# Contents

- **02** Introduction
- **03** Frequently used terms
- **03** Qualifications explained
- **04** Fees and charges
- **04** Study progression
- **05** Sources of information
- **05** Access to Holmesglen
- **07** Applied & Health Sciences
- **11** Arts Industries
- **13** Building & Construction
- **21** Business, Administration & Management
- **31** Computing & Information Technology
- **35** Design, Multimedia & Art
- **39** Engineering & Electrotechnology
- **43** Events & Tourism
- **45** Fitness & Recreation
- **47** Furnishing & Joinery
- **51** General Education
- **55** Health, Human & Community Services
- **61** Health & Wellbeing
- **63** Horticulture & Floristry
- **67** Hospitality, Cookery & Bakery
- **71** Language Programs
- **75** Careers index
Holmesglen remains 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 international student enrolments. Holmesglen courses are highly regarded within industry, and include:

- degree and graduate certificate courses
- apprenticeships and pre-apprenticeships in engineering, hospitality, horticulture, furnishing, and building and construction trades 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 available) and a pathway to higher education streams (including degrees)
- 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
- Arts Industries
- Building & Construction
- Business & Administration
- Computing & Information Technology
- Design, Multimedia & Art
- Engineering & Electrotechnology
- Events & Tourism
- Fitness & Recreation
- Furnishing & Joinery
- Health & Wellbeing
- Health, Human & Community Services
- Horticulture
- Hospitality, Cookery & Bakery
- Languages & General Education

Study at Holmesglen

Courses offered by Holmesglen are especially suited to those interested in receiving a practical education with hands-on skills and experience. Holmesglen can help you enter or re-enter the workforce, move up, or change professions. Holmesglen will expose you to industry professionals through 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

Holmesglen has invested over $40 million across three campuses to ensure students experience the best possible education and training facilities available. The Learning Commons library areas remain 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 provide 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 to provide career and employment advice to students as required.

Student Services

Holmesglen’s Student Services ensure student life 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 Ramlegh Park rural property, located at Eldon
- access to special interest clubs and groups, where students make new friends, expand social networks, share 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 on Chadstone and Moorabbin campuses.

Other benefits for Holmesglen students

- Child care centres, located on-site on 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
- 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 and exceptional Zest (Moorabbin campus) and Cilantro (Waverley campus) student training restaurants.
Frequently used terms

Here is a list of terms commonly used in the education sector. Many of these terms are used in this guide.

**Apprenticeship:** You can develop skills in a particular industry by working and training on the job. This development is arranged through a training contract between an employer and an employee.

**Contract of training:** To apply for an apprenticeship or traineeship course, you must first be employed by either a business or group training company. You will need to sign a training agreement with your employer and the Australian Apprenticeship Centre and decide which course is best for you.

**CV:** curriculum vitae

**Higher education:** education undertaken after secondary school, especially education at the degree level

**IELTS:** International English Language Testing System. Holmesglen courses may have English language requirements which must be met prior to enrolment.

**International student:** student who is not an Australian or New Zealand citizen or an Australian permanent resident

**Interview:** Some programs require applicants to attend an interview prior to enrolment, to determine their suitability for the program.

**Mature age:** an individual aged 18 years or over who has been away from formal study for at least one year

**Pre-apprenticeship:** Some programs are offered either part or full-time to enable students to explore a chosen industry before deciding on further and future apprenticeship commitment.

**Pre-requisite:** knowledge, skills, training, qualifications, school subjects or legal certification which is required prior to undertaking a course

**Pre-selection form:** Some programs require applicants to submit a form with their application, which can identify their suitability for the program. These forms may be obtained by contacting the relevant department.

**RPL:** Recognition of Prior Learning and Credit Transfer – acknowledges knowledge and skills already gained through prior education or work experience, either paid or voluntary, and provides credits towards enrolled study. RPL may reduce the amount of time it takes to complete a course of study. Applications are made at the time of enrolment.

**Selection Criteria:** Entry into any course is determined by a selection process. This may include assessment of an applicant’s prior knowledge, academic results or experience via an interview or application form.

**STAT:** Special Tertiary Admissions Test

**TAFE:** Technical and Further Education

**Tertiary education:** education undertaken after secondary school at a university, TAFE or private provider

**Training agreement:** On enrolment the employer, apprentice and training provider must complete a training agreement. This must be done within three months of commencement of employment.

**VCAL:** Victorian Certificate of Applied Learning

**VCE:** Victorian Certificate of Education

**VETiS:** Vocational Education and Training in Schools – a vocationally oriented program for Years 11 and 12 VCE or VCAL students selectively offered at secondary schools or via Holmesglen vocational programs.

**Vocation:** particular job, occupation, business, profession or career

**Vocational training:** training relating to a vocation or occupation

**VTAC:** Victorian Tertiary Admissions Centre – some Holmesglen courses are offered and applied through VTAC. You can apply through VTAC if you are:
- an Australian or New Zealand citizen
- an Australian permanent resident; or
- a temporary resident studying an Australian Year 12 or International Baccalaureate in Australia.

Qualifications explained

**Certificate I:** Basic skills and routine tasks are performed under direct supervision.

**Certificate II:** Further skills and operational knowledge are developed under workplace supervision.

**Certificate III:** Theoretical knowledge and skills are taught under limited supervision.

**Certificate IV:** Knowledge is broadened and analysed, with an introduction to the workplace.

**Diploma:** Theoretical knowledge and substantial technical skills are developed, with increasing emphasis on analysis and planning in management solutions.

**Advanced diploma:** Skills are gained for a para-professional career, with specialist knowledge and principles consolidated.

**Bachelor degree:** Academic skills and techniques are developed and applied in a professional context, with research undertaken.

**Graduate diploma / Certificate:** Broadens existing knowledge gained at degree level.
## Fees and Charges

An important change affecting students is the schedule of fees for new enrolments in all courses. Some fees have gone down in price and some fees have gone up.

If you are eligible for a Government Subsidised Place, the Government still pays most of the cost of your course and you will pay some fees as previously, according to the new fee schedule.

If you are not eligible for a Government Subsidised Place, you may still undertake the course of your choice but will have to pay on a fee-for-service basis, which means you pay the full cost for your training. Fees will vary depending on your age, any qualification you already have and the course you want to do.

## Support to pay your fees

At Holmesglen there is assistance to help you pay your fees. VET FEE HELP, a system like HECS at university (find more information at www.deewr.gov.au/vetfeehelp), is available as well as a Payment Plan, where you pay your fees in weekly or monthly instalments.

## Course or Skill Levels

Tuition fees will be calculated according to the number of hours in your chosen course according to the following categories:
- Foundation Skills (basic literacy, numeracy and language courses)
- Skills Creation (certificates I & II)
- Apprenticeships and Traineeships
- Skills Building (certificates III & IV)
- Skills Deepening (diplomas and advanced diplomas)

Further information on fees and charges is available at: www.holmesglen.edu.au/fees_and_charges

## Study progression

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

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

**Course Handbook**
Detailed descriptions of each of Holmesglen’s vocational and higher education courses, together with a comprehensive look at services and facilities

**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. Tours can be tailored to a particular area, on request. Tours are by appointment only and can be arranged by contacting the Prospective Students Officer: 9564 2608 or info@holmesglen.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 event, contact: 9564 2608 or info@holmesglen.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 upcoming Open Day dates.

Email
Enquiries about courses on offer can be made via email to info@holmesglen.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 - phone 9564 1555. If you wish to discuss details of a particular course, refer to the phone number at the end of course details within this guide.

**Visit**
Your first point of call when visiting Holmesglen should be the Information Office located on each campus. See below for opening hours. You can also visit the Centre that offers your chosen area for more detailed information on a particular course and career outcomes. The Information Office will direct you to the relevant area.

**Information Offices**
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. Information Offices are located at:

**Chadstone Campus**
(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**
(Moorabbin Campus – Building 4)
Monday to Friday: 8.00am - 6.00pm
During term breaks
Monday to Friday: 9.00am - 5.00pm

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

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.
Holmesglen degree programs provide an innovative delivery methodology distinctive to university degrees. Courses are structured to include lectures, tutorials, a simulated work environment and opportunity for practical placements.
Dental Technology
08 Certificate III in Dental Laboratory Assisting
08 Diploma of Dental Technology

Nursing
08 Certificate IV in Nursing
(Enrolled/Division 2 Nursing)
08 Medication Endorsement Units
08 Bachelor of Nursing

Pathology & Biotechnology
08 Certificate III in Pathology – Assistance
09 Certificate IV in Laboratory Techniques
09 Certificate IV in Pathology
09 Diploma of Laboratory Technology – Biotechnology
09 Diploma of Laboratory Technology – Pathology Testing

Science
09 Certificate III in Science
09 Certificate IV in Science
Certificate III in Dental Laboratory Assisting

Contact 9564 1920

Code: HLT32707
Knowledge and skills to design and construct mouthguards, and assist in the process of constructing dental prostheses and appliances, such as dentures, bridges and crowns.

Career and Study Opportunities
- Dental technician
- Dental prosthetist (dental technician with clinical training)

Pre-requisites
- VCE or equivalent, or mature age
- Background in science an advantage

RPL/Credit Available
Application Directly to Holmesglen
Length PT: 6 months
Start February and July

Diploma of Dental Technology

Contact 9564 1920

Code: HLT50507
Training in design, construction, modification and repair of dental prostheses and appliances, such as dentures, bridges, crowns and mouthguards.

Career and Study Opportunities
- Dental technician
- Dental prosthetist (dental technician with clinical training)

Pre-requisites
- VCE or equivalent, or mature age
- Background in science an advantage

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 2.0
Start February

Certificate IV in Nursing (Enrolled/Division 2 Nursing)

Contact 9209 5606

Code: HLT43407
Learn to implement and evaluate basic nursing care, assess clients' health, analyse health-related information, administer and monitor medications, and care for clients in a range of areas such as acute, medical, aged, community, rehabilitation and mental health.

Career and Study Opportunities
Support Division 1 registered nurses in aged, acute, palliative and community care, rehabilitation and mental health

Pre-requisites
- VCE or equivalent, or mature age
- VETASSESS entrance exam

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 1.0
Start February, April and July

Medication Endorsement Units

Contact 9209 5606

Code: HLTAP501A/HLTEN507A
Two units of competency incorporating theoretical and clinical learning activities.

Career and Study Opportunities
Medication administration within defined limits

Pre-requisites
- Division 2 nurses currently registered with the NBV
- Victoria Police records check
- Vaccination requirements
- Relevant work experience

RPL/Credit Available
Application Directly to Holmesglen
Length PT: 21-24 weeks
Start March, June and October

Bachelor of Nursing

Contact 9564 1648

Code: BNURS08
Advanced skills and training in nursing, underpinned by a philosophy of holistic and personal care, and focusing on nursing theory and practice.

Career and Study Opportunities
Registration as a Division 1 nurse

Pre-requisites
- VCE or equivalent, or mature age
- Certificate IV in Nursing (Enrolled/Division 2) or equivalent

RPL/Credit Available
Application
- February intake: VTAC 66192
- Mid-year intake: Directly to Holmesglen and completion of Special Tertiary Admissions Test (STAT)

Length FT: 3.0
Start February and August

Certificate III in Pathology – Assistance

Contact 9209 5548

Code: HLT32607
Training in receipt, handling and initial processing of samples, particularly related to pathology and general laboratories. Basic sample testing, quality medical terminology, OH&S and first-aid.

Career and Study Opportunities
Specimen reception in pathology or medical laboratories
- Certificate IV or diploma studies in laboratory technology

Pre-requisites
- Year 11 or equivalent, or mature age
- Interview
- Background in science an advantage

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 0.5
Start February and July
Certificate IV in Laboratory Techniques

Contact 9209 5548

Code: PML40104

Broad-based training in laboratory operations, including occupational health and safety, analytical instrumentation, computing, chemistry, microscopy, and biological techniques.

Career and Study Opportunities
- Laboratory assistance in industrial, food, educational and commercial laboratories
- Laboratory technician

Pre-requisites
- Year 11 or equivalent, or mature age
- Interview
- Background in science an advantage

RPL/Credit Available
Application Direct to Holmesglen
Length FT: 1.0 or PT: 2.0
Start February

Certificate IV in Pathology

Contact 9209 5548

Code: HLT41807

Training in pathology collection techniques, phlebotomy, infection control, ECG and medical terminology.

Career and Study Opportunities
Pathology collection in private and public pathology organisations

Pre-requisites
- VCE or equivalent, or mature age
- Interview
- Knowledge of science and maths an advantage

RPL/Credit Available
Application Direct to Holmesglen
Length FT: 0.5 or PT: 1.0
Start FT: February, April & October, PT: February

Certificate III in Science

Contact 9564 1641

Code: 21857VIC

Grounding in the principles of biology, chemistry and mathematics.

Career and Study Opportunities
Areas in which science is a major component

Pre-requisites
- Basic mathematics
- Interview

RPL/Credit Available
Application Direct to Holmesglen
Length FT: 0.5
Start February and July

Certificate IV in Science

Contact 9564 1641

Code: 21858VIC

Grounding in the principles of biology, chemistry and mathematics.

Career and Study Opportunities
Areas in which science is a major component

Pre-requisites
- Basic mathematics
- Interview

RPL/Credit Available
Application VTAC: 61431
Length FT: 1.0
Start February

Diploma of Laboratory Technology – Biotechnology

Contact 9209 5548

Code: PML50104

Broad-based training in biotechnology for medical research, diagnostic pathology, scientific and industrial research and development. Knowledge in molecular biology, medical, veterinary, pharmaceutical, therapeutic, plant tissue culture and microbiological fields.

Career and Study Opportunities
Biotechnician

Pre-requisites
- VCE or equivalent, or mature age
- Interview
- Knowledge of science and maths an advantage

RPL/Credit Available
Application Direct to Holmesglen
Length FT: 2.0 or PT: 4.0
Start February

Diploma of Laboratory Technology – Pathology Testing

Contact 9209 5548

Code: PML50104

Training in industrial research and pathology, including microbiology, histology, haematology, immunohaematology, and chemical pathology.

Career and Study Opportunities
- Laboratory technician
- Technical officer
- Medical technician

Pre-requisites
- VCE or equivalent, or mature age
- Interview
- Knowledge of science and maths an advantage

RPL/Credit Available
Application Direct to Holmesglen
Length FT: 2.0 or PT: 4.0
Start February
Successful completion of a certificate or diploma course may provide advanced standing or credit entry into one of Holmesglen’s degree courses in nursing, business, building management, screen production and early childhood education.
12 Certificate IV in Live Production, Theatre & Events (Technical Operations)
12 Certificate IV in Screen & Media (Radio & TV)
12 Professional Writing & Editing
Arts Industries

Certificate IV in Live Production, Theatre & Events (Technical Operations)

Contact 9564 1602
Code: CUE40303
- General training for working in live theatre, with a stage management focus
- 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.

Career and Study Opportunities
Theatre mechanist

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application FT: VTAC 61151
Length FT: 1.0
Start February

Certificate IV in Screen & Media (Radio & TV)

Contact 9564 1602
Code: CU40107
- Skills in producing and presenting programs in radio, television and digital media industries.

Career and Study Opportunities
- Camera/lighting operator
- Production assistant
- Radio and television producer/presenter

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application VTAC 61641
Length FT: 1.0
Start February

Professional Writing & Editing

Contact 9564 1602
Code: 21675VIC and 21674VIC
Incorporates Certificate IV and Diploma in Professional Writing & Editing

Skills and training in:
- creative, business and technical writing
- editing
- production of text
- use of technology in the writing/editing industries.

