the nationally and industry recognised Diploma of Production Horticulture. This program conforms to the prescribed Australian Qualification Training framework requirements for course structure.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Provides professional education and practical training for the production horticulture industry. A graduate will be qualified to select a career in the production of plants for the Amenity Horticulture Industry.

Who Can Apply
- Individuals who have successfully completed other levels of the national horticulture curriculum
- Students who have successfully completed VCE, or its equivalent
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year); or
- Applicants possessing the motivation to commence and complete the program.

Selection Criteria
- Applicants with VCE: Equivalent National Tertiary Entrance Rank (ENTER)
- Mature age applicants: Demonstrated ability and motivation to complete the course.

How to Apply
Full time: Applicants must apply through VTAC. The VTAC code for this course is 61181.
Part-time: Applicants apply directly to Holmesglen.

Course Length
Full-time: 2 years. This program incorporates 1200 hours of full-time training, to be undertaken over 4 semesters, or may be completed part-time (subject to unit availability).

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. Students must complete all units, and will be progressively recognised for the level of qualification completed.
- BSBMGT507A: 40 hours: Manage environmental performance
- RTC5011A: 120 hours: Collect and classify plants
- RTE5006A: 130 hours: Plan and manage long term weed, pest and/or disease control in crops
- RTE5602A: 80 hours: Design irrigation system maintenance and monitoring programs
- RTE5916A: 100 hours: Prepare and monitor budgets and financial reports
- RTF4015A: 120 hours: Plan a propagation program
- RTF5005A: 200 hours: Manage plant health
- RTF5012A: 120 hours: Manage a controlled growing environment
- RTF5302A: 120 hours: Develop a plan for hydroponic system
- RTF5521A: 120 hours: Monitor and manage soils/growing media

Assessment
Assessment is a combination of written assignments, tests, examinations and/or practical application projects. Students are required to attend tests and examinations as scheduled.

Opportunities for Further Study
Graduates of the Diploma of Production Horticulture can diversify their skill base with qualifications in other fields of horticulture, landscape gardening or small business management.

Commencement Dates
February and July

Locations
Waverley campus

Course Enquiries: 9564 6391
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au
Hospitality. Get set
Hospitality, Cookery & Bakery

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Certificate I in Food Processing (Retail Baking)
Course Code FDF10803

This practically orientated program provides the basic skills required for retail bakery. The course includes:

- Training and skill development in retail baking
- Training that incorporates key competencies in workplace communications, health and safety, basic quality assurance procedures, customer service, and basic retail baking skills.

Qualifications and Recognition
Upon successful completion of this course, students are eligible to receive the Certificate I in Food Processing (Retail Baking), as well as a statement of results. The Certificate I is a nationally recognised qualification which will assist individuals seeking employment or apprenticeships within the baking industry.

Recognition of Prior Learning (RPL) & Credit Transfer
Individuals may be able to shorten the length of their chosen course by measuring the skills they have acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Individuals who have previously completed units incorporated into this qualification, either through a certificate course or through the Victorian VET in VCE program, may be eligible to have these recognised. All claims for RPL and Credit Transfer should be made upon enrolment in the course, and must be received by the program coordinator within two weeks of the commencement of the unit for which the claim is made.

Students should continue to attend classes until confirmation of acceptance of the exemption/credit transfer is received. International students must contact the International Centre to apply for Credit Transfers and RPL within the first two weeks of their course commencing.

Career Opportunities
Students who have successfully completed this course can explore career opportunities within the retail bakery industry.

Who Can Apply
Individuals with an interest in retail bakery.

Selection Criteria
Applicants will be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course.

How to Apply
Applicants apply directly to Holmesglen.

Certificate III in Food Processing (Retail Baking - Combined)
Course Code FDF30703

Opportunities for Further Study
Successful completion of the Certificate I will enable students to articulate directly into the Certificate III in Food Processing (Retail Baking - Combined). Nationally recognised throughout the bakery industry, the Certificate III may be completed either as an apprenticeship or a full-time program.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Moorabbin campus

Course Enquiries: 9209 5938
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au
Selection Criteria
Applicants will be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course.

How to Apply
Training Program
Directly to Holmesglen.

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 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.

Cost
Students will be required to purchase the uniform, books and equipment necessary to undertake the practical units of the training. A full list of materials will be available upon enrolment. Standard course fees and charges apply.

Course Length
• Apprentice 1 day per week over 3 years
• Training Program: Full-time, 4 days per week over 1 year.

Course Structure
Students combine workplace experiences with training undertaken over one day per week. The program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Food Processing (Retail Baking - Combined), students will be required to complete all modules.

• FDFCORQFS3A: 100 hours: Monitor the implementation of the quality and food safety programs
• FDFCORHS3A: 60 hours: Monitor the implementation of OHS policies and procedures
• FDFCORBMA2: 20 hours: Use basic mathematical concepts
• FDFRBPBPS3A: 60 hours: Diagnose and respond to product and process faults (bread)
• FDFCORWCM2A: 30 hours: Present and apply workplace information
• FDFZPRW1A: 30 hours: Participate effectively in a workplace environment
• FDFRBPDP2B: 80 hours: Produce bread dough

Certificate III in Hospitality (Asian Cookery)
Course Code SIT30907

The course provides students with:
• Training and skills development in Chinese and Asian cookery
• Training that incorporates the following key competencies: 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.

Qualifications and Recognition
Upon successful completion of this course students are eligible to receive the Certificate III in Hospitality (Asian Cookery), as well as a statement of results. This qualification is nationally recognised within the hospitality and cookery industries.

Recognition of Prior Learning (RPL) and Credit Transfer
Individuals may be able to shorten the length of their chosen course by measuring the skills they have acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Extensive career opportunities exist for individuals skilled in the unique art of Asian cookery. Individuals with training in cookery may pursue employment in areas where food preparation is a key focus. Typically, cookery opportunities are found within a range of businesses, including restaurants, hospitals, hotels, clubs, motels, pubs, cafes, retirement villages and aged care centres.

Who Can Apply
• Individuals with an interest to work in the hospitality industry
• Individuals currently employed in the hospitality industry
• Individuals seeking apprenticeship or traineeship employment in the hospitality industry.

Selection Criteria
Applicants will be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 36 weeks.

Course Structure
This program is delivered in Holmesglen’s specially designed hospitality training facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Hospitality (Asian Cookery), students will be required to complete all units.
Certificate III in Hospitality (Commercial Cookery)
Course Code SIT30807

This course provides students with:

- Training and skills development in commercial cookery
- Training that incorporates the following key competencies: 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 commercial cookery methods, preparation of food, and kitchen management
- Basic and advanced skills and knowledge for entry into the hospitality industry as a chef
- Interpersonal skills essential for a successful career in the hospitality industry.

Qualifications and Recognition
Upon successful completion of the course students are eligible to receive the Certificate III in Hospitality (Commercial Cookery) and a statement of results. This qualification is nationally recognised within the hospitality and cookery industries.

Recognition of Prior Learning (RPL) and Credit Transfer
Individuals may be able to shorten the length of their chosen course by measuring skills they have acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Individuals with training in cookery may pursue employment in areas where food preparation is a key focus. Typically, cookery opportunities are found within a range of businesses, including restaurants, hospitals, hotels, clubs, motels, pubs, cafes, retirement villages and aged care centres.

Who Can Apply
- Individuals with an interest to work in the hospitality industry
- People currently employed in the hospitality industry
- Individuals seeking apprenticeship or traineeship employment in this industry.

Selection Criteria
Applicants will be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 36 weeks.

Course Structure
This program is delivered in Holmesglen’s specially designed hospitality training facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate III in Hospitality (Commercial Cookery), students will be required to complete all modules.