Career and Study Opportunities
- Publishing
- Editing – freelance and in-house
- Design and layout – print and electronic media
- Corporate, performance, fiction and creative non-fiction writing
- Journalism

Pre-requisites
- VCE or equivalent, or mature age
- Interview
- Folio

RPL/Credit Available
Application
FT: VTAC 61651
PT and mature age: Directly to Holmesglen
Length
- Certificate IV: 1 year
- Diploma: 2 years
- PT: unlimited
Start February and July
Advanced Building Technology
- Certificate IV in Building & Construction (Building)
- Diploma of Building & Construction (Building)
- Advanced Diploma of Building Design (Architectural)
- Advanced Diploma of Building Surveying

Bricklaying
- Pre-apprenticeship Program for the Bricklaying Industry
- Certificate III in General Construction (Bricklaying/Blocklaying)

Carpentry
- Certificate II in Building & Construction (Carpentry)
- Certificate III in General Construction (Carpentry – Framework, Formwork, Finishing)

Degrees
- Bachelor of Applied Science (Built Environment)
- Bachelor of Building Surveying
- Bachelor of Construction Management & Economics
- Bachelor of Facilities Management

Flooring
- Certificate III in Floor Covering & Finishing

Glass & Glazing
- Certificate II in Furnishing (Pre-apprenticeship – Flat Glass Working)
- Certificate III in Furnishing (Leadlighting & Stained Glass)
- Certificate III in Glass & Glazing

Industrial Skills
- Course in Earthmoving
- Course in Fencing
- Course in Rigging (Basic/Intermediate)
- Course in Scaffolding – Basic
- Course in Scaffolding – Intermediate
- Industrial Rope Access (Level 1)
- Operate a Forklift
- Undertake Dogging

Painting & Decorating
- Certificate II in Building & Construction (Painting & Decorating)
- Certificate III in General Construction (Painting & Decorating)

Plastering & Tiling
- Certificate II in Building & Construction (Wall & Ceiling Lining)
- Certificate II in Building & Construction (Wall & Floor Tiling)
- Certificate II in Building & Construction (Solid Plastering)
- Certificate III in General Construction (Wall & Ceiling Lining)
- Certificate III in General Construction (Wall & Floor Tiling)
- Certificate III in General Construction (Solid Plastering)
- Certificate III in Roof Tiling & Slating
- Certificate III in Waterproofing (General Construction)

Plumbing
- Certificate II in Plumbing (Pre-vocational)
- Certificate III in Plumbing
- Plumbing Licence Training

Stonemasonry
- Certificate III in Stonemasonry (Monumental/Installation)
Building & Construction

Certificate IV in Building & Construction (Building)

Contact 9564 1742
Code: BCG40106
Recognised by the Building Practitioners Board for registration as a domestic builder. Skills and training in construction methods, estimating and contract administration.

Career and Study Opportunities
Domestic builder

Pre-requisites
• Three years’ relevant experience
• Questionnaire

RPL/Credit Available
Application Directly to Holmesglen
Length PT: 17 – 25 weeks
Start February, April, July, September and October

Diploma of Building & Construction (Building)

Contact 9564 1693
Code: BCG50206
Knowledge and skills in the management, supervision and administration of residential, industrial and commercial building projects.

Career and Study Opportunities
• Planning and scheduling
• On-site management and supervision
• Local, national and international construction management
• Specialist construction roles

Pre-requisites
• VCE or equivalent, or mature age
• Assessment task

RPL/Credit Available
Application
FT: February: VTAC 61011
PT and July: Directly to Holmesglen
Length FT: 2.0 or PT: variable
Start February and July

Advanced Diploma of Building Design (Architectural)

Contact 9564 1693
Code: 21953VIC
Skills and knowledge in design, drafting and documentation of residential, industrial and commercial buildings.

Career and Study Opportunities
• Building design and planning
• Working drawings and documentation

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application
FT: VTAC 61031
PT and July: Directly to Holmesglen
Length FT: Equivalent of 5 semesters
PT: Variable
Start February and July

Pre-apprenticeship Program for the Bricklaying Industry

Contact 9564 1909
Code: 21844VIC
Incorporating units from Certificate II in Building and Construction (Bricklaying) – Pre-apprenticeship

Basic training in hand skills, trade terminology and the use of various products, including clay bricks and concrete masonry.

Career and Study Opportunities
Apprenticeship in bricklaying/blocklaying

Pre-requisites
None

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 8 weeks
Start Ongoing

Certificate III in General Construction (Bricklaying/Blocklaying)

Contact 9564 1909
Code: BCG30698
Apprenticeship

Comprehensive training in bricklaying and blocklaying, including carrying out concreting to simple forms, operating elevated work platforms and using explosive power tools.

Career and Study Opportunities
Bricklayer

Pre-requisites
Training agreement

RPL/Credit Available
Application Contract of training
Length 3.0
Start Ongoing
Certificate II in Building & Construction (Carpentry)

Contact 9564 1794
Code: 21844VIC CMWO
Pre-apprenticeship
Basic training in carpentry, including hand and portable power tools, levelling, sub floor framing, wall and roof framing, scaffolding, door hanging, wet area installations, basic stairbuilding and material calculation.

Career and Study Opportunities
Apprenticeship in carpentry

Pre-requisites
None

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 16 weeks (640 hours)
Start Ongoing

Certificate III in General Construction (Carpentry – Framework, Formwork, Finishing)

Contact 9564 1794
Code: BCG30798 CMWO
Apprenticeship in carpentry

Comprehensive training in carpentry, including installing door frames and timer and sheet flooring, constructing timber external stairs and usingexplosive power tools.

Career and Study Opportunities
Carpenter

Pre-requisites
Training agreement

RPL/Credit Available
Application Contract of training
Length 3.0
Start Ongoing

Bachelor of Applied Science (Built Environment)

Contact 9564 1648
Code: V12721 CMWO
Accelerated program in managerial and supervisory work within the building industry, suited to both individuals currently employed within the industry and those who seek to enter it. Students can achieve professional accreditation sooner than through traditional four year qualification programs.

Career and Study Opportunities

Pre-requisites
VCE or equivalent
Degree, advanced diploma or diploma in a related area

Special entry
10 years’ work experience in the building industry
Certificate IV in a building or allied trade and four years’ relevant work experience

RPL/Credit Available
Application FT: VTAC 61372 or PT: Directly to Holmesglen
Length FT: 2.0 (6 trimesters) or PT: available
Start February, May and September

Bachelor of Building Surveying

Contact 9564 1648
Code: V12722 CMWO
A fourth year specialisation following the Bachelor of Applied Science (Built Environment). Graduates build in-depth technical knowledge in building surveying and will be able to operate independently as a professional within this field.

Career and Study Opportunities
Building surveyor (NAF Level 1) in local councils, private firms, government departments, health authorities and fire services

Pre-requisites
Bachelor of Applied Science (Built Environment) or equivalent

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 27 weeks (2 trimesters)
Start February, May and September

Bachelor of Construction Management & Economics

Contact 9564 1648
Code: V12723 CMWO
A fourth year specialisation following the Bachelor of Applied Science (Built Environment). Incorporates construction management and quantity surveying which are necessary in the quantification and financial administration of building projects.

Career and Study Opportunities

Pre-requisites
Bachelor of Applied Science (Built Environment) or equivalent

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 27 weeks (2 trimesters)
Start February, May and September

Bachelor of Facilities Management

Contact 9564 1648
Code: V12724 CMWO
A fourth year specialisation following the Bachelor of Applied Science (Built Environment). Training in managing modern technology driven facilities, and the people and space within them.

Career and Study Opportunities
Management in facilities, maintenance, space and equipment inventory, as well as workplace logistics and strategic planning

Pre-requisites
Bachelor of Applied Science (Built Environment) or equivalent

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 27 weeks (2 trimesters)
Start February, May and September
Certificate III in Floor Covering & Finishing

Contact 9564 1781
Code: LMF30102
Apprenticeship

Comprehensive training in floor covering and finishing, including planning and estimating, sub-floor preparation and work organisation.

Career and Study Opportunities
• Floor finisher
• Carpet layer

Pre-requisites
Training agreement

RPL/Credit Available
Application Contract of training
Length 4.0
Start Ongoing

Certificate II in Furnishing (Pre-apprenticeship – Flat Glass Working)

Contact 9564 1726
Code: 21273VIC
Pre-apprenticeship

Preparatory skills in glass and glazing, including storing and handling glass, and OHS policies and procedures.

Career and Study Opportunities
Apprenticeships in glass and glazing

Pre-requisites
Appropriate literacy and numeracy skills

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 16 weeks
Start Ongoing

Certificate III in Furnishing (Leadlighting & Stained Glass)

Contact 9564 1726
Code: LMF31708
Apprenticeship

Comprehensive training in storing and handling glass, cutting glass using freehand and templates, constructing and staining leadlight panels, and preparing cartoon and cutline drawings.

Career and Study Opportunities
Glass and glazing tradesperson

Pre-requisites
Interview

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 3.0 (836 hours)
Start Ongoing

Certificate III in Glass & Glazing

Contact 9564 1726
Code: LMF30602
Apprenticeship

Learn to cut, shape and install glass used in windows, including shopfronts, doors, walls, mirrors, display cabinets and furniture. Knowledge in safe storage and handling of glass, use of machinery, glazing, lead lighting, the fabrication and assembly of metal frames and the installation of mirrors.

Career and Study Opportunities
Domestic or commercial glazier, cutter or beveler

Pre-requisites
• Training agreement
• Pre-apprenticeship in glass and glazing an advantage

RPL/Credit Available
Application Contract of training
Length 3.0 (800 hours)
Start Ongoing

Course in Earthmoving

Contact 9564 1676
Code: 2002AGC
Pre-apprenticeship

Training in safe operation of earthmoving equipment, covering regulations and safety requirements, working around construction sites, basic maintenance/daily checks, familiarisation of controls, and the use of equipment for lifting. Develop basic operational skills in:
• front end loader (wheel and track)
• excavator
• backhoe; and
• skid steer loader.

Career and Study Opportunities
• Civil construction
• Operation of front end loaders, backhoes and excavators

Pre-requisites
• 18 years of age
• Driving and plant operation experience an advantage

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 10 days (80 hours)
Start Ongoing

Course in Fencing

Contact 9564 1676
Code: 21795VIC
Pre-apprenticeship

Training in safe and effective erection of domestic and light commercial fencing and gates. Covers basic customer service and business skills.

Career and Study Opportunities
Fencing installation

Pre-requisites
It is recommended that applicants have some degree of practical ability and hand tool skills

RPL/Credit Available
Application Directly to Holmesglen
Length PT: 12 weeks
Start Ongoing
Course in Rigging (Basic/Intermediate)

Contact 9564 1676

Code: BCG31398

Skills and training in rigging operations, including: rigging materials; movement of plant and equipment; rigging of cranes and hoists; dual lifting; and demolition.

Career and Study Opportunities
Rigger

Pre-requisites
- 18 years of age
- EWP Certificate of Competency an advantage

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 12 days (96 hours)
Start Ongoing

Course in Scaffolding – Basic

Contact 9564 1676

Code: BCG31398

Basic training in scaffolding; including: erecting and dismantling, altering and repairing tube and coupler scaffolding as well as cantilevered crane loading platforms and mast climbers.

Career and Study Opportunities
Scaffolder

Pre-requisites
- 18 years of age

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 5 days or PT: 12 weeks
Start Ongoing

Course in Scaffolding – Intermediate

Contact 9564 1676

Code: 2002AEC

Further training for scaffolders, whose primary role is to safely erect and dismantle scaffolding. Covers erecting, dismantling, altering and repairing tube and coupler scaffolding, as well as cantilevered crane loading platforms and mast climbers.

Career and Study Opportunities
Scaffolder

Pre-requisites
- 18 years of age

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 5 days
Start Ongoing

Industrial Rope Access (Level 1)

Contact 9564 1676

Code: PUA30400

Basic training in the safe operation of industrial rope access equipment, including maintenance, setting up in a variety of locations and retrieval techniques to operate in potential emergencies.

Career and Study Opportunities
Inspection and maintenance of high rise structures

Pre-requisites
- None

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 5 days (40 hours)
Start Ongoing

Operate a Forklift

Contact 9564 1676

Code: TDT20102

Mandatory qualification for forklift operation in Victoria. Training in the safe operation of forklifts, including movement of loads, pallet stacking and rack work and container filling.

Career and Study Opportunities
Forklift operator

Pre-requisites
- 18 years of age
- Drivers licence

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 5 days (40 hours) or PT: 2 weekends
Start Ongoing

Undertake Dogging

Contact 9564 1676

Code: BCG31398

Training for doggers - people who safely direct and position loads using whistle signals while out of sight of crane operators. Covers regulations and safety requirements, selection and inspection of equipment, and crane types and their application in industry.

Career and Study Opportunities
Dogger

Pre-requisites
- 18 years of age

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 10 days (80 hours) or PT: 7 weeks
Start Ongoing
Certificate II in Building & Construction (Painting & Decorating)

**Contact** 9564 1700

**Code:** 21844VIC C M W O

**Pre-apprenticeship**

Basic skills in painting and decorating, including colour theory and practice, spray painting and surface preparation.

**Career and Study Opportunities**

Apprenticeship in painting and decorating

**Pre-requisites** None

**RPL/Credit** Available

**Application** Directly to Holmesglen

**Length** FT: 16 weeks (640 hours)

**Start** Ongoing

Certificate II in Building & Construction (Wall & Ceiling Lining)

**Contact** 9564 1909

**Code:** 21844VIC C M W O

**Pre-apprenticeship**

Basic skills in fibrous plastering, including basic rendering, archway construction and quality principles for the building industry.

**Career and Study Opportunities**

Apprenticeship in wall and ceiling lining

**Pre-requisites** None

**RPL/Credit** Available

**Application** Directly to Holmesglen

**Length** FT: 16 weeks (640 hours)

**Start** Ongoing

Certificate III in General Construction (Painting & Decorating)

**Contact** 9564 1700

**Code:** BCG30498 C M W O

**Apprenticeship**

Comprehensive training in painting and decorating, including operating elevated work platforms, applying decorative finishes and interactive workplace communication.

**Career and Study Opportunities**

- Painter
- Decorator

**Pre-requisites**

Training agreement

**RPL/Credit** Available

**Application** Contract of training

**Length** 3.0

**Start** Ongoing

Certificate II in Building & Construction (Solid Plastering)

**Contact** 9564 1909

**Code:** 21844VIC C M W O

**Pre-apprenticeship**

Basic skills in solid plastering, including application of gypsum and cement materials, internal and external finishes, and safety regulations.

**Career and Study Opportunities**

Apprenticeship in solid plastering

**Pre-requisites** None

Certificate III in General Construction (Wall & Ceiling Lining)

**Contact** 9564 1909

**Code:** BCG30298 C M W O

**Apprenticeship**

Comprehensive training in fibrous plastering, including applying and finishing plasterboard, fibre cement sheeting, and partitions and suspended ceiling systems.

**Career and Study Opportunities**

- Plasterer

**Pre-requisites**

Training agreement

**RPL/Credit** Available

**Application** Contract of training

**Length** 3.0

**Start** Ongoing
Certificate III in General Construction (Wall & Floor Tiling)

Contact 9564 1909

Code: BCG30198

Apprenticeship

Comprehensive training in wall and floor tiling, including tiling pools and spas, laying and repairing wall and floor tiles and carrying out general demolition.

Career and Study Opportunities
Tiler – wall and floor

Pre-requisites
Training agreement

RPL/Credit Available
Application Contract of training
Length 3.0
Start Ongoing

Certificate III in Roof Tiling & Slating

Contact 9564 1700

Code: 21125VIC

Apprenticeship

Comprehensive training in roof tiling and slating, including roofing features and construction techniques, special roof construction and specialised roofing practices.

Career and Study Opportunities
Roofer

Pre-requisites
Training agreement

RPL/Credit Available
Application Contract of training
Length 3.0
Start Ongoing

Certificate III in General Construction (Solid Plastering)

Contact 9564 1909

Code: BCG30398

Apprenticeship

Comprehensive training in solid plastering, including carrying out measurements and calculations, applying solid render, and restoring and renovating solid plasterwork.

Career and Study Opportunities
Plasterer – solid

Pre-requisites
Training agreement

RPL/Credit Available
Application Contract of training
Length 3.0
Start Ongoing

Certificate III in Waterproofing (General Construction)

Contact 9564 1909

Code: BCP30103

Apprenticeship

Skills and training for construction industry workers who provide services in waterproofing internal wet areas.

Career and Study Opportunities
Plumber

Pre-requisites
Training agreement

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 4-6 days
Start Ongoing

Certificate II in Plumbing (Pre-vocational)

Contact 9564 1700

Code: 21642VIC

Pre-apprenticeship

Basic skills in plumbing and gas-fitting, including cut and flash penetrations, tubes and pipes, and sheetmetal practices.

Career and Study Opportunities
Apprenticeship in plumbing

Pre-requisites None
RPL/Credit Available
Application Directly to Holmesglen
Length FT: 480 hours
Start Ongoing

Certificate III in Plumbing

Contact 9564 1700

Code: BCP30103

Apprenticeship

Comprehensive training in plumbing, including exploration of drainage, gas-fitting, water supply and mechanical services.

Career and Study Opportunities
Plumber

Pre-requisites
Training agreement

RPL/Credit Available
Application Directly to Holmesglen
Length 3.0
Start Ongoing
**Plumbing Licence Training**

**Contact** 9564 1700

**Code:** CPC40908 Chadstone

Competencies drawn from Certificate IV in Plumbing & Services, with training in the six licence areas of plumbing.

**Career and Study Opportunities**

Plumbing business

**Pre-requisites**

Registration as a plumber

**RPL/Credit** Available

**Application** Directly to Holmesglen

**Length** Variable, depending on licence

**Start** Ongoing

**Certificate III in Stonemasonry (Monumental/Installation)**

**Contact** 9564 1909

**Code:** BCF30600 Chadstone

Apprenticeship

Comprehensive training in construction and monumental stonemasonry, including identifying and using stone products, dressing stone manually and styles of architecture.

**Career and Study Opportunities**

Stonemason

**Pre-requisites**

Training agreement

**RPL/Credit** Available

**Application** Contract of training

**Length** 3.0

**Start** Ongoing
Accounting
22 Certificate IV in Financial Services (Accounting)
22 Advanced Diploma of Accounting
22 Bachelor of Business (Accounting)

Administration
22 Certificate III in Business Administration
22 Certificate III in Business Administration (Medical)
22 Certificate IV in Business Administration
23 Diploma of Business Administration
23 Administration & Management – Dual Certificate IV Program
23 Bachelor of Business (Executive Administration)

Advertising & Sales
23 Certificate IV in Advertising
23 Advanced Diploma of Advertising
23 Advertising & Marketing – Dual Advanced Diploma Program

Business
24 Certificate II in Business
24 Certificate III in Business
24 Certificate IV in Business

Financial Services
24 Certificate IV in Financial Services (Bookkeeping)
24 Diploma of Financial Services (Banking)
24 Diploma of Financial Services (Financial Planning)
24 Advanced Diploma of Financial Services (Financial Planning)

Human Resources
25 Certificate IV in Human Resources
25 Advanced Diploma of Management (Human Resources)
25 Human Resources & Management – Dual Diploma Program
25 Graduate Certificate in Human Resource Management

International Business
25 National Customs Brokers Program
25 Advanced Diploma of Business (International Business)
26 Graduate Certificate in International Business

Legal Services
26 Advanced Diploma of Business (Legal Practice)
26 Legal Practice & Business Administration – Dual Program

Management
26 Certificate IV in Retail Management
26 Certificate IV in Small Business Management
26 Diploma of Management
27 Diploma of Project Management
27 Diploma of Retail Management
27 Advanced Diploma of Management
27 Management & Marketing – Dual Advanced Diploma Program
27 Graduate Certificate in Logistics & Operations Management
27 Graduate Certificate in Management

Marketing
28 Certificate IV in Marketing
28 Advanced Diploma of Marketing
28 Graduate Certificate in Marketing

Public Relations
28 Advanced Diploma of Business (Public Relations)
28 Graduate Certificate in Public Relations

Security & Asset Protection
28 Certificate II in Security Operations (Unarmed Guard & Crowd Control)
29 Certificate III in Security Operations (Crowd Control & Bodyguard)

Training & Assessment
29 Certificate IV in Training & Assessment
Certificate IV in Financial Services (Accounting)

Contact 9564 1603 9209 5868
Code: FNS40604
Incorporates Certificate III in Financial Services (Accounts Clerical)

Activities including: classifying accounting information; completing BAS statements producing basic management and job costing reports; preparing financial budgets; and managing a small office department or business unit.

Career and Study Opportunities
- Accountant
- Accounts clerk
- Advanced Diploma of Accounting

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application FT: VTAC 61201 66111
PT and Certificate III: Directly to Holmesglen
Length FT: 1.0
Start February and July

Advanced Diploma of Accounting

Contact 9564 1603 9209 5868
Code: FNS60204
Incorporates Diploma of Accounting, Certificate IV in Financial Services (Accounting)

Skills involving maintaining internal control and accounting systems; preparation of financial statements and tax returns; analysis of business performance; and management of a small team, office department or business unit.

Career and Study Opportunities
- Accountant
- Financial controller
- Bachelor of Business (Accounting)

Pre-requisites
- VCE or equivalent, or mature age
- Certificate IV in Financial Services (Accounting)

RPL/Credit Available
Application FT: VTAC 61062 or PT & Mature age: Directly to Holmesglen
Length FT: 2.0
Start February and June

Certificate III in Business Administration

Contact 9564 1603
Code: BSB30407-OC
Incorporates Associate Degree in Business (Accounting)

Skills and training in: procedures specific to medical administration, including Medilink word, Excel, Access, PowerPoint & MYOB creating business documents operating office equipment; managing time effectively; and maintaining financial records.

Career and Study Opportunities
- Health administration
- Medical receptionist

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 0.5 or PT: 1.0
Blended Delivery: 1.0
Start February and July

Certificate IV in Business Administration

Contact 9564 1781
Code: BSB40507-OC
Extensive training in office and business administration at a supervisory level.

Career and Study Opportunities
Supervisory administration

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application Directly to Holmesglen
Length PT: Variable
Start Ongoing
Diploma of Business Administration

Contact 9564 1603 9209 5888 9564 1781

Code: BSB50407 Incorporates Certificates III & IV in Business Administration

Skills and communication development in reception work, manual and computerised bookkeeping, interpersonal work and general organisational skills, and training in software packages like Word, Excel and Access.

Career and Study Opportunities
- Diploma and Certificate IV: secretarial and supervisory roles
- Certificate III: entry level office administration

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application Diploma: FT: VTAC 61241 PT and Certificates: Directly to Holmesglen
Length FT: 0.5 per qualification level or PT: variable
Start February and July

Administration & Management – Dual Certificate IV Program

Contact 9209 5868

Code: BSB40507 / BSB40807 Incorporates Certificate IVs in Frontline Management and Business Administration

Advanced skills in management and administration, including bookkeeping and communication development.

Career and Study Opportunities
Supervisory and managerial administration

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application FT: VTAC 61281 PT and Certificates: Directly to Holmesglen
Length FT: 1.5 or PT: 3.0
Start February and July

Bachelor of Business (Executive Administration)

Contact 9564 1648

Code: BXAD06 Incorporates Associate Degree in Business (Executive Administration)

Advanced skills and training in business management and administration. Students may be progressively recognised for the level of qualification completed.

Career and Study Opportunities
- General office manager
- Human resource manager
- Business manager
- Business administrator

Pre-requisites
VCE or equivalent, or mature age with relevant experience

RPL/Credit Available
Application FT: VTAC 61172 PT & Mature age: Directly to Holmesglen
Length FT: 3.0 or PT: may be available
Start February and June

Certificate IV in Advertising

Contact 9564 1603

Code: BSB40107 Incorporates Certificate IV in Business Sales

Skills and knowledge in profiling a target audience conducting pre-campaign testing, monitoring advertising production and scheduling advertising.

Career and Study Opportunities
- Advertising account coordinator
- Advertising assistant
- Marketing officer

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application FT: VTAC 61211
Length FT: 1.0
Start February

Advanced Diploma of Advertising

Contact 9564 1603 9209 5888

Code: BSB60107 Incorporates Diploma of Advertising and Certificate IVs in Advertising and Business Sales

Knowledge and skills in creating and developing advertising briefs and campaigns, and evaluating strategies and outcomes.

Career and Study Opportunities
Various roles in advertising and media planning, sales promotion, PR, marketing, sales and marketing or market research

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application FT: VTAC 61211 PT and Certificate IV: Directly to Holmesglen
Length FT: 2.0
Start February

Advertising & Marketing – Dual Advanced Diploma Program

Contact 9209 5868

Code: BSB60107/BSB60507 Incorporates Diplomas of Advertising and Marketing, and Certificate IVs in Advertising, Business Sales and Marketing

Advanced skills and knowledge in advertising and marketing. See also Advanced Diploma of Advertising and Advanced Diploma of Marketing.

Career and Study Opportunities
- Advertising assistant
- Advertising coordinator
- Marketing assistant
- Marketing coordinator

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application FT: VTAC 66471
Length FT: 2.0
Start February
Certificate II in Business

**Contact** 9209 5868

**Code:** BSB20107

Skills and training in business administration.

**Career and Study Opportunities**

Administration

**Pre-requisites**

English literacy and numeracy skills

**RPL/Credit** Available

**Application** Directly to Holmesglen

**Length** FT: 0.5

**Start** February and July

Certificate III in Business

**Contact** 9564 1781

**Code:** BSB30107-OC

Skills and training in office administration and support.

**Career and Study Opportunities**

Administration

**Pre-requisites**

VCE or equivalent, or mature age

**RPL/Credit** Available

**Application** Directly to Holmesglen

**Length** Variable

**Start** Ongoing

Certificate IV in Business (Bookkeeping)

**Contact** 9209 5868

**Code:** FNS40207

Skills and knowledge in establishing and maintaining accounting systems, assisting with BAS and other office taxes, payroll and developing management systems for organisations. Satisfies the requirements for registration as a BAS Service Provider (BSP).

**Career and Study Opportunities**

Bookkeeper

**Pre-requisites**

VCE or equivalent, or mature age

**RPL/Credit** Available

**Application** Directly to Holmesglen

**Length** FT: 1.0

**Start** February and July

Diploma of Financial Services (Banking)

**Contact** 9564 1603

**Code:** FNS51204

Knowledge and training in small business banking, commercial lending, retail lending and branch environments.

**Career and Study Opportunities**

Bank officer

**Pre-requisites**

VCE or equivalent, or mature age

**RPL/Credit** Available

**Application** Directly to Holmesglen

**Length** PT: 1.0

**Start** February and July

Diploma of Financial Services (Financial Planning)

**Contact** 9564 1603

**Code:** FNS50804

Knowledge and training in financial planning, analysis and research, including managed investments, superannuation, securities, derivatives and life insurance.

**Career and Study Opportunities**

Financial planner

**Pre-requisites**

Relevant experience and/or tertiary qualification

**RPL/Credit** Available

**Application** Directly to Holmesglen

**Length** PT: 1.0

**Start** February and July
**Certificate IV in Human Resources**

**Contact** 9564 1781

**Code:** BSB41007-OC

Skills and training in human resource management.

**Career and Study Opportunities**

Various roles in personnel, training, industrial relations and quality management.

**Pre-requisites**

VCE or equivalent, or mature age.

**RPL/Credit** Available

**Application** Directly to Holmesglen

**Start** Ongoing

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**Human Resources & Management – Dual Diploma Program**

**Contact** 9564 1603

**Code:** BSB50607/BSB51107

Incorporates Certificate IVs in Frontline Management and Human Resources.

Advanced skills and knowledge in business and human resource management. See also Advanced Diploma of Management and Advanced Diploma of Management (Human Resources).

**Career and Study Opportunities**

Certificate IV: Entry level supervisory and human resources positions

Diploma and Advanced Diploma: General middle level management positions

**Pre-requisites**

VCE or equivalent, or mature age

**RPL/Credit** Available

**Application** FT: VTAC 61221

**Length** FT: 2.0 or PT: 4.0

**Start** February and July

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**Graduate Certificate in Human Resource Management**

**Contact** 9564 2664

**Code:** 21952VIC

Specialist knowledge and exploration of human resource management. See also Advanced Diploma of Management (Human Resources).

**Career and Study Opportunities**

Various roles in personnel, training, industrial relations and quality management.

**Pre-requisites**

- Undergraduate academic qualification
- Mature age with at least three years’ industry experience

**RPL/Credit** Available

**Application** FT: VTAC 61221

**Length** FT: 2.0 or PT: 4.0

**Start** February and July

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**Advanced Diploma of Management (Human Resources)**

**Contact** 9564 1603

**Code:** BSB60907

Incorporates Certificate IV in Human Resources and Diploma of Human Resource Management.

Advanced skills and knowledge in human resource management, including managing employee relations, contributing to organisation design and providing leadership.

**Career and Study Opportunities**

Various roles in personnel, training, industrial relations and quality management.

**Pre-requisites**

VCE or equivalent, or mature age

**RPL/Credit** Available

**Application** Directly to Holmesglen

**Start** February and July

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**National Customs Brokers Program**

**Contact** 9564 1603

**Code:** NCBC002

An introduction to becoming a licensed customs broker in Australia, comprised of 11 units from the nationally accredited Transport and Distribution Training Package. Skills and knowledge in the import and export of goods, and Australian and international trade facilitation.

**Career and Study Opportunities**

- Customs broker or consultant
- Freight forwarder
- Importer and exporter

**Pre-requisites**

VCE or equivalent, or mature age

**RPL/Credit** Available

**Application** Directly to Holmesglen

**Start** February and July

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**Advanced Diploma of Business (International Business)**

**Contact** 9564 1603

**Code:** 21613VIC

Incorporates Diploma of International Business and Certificates III & IV in International Trade

Advanced skills and knowledge in international business and trade, including cross-cultural familiarisation and import and export business procedures.

**Career and Study Opportunities**

- Various roles in shipping, freight forwarding, customs, transport, banking, government and the service sector
- Bachelor of Business (Executive Administration)

**Pre-requisites**

VCE or equivalent, or mature age

**RPL/Credit** Available

**Application** FT: VTAC 61221

**Length** FT: 2.0 or PT: 4.0

**Start** February and July
Graduate Certificate in International Business

Contact 9564 2664

Code: 21655VIC
Specialist knowledge and skills in international business, including:
- strategic guidance and advice on the import or export of goods and services to foreign countries
- analysing and interpreting international trade issues, conditions and events
- investigating and analysing trade agreements, tariff provisions, import limitations and import controls.

Career and Study Opportunities
Various roles in international trade, shipping, freight forwarding, customs, transport, banking, government and the service sector

Pre-requisites
Academic qualifications and/or three to five years’ relevant work experience

RPL/Credit Available
Application Directly to Holmesglen
Length PT: 1.0 – 1.5
Start February and July

Legal Practice & Business Administration - Dual Program

Contact 9564 1603

Code: 21618VIC/BSB50407
Advanced skills in legal assistance and administration, combined with general business administration. See also Advanced Diploma of Business (Legal Practice) and Diploma of Business Administration.

Career and Study Opportunities
- Legal administrator
- Legal executive
- Personal assistant
- Law clerk
- Court officer

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application FT: VTAC 61071
PT: Directly to Holmesglen
Length FT: 2.0 or PT: 4.0
Start February

Certificate IV in Small Business Management

Contact 9564 1603

Code: BSB40407
Training in operating a small-medium business, including identifying opportunities, finance management, marketing and general business.

Career and Study Opportunities
- Small business management
- Diplomas and advanced diplomas in management and marketing

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application Directly to Holmesglen
Length PT: 1.0
Start February and July

Diploma of Management

Contact 9564 1781

Code: BSB51107
Skills and knowledge in managing the work of others and reviewing managerial practices.

Career and Study Opportunities
- Managerial duties
- Advanced Diploma of Management

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application Directly to Holmesglen
Length PT: Variable
Start Ongoing

Certificate IV in Retail Management

Contact 9564 1781

Code: SIR40207-OC
Skills and knowledge in first line management in retail and/or wholesale industries.

Career and Study Opportunities
Sales assistant

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application Directly to Holmesglen
Length PT: Variable
Start Ongoing

Advanced Diploma of Business (Legal Practice)

Contact 9564 1603

Code: 21618VIC
Develop advanced administrative skills in a range of key areas, 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.

Career and Study Opportunities
- Legal administrator
- Legal executive
- Personal assistant
- Law clerk
- Court officer

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application FT: VTAC 61321
PT: Directly to Holmesglen
Length FT: 2.0 or PT: 4.0
Start February

Certificate IV in Retail Management

Contact 9564 1781

Code: SIR40207-OC
Skills and knowledge in first line management in retail and/or wholesale industries.

Career and Study Opportunities
Sales assistant

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application Directly to Holmesglen
Length PT: Variable
Start Ongoing

Certificate IV in Small Business Management

Contact 9564 1603

Code: BSB40407
Training in operating a small-medium business, including identifying opportunities, finance management, marketing and general business.

Career and Study Opportunities
- Small business management
- Diplomas and advanced diplomas in management and marketing

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application Directly to Holmesglen
Length PT: 1.0
Start February and July

Diploma of Management

Contact 9564 1781

Code: BSB51107
Skills and knowledge in managing the work of others and reviewing managerial practices.

Career and Study Opportunities
- Managerial duties
- Advanced Diploma of Management

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application Directly to Holmesglen
Length PT: Variable
Start Ongoing

Certificate IV in Retail Management

Contact 9564 1781

Code: SIR40207-OC
Skills and knowledge in first line management in retail and/or wholesale industries.

Career and Study Opportunities
Sales assistant

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application Directly to Holmesglen
Length PT: Variable
Start Ongoing

Advanced Diploma of Business (Legal Practice)

Contact 9564 1603

Code: 21618VIC
Develop advanced administrative skills in a range of key areas, 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.

Career and Study Opportunities
- Legal administrator
- Legal executive
- Personal assistant
- Law clerk
- Court officer

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application FT: VTAC 61321
PT: Directly to Holmesglen
Length FT: 2.0 or PT: 4.0
Start February

Certificate IV in Small Business Management

Contact 9564 1603

Code: BSB40407
Training in operating a small-medium business, including identifying opportunities, finance management, marketing and general business.

Career and Study Opportunities
- Small business management
- Diplomas and advanced diplomas in management and marketing

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application Directly to Holmesglen
Length PT: 1.0
Start February and July

Diploma of Management

Contact 9564 1781

Code: BSB51107
Skills and knowledge in managing the work of others and reviewing managerial practices.