- SITHCCO010A: 20 hours: Organise and prepare food
- SITHCCO020A: 6 hours: Present food
- SITHCCO030A: 10 hours: Receive and store kitchen supplies
- SITHCCO040A: 10 hours: Clean and maintain kitchen premises
- SITHCCO050A: 45 hours: Use basic methods of cookery
- SITHCCO060A: 25 hours: Prepare appetisers and salads
- SITHCCO080A: 35 hours: Prepare stocks, sauces and soups
- SITHCCO090A: 45 hours: Prepare vegetables, fruit, eggs and farinaceous dishes
- SITHCCO100A: 25 hours: Select, prepare and cook poultry
- SITHCCO110A: 30 hours: Select, prepare and cook seafood
- SITHCCO120A: 50 hours: Select, prepare and cook meat
- SITHCCO130A: 50 hours: Prepare hot and cold desserts
- SITHCCO140A: 40 hours: Prepare pastries, cakes and yeast goods
- SITHCCO160A: 30 hours: Develop cost-effective menus
- SITHCCO270A: 50 hours: Prepare, cook and serve food for food service
- SITHCCO280A: 80 hours: Prepare, cook and serve food for menus
- SITHCCO290A: 75 hours: Prepare foods according to dietary and cultural needs
- SITHIND001A: 25 hours: Develop and update hospitality industry knowledge
- SITXCOM001A: 25 hours: Work with colleagues and customers
- SITXCOM003A: 20 hours: Deal with conflict situations
- SITXFA001A: 40 hours: Implement food safety procedures
- SITXHM001A: 20 hours: Use business technology

Total hours: 979

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.
written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
Students may articulate directly into a range of programs designed for specialisation in a particular field of cookery, including Asian cookery, bakery and patisserie programs. Graduates of the Certificate III are able to apply for recognition of modules they have previously completed. Applicants may also apply for entry into the Diploma of Hospitality.

Commencement Dates
February

Locations
Waverley and Moorabbin campuses

Course Enquiries
Waverley: 9564 6250
Moorabbin: 9209 5938
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate III in Hospitality (Patisserie) Course Code SIT31107

This qualification provides the skills and knowledge for an individual to become a qualified cook who specialises in patisserie. Work is 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.

Qualifications and Recognition
Upon successful completion of this course, students are eligible to receive the Certificate III in Hospitality (Patisserie), which is suitable for an Australian apprenticeship pathway.

To achieve the Certificate III in Hospitality (Patisserie), 24 units of competency must be completed, which include:
• 18 core units
• 6 elective units, with a minimum of 4 selected from those listed in this brochure. The remaining 2 units may be selected from any endorsed training package, with a maximum of 1 Language Other Than English unit.

Recognition of Prior Learning (RPL) and Credit Transfer
Individuals may be able to shorten the length of their chosen course by measuring the skills they have acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Individuals with this qualification are able to carry out duties such as basic cooking, and preparing hot and cold desserts, pastries, cakes and yeast goods. Possible job titles include patissier.

Who Can Apply
Individuals interested in furthering their skills in patisserie. Applicants must have already completed a Certificate III in Hospitality (Commercial Cookery), or have an equivalent level of skill within the field.

Selection Criteria
Applicants will be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 6 months. Students attend training over three days per week.

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

These units must be undertaken in addition to those previously completed through the Certificate III in Hospitality (Commercial Cookery), or an equivalent program. Students are advised to consult the program coordinator, for a complete list of pre-requisite units.

Core Units
• SITHCC001A: 20 hours: Organise and prepare food
• SITHCC002A: 6 hours: Present food
• SITHCC003A: 10 hours: Receive and store kitchen supplies
• SITHCC004A: 10 hours: Clean and maintain kitchen premises
• SITHCC005AL: 45 hours: Use basic methods of cookery
• SITHCC006A: 50 hours: Prepare hot and cold desserts
• SITHCC027A: 50 hours: Prepare, cook and serve food for food service
• SITHIND001A: 25 hours: Develop and update hospitality industry knowledge
• SITHPATO101A: 48 hours: Prepare and produce pastries
• SITHPATO102A: 24 hours: Prepare and produce cakes
• SITHPATO303A: 42 hours: Prepare and produce yeast goods
• SITHXCOM001A: 25 hours: Work with colleagues and customers
• SITHXCOM002A: 20 hours: Work in a socially diverse environment
• SITHXCOM003A: 20 hours: Deal with conflict situations
• SITXHRM001A: 20 hours: Coach others in job skills
• SITXFSAO01A: 40 hours: Implement food safety procedure

Elective Units
• SITXHFB012A: 30 hours: Prepare and service express coffee
• SITXHFS005A: 60 hours: Prepare and present gateaux, torten and cakes
• SITHPATO007A: 30 hours: Prepare and display petits fours
• SITHCC022A: 60 hours: Prepare chocolate and chocolate confectionery
• SITHPATO101A: 48 hours: Prepare and display sugar work
• SITHCC007A: 10 hours: Prepare sandwiches

Total: 238
Total nominal hours: 694

Uniform and Equipment
All students must purchase the required workbooks, some equipment and uniform prior to undertaking the course. All items can be purchased from the Institute Book Shop (Moorabbin). A full list of materials will be available upon enrolment.

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests and/or practical application and work related projects.

Opportunities for Further Study
Graduates of this program are well positioned to pursue further training opportunities in other areas of hospitality, including specialisation in areas of cookery, or higher level management training.

Commencement Dates
Courses commence at various times throughout the year.

Locations
Moorabbin campus

Course Enquiries: 9209 5938
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Diploma of Hospitality Course Code SIT50307

Incorporating Certificate II in Hospitality (Kitchen Operations) Course Code SIT20307

This full-time course provides training and skills development for people seeking employment in supervisory positions, within the hospitality industry. The main areas of training are in food and beverage, front office, kitchen operations, leadership, management, housekeeping and purchasing. Structured practical training in hotel and other reputed hospitality venues is provided during the first 12 months of the course. Students have the...
opportunity to obtain positions of employment at these venues during the course. Qualifications and Recognition
Upon successful completion of this course students are eligible to receive the nationally recognised Diploma of Hospitality and Certificate II in Hospitality (Kitchen Operations).

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring the skills they have acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Hospitality and tourism are among the largest and fastest growing industries in Australia. Graduates of the Diploma of Hospitality may pursue supervisory and management positions on completion of their study, and gain experience at the operational level.

Who Can Apply
- Students who have successfully completed VCE, or its equivalent; or
- Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year).

Selection Criteria
- Applicants with VCE: Applicants will be required to complete a pre-selection form in addition to their application through VTAC. Applicants will be selected on the basis of this form, with possible consideration given to the applicants’ Equivalent National Tertiary Entrance Rank (ENTER).
- Mature age applicants: Applicants will be required to attend a formal interview, at which they must demonstrate their ability and motivation to complete the course.

It is recommended that prospective applicants attend an information session prior to applying.

How To Apply
Full-time: Applicants must apply through VTAC. The VTAC code for this course at Waverley is 61571, and 66571 for Moorabbin. In addition to their VTAC application, applicants must submit a pre-selection form directly to the Hospitality department at Holmesglen. Mid-year: Applicants apply directly to Holmesglen.

Course Length
Full-time: 18 months.

Course Structure
This program is delivered in Holmesglen’s specially designed hospitality training facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. Students must complete all units, and will be progressively recognised for the level of qualification completed.

Certificate II in Hospitality (Kitchen Operations)
- SITXCOM001C: 25 hours: Work with colleagues and customers
- SITXCOM002C: 20 hours: Work in a socially diverse environment
- SITXHSS001C: 10 hours: Follow health, safety and security procedures
- SITXHSS002A: 15 hours: Follow workplace hygiene procedures
- SITXHSS004A: 30 hours: Implement and monitor workplace health, safety and security procedures

Opportunities For Further Study
Graduates of the Diploma of Hospitality will be able to articulate directly into the Advanced Diploma of Hospitality, undertaking an additional semester of study, and will receive Advanced Standing. Graduates will also have the opportunity to apply for degree level study in fields associated with hospitality and tourism, and may apply for recognition of any applicable modules they have completed.

Commencement Dates
February and July

Locations
Moorabbin and Waverley campuses

Course Enquiries
Moorabbin: 9209 5938
Waverley: 9564 6250
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Advanced Diploma of Hospitality
Course Code SIT60307
Graduates of the Diploma of Hospitality will benefit from 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.