Career and Study Opportunities
- Managerial duties
- Advanced Diploma of Management

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application Directly to Holmesglen
Length PT: Variable
Start Ongoing
Diploma of Project Management

Contact 9209 5868

Code: BSB51407 CMWO
Skills and training for managers who oversee and maintain the progress and productive interaction of various parties. Training in the management areas of:
- integration
- scope
- time
- cost
- quality
- human resource
- communications
- risk; and
- procurement.

Career and Study Opportunities
Project manager

Pre-requisites
- Mature age
- Relevant experience an advantage

RPL/Credit Available
Application Directly to Holmesglen
Length PT: 1.0
Start Ongoing

Diploma of Retail Management

Contact 9564 1781

Code: SIR50107-OC CMWO
Skills and training in senior management of a larger retail or wholesale outlet.

Career and Study Opportunities
Sales assistant

Pre-requisites
- VCE or equivalent, or mature age

RPL/Credit Available
Application Directly to Holmesglen
Length PT: Variable
Start Ongoing

Advanced Diploma of Management

Contact 9564 1603 9209 5868

Code: BSB60407 CMWO
Incorporates Diploma of Management and Certificate IV in Frontline Management

Advanced skills and knowledge in developing and implementing strategic plans, managing business operations, providing leadership, and managing innovation and continuous improvement.

Career and Study Opportunities
- Management roles in a variety of corporate, government and not-for-profit organisations
- Management consultant
- Bachelor of Business (Executive Administration)

Pre-requisites
- VCE or equivalent, or mature age

RPL/Credit Available
Application FT: VTAC 61331
PT: Directly to Holmesglen
Length FT: 0.5 per qualification
PT: Variable
Start February and July

Management & Marketing – Dual Advanced Diploma Program

Contact 9564 1603 9209 5868

Code: BSB60407 / BSB60507 CMWO
Incorporates the Diplomas of Management & Marketing and Certificate IVs in Frontline Management & Marketing

Advanced skills and knowledge in management and marketing. See also Advanced Diploma of Management and Advanced Diploma of Marketing

Career and Study Opportunities
- Marketing coordinator
- Marketing assistant
- Marketing manager
- Bachelor of Business (Executive Administration)
- Bachelor of Business (Accounting)

Pre-requisites
- VCE or equivalent, or mature age

RPL/Credit Available
Application VTAC 66131
Length FT: 2.0
Start February

Graduate Certificate in Logistics & Operations Management

Contact 9564 2664

Code: 21867VIC CMWO
Specialist skills in analysis, diagnosis, design, execution and evaluation of substantial business projects.

Career and Study Opportunities
Managerial duties across a range of organisations

Pre-requisites
- Academic qualifications and/or three to five years’ relevant work experience

RPL/Credit Available
Application Directly to Holmesglen
Length PT: 1.0 – 1.5
Start February and July

Graduate Certificate in Management

Contact 9209 5868

Code: 21864VIC CMWO
Specialist skills and knowledge to:
- identify, develop and apply strategies for management
- assess, monitor and maintain quality logistic systems through the effective use of accounting, human resources, information technology, inventory and supply chain management.

Career and Study Opportunities
Various roles within management, logistics, purchasing, warehousing and other related areas

Pre-requisites
- Academic qualifications and/or three to five years’ relevant work experience

RPL/Credit Available
Application Directly to Holmesglen
Length PT: 1.0 – 1.5
Start February and July
Certificate IV in Marketing

Contact 9564 1603 9209 5868
Code: BSB41307 Incorporates Certificate IV in Business Sales

Basic knowledge and skills in marketing, direct marketing, sales, public relations and advertising.

Career and Study Opportunities
- Marketing assistant
- Marketing coordinator
- Account coordinator
- Sales trainee
- Retail sales assistant

Pre-requisites
- VCE or equivalent, or mature age

RPL/Credit Available
Application
FT: Directly to Holmesglen
PT: Directly to Holmesglen
Length
FT: 0.5 per qualification
PT: Variable
Start February and July

Advanced Diploma of Marketing

Contact 9564 1603 9209 5868
Code: BSB60507 Incorporates Diploma of Marketing

Advanced knowledge and skills in developing marketing plans and campaigns, evaluating marketing opportunities and managing business operations.

Career and Study Opportunities
- Marketing coordinator
- Marketing assistant
- Account manager
- Sales assistant
- Retail sales assistant

Pre-requisites
- VCE or equivalent, or mature age
- Certificate IV in Marketing or Advertising

RPL/Credit Available
Application
FT: VTAC 61261
PT and Certificate IV: Directly to Holmesglen
Length
FT: 2.0
PT: May be available
Start February and July

Graduate Certificate in Marketing

Contact 9564 2664
Code: 21782VIC

Specialist skills and knowledge in developing marketing concepts and strategies, communication strategy and contemporary issues in marketing.

Career and Study Opportunities
- Marketing, advertising and product management
- Event management

Pre-requisites
- Mature age, with minimum three years’ relevant work experience or undergraduate qualification

RPL/Credit Available
Application Directly to Holmesglen
Length PT: 1.0 – 1.5
Start February and July

Advanced Diploma of Business (Public Relations)

Contact 9564 1603
Code: 21640VIC Incorporates Certificate IV in Business (Public Relations)

Skills and knowledge in:
- Liaising with the media and organisation of publicity campaigns
- Preparation of publications
- Organisation of special promotional events
- Communicating to the market; and
- Promoting sales of products and/or services.

Career and Study Opportunities
- Public relations officer
- Communications officer
- Website officer
- Administrative or personal assistant with PR functions

Pre-requisites
- VCE or equivalent, or mature age

RPL/Credit Available
Application Directly to Holmesglen
Length PT: 1.0 – 1.5
Start February and July

Certificate II in Security Operations (Unarmed Guard & Crowd Control)

Contact 9209 5690
Code: PRS20103

Training in security patrols, physical access control, conflict management, radio communications and defensive techniques.

Career and Study Opportunities
- Work in bars and nightclubs, airports and at major events

Pre-requisites
- Minimum 18 years of age
- Reasonable literacy and numeracy level

RPL/Credit No
Certificate III in Security Operations (Crowd Control & Bodyguard)

Contact 9209 5690

Code: PRS30103 CMWO
Further skills and training in security operations, conflict management, bodyguard operation and VIP escort.

Career and Study Opportunities
- Crowd control supervisor
- Event supervisor
- Bodyguard operator

Pre-requisites
- Employment in the security industry
- Private Security Licence with the class of Crowd Controller, held for at least 3 months

RPL/Credit No
Application Directly to Holmesglen
Length FT: 10 days (plus 2 days for first-aid)
Start Ongoing

Certificate IV in Training & Assessment

Contact 9564 1603 9209 5868 9564 1781

Code: TAA40104 CMWO
Training to:
- design and develop learning programs in various environments
- plan, organise, conduct and validate assessments
- create a healthy, safe and inclusive learning culture; and
- understand the requirements to work in vocational education and training (VET).

Career and Study Opportunities
- Staff development officer
- Training officer
- Training instructor
- Workplace assessor

Pre-requisites
- VCE or equivalent
- Mature age; or
- Certificate IV in Workplace (Category 2) or Certificate IV in Assessment & Workplace Training

RPL/Credit Available
Application Directly to Holmesglen
Length PT: 0.5
Start February and July
ongoing
Holmesglen has agreements with prestigious universities to provide you pathways into further study. Most universities offer credits for your Holmesglen study, so you can earn a degree in shorter time and pay less fees.
32 Certificate II in Information Technology
32 Certificate III in Information Technology
32 Certificate IV in Information Technology (General)
32 Certificate IV in Information Technology (Websites)
32 Diploma of Information Technology (Multimedia)
32 Diploma of Information Technology (Networking)
33 Diploma of Information Technology (Software Development)
33 Advanced Diploma of Information Technology (Network Security)
Computing & Information Technology

Certificate II in Information Technology

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Skills in applications, including word processing, spreadsheets and databases using the internet and emails capturing digital images.

Career and Study Opportunities
- Data processing operator
- Word processing operator

Pre-requisites
- Basic English literacy and numeracy skills

RPL/Credit Available
Application: Directly to Holmesglen
Length: FT: 0.5
Start: February, April and July

Certificate III in Information Technology

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Skills and knowledge in introductory information and communications technology technical functions, including assisting in equipment fault finding and installation of hardware and software.

Career and Study Opportunities
- Client support officer
- Customer liaison
- Maintenance technician
- PC / Sales support

Pre-requisites
- None

RPL/Credit Available
Application: Directly to Holmesglen
Length: FT: 0.5
Start: February and July

Certificate IV in Information Technology (General)

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Core information and communication technologies (ICT) across several specialist streams. At the completion of a common first semester, students may specialise in one of the following streams: programming or networking.

Career and Study Opportunities
- Generalist roles of ICT
- Diploma level study in multimedia, networking and software development
- IT support technician

Pre-requisites
- VCE or equivalent, or mature age

RPL/Credit Available
Application:
FT: VTAC, using the code that corresponds with the preferred stream: Networking - 61191 Programming - 61251
PT: Directly to Holmesglen
Length: FT: 1.0 or PT: 2.0
Start: February and July

Certificate IV in Information Technology (Websites)

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Skills and knowledge in website design, including layout and design skills, and technical knowledge of hardware, software and specific web languages.

Career and Study Opportunities
- Internet webmaster
- Online producer
- Web developer
- Web graphic designer

Pre-requisites
- None

RPL/Credit Available
Application:
February: VTAC 66391
July: Directly to Holmesglen
Length: FT: 1.0
Start: February and July

Diploma of Information Technology (Multimedia)

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Incorporates Certificate IV in Information Technology (Websites)

Skills in designing, developing, utilising and securing multimedia, and a range of online services.

Career and Study Opportunities
- Web design
- Multimedia design and development
- Digital media
- File server and software support for multimedia applications
- Graphic/media design
- Project management

Pre-requisites
- VCE or equivalent, or mature age

RPL/Credit Available
Application:
FT: VTAC 66391
PT: Directly to Holmesglen
Length: FT: 1.5 or PT: 3.0
Start: February and July

Diploma of Information Technology (Networking)

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Incorporates Certificate IV in Information Technology (General) – Networking Stream

Foundation training in broader ICT areas. Specialist units and electives in networking from Stage 2.

Career and Study Opportunities
- Dynamic website developer
- Middleware programmer
- Software architect
- Software design engineer

Pre-requisites
- VCE or equivalent, or mature age

RPL/Credit Available
Application:
FT: VTAC 61251
PT: Directly to Holmesglen
Length: FT: 1.5 or PT: 3.0
Start: February and July
Diploma of Information Technology (Software Development)

Contact 9564 1796

Code: ICA50705
Incorporates Certificate IV in Information Technology (General) – Programming Stream

Foundation training in broader ICT areas. Specialist units and electives in software development from Stage 2. Programming specialist in software or games development.

Career and Study Opportunities
- Generalist roles of ICT
- Diploma level study in multimedia, networking and software development
- IT support technician

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application
FT: VTAC 61251
PT: Directly to Holmesglen
Length FT: 1.5 or PT: 3.0
Start February and July

Advanced Diploma of Information Technology (Network Security)

Contact 9564 1796

Code: ICA50205
High level information and communications technology (ICT), e-security, and business skills and knowledge. Specialised understanding in:
- encryption technologies
- network administration and security
- operating systems
- project management
- risk analysis and management
- system security, management and controls.

Career and Study Opportunities
Senior level roles involving the design, implementation, maintenance and review of security systems applied to the IT networks of small and large organisations

Pre-requisites
Completion of Diploma of Information Technology (Networking) or equivalent

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 0.5 or 2.0 (incorporating Diploma of Information Technology (Networking))
Start February, April and July
With personalised teaching, small class sizes and innovative teaching methods that combine theory with practice, Holmesglen provides an easier transition to enter or return to study than heading straight to university.
Animation & Multimedia
36 Diploma of Interactive Digital Media
36 Advanced Diploma of Screen & Media
36 Bachelor of Screen Production

Ceramics
36 Diploma of Ceramics

Graphic Design
36 Certificate IV in Design
37 Diploma of Graphic Design
37 Advanced Diploma of Graphic Design
37 Graduate Certificate in Graphic Design Practice

Interior Decoration & Design
37 Certificate IV in Arts (Interior Decoration)
37 Diploma of Arts (Interior Decoration & Design)

Printing & Publishing
37 Certificate II in Printing & Graphic Arts (Desktop Publishing)
38 Diploma of Printing & Graphic Arts (Digital Production)

Visual Arts
38 Certificate IV in Visual Arts & Contemporary Craft
### Diploma of Interactive Digital Media

**Contact** 9564 6254

**Code:** CUF50207

- Digital media production skills and design expertise
- Creative skills in the use of 2D & 3D imaging and animation, digital, audio and interface design
- Principles associated with the management and development of digital media teams and projects
- Effective communication using digital media products.

**Career and Study Opportunities**

- Desktop publishing
- Video production
- Animation
- Web page creation
- Game development
- Multimedia product creation
- Self-employment

**Pre-requisites**

- VCE or equivalent, or mature age
- Folio

**RPL/Credit Available**

**Application** FT: VTAC 61091

**Length** FT: 1.0

**Start** February and July

### Advanced Diploma of Screen & Media

**Contact** 9564 6254

**Code:** CUF60107

Incorporates Diploma of Screen & Media

Explore film and television production, post-production, production management and creative specialisation.

**Career and Study Opportunities**

- Camera operation
- Sound, light and special effects production
- Assisting the director/producer
- Self-employment

**Pre-requisites**

- VCE or equivalent, or mature age

**RPL/Credit Available**

**Application** Directly to Holmesglen

**Length** FT: 2.0

**Start** February and July

### Bachelor of Screen Production

**Contact** 9564 1648

**Code:** BSP07

- With exit point of Associate Degree in Screen Production
- Incorporating the Advanced Diploma of Animation
- Examination of business issues related to the creative arts industry, with particular focus on screen production
- Explores the craft of film-making
- Subjects organised into five strands of study:
  - The Screen Industry
  - Production Design
  - Production Techniques
  - Writing for the Screen
  - Business

**Career and Study Opportunities**

- Film maker
- Independent animator
- Screen writer
- Film editor
- Visual effects coordinator
- Cinematographer
- Production manager
- Sound design coordinator
- Animation director

**Pre-requisites**

- VCE or equivalent, or mature age
- Completion of a related discipline at diploma leve or above
- Interview and folio, demonstrating creative capacity

**RPL/Credit Available**

**Application** Directly to Holmesglen

**Length** FT: 3.0

**Start** February and July

### Diploma of Ceramics

**Contact** 9564 1602

**Code:** 21872VIC

- Sound knowledge of ceramic raw materials, a high level of technical competence in handling processes and a solid background in design
- Develop an artistic awareness and appreciation of ceramics
- Knowledge and attitudes required to ensure the continuation of traditional craft.

**Career and Study Opportunities**

- Ceramicist
- Artist
- Craftsperson

**Pre-requisites**

- VCE or equivalent, or mature age
- Folio

**RPL/Credit Available**

**Application** FT: VTAC 61081

**Start** February

### Certificate IV in Design

**Contact** 9564 1602

**Code:** CUV40303

- General grounding in art and design
- Opportunity to produce an entry level folio

**Career and Study Opportunities**

- Further studies in art and design
- Artist
- Craftsperson

**Pre-requisites**

- VCE or equivalent, or mature age
- Folio

**RPL/Credit Available**

**Application** VTAC 61341

**Length** FT: 1.0 (February) or 0.5 (July – fast-track)

**Start** February and July
Diploma of Graphic Design
Contact 9564 1602
Code: 21874VIC
• Skills in graphic arts and design
• Plan and select appropriate services and techniques for use in the graphic arts and design industry.
Career and Study Opportunities
• Graphic designer
• Graphic prepress tradesperson
• Freelance designer
Pre-requisites
• VCE or equivalent, or mature age
• Folio
RPL/Credit Available
Application FT: VTAC 61131
Length FT: 2.0
Start February

Advanced Diploma of Graphic Design
Contact 9564 1602
Code: 21873VIC
Incorporates Diploma of Graphic Design
• Further skills and knowledge in graphic arts and design
• Create design work appropriate to industry standards
• Plan and select appropriate services and techniques for the graphic arts and design industry.
Career and Study Opportunities
• Graphic designer
• Graphic prepress tradesperson
• Freelance designer
Pre-requisites
• VCE or equivalent, or mature age
• Folio
RPL/Credit Available
Application FT: VTAC 61381
Length FT: 2.0
Start February

Graduate Certificate in Graphic Design Practice
Contact 9564 1602
Code: 21752VIC
Further skills and knowledge in graphic arts and design. Suitable for those employed in the design or related industries who wish to upgrade or gain a qualification in design.
Career and Study Opportunities
• Graphic designer
• Freelance designer
• Degree
Pre-requisites
• Relevant diploma level qualification or above
• Relevant work experience
RPL/Credit Available
Application Directly to Holmesglen
Length PT: 1.5 – 2.0
Start February and July

Certificate IV in Arts (Interior Decoration)
Contact 9564 2669
Code: 14300VIC
Skills and knowledge in interior decoration and design
• Technical and freehand drawing skills
• Product knowledge
• Art history
• Oral communications
• Domestic and commercial projects.
Career and Study Opportunities
• Interior decorator
• Contract commercial specialist
• Assistant in architectural practices
Pre-requisites
• Relevant diploma level qualification or above
• Relevant work experience
• Completion of Units 3 & 4 Studio Arts or Visual Arts recommended
RPL/Credit Available
Application Directly to Holmesglen
Length PT: 2.0 Two evenings per week
Start February

Diploma of Arts (Interior Decoration & Design)
Contact 9564 2669
Code: 14299VIC
Skills and knowledge in interior decoration and design
• Technical and freehand drawing skills
• Product knowledge
• Art history
• Oral communications
• Domestic and commercial projects.
Career and Study Opportunities
• Interior decorator
• Contract commercial specialist
• Assistant in architectural practices
Pre-requisites
• VCE or equivalent, or mature age
• Completion of Units 3 & 4 Studio Arts or Visual Arts recommended
RPL/Credit Available
Application FT: VTAC 61051 and supplementary application form
Length FT: 2.0
Start February

Certificate II in Printing & Graphic Arts (Desktop Publishing)
Contact 9564 6254
Code: ICP20205
Design and produce documents, using desktop publishing software
• Formatting of publications
• Digital alterations to photographs
• Preparation of newsletters, flyers and business cards
• Creation of web publications
• Use of common desktop publishing software packages, including Adobe InDesign, QuarkXpress, Adobe Photoshop, Adobe Illustrator.
Career and Study Opportunities
Desktop publisher in pre-press industry or corporate business
Pre-requisites
• Good level of written and verbal communications skills
RPL/Credit No
Application Directly to Holmesglen
Length PT: 1.0
Start February and July
**Diploma of Printing & Graphic Arts (Digital Production)**

**Contact** 9564 6254

**Code:** ICP50105

*Incorporates Certificate IV in Printing & Graphic Arts (Graphic Pre-press)*

Practical, technical and theoretical skills in electronic assembly of text and graphics, typography, design, colour management, complex imposition and digital output, as well as business planning and an overview of the printing industry.

**Career and Study Opportunities**
- Electronic publishing operator
- Desktop publisher
- Multimedia electronic designer

**Pre-requisites**
- VCE or equivalent, or mature age

**RPL/Credit** Available

**Application** VTAC 61501

**Length** FT: 2.0

**Start** February and July

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**Certificate IV in Visual Arts & Contemporary Craft**

**Contact** 9564 1602

**Code:** CUV40103

Skills and training in painting, sculpture, printmaking and photography.

**Career and Study Opportunities**
- Art consultant
- Art assistant
- Painter
- Sculptor
- Photographer

**Pre-requisites**
- VCE or equivalent, or mature age
- Folio

**RPL/Credit** Available

**Application** VTAC 66351

**Length** FT: 1.0

**Start** February
Air-conditioning
40 Certificate II in Engineering Studies – Air-conditioning
40 Certificate III in Engineering – Refrigeration Air-conditioning

Electrical
40 Certificate II in Automotive Electrical Technology
40 Certificate II in Electrotechnology (Pre-vocational)
40 Certificate III in Electrotechnology (Electrician)

Engineering Technology & Manufacturing
40 Diploma of Engineering Technology
41 Advanced Diploma of Engineering Technology

Fabrication
41 Certificate III in Engineering – Fabrication Trade
41 Certificate IV in Engineering – Fabrication

Mechanics & Machining
41 Certificate II in Engineering Studies
41 Certificate III in Engineering – Mechanical Trade
00 Certificate IV in Engineering – Mechanical
Engineering & Electrotechnology

Certificate II in Engineering Studies – Air-conditioning
Contact 9209 5690
Code: 21566VIC C M W O
Pre-apprenticeship
Employment preparation for apprenticeship in the air-conditioning industry.

Career and Study Opportunities
Air-conditioning servicing in a range of domestic and large-scale commercial projects

Pre-requisites
• Minimum Year 11 level education with Maths and English an advantage
• Mature age applicants: adequate literacy and numeracy

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 20 weeks
Start February and July

Certificate II in Automotive Electrical Technology
Contact 9209 5690
Code: AUR20405 C M W O
Training in the installation and service of automotive sound systems, security systems, cellular phones and CB (citizen band) radios.

Career and Study Opportunities
• Repair and maintain electrical systems and components of vehicles
• Installation of automotive accessories

Pre-requisites
Completion of Year 10 Mathematics and English, and adequate literacy and numeracy are an advantage

RPL/Credit Available
Application Directly to Holmesglen
Length PT: 0.5
Start February and July

Certificate III in Engineering – Refrigeration Air-conditioning
Contact 9209 5690
Code: MEM30205 C M W O
Apprenticeship
Training for refrigeration mechanics in installation, commissioning, maintenance, fault-find and repair of refrigeration and air-conditioning components and systems.

Career and Study Opportunities
• Air-conditioning service technician
• Design, installation and servicing of air-conditioning systems in domestic, commercial and industrial premises

Pre-requisites
Training agreement

RPL/Credit Available
Application Contract of training
Length PT: 3.0 (990 hours)
Start Ongoing

Certificate II in Electrotechnology (Pre-vocational)
Contact 9209 5690
Code: 21887VIC C M W O
Pre-apprenticeship
Employment preparation for apprenticeship in the electrical industry.

Career and Study Opportunities
• Electrician
• Electrical engineering technician
• Electrical fitter
• Electronics
• Engineering technician

Pre-requisites
• Year 10 level mathematics and English
• Mature age applicants: adequate literacy and numeracy

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 20 weeks
Start February and July

Certificate III in Electrotechnology (Electrician)
Contact 9209 5690
Code: UEE30807 C M W O
Apprenticeship
Pre-requisite for the Electrical Wiring Licence exam

Competencies to select, install, set up, test, fault-find, repair and maintain electrical systems and equipment.

Career and Study Opportunities
Licensed electrician

Pre-requisites
Training agreement

RPL/Credit Available
Application Contract of training
Length FT: 3.0
Start February and July

Diploma of Engineering Technology
Contact 9209 5690
Code: 21621VIC C M W O
Customised program of study in manufacture, design, maintenance, modification and installation of mechanical equipment and systems, including CAD. Students select units from a range of design areas, including civil drafting, civil design, mechanical – CNC and mechanical – design.

Career and Study Opportunities
Engineering associate in research and development, production engineering, installation and equipment maintenance

Pre-requisites
Trade Entry: Prior training in engineering
Non-Trade Entry: Completion of Year 11 preferred, with Further Maths, Maths Methods and Physics an advantage

RPL/Credit Available
Application Directly to Holmesglen
Length Trade Entry
From 600 hours, based on RPL
Non-trade Entry
FT: 1.0 (800 hours)
PT: Variable
Start February and July
Advanced Diploma of Engineering Technology

Contact 9209 5690

Code: 21622VIC Contact 9209 5690
High level of training in analysis, diagnosis and planning, CAD and CAM and management of technical objectives in engineering organisations.

Career and Study Opportunities
Higher technician and engineering management

Pre-requisites
Applicants with VCE: ENTER
Mature age: Completion of Diploma of Engineering Technology

Application
FT: VTAC 66361
PT: Directly to Holmesglen
RPL/Credit Available
Length FT: 2.0 or PT: 4.0 (1,400 hours)
Start February and July

Certificate III in Engineering – Fabrication Trade

Contact 9209 5690

Code: MEM30305 Contact 9209 5690
Apprenticeship

• Reading and interpreting drawings and specifications
• Structural fabrication
• Operating welding equipment
• Development of cylinders, conical sections and transition pieces

Career and Study Opportunities
• Sheetmetal worker
• Boilermaker
• Fabricator
• Welder

Pre-requisites
Training agreement

RPL/Credit Available
Application Contract of training
Length 3.0
Start Ongoing

Certificate IV in Engineering – Fabrication

Contact 9209 5690

Code: MEM40105 Contact 9209 5690
Post trade course consisting of three fabrication streams: light, heavy, and welding. Skills for individuals in metal trades.

Career and Study Opportunities
• Fabrication and welding
• Metals industry

Pre-requisites
Trade Entry: Successful completion of an engineering apprenticeship
Non-trade Entry: Interview

RPL/Credit Available
Application Directly to Holmesglen
Length Variable
Start Ongoing

Certificate II in Engineering Studies

Contact 9209 5690

Code: 21566VIC Contact 9209 5690
Pre-apprenticeship

Employment preparation for apprenticeship in the engineering and manufacturing industry.

Career and Study Opportunities
• Fitting and machining
• Production planning
• Supervising
• Mechanical engineering

Pre-requisites
• Minimum Year 10 level education recommended
• Mature age applicants: adequate literacy and numeracy

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 20 weeks (600 hours)
Start Ongoing

Certificate IV in Engineering – Mechanical Trade

Contact 9209 5690

Code: MEM30205 Contact 9209 5690
Apprenticeship

Training in workplace communication, occupational health and safety and quality procedures and planning for apprentices in manufacturing, engineering and related industry areas.

Career and Study Opportunities
• Engineering tradesperson (Level 1)
• Fitter and turner
• Maintenance fitter
• Tool maker
• TCF mechanic

Pre-requisites
Training agreement

RPL/Credit Available
Application Contract of training
Length 3.0
Start Ongoing

Certificate IV in Engineering – Mechanical

Contact 9209 5690

Code: MEM40105 Contact 9209 5690
Apprenticeship

Continuation of a trade course, with specialisations in mechanical engineering. Higher level post-trade skills, such as computer controlled machining, advanced welding, fluid power and autocad.

Career and Study Opportunities
• Toolmaking
• Maintenance
• CNC
• Engineering sales, technician and management

Pre-requisites
Trade Entry: Successful completion of an engineering apprenticeship
Non-trade Entry: Interview

RPL/Credit Available
Application Directly to Holmesglen
Length Trade Entry
FT: 1.0 (360 hours) or PT: 2.0
Non-trade Entry
FT: 4.0 (1,310 hours) or PT: 8.0
Start Ongoing
Certificate III in Tourism (Retail Travel Sales)
Diploma of Events / Diploma of Management
Diploma of Tourism / Diploma of Management
Events & Tourism

Diploma of Events / Diploma of Management

Contact 9564 1699

Code: SIT50207/BSB51107
Develop, market and deliver high quality events of various size and focus. Training in customer service, budgeting, technology and sustainability. Completion of certificates in food handling, responsible service of alcohol and floral arranging.

Career and Study Opportunities
• Manage weddings, conferences and music festivals
• Involvement in major local, national and international tourist events

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application
February: VTAC (under ‘Event Management’ in VTAC Guide)
July: Directly to Holmesglen
Length FT: 1.0 or PT: 1.0
Start February and July

Certificate III in Tourism (Retail Travel Sales)

Contact 9564 1699

Code: SIT30207
Skills and knowledge in booking holidays, local and international destinations, fares and ticketing, accessing travel information and processing sales.

Career and Study Opportunities
International travel consultant with independent or large chain travel agencies, airlines and tour operators

Pre-requisites
• Good communication, organisational and technical skills
• Interview

RPL/Credit Available
Application
February: Directly to Holmesglen
July: Directly to Holmesglen
Length FT: 0.5 or PT: 1.0
Start February and July

Diploma of Tourism / Diploma of Management

Contact 9564 1699

Code: SIT50107/BSB51107
Skills and knowledge in fares and ticketing, tour guiding and sales, booking holidays, human resource management, and coaching and marketing.

Career and Study Opportunities
• Retail and wholesale travel sales
• Tour guiding
• Involvement with independent or large chain travel agencies, airlines and tour operators

Pre-requisites
VCE or equivalent, or mature age

RPL/Credit Available
Application
February: VTAC (under ‘Tourism’ in VTAC Guide)
July: Directly to Holmesglen
Length FT: 1.5
Start February and July
46 Certificate III in Fitness
46 Certificate IV in Fitness
46 Diploma of Outdoor Recreation / Diploma of Business
46 Diploma of Sport & Recreation / Diploma of Events
Certificate III in Fitness

**Contact**  9564 1699

**Code:** SRF30206  CMWO

Train to work as a fitness instructor with low-risk clients. Plan and deliver group exercises, instruct clients through exercise programs, conduct fitness assessments and maintain a safe gym environment.

**Career and Study Opportunities**
- Fitness instructor
- Further study in advanced fitness courses

**Pre-requisites**
Good communication and organisational skills

**RPL/Credit** Available

**Application** Directly to Holmesglen

**Length**
FT: 6 months or PT: 7 months

**Start** February, April and July

Certificate IV in Fitness

**Contact**  9564 1699

**Code:** SRF40206  CMWO

Nationally recognised qualification, providing skills in fitness training and programs related to exercise rehabilitation, nutrition and motivation counselling.

**Career and Study Opportunities**
- Personal or fitness trainer

**Pre-requisites**
VCE or equivalent, or mature age

**RPL/Credit** Available

**Application** Directly to Holmesglen

**Length**
FT: 3 months or PT: 5 months

**Start** Ongoing

Diploma of Outdoor Recreation / Diploma of Business

**Contact**  9564 1699

**Code:** SR050206/BSB50207  CMWO

Training in guiding, instructing and leading groups, risk management and business administration. Skills and knowledge in teaching, working with and managing people, running your own business, environment and weather, safety and first aid.

**Career and Study Opportunities**
- Recreation leader or coordinator in corporate organisations or schools
- Outdoor adventure management

**Pre-requisites**
- VCE or equivalent, or mature age
- Average or above fitness level

**RPL/Credit** Available

**Application** VTAC 61301

**Length**
FT: 2.0

**Start** February

Diploma of Sport & Recreation / Diploma of Events

**Contact**  9564 1699

**Code:** SR050106/SIT50207  CMWO

Learn to develop, market and deliver high quality sporting events. Training in sports promotion, marketing and finance.

**Career and Study Opportunities**
- Recreation officer
- Sports administrator

**Pre-requisites**
VCE or equivalent, or mature age

**RPL/Credit** Available

**Application**
February: VTAC 66981, 61101

**Length**
FT: 2.0

**Start** February
Furnishing & Joinery

**Cabinet Making & Wood Machining**
- 48 Certificate III in Furniture Making
- 48 Certificate III in Furniture Making (Cabinet Making)
- 48 Certificate III in Furniture Making (Wood Machining)

**Design**
- 48 Certificate II in Applied Design

**Finishing & Polishing**
- 48 Certificate III in Furniture Finishing

**Joinery**
- 48 Certificate II in Joinery / Shopfitting / Stairbuilding
- 49 Certificate III in Off-site Construction (Joinery – Timber / Aluminium / Glass)
- 49 Certificate III in Off-site Construction (Shopfitting)
- 49 Certificate III in Off-site Construction (Stairs)

**Upholstery**
- 49 Certificate III in Production Upholstery
- 49 Certificate III in Upholstery
Furnishing & Joinery

Certificate III in Furnishing & Joinery

**Certificate III in Furniture Making**

*Contact* 9564 2669  
*Code:* LMF30302  
*Apprenticeship*

Training in producing freestanding furniture.

**Career and Study Opportunities**

Freestanding furniture production

**Pre-requisites**

Training agreement

**RPL/Credit** Available

**Application** Contract of training  
**Length** 3.0 on campus, 4.0 total  
**Start** Ongoing

**Certificate III in Furniture Making (Cabinet Making)**

*Contact* 9564 2669  
*Code:* LMF30402  
*Apprenticeship*

Skills in operation and maintenance of a broad range of wood working machinery, and construction of furnishing items in solid timber and manufactured board.

**Career and Study Opportunities**

Cabinet maker

**Pre-requisites**

Training agreement

**RPL/Credit** Available

**Application** Contract of training  
**Length** 3.0 on campus, 4.0 total  
**Start** Ongoing

**Certificate III in Furniture Making (Wood Machining)**

*Contact* 9564 2669  
*Code:* LMF30502  
*Apprenticeship*

Training for wood machinists and tradespeople currently working in the area of milling timber or with panel products.

**Career and Study Opportunities**

Wood tradesperson

**Pre-requisites**

Training agreement

**RPL/Credit** Available

**Application** Contract of training  
**Length** 3.0 on campus, 4.0 total  
**Start** Ongoing

**Certificate III in Furniture Finishing**

*Contact* 9564 2669  
*Code:* LMF30202  
*Apprenticeship*

Skills and knowledge in:
- preparing surfaces
- mixing and applying stains and finishing material
- operating a range of furniture finishing equipment.