Qualifications and Recognition
The Advanced Diploma of Hospitality is a nationally recognised qualification within the hospitality and tourism industries. The course has also received the endorsement of the Australian Hospitality Review Panel.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring the skills they have acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Hospitality and tourism are among the largest and fastest growing industries in Australia. Graduates of the Advanced Diploma of Hospitality may pursue supervisory and management positions on completion of their study, and gain experience at the operational level.

Who Can Apply
This program extends upon the training undertaken through the Diploma of Hospitality. Applicants are required to have completed the Diploma prior to attempting the Advanced Diploma stage of the program.

Selection Criteria
Applicants will be considered on the basis of their performance through the Diploma of Hospitality.

How To Apply
Graduates of the Diploma of Hospitality
These students may apply directly to Holmesglen, and are encouraged to contact the Hospitality department for further information.

External Applicants
All other applicants are required to apply through VTAC and must submit a pre-selection form directly to Holmesglen. Applicants are able to submit a VTAC application specific to the Advanced Diploma of Hospitality, however all applicants will be subject to the same selection process as with the Diploma of Hospitality. Students applying directly into the Advanced Diploma of Hospitality will complete the Diploma of Hospitality through the first three stages of this program. The VTAC code for this course at Moorabbin is 66021 and 61111 for Waverley.

Course Length

Full-time: 5 years.

Incorporating the Diploma of Hospitality
Full-time: 6 months.

Course Structure
In undertaking this program, students will first complete the three stages incorporated into the Diploma of Hospitality, and will then undertake a fourth stage specific to the Advanced Diploma. Students must complete all units, and will be progressively recognised for the level of qualification completed.

Core Units
- SITXHMR002A: 60 hours: Develop, recruit, and induct staff
- SIXHRM006A: 50 hours: Monitor staff performance
- SITXMGT004A: 50 hours: Develop and implement a business plan

Total hours: 275

Elective Units
- SITXFIN007A: 40 hours: Manage physical assets
- SITXFIN008A: 75 hours: Manage financial operations
- SITXHMR002A: 60 hours: Recruit, select and induct staff
- SIXHRM006A: 50 hours: Monitor staff performance
- SITXMGT004A: 50 hours: Develop and implement a business plan

Total hours: 170

Diploma total hours: 1506

Advanced Diploma total hours: 1951

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities For Further Study
Graduates of the Advanced Diploma of Hospitality have the opportunity to apply for degree level study in fields associated with hospitality and tourism, and may apply for recognition of any applicable modules they have completed.

Commencement Dates
February and July

Locations
Waverley campus

Course Enquiries: 9564 6250
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate II in Hospitality – Housekeeping
Course Code SIT20207

The aim of this course is to provide a strong theoretical and practical understanding of housekeeping, complemented by course delivery within a practical, hands-on environment. Participants work in small groups, and on an individual basis, for practical exercises in leading hotels. This ensures that each student attains the prescribed performance standard for each subject, which includes work skills and specific industry knowledge.

Qualifications and Recognition
Upon successful completion of this course students are eligible to receive the Certificate II in Hospitality - Housekeeping.

Recognition of Prior Learning (RPL) and Credit Transfer
Individuals may be able to shorten the length of their chosen course by measuring the skills they have acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

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

Who Can Apply
Individuals interested in acquiring the skills associated with housekeeping, or individuals seeking to update existing skills.

Selection Criteria
Applicants will be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 5 weeks (164 hours).

Course Structure
This program is delivered in Holmesglen’s specially designed facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate II in Hospitality - Housekeeping, students will be required to complete all units.

- SITXCOM001A: 25 hours: Work with colleagues and customers
- SITXCOM002A: 20 hours: Work in a socially diverse environment
- SITXHOS001A: 10 hours: Follow health, safety and security procedures
- SITHIND001A: 25 hours: Develop and update hospitality industry knowledge
- SITXHOS002A: 15 hours: Follow workplace hygiene procedures
- SITHIND002A: Apply hospitality skills in the workplace
- SITHAC5004A: 10 hours: Provide housekeeping services to guests
- SITHAC5005A: 25 hours: Prepare rooms for guests
- SITHAC5007A: 20 hours: Laundery linen and guest clothes
- SITHAC5006A: 12 hours: Clean premises and equipment
- SITXINV001A: 10 hours: Receive and store stock
- PRSS0217A: 2 hours: Provide lost and found facility
**Certificate II in Hospitality (Kitchen Operations)**

**Course Code SIT20307**

This course provides students with:
- Training and skill development in kitchen operations, as well as development of interpersonal skills
- A general overview of the hospitality industry, and the potential career paths it offers
- Basic and advanced skills and knowledge for entry into the hospitality industry

**Qualifications and Recognition**

Upon successful completion of this course, students are eligible to receive the Certificate II in Hospitality (Kitchen Operations), as well as a statement of results. This nationally recognised qualification will enable students to pursue entry level employment opportunities within hospitality, or further study.

**Recognition of Prior Learning (RPL) and Credit Transfer**

Individuals may be able to shorten the length of their chosen course by measuring the skills they have acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

**Career Opportunities**

Typically, employment in hospitality includes work in hotels, clubs, motels, restaurants, casinos and gaming venues.

**Who Can Apply**

Individuals with an interest in pursuing opportunities within the hospitality industry.

Please note that some opportunities within licensed venues may require applicants to be aged 18 years or over, prior to commencing employment.

<table>
<thead>
<tr>
<th>Core Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITHCCC001A: 20 hours: Organise and prepare food</td>
</tr>
<tr>
<td>SITHCCC002A: 6 hours: Present food</td>
</tr>
<tr>
<td>SITHCCC003A: 10 hours: Receive and store kitchen supplies</td>
</tr>
<tr>
<td>SITHCCC004A: 10 hours: Clean and maintain kitchen premises</td>
</tr>
<tr>
<td>SITHCCC005A: 45 hours: Use basic methods of cookery</td>
</tr>
<tr>
<td>SITHCC027A: 50 hours: Prepare, cook and serve food for food service</td>
</tr>
<tr>
<td>SITHIND001A: 25 hours: Develop and update hospitality industry knowledge</td>
</tr>
<tr>
<td>STXCOM001A: 25 hours: Work with colleagues and customers</td>
</tr>
<tr>
<td>STXCOM002A: 20 hours: Work in a socially diverse environment</td>
</tr>
<tr>
<td>STXOHSS01A: 10 hours: Follow health, safety and security procedures</td>
</tr>
<tr>
<td>STXOHSS02A: 15 hours: Follow workplace hygiene procedures</td>
</tr>
<tr>
<td><strong>Total hours: 236</strong></td>
</tr>
</tbody>
</table>

**Elective Units**

- SITHCC007A: 10 hours: Prepare sandwiches
- SITHCC006A: 25 hours: Prepare appetisers and salads
- SITHCC008A: 35 hours: Prepare stocks, soups and sauces
- SITHCC009A: 45 hours: Prepare vegetables, fruit, eggs and farinaceous dishes
- BSBCM205A: 30 hours: Use business technology

**Assessment**

Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

**Opportunities for Further Study**

This program articulates directly into hospitality and cookery programs at the certificate III level. Students will have the opportunity to pursue both full-time training and apprenticeship opportunities in various areas of industry, including commercial cookery and bakery, and may apply for recognition of modules they have previously completed. Applicants may also apply for entry into the Diploma of Hospitality.

**Commencement Dates**

**July**

**Locations**

Moorabbin and Waverley campuses

**Course Enquiries**

Waverley: 9564 6250
Moorabbin: 9209 5938

**General Enquiries:** 9564 1555

**Email:** info@holmesglen.vic.edu.au

**Certificate III in Hospitality – Food & Beverage**

**Course Code SIT30707**

This program prepares students for a career within the hospitality and cookery industries. With training in the specific skills required for food and beverage service, students will be equipped to immediately commence employment, or may continue their study pathway through more specialised programs in cookery or hospitality management.