**Career and Study Opportunities**

Furniture polisher

**Pre-requisites**

Training agreement

**RPL/Credit** Available

**Application** Contract of training  
**Length** 3.0 on campus, 4.0 total  
**Start** Ongoing

**Certificate II in Applied Design**

*Contact* 9564 2669  
*Code:* 21633VIC  
*Pre-apprenticeship*

Skills and knowledge in the technical and conceptual aspects of design.

**Career and Study Opportunities**

Carpenter  
Joiner

**Pre-requisites**

Practical skills test

**RPL/Credit** Available

**Application** Directly to Holmesglen  
**Length** FT: 12 weeks  
**Start** February and July

**Certificate II in Joinery/Shopfitting/Stairbuilding**

*Contact* 9564 2669  
*Code:* 21533VIC  
*Pre-apprenticeship*

Practical training in:
- safe use of hand and power tools
- joinery and shopfitting
- construction of doors, windows and stairways
- project work.

**Career and Study Opportunities**

Carpenter  
Joiner

**Pre-requisites**

Practical skills test

**RPL/Credit** Available

**Application** Directly to Holmesglen  
**Length** FT: 16 weeks  
**Start** Ongoing
Certificate III in Off-site Construction (Joinery – Timber/Aluminium/Glass)

Contact 9564 2669

Code: BCF30200 CMWO
Apprenticeship

Training in joinery, shopfitting and stairbuilding, incorporating application of materials such as aluminium, glass and timber.

Career and Study Opportunities
Joiner

Pre-requisites
Training agreement

RPL/Credit Available
Application Contract of training
Length 3.0 on campus, 4.0 total
Start Ongoing

Certificate III in Off-site Construction (Shopfitting)

Contact 9564 2669

Code: BCF30100 CMWO
Apprenticeship

Skills and knowledge in shopfitting, including fabricating and installing shopfronts, showcases and counters, exhibition stands, and kitchen and bathroom cupboards.

Career and Study Opportunities
Carpenter

Pre-requisites
Training agreement

RPL/Credit Available
Application Contract of training
Length 3.0 on campus, 4.0 total
Start Ongoing

Certificate III in Off-site Construction (Stairs)

Contact 9564 2669

Code: BCF30300 CMWO
Apprenticeship

Skills and knowledge in building, specialising in stairbuilding, with work undertaken on full-sized projects.

Career and Study Opportunities
Carpenter

Pre-requisites
Training agreement

RPL/Credit Available
Application Contract of training
Length 3.0 on campus, 4.0 total
Start Ongoing

Certificate III in Upholstery

Contact 9564 2669

Code: LMF31002 CMWO
Apprenticeship

Training in applying contemporary foundations to upholstered furniture; upholstery final cover materials; and use of hand and power tools.

Career and Study Opportunities
Upholsterer

Pre-requisites
Training agreement

RPL/Credit Available
Application Contract of training
Length 3.0 on campus, 4.0 total
Start Ongoing

Certificate III in Production Upholstery

Contact 9564 2669

Code: LMF31102 CMWO
Apprenticeship

Training in applying contemporary foundations to upholstered furniture, fitting upholstery components and use of hand and power tools.

Career and Study Opportunities
Upholsterer

Pre-requisites
Training agreement

RPL/Credit Available
Application Contract of training
Length 3.0 on campus, 4.0 total
Start Ongoing
General Education

Adult Literacy, Numeracy & General Education
- 52 Courses in General Education for Adults
- 52 Certificate I in Initial Adult Literacy & Numeracy
- 52 Course in Volunteer Tutoring of Adult Learners

Further Study & Employment Programs
- 52 Adult VCE
- 52 Certificate IV in Liberal Arts
- 52 Occupational Preparatory Course

Occupational Health & Safety
- 52 Certificate III in Occupational Health & Safety
- 53 Certificate IV in Occupational Health & Safety
- 53 Diploma of Occupational Health & Safety
- 53 Advanced Diploma of Occupational Health & Safety

Transitional Education
- 53 VCAL (Foundation)
- 53 Certificate I in Transition Education
- 53 Certificate I in Work Education
General Education

Courses in General Education for Adults

Contact 9564 1665

Qualifications:
Course in Initial General Education for Adults
Code: 21770VIC
Certificate I in General Education for Adults
Code: 21772VIC
Certificate II in General Education for Adults
Code: 21773VIC
Certificate III in General Education for Adults
Code: 21774VIC

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

Career and Study Opportunities
Entry into further study

Pre-requisites
None

RPL/Credit
No

Course in Volunteer Tutoring of Adult Learners

Contact 9564 1665

Code: 21692VIC

Training for tutors of reading, writing, maths and conversation skills. Strategies for teaching adult students. Insight into the reasons for literacy and numeracy problems in the community.

Pre-requisites
- Good oral and written skills in English
- Basic maths skills
- Patience and empathy for individuals from different backgrounds

RPL/Credit
Available

Course in Volunteer Tutoring of Adult Learners

Application Directly to Holmesglen
Length 1 semester (1 morning per week)
Start March

Adult VCE

Contact 9564 1641 9290 5802

Code: 2200LZV

All studies normally undertaken in Years 11 and 12 at Victorian secondary schools form part of the Victorian Certificate of Education (VCE). To achieve their VCE, students must successfully complete the necessary sequence of units in their selected range of subjects. Mature age students returning to study can usually commence at Units 3 & 4 level, and must also complete any two units of English.

Career and Study Opportunities
Entry into tertiary study

Pre-requisites
- Mature age
- Continuing Year 12 students who attempted VCE in Units 3 & 4 in the previous year

RPL/Credit
No

Application Directly to Holmesglen
Length PT: Directly to Holmesglen
Start February

Certificate IV in Liberal Arts

Contact 9209 5802

Code: 21793VIC

General knowledge and skills for effective participation in the arts and social sciences.

Career and Study Opportunities
Occupations requiring high level skills in communication, planning, analysis, organisation and problem solving

Pre-requisites
- VCE or equivalent, or mature age

RPL/Credit
Available

Application
Directly to Holmesglen
Length FT: 1.0 or PT: 2.0
Start February

Occupational Preparatory Course

Contact 9564 1602

Code: OPC001

Preparation for general entrance exams of organisations, English and mathematics, and development of test skills.

Career and Study Opportunities
Higher level study and general employment

Pre-requisites
None

RPL/Credit
No

Application Directly to Holmesglen
Length PT: 10 weeks (40 hours)
Start March and August

Certificate III in Occupational Health & Safety

Contact 9564 6287

Code: BSB30707

Intended for individuals whose involvement in OH&S is voluntary. Broad range of competencies in varied work contexts.

Career and Study Opportunities
Health and safety assistant, committee member or representative

Pre-requisites
Completion of WorkSafe approved Initial OH&S course

RPL/Credit
Available

Application Directly to Holmesglen
Length 2 days
Start Ongoing
Certificate IV in Occupational Health & Safety

**Contact** 9564 6287

**Code:** BSB41407 CMWO
Training for safety representatives, OH&S officers and line supervisors who have a role in workplace safety.

**Career and Study Opportunities**
- Safety representative
- OH&S officer
- Line supervisor

**Pre-requisites**
Prior knowledge of OH&S within the workplace and a background in safety are an advantage

**RPL/Credit** Available
**Application** Directly to Holmesglen
**Length** PT: 1.0
**Start** February, May and September

Diploma of Occupational Health & Safety

**Contact** 9564 6287

**Code:** BSB51307 CMWO
Training for high level supervisors, assistant safety officers, safety managers and representatives.

**Career and Study Opportunities**
- Middle management
- Manage daily safety operations

**Pre-requisites**
Prior knowledge of OH&S within the workplace and a background in safety are an advantage

**RPL/Credit** Available
**Application** Directly to Holmesglen
**Length** PT: 1.0
**Start** February, May and September

Advanced Diploma of Occupational Health & Safety

**Contact** 9564 6287

**Code:** BSB60607 CMWO
Expands on the skills learnt in the diploma level course through crisis management processes, OH&S audits and evaluation of an organisation’s OH&S performance.

**Career and Study Opportunities**
- OH&S manager
- OH&S consultant

**Pre-requisites**
Safety professionals and representatives

**RPL/Credit** Available
**Application** Directly to Holmesglen
**Length** PT: 1.0
**Start** February, May and September

VCAL (Foundation)

**Contact** 9564 1507

**Code:** 21352VIC CMWO
Students who require support with their learning and/or social skills will participate in a range of vocational and skills development units, providing a broad base of relevant living and employment skills. Divided into four main strands:

- Literacy / Numeracy
- Industry specific skills
- Work related skills
- Personal development.

**Career and Study Opportunities**
- Certificate I in Work Education
- Certificates I & II in General Education for Adults
- Mainstream courses
- Traineeships
- Open or supported employment opportunities
- Voluntary work

**Pre-requisites**
- At least 16 years old
- Specific learning difficulties

**RPL/Credit** Available
**Application** Directly to Holmesglen
**Length** FT: 36 weeks
**Start** January

Certificate I in Transition Education

**Contact** 9564 1792 9209 5656

**Code:** 21671VIC CMWO
Students who require support with their learning and/or social skills will participate in a range of units that aim to enhance their independent living and employability skills.

**Career and Study Opportunities**
- Certificate I in Work Education
- Certificates I & II in General Education for Adults
- Mainstream courses
- Traineeships
- Open or supported employment opportunities
- Voluntary work

**Pre-requisites**
- At least 16 years old
- Specific learning difficulties

**RPL/Credit** Available
**Application** Directly to Holmesglen
**Length** FT: 36 weeks
**Start** January
Health, Human & Community Services

Children's & Youth Services
- Certificate III in Children’s Services
- Certificate IV in Child, Youth & Family Intervention (Residential & Out of Home Care)
- Certificate IV in Children’s Services (Outside School Hours Care)
- Certificate IV in Youth Work
- Diploma of Children’s Services (Early Childhood Education & Care)
- Diploma of Children’s Services (Outside School Hours Care)
- Diploma of Youth Work
- Associate Degree in Early Childhood Education

Client Services & Support
- Certificate IV in Alcohol & Other Drugs
- Certificate IV in Mediation
- Certificate IV in Mental Health
- Diploma of Community Services (Alcohol & Other Drugs)
- Diploma of Community Services (Case Management)

Community Care
- Certificate III in Aged Care Work
- Certificate III in Home & Community Care
- Certificate IV in Community Services (Lifestyle & Leisure)
- Certificate IV in Disability Work
- Diploma of Disability Work

Community Services & Support
- Diploma of Community Services Work
- Advanced Diploma of Community Sector Management

Justice
- Certificate IV in Justice
- Advanced Diploma of Justice
Health, Human & Community Services

Certificate III in Children's Services
Contact 9209 5826 9564 6267
Code: CHC30708
Skills and training to plan experiences and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes.

Career and Study Opportunities
- Traineeship – Chadstone
- Level 2 trained child care assistant
- Nanny
- Family day carer

Pre-requisites
- Minimum 16 years of age
- Interview and written task
- Victoria Police records check
- Working with Children check

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 0.5
Start January and July

Certificate IV in Children’s Services (Outside School Hours Care)
Contact 9564 6267
Code: CHC41208
Training in providing quality care, education and recreation programs for primary school aged children.

Career and Study Opportunities
- Out-of-school hours care assistant
- Recreation assistant in before school, after school and vacation care
- Diploma of Out-of-School Hours Care

Pre-requisites
- Minimum 16 years of age
- Interview and written task
- Victoria Police records check
- Working with Children check

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 1.0
Start February

Certificate IV in Child, Youth & Family Intervention (Residential & Out of Home Care)
Contact 9209 5826
Code: CHC42008
Activities related to the maintenance of personal care and a child or young person at risk.

Career and Study Opportunities
- Children’s support worker
- Family support worker
- Foster parent

Pre-requisites
- Mature age
- Victoria Police records check
- Working with Children check
- Interview
- Current employment within residential care services preferred

RPL/Credit Available
Application Directly to Holmesglen
Length PT: 1.0
Start February

Certificate IV in Youth Work
Contact 9209 5826
Code: CHC41808
Training in the development of programs designed to meet the social, behavioural, health and welfare needs of young people.

Career and Study Opportunities
- Youth recreation
- Juvenile justice
- Community development

Pre-requisites
- VCE or equivalent, or mature age
- Victoria Police records check
- Working with Children check
- Interview

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 1.0
Start February

Diploma of Children’s Services (Outside School Hours Care)
Contact 9564 6267
Code: CHC50908
Responsibility for developing and evaluating children’s services programs and supervision of other staff and volunteers. Highest qualification required at director or service manager level.

Career and Study Opportunities
- Child care worker
- Team, group or program leader
- Service manager
- Service director
- Special needs inclusion worker

Pre-requisites
- VCE or equivalent, or mature age
- Certificate III in Children’s Services or equivalent
- Information session and interview
- Victoria Police records check
- Working with Children check

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 2.0
Start February and July

Diploma of Children’s Services (Early Childhood Education & Care)
Contact 9209 5826 9564 6267
Code: CHC51008
Coordinate, develop and provide quality care, education and recreation programs for primary aged children. Responsibility for supervision of other staff and volunteers.

Career and Study Opportunities
Out-of-school hours care coordinator

Pre-requisites
- VCE or equivalent, or mature age
- Certificate IV in Out-of-School Hours Care
- Certificate III in Children’s Services
- Interview and written exercise
- Victoria Police records check
- Working with Children check

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 1.0
Start February
Diploma of Youth Work
Contact 9209 5826
Code: CHC51408
Responsibility for the development of behavioural, health, welfare and protection programs and services for young people. Direction and supervision of staff, contracting external agencies and/or management of specialist services. An understanding of indigenous culture and history.

Career and Study Opportunities
Employment within community, government and welfare agencies, with opportunities as a youth worker in the following areas:
- youth recreation
- juvenile justice
- schools
- residential housing
- youth resource centres
- community development
- statutory agencies, such as child protection; and
- advocacy and youth policy/youth affairs sector.

Pre-requisites
- VCE or equivalent, or mature age
- Interview and written exercise
- Victoria Police records check
- Relevant tertiary qualification preferred

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 1.0
Start February

Associate Degree in Early Childhood Education
Contact 9564 1648
Code: ADECE07
Entry point into professional practice within the early childhood field, and an alternative pathway to early childhood teaching.

Career and Study Opportunities
Employment in long day care centres, preschools and family day care.

Prerequisites
- VCE: ENTER of 60 or higher, Units 3 & 4 English
- Alternative: Minimum 21 years of age on January 1 of enrolment year, with superseded qualifications in a related field
- Approved overseas qualification

RPL/Credit Available
Application VTAC 61532 and supplementary application form
Length FT: 2.0
Start February and July

Certificate IV in Alcohol & Other Drugs
Contact 9209 5826
Code: CHC40408
Skills and training in interventions to clients with alcohol and other drug issues, and implementing health promotion strategies.

Career and Study Opportunities
- Autonomous work in a range of community based organisations, residential rehabilitation services and outreach services
- Drug and alcohol counsellor
- Health education officer
- Community and outreach support worker
- Detoxification worker

Pre-requisites
- VCE or equivalent, or mature age
- Interview and written exercise
- Working with Children check
- Victoria Police records check

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 1.0
Start February

Certificate IV in Mediation
This course was under development at the time of printing.
Contact: 9564 6267

Certificate IV in Mental Health
Contact 9209 5826
Code: CHC40508
Skills and knowledge in rehabilitation and support, promotion of and activities relating to mental health.

Career and Study Opportunities
- Mental health counsellor
- Health education officer
- Outreach worker

Pre-requisites
- VCE or equivalent, or mature age
- Victoria Police records check
- Interview

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 1.0
Start February

Diploma of Community Services (Alcohol & Other Drugs)
Contact 9564 6267
Code: CHC50208
Specialist skills and knowledge in services to clients in relation to alcohol and other drugs issues, including counselling, referral, advocacy, education/health promotion services and understanding of indigenous culture and history.

Career and Study Opportunities
- Alcohol and drugs worker or counsellor in government departments, voluntary organisations and private employers

Pre-requisites
- VCE or equivalent, or mature age
- Tertiary education in a related field
- Information session and interview
- Victoria Police records check
- Working with Children check

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 2.0
Start February

Certificate IV in Alcohol & Other Drugs
Contact 9209 5826
Code: CHC40408
Skills and training in interventions to clients with alcohol and other drug issues, and implementing health promotion strategies.

Career and Study Opportunities
- Autonomous work in a range of community based organisations, residential rehabilitation services and outreach services
- Drug and alcohol counsellor
- Health education officer
- Community and outreach support worker
- Detoxification worker

Pre-requisites
- VCE or equivalent, or mature age
- Interview and written exercise
- Working with Children check
- Victoria Police records check

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 1.0
Start February

Certificate IV in Mediation
This course was under development at the time of printing.
Contact: 9564 6267

Certificate IV in Mental Health
Contact 9209 5826
Code: CHC40508
Skills and knowledge in rehabilitation and support, promotion of and activities relating to mental health.