**Qualifications and Recognition**

Upon successful completion of this course students are eligible to receive the Certificate III in Hospitality, as well as a statement of results.

**Recognition of Prior Learning (RPL) and Credit Transfer**

Students may be able to shorten the length of their chosen course by measuring the skills they have acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

**Career Opportunities**

Students will be equipped to pursue extensive career opportunities within the hospitality and tourism industries. Graduates of this program are qualified to undertake a range of roles incorporating food and beverage service in a variety of businesses, including hotels, clubs, motels, restaurants, casinos and gaming venues.

**Who Can Apply**

Individuals with an interest in pursuing opportunities in the hospitality industry.

Please note that some opportunities within licensed venues may require applicants to be aged 18 years or over, prior to commencing employment.

**Selection Criteria**

Individuals with an interest in pursuing opportunities in the hospitality industry.

Please note that some opportunities within licensed venues may require applicants to be aged 18 years or over, prior to commencing employment.

**Commencement Dates**

**July**

**Locations**

Moorabbin and Waverley campuses

**Course Enquiries**

Waverley: 9564 6250
Moorabbin: 9209 5938

**General Enquiries:** 9564 1555

**Email:** info@holmesglen.vic.edu.au

**Course Structure**

**Total hours: 236**

**Career Opportunities**

- BSBCM205A: 30 hours: Use business technology
- SITHCC007A: 10 hours: Prepare sandwiches
- SITHCC006A: 25 hours: Prepare appetisers and salads
- SITHCC008A: 35 hours: Prepare stocks, soups and sauces
- SITHCC009A: 45 hours: Prepare vegetables, fruit, eggs and farinaceous dishes
- STXCOM001A: 25 hours: Work with colleagues and customers
- STXCOM002A: 20 hours: Work in a socially diverse environment
- STXOHSS01A: 10 hours: Follow health, safety and security procedures
- STXOHSS02A: 15 hours: Follow workplace hygiene procedures

**Assessment**

Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

**Opportunities for Further Study**

This program articulates directly into hospitality and cookery programs at the certificate III level. Students will have the opportunity to pursue both full-time training and apprenticeship opportunities in various areas of industry, including commercial cookery and bakery, and may apply for recognition of modules they have previously completed. Applicants may also apply for entry into the Diploma of Hospitality.

**Commencement Dates**

**July**

**Locations**

Moorabbin and Waverley campuses

**Course Enquiries**

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**Who Can Apply**

Individuals with an interest in pursuing opportunities in the hospitality industry.

Please note that some opportunities within licensed venues may require applicants to be aged 18 years or over, prior to commencing employment.

**Selection Criteria**

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Please note that some opportunities within licensed venues may require applicants to be aged 18 years or over, prior to commencing employment.

**Commencement Dates**

**July**

**Locations**

Moorabbin and Waverley campuses

**Course Enquiries**

Waverley: 9564 6250
Moorabbin: 9209 5938

**General Enquiries:** 9564 1555

**Email:** info@holmesglen.vic.edu.au

**Certificate III in Hospitality – Food & Beverage**

**Course Code SIT30707**

This program prepares students for a career within the hospitality and cookery industries. With training in the specific skills required for food and beverage service, students will be equipped to immediately commence employment, or may continue their study pathway through more specialised programs in cookery or hospitality management.

**Qualifications and Recognition**

Upon successful completion of this course students are eligible to receive the Certificate III in Hospitality, as well as a statement of results.

**Recognition of Prior Learning (RPL) and Credit Transfer**

Students may be able to shorten the length of their chosen course by measuring the skills they have acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

**Career Opportunities**

Students will be equipped to pursue extensive career opportunities within the hospitality and tourism industries. Graduates of this program are qualified to undertake a range of roles incorporating food and beverage service in a variety of businesses, including hotels, clubs, motels, restaurants, casinos and gaming venues.

**Who Can Apply**

Individuals with an interest in pursuing opportunities in the hospitality industry.

Please note that some opportunities within licensed venues may require applicants to be aged 18 years or over, prior to commencing employment.

**Selection Criteria**

Individuals with an interest in pursuing opportunities in the hospitality industry.

Please note that some opportunities within licensed venues may require applicants to be aged 18 years or over, prior to commencing employment.
Certificate III in Hospitality, students will be possible. To successfully achieve the certificate, hands-on, practical training wherever possible. To successfully achieve the Certificate III in Hospitality, students will be required to complete all units.

Core Units
- SITHIND001A: 25 hours: Develop and update hospitality industry knowledge
- SITXCCS002A: 40 hours: Provide quality customer service
- SITXCOM001A: 25 hours: Work with colleagues and customers
- SITXCOM002A: 20 hours: Work in a socially diverse environment
- SITXHRM001A: 20 hours: Coach others in job skills
- SITXHSS001A: 10 hours: Follow health, safety and security procedure
- SITXHSS002A: 15 hours: Follow workplace hygiene procedures
- SITHIND003A: Provide and coordinate hospitality service

Effective Units
- SITHFAB001A: 10 hours: Clean and tidy bar areas
- SITHFAB002A: 30 hours: Operate a bar
- SITHFAB003A: 80 hours: Serve food and beverage to customers
- SITHFAB005A: 50 hours: Provide table service of alcoholic beverages
- BSBCM205A: 30 hours: Use business technology
- SITHFAB009A: 10 hours: Provide responsible service of alcohol
- SITHFAB010A: 30 hours: Develop and update food and beverage knowledge
- SITHFAB012A: 30 hours: Prepare and serve espresso coffee
- SITHFAB014A: 40 hours: Provide specialist advice on wine
- FDFCDSWEWB: 40 hours: Evaluate wine
- SITXFIN001A: 25 hours: Process financial transactions
- SITXCOM003A: 20 hours: Deal with conflict situations
- SITXCOM004A: 10 hours: Communicate on the telephone

Total hours: 580

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
This program provides opportunities for students to articulate into programs specialising in a particular field, such as commercial cookery, asian cookery and bakery, in both full-time training and apprenticeship modes. Graduates may also apply for entry into the Diploma of Hospitality.

Commencement Dates
April

Locations
Waverley campus

Course Enquiries: 9564 6250
General Enquiries: 9564 1555
Email: info@holmesglen.vic.edu.au

Certificate IV in Hospitality – Sommelier
Course Code SIT40307

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

Qualifications and Recognition
Upon successful completion of this course students are eligible to receive the Certificate IV in Hospitality – Sommelier. This qualification is nationally recognised throughout the hospitality industry, and will enable graduates to pursue sommelier roles.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring the skills they have acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities
Employment and career opportunities exist for individuals with training in hospitality, alcohol service or sommelier roles. Opportunities may be found in:
- Hotels
- Restaurants
- Retail liquor outlets
- Vineyard cellar doors
- Clubs
- Reception and function centres.

Who Can Apply
- Individuals who have successfully completed Certificate II in Hospitality, or
- Individuals who have been employed within the hospitality or related industries for more than two years, and have obtained relevant industry experience.

Selection Criteria
Applicants will be required to attend an interview, at which they must demonstrate their applicable industry experience and motivation to undertake and complete the course.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 34 weeks.

Course Structure
This program is delivered in Holmesglen’s specially designed hospitality training facilities, where an emphasis is placed on providing hands-on, practical training wherever possible. To successfully achieve the Certificate IV in Hospitality - Sommelier, students will be required to complete all units.

Core Units
- SITXHRM001A: 60 hours: Lead and manage people
- SITXCCS002A: 40 hours: Provide quality customer service
- SITXCOM001A: 25 hours: Work with colleagues and customers
- SITXCOM002A: 20 hours: Work in a socially diverse environment
- SITXHRM001A: 20 hours: Coach others in job skills
- SITXHSS001A: 10 hours: Follow health, safety and security procedures
- SITXHSS002A: 15 hours: Follow workplace hygiene procedures
- SITXCOM003A: 20 hours: Deal with conflict situations
- SITXFIN003A: 60 hours: Interpret financial information
- SITXINV001A: 10 hours: Receive and store stock
- SITHIND003A: Provide and coordinate hospitality service
- SITXINV002A: 25 hours: Control and order stock
- SITXMTG001A: 20 hours: Monitor work operations
- SITXHSS004A: 30 hours: Implement and monitor workplace health, safety and security practices

Effective Units
- SITHFAB001A: 10 hours: Clean and tidy bar areas
- SITHFAB002A: 30 hours: Operate a bar
- SITHFAB003A: 80 hours: Serve food and beverage to customers
- SITHFAB005A: 50 hours: Provide table service of alcoholic beverages
- BSBCM205A: 30 hours: Use business technology
- SITHFAB009A: 10 hours: Provide responsible service of alcohol
- SITHFAB011A: 50 hours: Develop and update food and beverage knowledge
- SITHFAB012A: 30 hours: Prepare and serve espresso coffee
- SITHFAB014A: 40 hours: Provide specialist advice on wine
- FDFCDSWEWB: 40 hours: Evaluate wine
- SITXFIN001A: 25 hours: Process financial transactions
- SITXCOM003A: 20 hours: Deal with conflict situations
- SITXCOM004A: 10 hours: Communicate on the telephone

Total hours: 580

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Opportunities for Further Study
This program provides opportunities for students to articulate into programs specialising in a particular field, such as commercial cookery, asian cookery and bakery, in both full-time training and apprenticeship modes. Graduates may also apply for entry into the Diploma of Hospitality.
- FDFCDSWHB: 40 hours: Coordinate winery hospitality activities
  **Total hours: 1085**

**Assessment**
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

**Opportunities for Further Study**
Holmesglen offers an extensive range of hospitality courses which will enable students to expand their qualifications in the hospitality industry. Graduates may select programs to specialise within a particular field of hospitality, or apply for entry into the Diploma of Hospitality.

**Commencement Dates**
March

**Locations**
Waverley campus

**Course Enquiries: 9564 6250**
**General Enquiries: 9564 1555**
**Email: info@holmesglen.vic.edu.au**
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Including
Certificate II in Language - Mandarin
Course Code 80775ACT
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Course Code 80774ACT
Certificate IV in Language - Mandarin
Course Code 80773ACT
Diploma in Applied Language - Chinese
Course Code: (National) 51168; (State) 7133

These part-time courses are suitable for anyone who would benefit from being able to use the Chinese language within their workplace or social situations.

The courses focus on the language being used in social and business contexts and comprise speaking, listening, reading and writing skills, as well as cultural awareness. Each activity is integrated and developed concurrently via the performance of tasks throughout the course.

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

Who Can Apply
There are no formal entry requirements. Participants may enter at the beginner level.

How to Apply
Applicants apply directly to Holmesglen.

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

Course Structure
Students may commence at the Certificate II level for beginners, or enter at a level appropriate to their current skills and understanding in speaking Chinese (Mandarin).

The course is conducted over a series of part-time semesters, during which students achieve qualifications to recognise their ability and understanding of Chinese (Mandarin).

Certificate II in Language - Mandarin

• Participate in a casual conversation on a familiar topic, including past, present and future events
• Conduct routine spoken transactions
• Give simple directions, instructions or explanations
• Identify specific information in short oral texts
• Write a short recount which includes a description
• Identify specific information in a short written text

Certificate III in Language - Mandarin

• Provide information and advice
• Participate in a casual conversation with customers or colleagues
• Negotiate a problematic exchange
• Demonstrate understanding of spoken information, explanations and instructions
• Write routine workplace instructions
• Complete standard forms and routine workplace documents
• Demonstrate understanding of a limited range of workplace texts

Certificate IV in Language - Mandarin

• Negotiate an oral exchange to solve problems, explore issues or provide customer service
• Give an oral presentation
• Participate in a social or cultural event
• Listen and report on a sustained oral event
• Write work related documents
• Read and understand complex work related or general written texts

Diploma in Applied Language - Chinese

• Analyse, compare and contrast cultural and social characteristics of nominated group (Mandarin)
• Research, analyse and present information on the writing and publishing industry (Mandarin)
• Describe, discuss and evaluate education and training systems of nominated country (Mandarin)
• Identify, describe and evaluate sport and recreational practices, activity and facilities in a nominated country (Mandarin)
• Conduct complex workplace oral communication in a Language Other Than English (Mandarin)
• Research, analyse and discuss environmental issues in a nominated country (Mandarin)
• Research, analyse and present information about a designated industry area from nominated countries (Mandarin)
• Research, analyse and present media and current events information from nominated countries (Mandarin)
• Conduct workplace texts
• Write a short recount which includes a description
• Identify specific information in a short written text

Assessment
Students are assessed continuously throughout the course via class work and homework.

Opportunities for Further Study
Graduates may proceed to study Chinese at university level, or at intermediate-advanced levels within private institutions.

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

Locations
Chadstone campus, Building 7

Certificate IV in Language - Mandarin

• Negotiate an oral exchange to solve problems, explore issues or provide customer service
• Give an oral presentation
• Participate in a social or cultural event
• Listen and report on a sustained oral event
• Write work related documents
• Read and understand complex work related or general written texts

Certificate IV in Language - Mandarin

• Negotiate an oral exchange to solve problems, explore issues or provide customer service
• Give an oral presentation
• Participate in a social or cultural event
• Listen and report on a sustained oral event
• Write work related documents
• Read and understand complex work related or general written texts

Certificate IV in Language - Mandarin

• Negotiate an oral exchange to solve problems, explore issues or provide customer service
• Give an oral presentation
• Participate in a social or cultural event
• Listen and report on a sustained oral event
• Write work related documents
• Read and understand complex work related or general written texts

Diploma in Applied Language - Chinese

• Analyse, compare and contrast cultural and social characteristics of nominated group (Mandarin)
• Research, analyse and present information on the writing and publishing industry (Mandarin)
• Describe, discuss and evaluate education and training systems of nominated country (Mandarin)
• Identify, describe and evaluate sport and recreational practices, activity and facilities in a nominated country (Mandarin)
• Conduct complex workplace oral communication in a Language Other Than English (Mandarin)
• Research, analyse and discuss environmental issues in a nominated country (Mandarin)
• Research, analyse and present information about a designated industry area from nominated countries (Mandarin)
• Research, analyse and present media and current events information from nominated countries (Mandarin)
• Conduct workplace texts
• Write a short recount which includes a description
• Identify specific information in a short written text

Assessment
Students are assessed continuously throughout the course via class work and homework.

Opportunities for Further Study
Graduates may proceed to study Chinese at university level, or at intermediate-advanced levels within private institutions.

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

Locations
Chadstone campus, Building 7

Certificate IV in Language - Mandarin

• Negotiate an oral exchange to solve problems, explore issues or provide customer service
• Give an oral presentation
• Participate in a social or cultural event
• Listen and report on a sustained oral event
• Write work related documents
• Read and understand complex work related or general written texts
- CPSWE D: Foundation reading skills for common visual symbols and signs
- CPSWE E: Foundation numeracy skills
- CPSWE F: Foundation reading and writing skills for giving personal information
- CPSWE G: Foundation speaking skills for short exchanges
- CPSWE H: Foundation reading skills for words and simple sentences

Each of the Certificates I-III in Spoken and Written English incorporates two strands: Community Access - for students who wish to interact with others in the community, with a focus on listening and speaking skills; and Work and Study - for students who wish to use English in future work or study, with a focus on reading and writing skills.