Career and Study Opportunities
- Mental health counsellor
- Health education officer
- Outreach worker

Pre-requisites
- VCE or equivalent, or mature age
- Victoria Police records check
- Interview

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 1.0
Start February

Diploma of Community Services (Alcohol & Other Drugs)
Contact 9564 6267
Code: CHC50208
Specialist skills and knowledge in services to clients in relation to alcohol and other drugs issues, including counselling, referral, advocacy, education/health promotion services and understanding of indigenous culture and history.

Career and Study Opportunities
- Alcohol and drugs worker or counsellor in government departments, voluntary organisations and private employers

Pre-requisites
- VCE or equivalent, or mature age
- Tertiary education in a related field
- Information session and interview
- Victoria Police records check
- Working with Children check

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 2.0
Start February
Diploma of Community Services (Case Management)

Contact 9564 6267

Code: CHC52008

Case management and intervention services to clients, working under broad direction from senior managers. Implement a community development strategy with assessment and delivery of services to clients with particular needs. Understanding of indigenous culture and history.

Career and Study Opportunities

Welfare worker in government departments, statutory agencies and non-government organisations.

Pre-requisites

• Interview
• Victoria Police records check
• Relevant tertiary qualification and/or experience preferred
• Working with Children check

RPL/Credit Available

Application Directly to Holmesglen

Length PT: 2.0

Start February and July

Certificate III in Aged Care Work

Contact 9564 2624

Code: CHC30102

Training under supervision for direct care workers in residential facilities, with skills to provide physical, social and psychological care for the elderly and people with intellectual disabilities.

Career and Study Opportunities

• Personal care assistant
• Nursing assistant
• Personal care worker

Pre-requisites

• Interview
• Victoria Police records check
• Experience and English numeracy / literacy skills an advantage

RPL/Credit Available

Application Directly to Holmesglen

Length PT: 0.5

Start February and July

Certificate III in Home & Community Care

Contact 9564 2624

Code: CHC30202

Skills and training for direct care workers relating to the maintenance of an elderly person’s personal care and wellbeing. Typically, based in the client’s home.

Career and Study Opportunities

• Home care worker
• Personal care worker
• Carer with employment in home and community care (HACC) service providers

Pre-requisites

• Interview and written task
• Victoria Police records check

RPL/Credit Available

Application Directly to Holmesglen

Length PT: 1.0 (600 hours) Traineeship: ongoing

Start March and August

Certificate IV in Disability Work

Contact 9564 2624

Code: CHC40302

Training for assisting people with intellectual, physical, sensory, and multiple disabilities.

Career and Study Opportunities

• Disability services officer
• Integration aide
• Support worker
• Home carer
• Attendant carer
• Community outreach worker
• Client service worker

Pre-requisites

• VCE or equivalent, or mature age
• Victoria Police records check

RPL/Credit Available

Application Directly to Holmesglen

Length PT: 1.0 (770 hours)

Start February and July

Certificate IV in Community Services (Lifestyle & Leisure)

Contact 9564 2624

Code: CHC41602

Training to assist with the design, implementation and evaluation of health and leisure activities for residents in aged care facilities or clients in community agencies and day centres.

Career and Study Opportunities

• Community leisure or recreational activities officer
• Diversional therapy assistant
• Support worker – aged care

Pre-requisites

• Interview and written task
• Victoria Police records check

RPL/Credit Available

Application Directly to Holmesglen

Length PT: 1.0 (850 hours)

Start February

Certificate IV in Disability Work

Contact 9564 2624

Code: CHC40402

Skills and knowledge to coordinate and manage services in the disability sector, or to work in specific disability support roles. Management of other staff, volunteers, students, programs or services.

Career and Study Opportunities

• Senior disability worker
• Support facilitator
• Project worker
• Program coordinator
• Client service assessor
• Case manager
• Disability service manager

Pre-requisites

• Certificate IV in Disability Work
• Victoria Police records check

RPL/Credit Available

Application Directly to Holmesglen

Length PT: 1.0

Start February
Diploma of Community Services Work

Contact 9209 5826 9564 6267

Code: CHC50608 CHC50608
Skills and knowledge to perform as a professional welfare worker within social and community services.

Career and Study Opportunities
Community worker or case manager in child protection, family services and juvenile justice

Pre-requisites
- VCE or equivalent, or mature age
- Victoria Police records check
- Working with Children check
- Interview
- Welfare work experience preferred

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 2.0
Start February and July

Advanced Diploma of Community Sector Management

Contact 9564 6267

Code: CHC60308 CHC60308
Skills and knowledge to manage the goals and strategic direction of organisations in the community sector.

Career and Study Opportunities
- Community development manager
- Community services manager
- Project area manager

Pre-requisites
- Mature age
- Diploma qualification or above; or Relevant experience in community services
- Victoria Police records check
- Working with Children check
- Interview

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 2.0
Start February and July

Certificate IV in Justice

Contact: 9564 6267

Code: 21792VIC 21792VIC
Education and training ground work required for working within law enforcement, youth justice and community based corrections groups.

Career and Study Opportunities
Work in courts, prisons, customs corrections, police and local government

RPL/Credit Available
Application FT: VTAC 61671
PT: Directly to Holmesglen
Length FT: 1.0 (668 hours)
PT: 2.0 (subject to unit availability)
Start February

Advanced Diploma of Justice

Contact 9564 6267

Code: 21790VIC 21790VIC
Incorporates Diploma of Justice and Certificate IV in Justice

Education and training in the justice field, including working with local government authorities, law enforcement agencies, youth justice, and community-based corrections groups.

Career and Study Opportunities
- Probation, parole, police, court or correctional officer
- Law clerk

Pre-requisites
- VCE or equivalent, or mature age
- Interview and basic English comprehension

RPL/Credit Available
Application FT: VTAC 61671
PT: Directly to Holmesglen
Length FT: 2.0 (1392 hours) or PT: 4.0
Start February
Skills Sampler programs are available to assist students in making future study and career paths. Aimed toward students from years 9, 10, 11 and 12, one-day workshops are available throughout the year.
Hairdressing
62 Certificate III in Hairdressing

Massage
62 Diploma of Remedial Massage

Naturopathy
62 Advanced Diploma of Naturopathy
Certificate III in Hairdressing

Contact Headmasters: 9650 7300

Code: WRH30106

Apprenticeship Headmasters Academy

Incorporates Certificate II in Hairdressing

Skills and training in hairdressing, including:
• highlighting techniques
• colour control
• design haircut structures
• selling products and services.

Career and Study Opportunities

Hairdresser

Pre-requisites

Training agreement

RPL/Credit Available

Application Directly to Headmasters

Length FT: 1.0 or PT: 1.5

Start Monthly

Diploma of Remedial Massage

Contact 9564 1699

Code: HLT50307

Incorporates Certificate IV in Marketing

Skills and knowledge in healing massage treatment, aromatherapy, business marketing and administration.

Career and Study Opportunities

Remedial massage therapist in a massage or multidisciplinary clinic, gym or health club, corporate or own business

Pre-requisites

• VCE or equivalent
• Knowledge of anatomy and physiology recommended

RPL/Credit Available

Application February: VTAC 61441
July: Directly to Holmesglen

Length FT: 1.5

Start February and July

Advanced Diploma of Naturopathy

Contact 9564 1699

Code: HLT60507

Incorporates Certificate IV in Massage Therapy Practice

Knowledge in health sciences, including anatomy and physiology, patient diagnosis and treatment, and infectious control. Training in natural therapies, such as nutrition, homeopathy and herbal medicine.

Career and Study Opportunities

Manage a private practice, or work in corporate settings, health retreats and multi-modality clinics with other complementary medical and allied healthcare providers

Pre-requisites

• VCE or equivalent
• Experience in science or healthcare and knowledge of anatomy and physiology recommended

RPL/Credit Available

Application February: VTAC 61541, and pre-selection form.
July: Directly to Holmesglen

Length FT: 2.5

Start February and July
Conservation & Land Management
64 Diploma of Conservation & Land Management

Floristry
64 Certificate II in Floristry
64 Certificate III in Floristry

Horticulture
64 Certificate II in Horticulture
64 Certificate III in Horticulture (Landscape)
64 Certificate III in Horticulture (Parks & Gardens)
65 Certificate III in Horticulture (Retail Nursery) and
   Certificate III in Horticulture (Wholesale Nursery)
65 Certificate III in Horticulture (Turf)
65 Certificate IV in Horticulture
65 Diploma of Horticulture
65 Diploma of Horticulture (Turf Management)
65 Diploma of Production Horticulture
Diploma of Conservation & Land Management

Contact 9564 6391

Code: RTDS0102

Training in environmental science and natural area restoration, in agreement with Parks Victoria. Specialised skills and knowledge in general land management and field work.

Career and Study Opportunities
- Land manager
- Field and technical work with government and private sector agencies, and local councils
- Degree level study

Pre-requisites
- VCE or equivalent
- Mature age; or
- Horticulture qualification

RPL/Credit Available
Application
Length: FT: 2.0 (1500 hours)
Start: February

Certificate II in Horticulture

Contact 9564 6391

Code: RTF20103

Apprenticeship

Skills and knowledge in maintaining parks and gardens, including controlling plant pests and diseases, soil analysis, and implementing tree and plant management programs.

Career and Study Opportunities
- 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
- Contract administration and management
- Diplomas in horticulture

Pre-requisites
Training agreement

RPL/Credit Available
Application
Length: Up to 840 nominal hours
Start: Ongoing
Certificate III in Horticulture (Retail Nursery) and Certificate III in Horticulture (Wholesale Nursery)

**Contact** 9564 6391

**Code:** RTF30503/RTF30603

Apprenticeship

Skills and knowledge in nursery operation, including implementing propagation plans and plant nutrition programs, crop maintenance, and installing irrigation systems.

**Career and Study Opportunities**
- Propagation, production and maintenance of plants for sale and/or hire
- Wholesaling and retailing of plants and associated products
- Provision of advice on plant selection
- Promotion of plant products and services
- Diplomas in horticulture

**Pre-requisites**
- Training agreement
- RPL/Credit Available

Application Contract of training Length Up to 840 nominal hours Start Ongoing

Certificate III in Horticulture (Turf)

**Contact** 9564 6391

**Code:** RTF30803

Apprenticeship

Skills and knowledge in establishing and maintaining turfgrass areas and recreational facilities, such as tennis courts, cricket wickets, race tracks, golf courses and bowling greens.

**Career and Study Opportunities**
- 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
- Diplomas in horticulture

**Pre-requisites**
- Training agreement
- RPL/Credit Available

Application Contract of training Length Up to 840 nominal hours Start Ongoing

Certificate IV in Horticulture

**Code:** RTF40103

Contact 9564 6391

Practical and theoretical skills in assessing economical, technical and managerial aspects of horticulture.

**Career and Study Opportunities**
- Supervisory role and maintenance of natural bushland, community recreation areas, parks and gardens
- Design and implementation of special plant displays

**Pre-requisites**
- VCE or equivalent, or mature age

RPL/Credit Available

Application Directly to Holmesglen

Length FT: 1.0 (3 days per week) PT: depending on units undertaken

Start February and July

Diploma of Horticulture (Turf Management)

**Contact** 9564 6391

**Code:** RTF50803

Skills and knowledge in:
- establishment and maintenance of recreational turf
- preparation of sports turf playing surfaces
- management of recreational and sports turf facilities
- advice on turf irrigation, pest and disease control, and management practices.

**Career and Study Opportunities**
- Turf manager
- Recreational and sports facilities manager
- Horticulture tradesperson

**Pre-requisites**
- VCE or equivalent
- Mature age; or
- Horticulture qualification

RPL/Credit Available

Application Directly to Holmesglen

Length PT: 2.0

Start February and July

Diploma of Production Horticulture

Contact 9564 6391

**Code:** RTE50303

Practical and theoretical skills in assessing technical, economical and managerial aspects of horticulture, particularly suited to professionals and those seeking employment in the industry.

**Career and Study Opportunities**
- Farmer/farm manager
- Design and implementation of special plant displays
- Provision of advice on plant selection and use for domestic and commercial situations
- Contract administration and management

**Pre-requisites**
- VCE or equivalent
- Mature age; or
- Horticulture qualification

RPL/Credit Available

Application FT: Applicants with VCE: VTAC 61391 PT and Mature age: Directly to Holmesglen

Length FT: 2.0

Start February and July
Holmesglen offers highly affordable course fees that represent true value for money. Holmesglen also saves you money by ensuring ‘out of pocket’ study expenses are kept to a minimum.
Hospitality, Cookery & Bakery

**Bakery**
- 68 Certificate II in Retail Baking
- 68 Certificate III in Food Processing (Retail Baking – Combined)

**Cookery**
- 68 Certificate III in Hospitality (Asian Cookery)
- 68 Certificate III in Hospitality (Commercial Cookery)

**Management**
- 68 Diploma of Hospitality
- 69 Advanced Diploma of Hospitality

**Operations**
- 69 Certificate II in Hospitality – Housekeeping
- 69 Certificate II in Hospitality (Kitchen Operations)
- 69 Certificate III in Hospitality – Food & Beverage

**Patisserie**
- 69 Certificate III in Hospitality (Patisserie)

**Wine Service**
- 69 Certificate IV in Hospitality – Sommelier
Hospitality, Cookery & Bakery

Certificate II in Retail Baking (Pre-apprenticeship)

Contact 9209 5938

Code: 21927VC M W C

Pre-apprenticeship

An employment preparation course preparing students with the basic skills required for a retail bakery apprenticeship.

Career and Study Opportunities

Apprenticeship as a baker

Pre-requisites

Uniform and equipment

RPL/Credit Available

Application Directly to Holmesglen

Length 420 hours

Start February and July

Certificate III in Retail Baking

Contact 9209 5938

Code: SIT30907 C M W C

Specific training and skills development in Chinese and Asian styles of cookery methods and preparation of food.

Career and Study Opportunities

Cook or chef specialising in Asian cookery at restaurants, hospitals, hotels, clubs, motels, pubs, cafes, retirement villages and aged care centres

Pre-requisites

Interview

RPL/Credit Available

Application Directly to Holmesglen

Length FT: 36 weeks

Start February

Certificate III in Hospitality (Commercial Cookery)

Contact 9209 5938

Code: SIT30807 C M W C

Course and Apprenticeship (A)

Training in selection, preparation and cooking of various foods including appetisers, salads, stocks, sauces, soups, vegetarian and meat dishes, seafood, desserts, pastries and cakes.

Career and Study Opportunities

Various chef positions in restaurants, hospitals, hotels, clubs, motels, pubs, cafes, retirement villages and aged care centres

Pre-requisites

Directly to Holmesglen

A: Training agreement

RPL/Credit Available

Application Directly to Holmesglen

Length FT: 36 weeks or A: PT: 3.0 (1000 hours)

Start February and July

Diploma of Hospitality

Contact 9209 5938 9564 6250

Code: SIT50307 C M W C

Incorporates Certificate II in Hospitality (Kitchen Operations)

Training and skill development for supervisory positions in hospitality - food and beverage, front office, kitchen operations, leadership, management, housekeeping and purchasing.

Career and Study Opportunities

- Bar attendant
- Store person
- Restaurant cashier
- Host
- Supervisor

Pre-requisites

VCE or equivalent, or mature age

RPL/Credit Available

Application

- VTAC: 61571 W 66571 M
- Pre-selection form
- Mid-year entry: Directly to Holmesglen

Length FT: 1.5

Start Ongoing

Advanced Diploma of Hospitality

Contact 9564 6250

Code: SIT60307 C M W C

Higher level training and knowledge in the operations and management of a hospitality enterprise, incorporating:

- marketing
- financial, human resource and property management; and
- business planning.

Career and Study Opportunities

Supervisory and management positions in hotels, motels, bars, restaurants cafes, clubs, function rooms and entertainment venues

Pre-requisites

- VCE or equivalent
- Mature age; or
- Diploma of Hospitality

RPL/Credit Available

Application

- VTAC: 61111
- Pre-selection form
- Diploma graduates: Directly to Holmesglen

Length FT: 2.0 or Graduates: FT: 0.5

Start February and July
Certificate II in Hospitality – Housekeeping

Contact 9564 6250

Code: SIT20207 CMWO

Strong theoretical and practical understanding of housekeeping, complemented by course delivery in a practical environment.

Career and Study Opportunities
Housekeepers or room attendants in the hospitality industry and other service areas

Pre-requisites
Interview

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 5 weeks (164 hours)
Start Ongoing

Certificate II in Hospitality (Kitchen Operations)

Contact ☎️ 9209 5938 ☎️ 9564 6250

Code: SIT20307 CMWO

Practical skills to operate in a supervised kitchen workplace, including food handling and preparation, and basic cookery methods.