**CSWEI**
Provides English language skills to students at a beginner level.
- CSWE 1 A: Beginner learner strategies
- CSWE 1 B: Beginner speaking and writing for personal information
- CSWE 1 C: Beginner listening and speaking for transactions
- CSWE 1 K: Beginner reading and writing for recounts

Plus
- CSWE 1 E: Beginner listening and speaking for spoken exchanges
- CSWE 1 J: Beginner listening and speaking for recounts

**CSWEII**
Provides English language skills to students at a post-beginner or elementary level.
- CSWE II A: Post-beginner learning strategies
- CSWE II B: Post-beginner listening and speaking skills for casual conversations
- CSWE II C: Post-beginner listening and speaking skills for transactional exchanges
- CSWE II D: Post-beginner listening and speaking skills for information texts
- CSWE II K: Post-beginner reading and writing skills for story texts

Plus
- CSWE II F: Post-beginner listening and speaking skills for instructions
- CSWE II J: Post-beginner reading and writing skills for informal texts

Or
- CSWE II L: Post-beginner reading and writing skills for information reports
- CSWE II M: Post-beginner reading and writing skills for complex documents

**CSWEIII**
Provides English language skills to students at an intermediate level.
- CSWE III A: Intermediate learning strategies
- CSWE III B: Intermediate listening and speaking skills for casual conversations
- CSWE III C: Intermediate listening and speaking skills for negotiating complex exchanges
- CSWE III N: Intermediate writing skills for narratives

Or
- CSWE III E: Intermediate listening and speaking skills for presenting information
- CSWE III F: Intermediate listening and speaking skills for discussions
- CSWE III P: Intermediate writing skills for discussion

**Assessment**
Assessment is based on competency, which is the ability to perform specific skills, and a combination of observation, discussion, written assignments, tests, examinations, and/or practical application/work related projects.

**Commencement Dates**
February and July

**Locations**
Chadstone, Moorabbin and Waverley* campuses

* PSWE is not available at Waverley

**Course Enquiries**
Chadstone: 9564 1978
Moorabbin: 9209 5768
Waverley: 9564 6384
General Enquiries: 9564 1555
Email: languagecentre@holmesglen.vic.edu.au

**Certificate III in Spoken & Written English (Workplace English)**
**Course Code 91423NSW**

**English Language Training Program**
This is an intermediate level English course, designed to assist students in learning English, as required within the workplace. It provides practice in listening, reading and writing, as well as help with grammar and pronunciation. It is suitable for people from a non-English speaking background who need to improve their ability in the English language and intend to work in Australia.

**Qualifications and Recognition**
Upon successful completion of this course, students are eligible to receive the Certificate III in Spoken and Written English.

**Career Opportunities**
This course can assist students from non-English speaking backgrounds to develop skills in English speaking, reading and writing, that will help them obtain a job within Australia. A focus on workplace English skills prepares students to communicate more effectively in an English speaking workplace.

**Who Can Apply**
Individuals from non-English speaking backgrounds who wish to improve their skills in English speaking, reading and writing prior to finding a job in Australia.

**How To Apply**
Applicants apply directly to Holmesglen.

**Course Length**
Fulltime: 20 weeks (20 hours per week).

**Course Structure**
Students are required to complete all modules to achieve the Certificate III in Spoken and Written English.
- CSWE III A: Intermediate learning strategies
- CSWE III B: Intermediate listening and speaking skills for casual conversations
- CSWE III C: Intermediate listening and speaking skills for negotiating complex exchanges
- CSWE III N: Intermediate writing skills for narratives

**Assessment**
Assessment is based on competency, which is the ability to perform specific skills, and a combination of observation, discussion, written assignments, tests, examinations, and/or practical application/work related projects.

**Opportunities For Further Study**
Students who have successfully completed the course can apply to enrol in a variety of other certificates, diplomas and degrees offered by the Institute.

**Commencement Dates**
February and July

**Locations**
Chadstone and Moorabbin campuses

**Course Enquiries**
Chadstone: 9564 1978
Moorabbin: 9209 5768
General Enquiries: 9564 1555
Email: languagecentre@holmesglen.vic.edu.au

**Certificate III in ESL (Access)**
**Course Code 21499VIC**

This course aims to provide higher level English skills to students from non-English speaking backgrounds. It covers reading, writing, speaking and listening, including grammar and pronunciation for students who require advanced English skills to live and work in Australia.

**Qualifications and Recognition**
Upon successfully completing this course, students are eligible to receive the Certificate III in ESL (Access).
Career Opportunities
Improved skills in the English language can help individuals access employment and career opportunities within Australia and overseas.

Who Can Apply
Individuals from a non-English speaking background who need to improve their ability in the English language to live and work in Australia.

Selection Criteria
• Individuals from a non-English speaking background who are over 18 years of age
• Individuals who are motivated and have the ability to learn as assessed at an initial interview.

How To Apply
Applicants apply directly to Holmesglen.

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

Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed.

- VBN473: 80 hours: Writing (Access III)
- VBN472: 80 hours: Reading (Access III)
- VBN470: 80 hours: Listening (Access III)
- VBN471: 80 hours: Speaking (Access III)
- 90990N: 80 hours: SWA Advanced grammar for access

Assessment
Assessment is based on competency, which is the person’s ability to perform specific skills, and a combination of observation, discussion, written assignments, tests, examinations, and/or practical application/work related projects.

Opportunities for Further Study
Students who have successfully completed the course can apply to progress their studies across a range of certificate, diploma and degree courses offered by the Institute.

Commencement Dates
February and July.

Please note that students may be accepted at other times if a vacancy occurs.

Location:
Chadstone and Moorabbin campuses

Certificate III in ESL (Employment)
Course Code 21503VIC

Training program for English as required within the workplace or office

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

Qualifications and Recognition
Upon successful completion of this course, students are eligible to receive the Certificate III in ESL (Employment).

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

Who Can Apply
Individuals with English language skills at a minimum of Level 2 on the International Second Language Proficiency Rating Scale.

How To Apply
Applicants apply directly to Holmesglen, and will be required to undertake an English language proficiency test.

Course Length
Full-time: 20 weeks.

Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed.

- VBN478: 80 hours: Listening (Employment III)
- VBN479: 80 hours: Speaking (Employment III)
- VBN480: 80 hours: Reading (Employment III)
- VBN481: 80 hours: Writing (Employment III)
- VBN512: 80 hours: Vocational Elective (Practical Placement)
- NOS116: 20 hours: Keyboarding - Techniques & Operation
- NOS214: 60 hours: Word Processing for Operators
- NOS216: 20 hours: Spreadsheet Fundamentals
Total hours: 500

Assessment
Assessment is by a series of written tasks, group discussions, short tests, role plays and 80 hours of practical placement.

Opportunities for Further Study
Students who have successfully completed the course can apply to progress their studies across a range of certificate, diploma and degree courses offered by the Institute. This includes courses offered by Holmesglen’s Business Services Centre.

Graduates may have the opportunity to proceed to a range of courses in office administration, accounting and business within the TAFE system.

Commencement Dates
February and July

Locations
Chadstone campus, Building 7

Course Enquiries: 9564 1978
General Enquiries: 9564 1555
Email: languagecentre@holmesglen.vic.edu.au

Certificate IV in ESL (Employment)
Course Code 21504VIC

English for Accountants

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

Qualifications and Recognition
Upon successful completion of this course, students are eligible to receive the Certificate IV in ESL (Employment), with a specific focus on English for the accounting and financial services industry in Australia.

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

Who Can Apply
Individuals with English language skills at a minimum of Level 2+ on the International Second Language Proficiency Rating Scale (ISLPR) and Level 3 on the National Reporting System (NRS).

Selection Criteria
It is preferred that applicants hold an overseas qualification that is Australian equivalency recognised, or be in the process of gaining recognition. Applicants need to have had their qualifications approved by the Overseas Qualifications Unit prior to commencing the course. They will also be required to undertake an English language proficiency test.

How To Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 6 months.
Compulsory Areas
- Listening skills for employment
- Speaking skills for employment
- Writing skills for employment
- Process business tax requirements
- Vocational elective - five weeks (practical placement)

Assessment
Assessment is by a series of written tasks, group discussions, short tests, role plays and a period of practical placement.

Opportunities for Further Study
Graduates of the Certificate IV in ESL (Employment) have the opportunity to undertake further study in a range of courses relating to accounting and business.

Commencement Dates
February and July

Locations
Moorabbin campus

Course Enquiries: 9209 5768
General Enquiries: 9209 5604
Email: languagecentre@holmesglen.vic.edu.au

Certificate IV in ESL (Employment)
Course Code 21504VIC

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

Qualifications and Recognition
Upon successful completion of this course, students are eligible to receive the Certificate IV in ESL (Employment).

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

Who Can Apply
Individuals with English language skills at a minimum of Level 2+ on the International Second Language Proficiency Rating Scale (ISLPR) and Level 3 on the National Reporting System (NRS).

Selection Criteria
It is preferred that applicants hold an overseas qualification that is Australian equivalency recognised, or be in the process of gaining recognition. Applicants need to have their qualifications approved by the Overseas Qualifications Unit prior to commencing the course. They will also be required to undertake an English language proficiency test.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 6 months.

Course Structure
- Speaking skills for employment
- Writing skills for employment
- Oral communication skills in an Australian workplace
- Business English
- Speaking and listening skills

Assessment
Assessment is by a series of written tasks, group discussions, short tests and role plays.

Opportunities for Further Study
Graduates of the Certificate IV in ESL (Employment) will have the opportunity to undertake further study within their field.

Commencement Dates
February and July

Locations
Moorabbin campus

Course Enquiries: 9209 5768
General Enquiries: 9564 1555
Email: languagecentre@holmesglen.vic.edu.au

Certificate IV in ESL (Employment)
Course Code 21504VIC

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

Qualifications and Recognition
Upon successful completion of this course, students are eligible to receive the Certificate IV in ESL (Employment).

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

Who Can Apply
Individuals with English language skills at a minimum of Level 2+ on the International Second Language Proficiency Rating Scale (ISLPR), and Level 3 on the National Reporting System (NRS).

Selection Criteria
It is preferred that applicants hold an overseas qualification that is Australian equivalency recognised, or be in the process of gaining recognition. Applicants need to have their qualifications approved by the Overseas Qualifications Unit prior to commencing the course. They will also be required to undertake an English language proficiency test.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 6 months.

Course Structure
- Speaking skills for employment
- Writing skills for employment
- Computer Aided Drafting (CAD) 1
- Computer Aided Drafting (CAD) 2
- Technical drawing

Assessment
Assessment is by a series of written tasks, group discussions, short tests and role plays.

Opportunities for Further Study
Graduates of the Certificate IV in ESL (Employment) will have the opportunity to undertake further study within the engineering field.

Commencement Dates
February and July

Locations
Moorabbin campus

Course Enquiries: 9209 5768
General Enquiries: 9564 1555
Email: languagecentre@holmesglen.vic.edu.au

Certificate IV in ESL (Employment)
Course Code 21504VIC

English for Teachers
This course is primarily designed for overseas qualified and experienced primary and secondary teachers, who are eligible for registration with the Victorian Institute of
Course Structure
Full Time: 6 months.

Course Length
Applicants apply directly to Holmesglen.

How to Apply
undertake an English language proficiency test.
their qualifications approved by the Overseas Qualifications Unit prior to commencing the course. They will also be required to undertake an English language proficiency test.

Who Can Apply
Individuals with English language skills at a minimum of Level 2+ on the International Second Language Proficiency Rating Scale (ISLPR) and Level 3 on the National Reporting System (NRS).

Selection Criteria
It is preferable that applicants hold an overseas qualification that is Australian equivalency recognised, or be in the process of recognition. Applicants need to have had their qualifications approved by the Overseas Qualifications Unit prior to commencing the course. They will also be required to undertake an English language proficiency test.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full time: 6 months.

Course Structure
• Work in an educational environment
• Education in Australia
• Listening (Employment IV)
• Speaking (Employment IV)
• Reading (Employment IV)
• Writing (Employment IV)
• Vocational elective - five weeks (practical placement)

Specific training within the course includes:
• Orientation to the uniqueness of the Australian workplace environment and job application processes
• Specific knowledge of the Australian education system, lesson delivery methods and class management issues with a focus on language skills development to facilitate communication and understanding; and
• Practical, local experience in Australian schools.

Assessment
Assessment is by a series of written tasks, group discussions, short tests, role plays and a period of practical placement.

Opportunities for Further Study
Graduates have the opportunity to extend their studies into areas of teaching, or into other study areas to support their application for registration as a teacher. Please contact the Victorian Institute of Teaching for further information about the courses that would benefit your study requirements.

Commencement Dates
February and July

Locations
Moorabbin campus

Course Enquiries: 9209 5768
General Enquiries: 9209 5604
Email: languagecentre@holmesglen.vic.edu.au

Certificate IV in ESL (Professional)
Course Code 21505VIC

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

Qualifications and Recognition
Upon successful completion of this course, students are eligible to receive the Certificate IV in ESL (Professional).

Recognition of Prior Learning (RPL) and Credit Transfer
Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the institute.

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

Who Can Apply
Individuals with English language skills at a minimum of Level 2+ on the International Second Language Proficiency Rating Scale (ISLPR), and Level 3 on the National Reporting System (NRS).

Selection Criteria
It is preferred that applicants hold an overseas qualification that is Australian equivalency recognised, or be in the process of gaining recognition. Applicants need to have their qualifications approved by the Overseas Qualifications Unit prior to commencing the course. They will also be required to undertake an English language proficiency test.

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full time: 6 months.

Course Structure
• Listening skills for health professionals
• Reading skills for health professionals
• Speaking skills for health professionals
• Writing skills for health professionals
• Health and medicine

Assessment
Assessment is by a series of written tasks, group discussions, short tests and role plays.

Opportunities for Further Study
Graduates of the Certificate IV in ESL (Professional) may have the opportunity to undertake further study across a range of different health, technical or scientific fields.

Commencement Dates
February and July

Locations
Moorabbin campus

Course Enquiries: 9209 5768
General Enquiries: 9564 1555
Email: languagecentre@holmesglen.vic.edu.au

Certificate IV in ESL (Further Study)
Course Code 21502VIC

This course aims to provide students from non-English speaking backgrounds with the language, cross-cultural communication and study skills needed to undertake further education. It also aims to develop a cultural understanding necessary for successful participation in the Australian post-secondary education system. The course includes the intensive language, study and basic computer skills students require in order to undertake further study.

Qualifications and Recognition
Upon successful completion of this course, students are eligible to receive the Certificate IV in ESL (Further Study).

Career Opportunities
This course prepares students to continue their studies in a wide range of TAFE and university courses leading to a variety of occupations.
Who Can Apply
Individuals from non-English speaking backgrounds who wish to further their education.

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

How to Apply
Applicants apply directly to Holmesglen.

Course Length
Full-time: 20 weeks.

Course Structure
Students must complete all modules, and will be progressively recognised for the level of qualification completed.
- VBN489 Writing: 75 hours: (Further Study IV)
- VBN488 Reading: 75 hours: (Further Study IV)
- VBN486 Listening: 75 hours: (Further Study IV)
- VBN487 Speaking: 75 hours: (Further Study IV)
- VBQ1186: 40 hours: Design and review a project
- BSBADM306A: 20 hours: Create electronic presentations
- BSBEBUS401A: 35 hours: Conduct online research
- SRSCOP0158: 5 hours: Prepare a public speaking presentation for informative, motivational and persuasive talks

Assessment
Assessment is by a series of tasks, completed throughout the semester.

Opportunities for Further Study
Students who have successfully completed the course can apply to progress their studies across a range of certificate, diploma and degree courses offered by the Institute.

Commencement Dates
February and July

Locations
Chadstone, Moorabbin and Waverley campuses

Course Enquiries
Chadstone: 9564 1978
Moorabbin: 9209 5768
Waverley: 9564 6384
General Enquiries: 9564 1555
Email: languagecentre@holmesglen.vic.edu.au

Cambridge Certificate in English Language Teaching to Adults (CELTA)
Course Code 4590LDA

Holmesglen is a well established provider of The Cambridge Certificate in English Language Teaching to Adults (CELTA) in Melbourne. CELTA has been in existence for over 30 years and is recognised worldwide, qualifying graduates who wish to pursue opportunities to teach English overseas.

CELTA is offered in 286 approved centres in 54 countries, and over 10,000 people successfully complete a CELTA course each year. The program provides thorough and practical training for people seeking employment as teachers of English to speakers of other languages. It is highly regarded internationally, and in many places a prerequisite for employment in the field.

Qualifications & Recognition
CELTA is an internationally recognised qualification, enabling graduates to teach English to speakers of other languages around the world.

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

Who Can Apply
It is recommended that applicants are:
- At least 18 years old at the commencement of the course
- Have a good standard of education (at minimum, a good level of education that would enable entry into tertiary education)
- Have a standard of English, both written and spoken, adequate to allow successful completion of all aspects of the course.

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

Selection Criteria
Applicants are required to attend an interview and participate in a language awareness task, through which their suitability for the program will be assessed.

How to Apply
Applicants apply directly to Holmesglen.

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

CELTA is offered in a range of delivery modes. These include full-time study, part-time study of either one day or two half-days per week, or mixed mode which combines both full-time and additional Saturday classes.

Course Structure
CELTA aims to provide pre-service training in teaching English to speakers of other languages (TESOL). Although CELTA is primarily intended for people with little or no experience in the field, it also consolidates the experience of those with some TESOL background.

The course focuses on practical teaching techniques and language awareness, and also provides a broad perspective on current teaching theory. There is a large teaching practice component which is linked to immediate and constructive feedback.

Assessment
Students are assessed on both their practical and written work. The assessment is validated by an external course assessor, appointed by the University of Cambridge ESOL Examinations. The assessor visits the teaching centre to observe classroom practice, inspect written work and evaluate the general standard of the course.

Cost
Please contact the Holmesglen Language Centre on 9564 1820 for current information regarding fees and charges for the CELTA program. The fee includes tuition, teaching practicum, all course materials and external assessment.

Opportunities for Further Study
CELTA graduates may pursue further study at the graduate certificate level. Graduates of the Holmesglen Graduate Certificate in TESOL can then receive credit for half of the Charles Sturt University Graduate Diploma in TESOL, and may seek professional roles in English training programs within Australia, or overseas.

Commencement Dates
Courses commence throughout the year.

Please note that all courses are subject to maximum and minimum numbers.

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

Course Enquiries: 9564 1820
General Enquiries: 9564 1555
Email: languagecentre@holmesglen.vic.edu.au

Certificate IV in Teaching English to Speakers of Other Languages (TESOL)
Course Code 40540SA

The nationally recognised Certificate IV in TESOL provides candidates with practical skills in teaching English to speakers of other languages. The course aims to develop candidates’ language analysis skills and awareness of cultural factors in language learning.
Upon graduation, students will be able to:

- Plan lessons for learners at different levels, in a variety of contexts.
- Design and adapt classroom materials.
- Conduct lessons effectively; and
- Analyse language for teaching purposes.

Qualifications and Recognition

The Certificate IV in TESOL prepares people for work in programs or organisations which teach English, either in Australia or overseas. Students looking to work in a voluntary capacity in community-based organisations will also benefit from this program. Individuals with an additional tertiary qualification may undertake this program to enable them to work in language centres within Australia.

Recognition of Prior Learning (RPL) and Credit Transfer

Students may be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities

Successful completion of this program may open opportunities for employment in English language schools internationally. Graduates with additional qualifications in teaching are also eligible for roles in English training programs within Australia.

Who Can Apply

- Individuals aspiring to teach English overseas
- People who are motivated to teach English within Australia
- Qualified teachers who wish to gain further skills in TESOL.

Selection Criteria

Applicants for this course are required to be:

- Students who have successfully completed VCE, or its equivalent.
- Individuals with a good level of spoken and written English (individuals whose first language is not English are required to achieve an overall score of IELTS (Academic) 6.5, with no band less than 6).

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

How to Apply

Applicants apply directly to Holmesglen.

Course Length

Full-time: 10 weeks. This course is a 265 hour program.

Students are required to attend classes two days per week for 10 weeks, in which they will undertake classwork, supervised teaching practice and observation of lessons. In addition, participants are required to complete an online component, self-study tasks and assignment work.

Course Structure

The course is highly practical and includes six hours’ teaching practice. Candidates work collaboratively to prepare and teach lessons. There is a mixture of face-to-face sessions, online learning and self-study.

The course program includes:

- Classroom management
- Techniques for presenting new language
- Techniques for developing language skills
- Lesson preparation
- Analysing language for communication
- Phonology
- Developing and adapting materials; and
- Assessment.

Opportunities for Further Study

Graduates of the Certificate IV in TESOL may pursue further study at the graduate certificate level. Graduates of the Holmesglen Graduate Certificate in TESOL can then receive credit for half of the Charles Sturt University Graduate Diploma in TESOL, and may seek professional roles in English training programs within Australia, or overseas.

Assessment

Assessment is integrated and consists of assignments and tests of essential knowledge, project work, lesson planning, preparation and production of resources and assessed teaching practice.

Cost

Additional fees apply to this program.

Commencement Dates

Please contact the Holmesglen Language Centre for information about future commencement dates.

Locations

Chadstone campus

Course Enquiries: 9564 1820
General Enquiries: 9564 1555
Email: languagecentre@holmesglen.vic.edu.au

Graduate Certificate in Teaching English to Speakers of Other Languages (TESOL) Course Code 21641VIC

This program provides teachers and TESOL graduates with the opportunity to enhance their skills and update their knowledge in teaching English. This is a practical program, designed to enable graduates to:

- Prepare teaching and learning resources that will meet the needs of language learners across a range of learning environments
- Deliver these materials efficiently and effectively in the classroom
- Develop principles for other administrative aspects of teaching
- Demonstrate an ability to deal with language learners via an on-the-job teaching practicum under the supervision of an experienced ESL teacher.

Qualifications and Recognition

Upon successful completion of this course, students are eligible to receive the Graduate Certificate in Teaching English to Speakers of Other Languages (TESOL).

Recognition of Prior Learning (RPL) & Credit Transfer

Students be able to shorten the length of their chosen course by measuring their skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF qualifications and Statements of Attainment, issued by any other Registered Training Organisation, will be recognised by the Institute.

Career Opportunities

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

Who Can Apply

Graduates or qualified teachers who have completed an initial course of language teacher education and wish to consolidate and enhance this training with a nationally accredited course.

Selection Criteria

- Successful completion of a course of undergraduate study/Diploma of Education
- Successful completion of an initial course in English language teacher training, typically CELTA
- Preferably, some ESL teaching experience.

How to Apply

Applicants apply directly to Holmesglen.

Course Length

Part-time: 6 months.

Classes are conducted on Wednesday evenings, with one day per week attendance required for the supervised teaching practicum. The course includes a 100 hour reading and self-study program. In addition, participants need to allow time for private study and assignment work.

Course Structure

Student skills and knowledge are developed through a combination of classroom learning, practical teaching opportunities, and a reading and self-study program that students may complete in their own time. To achieve the Graduate Certificate qualification, students are required to successfully complete all modules and the teaching practicum.
Part A: The Theoretical Component
Module 1 - VBP099
- Language systems and language learning*
Module 2 - VBP100
- Language teaching methodology and curriculum design*

Part B: The Practical Component
Module 3 - VBP101
- Teaching in the ‘real’ world: administrative and assessment
- Requirements of language teachers*
Module 4 - VBP102
- On-the-job training (Language Teaching Practicum)

*These modules are delivered partly by independent study.

Opportunities for Further Study
A Holmesglen Graduate Certificate in TESOL counts for half of the Charles Sturt University Graduate Diploma in TESOL. In this way the course becomes part of an attractive teacher training package:

Step 1: CELTA Course (or equivalent)
Step 2: Graduate Certificate in TESOL (6 months)
Step 3: Graduate Diploma in TESOL (completed by distance)

Commencement Dates
February and July
Please note that this program may be subject to a minimum number of enrolments.

Locations
Chadstone campus, Building 7

Course Enquiries: 9564 1820
General Enquiries: 9564 1555
Email: languagecentre@holmesglen.vic.edu.au
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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

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