Career and Study Opportunities
Short order cooks or similar in cafes, bistros, hotels, clubs, canteens and commercial catering operations

Pre-requisites
Interview

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 19 weeks
Start July

Certificate III in Hospitality – Food & Beverage

Contact 9564 6250

Code: SIT30707 CMWO

Training in operational hospitality, including skills in practical training, food and beverage, housekeeping and front office area.

Career and Study Opportunities
- Bar attendant
- Waiter
- Food and beverage attendant
- Cafe attendant

Pre-requisites
Interview
RPL/Credit Available
Application Directly to Holmesglen
Length FT: 25 weeks
Start April

Certificate III in Hospitality (Patisserie)

Contact ☎️ 9209 5938 ☎️ 9564 6250

Code: SIT31107 CMWO

Specialist skills in patisserie, preparing hot and cold desserts, pastries, cakes and yeast goods.

Career and Study Opportunities
Qualified chef or patissier in restaurants, hotels, catering operations, clubs, pubs, cafes, coffee shops and patisseries

Pre-requisites
Certificate III in Hospitality (Commercial Cookery) or equivalent

RPL/Credit Available
Application Directly to Holmesglen
Length PT: 1.0
Start On application

Certificate IV in Hospitality – Sommelier

Contact 9564 6250

Code: SIT40307 CMWO

Specialist training in wine service, storage, tourism and promotion. Knowledge in Australian, French and international styles of wine, as well as other beverages and food.

Career and Study Opportunities
Waiter or winery worker, alcohol service or sommelier roles in hotels, restaurants, retail liquor outlets, vineyard cellar doors, clubs, and reception centres

Pre-requisites
Certificate II in Hospitality, or two years’ relevant industry experience

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 34 weeks
Start March
Courses in Chinese
72 Courses in Chinese

English Language Programs
72 Courses in Spoken & Written English
72 Certificate III in Spoken & Written English (Workplace English)
72 Certificate III in ESL (Access)
72 Certificate III in ESL (Employment)
73 Certificate III in ESL (Further Study)
73 Certificate IV in ESL (Access)
73 Certificate IV in ESL (Employment)
– Accountants
73 Certificate IV in ESL (Employment)
– IT & Business Professionals
73 Certificate IV in ESL (Employment)
– Engineers
73 Certificate IV in ESL (Employment)
– Teachers
74 Certificate IV in ESL (Professional)
– Health Professionals
74 Certificate IV in ESL (Further Study)

English Language Teaching Programs
74 The Cambridge Certificate in English Language Teaching to Adults (CELTA)
74 Certificate IV in Teaching English to Speakers of Other Languages (TESOL)
74 Graduate Certificate in Teaching English to Speakers of Other Languages (TESOL)
Languages

Courses in Chinese

Contact 9564 1820

Qualifications:
Certificate II in Language – Mandarin Code: 80775ACT
Certificate III in Language – Mandarin Code: 80774ACT
Certificate IV in Language – Mandarin Code: 80773ACT
Diploma of Applied Language (LOTE) – Mandarin Code: 52002

Exploration of Chinese language, as used in social and business contexts and comprising speaking, listening, reading and writing skills, and cultural awareness.

Career and Study Opportunities
Further language study at higher education level

Pre-requisites
None

RPL/Credit No
Application Directly to Holmesglen
Length PT: 6 hours per week
Start
• February
• Flexible entry times for post-beginners

Courses in Spoken & Written English

Contact 9564 1978 9209 5768 9564 6384

Qualifications:
Course in Preliminary Spoken & Written English Code: 91418NSW
Certificate I in Spoken & Written English Code: 91421NSW
Certificate II in Spoken & Written English Code: 91422NSW
Certificate III in Spoken & Written English Code: 91423NSW

English language skills for students from non-English speaking backgrounds. Practice in listening, speaking, reading and writing, as well as help with grammar and pronunciation.

Career and Study Opportunities
Entry into further study

Pre-requisites
18 years of age

RPL/Credit No
Application Directly to Holmesglen
Length FT: Preliminary & Certificate I: 10 weeks (20 hours per week)
Certificates II & III: 20 weeks (20 hours per week)
Certificates I-III: 40 weeks (10 hours per week)
Start February and July

Certificate III in ESL (Access)

Contact 9564 1978 9209 5768 9564 6384

Code: 21933VIC C M W O
Higher level English language skills for students from non-English speaking backgrounds. Practice in listening, speaking, reading and writing, as well as help with grammar and pronunciation.

Career and Study Opportunities
Entry level employment and further study

Pre-requisites
• Non-English speaking background
• Minimum 18 years of age

RPL/Credit No
Application Directly to Holmesglen
Length FT: 20 weeks (20 hours per week)
Start February and July

Certificate III in ESL (Employment)

Contact 9564 1978 9564 6384

Code: 21503VIC C M W O
Advanced level English language skills related to an office environment, particularly office administration, accounting, trade, tourism or business. Suitable for migrants with a professional or semi-professional background in office administration.

Career and Study Opportunities
Entry level employment and further study

Pre-requisites
• English language skills at a minimum of Level 2 on the International Second Language Proficiency Rating Scale
• English language proficiency test

RPL/Credit No
Application Directly to Holmesglen
Length FT: 20 weeks (20 hours per week)
Start February and July
Certificate III in ESL (Further Study)

Contact 9564 1978 9209 5768 9564 6384
Code: 21501VIC Code: 21501VIC
Higher level English language, cross-cultural communication and study skills for students from non-English speaking backgrounds with the need to undertake further education.

Career and Study Opportunities
Further study at higher education level

Pre-requisites
Non-English speaking background

RPL/Credit No
Application Directly to Holmesglen
Length FT: 20 weeks
Start February and July

Certificate IV in ESL (Employment)

Accountants
Contact 9209 5768
Code: 21504VIC
English communication skills and knowledge for overseas trained accounts professionals and those trained for occupations within the financial services industry.

Career and Study Opportunities
Further study and employment in the accounting and financial services industries

Pre-requisites
• English language skills at a minimum of Level 2+ on the International Second Language Proficiency Rating Scale and Level 3 on the National Reporting System
• English language proficiency test

RPL/Credit No
Application Directly to Holmesglen
Length FT: 0.5 or PT: 1.0
Start FT: February and July
PT: Variable

Certificate IV in ESL (Access)

Contact 9564 1978 9209 5768 9564 6384
Code: 21934VIC
Higher level English language skills for students from non-English speaking backgrounds. Practice in listening, speaking, reading and writing, as well as help with grammar and pronunciation.

Career and Study Opportunities
Entry level employment and further study

Pre-requisites
• Minimum 18 years of age and a non-English speaking background
• English language skills at Level 2+ on the International Second Language Proficiency Rating Scale

RPL/Credit No
Application Directly to Holmesglen
Length FT: 20 weeks (20 hours per week)
Start February and July

Certificate IV in ESL (Employment)

I.T. and Business Professionals
Contact 9209 5768
Code: 21504VIC
English communication skills and knowledge for overseas trained accounts professionals and those trained for occupations within the financial services industry.

Career and Study Opportunities
Further study and employment in the business and information technology industries

Pre-requisites
• English language skills at a minimum of Level 2+ on the International Second Language Proficiency Rating Scale and Level 3 on the National Reporting System
• English language proficiency test

RPL/Credit No
Application Directly to Holmesglen
Length FT: 0.5 or PT: 1.0
Start FT: February and July
PT: Variable

Certificate IV in ESL (Employment)

Engineers
Contact 9209 5768
Code: 21504VIC
English communication skills and knowledge for overseas trained engineers and technical professionals.

Career and Study Opportunities
Further study and employment in the engineering industry

Pre-requisites
• English language skills at a minimum of Level 2+ on the International Second Language Proficiency Rating Scale and Level 3 on the National Reporting System
• English language proficiency test

RPL/Credit No
Application Directly to Holmesglen
Length FT: 0.5 or PT: 1.0
Start FT: February and April
PT: variable

Certificate IV in ESL (Employment)

Teachers
Contact 9209 5768
Code: 21504VIC
English communication skills and knowledge for overseas trained primary and secondary school teachers. Includes a practical component.

Career and Study Opportunities
Employment in schools throughout Australia

Pre-requisites
• Registration with Victorian Institute of Teaching
• English language skills at a minimum of Level 2+ on the International Second Language Proficiency Rating Scale and Level 3 on the National Reporting System

RPL/Credit No
Application Directly to Holmesglen
Length FT: 0.5
Start February and July
Certificate IV in ESL (Professional)
Health Professionals

Contact 9209 5768

Code: 21937VIC

English communication skills and knowledge for overseas trained health professionals. Preparation for the Occupational English Test (OET) - a requirement for any health professional who seeks to practise in Australia. This is the first part of the re-qualification process.

Career and Study Opportunities
Further study and employment in the health industry

Pre-requisites
• English language skills at a minimum of Level 2+ on the International Second Language Proficiency Rating Scale and Level 3 on the National Reporting System
• English language proficiency test

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 0.5
Start February and July

Certificate IV in ESL (Further Study)

Contact 9564 1978, 9209 5768, 9564 6384

Code: 21501VIC

Higher level English language, cross-cultural communication and study skills for students from non-English speaking backgrounds with the need to undertake further education.

Career and Study Opportunities
Further study at higher education level

Pre-requisites
Non-English speaking background

RPL/Credit No
Application Directly to Holmesglen
Length FT: 20 weeks
Start February and July

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

Contact 9564 1820

Code: 4590LDA

Thorough and practical training in teaching English to speakers of other languages.

Career and Study Opportunities
Teach English in Australia and overseas

Pre-requisites
• 18 years of age
• Strong English communication skills
• Undergraduate degree (necessary for teaching in Australia)

RPL/Credit No
Application Directly to Holmesglen
Length FT: 4 weeks
PT: 18 weeks
Mixed: 2 weeks full-time, plus 10 Saturdays
Start Ongoing

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

Contact 9564 1820

Code: 40540SA

Practical skills in teaching English to speakers of other languages, including analysis of language for teaching purposes, design of classroom materials, and cultural learning.

Career and Study Opportunities
• Work in English language schools internationally
• Further study in English training programs

Pre-requisites
• VCE or equivalent
• Good English skills
• Interview and exercise

RPL/Credit Available
Application Directly to Holmesglen
Length FT: 10 weeks
Start Ongoing

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

Contact 9564 1820

Code: 21641VIC

Thorough and practical training in teaching English to speakers of other languages.

Career and Study Opportunities
Teach English in Australia and overseas

Pre-requisites
Graduates or qualified teachers who have completed an initial course of language teacher education

RPL/Credit Available
Application Directly to Holmesglen
Length PT: 0.5
Start February and July
Careers index

Accountant / Accounting ............................. 21
Acting – see Arts Industries
Administration ........................................... 21
Adult Education – see General Education
Adult VCE – see Further Study
Advanced Building Technology ..................... 13
Advertising ................................................ 21
Aged Care – see Community Care
Air-conditioning ........................................... 39
Animation ................................................... 35
Applied & Health Sciences .......................... 07
Architecture – see Advanced Building Technology
Artist – see Arts Industries and Design,
Multimedia & Art
Arts (Graphic Design) – see Graphic Design
Arts Industries ........................................... 11
Arts (Interior Decoration) ............................ 35
Arts (Performing) ....................................... 11
Arts (Visual) ............................................... 11
Automotive technology ................................ 39
Banker / Banking – see Finance / Financial
Services
Baker / Baking ........................................... 67
Biomedical Sciences – see Pathology &
Biotechnology
Blocklaying – see Bricklaying
Bodyguard – see Security & Asset Protection
Bookkeeping – see Finance / Financial Services
Bricklaying ................................................ 13
Broadcasting – see Arts Industries
Building & Construction ............................. 13
Building Degrees ....................................... 13
Building Management – see Advanced Building
Technology
Building Surveying – see Advanced Building
Technology
Business & Administration .......................... 21
Business Management ................................. 21
Cabinet Making ............................................ 47
Carer / Care Work – see Health, Human &
Community Services
Carpenter / Carpentry .................................. 13
Catering – see Hospitality (Operations)
CELTA – see Language Programs
Cermics ....................................................... 35
Chef – see Cookery
Children’s & Youth Services ....................... 55
Chinese studies ......................................... 71
Client Services & Support .......................... 55
Clinical Services – see Applied & Health
Sciences
Commerse - see Business & Administration
Communication – see Public Relations
Community Care ......................................... 55
Community Services & Support ...................... 55
Computing & Information Technology ........... 31
Conservation ............................................ 63
Cook / Cookery ......................................... 67
Craft – see Arts (Visual)
Crime – see Justice
Decorator / Decorating – see Painting &
Decorating and Arts (Interior Decoration)
Dental Technology ...................................... 07
Designer / Design – see Arts Industries and
Design, Multimedia & Art
Design, Multimedia & Art ............................ 35
Digital Media – see Design, Multimedia & Art
Disability Work – see Community Care
Dogging – see Industrial Skills
Drafting – see Advanced Building Technology
Early Childhood – see Children’s & Youth
Services
Earthmoving – see Industrial Skills
Economics – see Business & Administration and
Building Degrees
Editor / Editing – see Arts Industries
Education – see General Education and
Children’s & Youth Services
Electrician / Electrical ................................ 39
Engineer ...................................................... 39
Engineering & Electrotechnology .................. 39
English (Spoken & Written) ........................ 71
English (Teaching) ....................................... 71
English as a Second Language (ESL) ............. 71
Environment – see Horticulture & Floristry
Events / Event Management – see Events &
Tourism and Arts Industries
Events & Tourism ........................................ 43
Fabrication .................................................. 39
Fencing – see Industrial Skills
Fibrous Plastering – see Plastering & Tiling
Finance / Financial Services ....................... 21
Finishing & Polishing .................................. 47
Fitness & Recreation .................................... 45
Flooring ...................................................... 13
Florist / Floristry ........................................ 63
Flying (Travel) – see Events & Tourism
Food & Beverage – see Hospitality (Operations)
Forklift Operation – see Industrial Skills
Framework – see Carpentry
Furnishing & Joinery ................................... 47
Furniture – see Furnishing & Joinery
Further Education – see Further Study
Further Study .............................................. 51
General Education ...................................... 51
Glass & Glazing ........................................... 13
Graphic Design .......................................... 35
Hairdressing .............................................. 61
Healing – see Health & Wellbeing
Health, Human & Community Services ............. 55
Healthcare – see Applied & Health Sciences and
Health, Human & Community Services
Health & Wellbeing ..................................... 61
Health Sciences – see Applied & Health
Sciences
Horticulture & Floristry ............................... 63
Hospitality, Cookery & Bakery .................... 57
Hospitality (Operations) ............................. 67
Hospitality (Management) ......................... 67
Hotel Management – see Hospitality
(Management)
Housekeeping – see Hospitality (Operations)
Human Resources ...................................... 21
Humanities – see General Education
Industrial Skills ........................................ 13
Information Technology ................................ 31
Interior Designer / Interior Decoration ............ 35
International Business / Trade .................... 21
IT Consultant – see Computing & Information
Technology
Joinery ....................................................... 47
Justice ...................................................... 55
Kitchen Operations – see Hospitality
(Operations)
Laboratory Skills – see Pathology &
Biotechnology
Land Management – see Conservation & Land
Management
Landscape designer / Landscaping – see
Horticulture & Floristry
Language Programs .................................... 71
Language Teaching ................................. 71
Law – see Legal Practice and Justice
Leadlighting – see Glass & Glazing
Legal Practice / Legal Services .................... 21
Lifestyle & Leisure – see Health & Wellbeing and
Community Care
Lining – see Plastering & Tiling
Logistics – see Business (Management)
Management
See:
• Advanced Building Technology
• Building Degrees
• Business Management
• Hospitality Management
Marketing .................................................. 21
Massage .................................................... 61
Mechanics & Machining ............................. 39
Media – see Arts Industries and Design,
Multimedia & Art
Medical / Medicine – see Applied & Health
Sciences
Medical Administration – see Administration
Multimedia – see Design, Multimedia & Art and Computing & Information Technology
Music (Technical Production) – see Arts Industries
Nature – see Horticulture & Floristry
Naturopath / Naturopathy .........................61
Networking – see Computing & Information Technology
Numeracy .............................................51
Nursery – see Horticulture & Floristry
Nurse / Nursing .....................................07
Occupational Health & Safety ....................51
Painter / Painting .......................................13
Parks & Gardens – see Horticulture & Floristry
Pastry Chef – see Patisserie
Pathology & Biotechnology ..........................07
Patisserie ..................................................67
Performance / Performing Arts – see Arts Industries
Photography (Digital Production) – see Design, Multimedia & Art
Plants / Planting – see Horticulture & Floristry
Plastering & Tiling ........................................13
Police Work – see Security & Asset Protection
PR - see Public Relations
Preparation Studies – see General Education
Printer / Printing .........................................35
Professional Writing – see Arts Industries
Project Manager / Management
See:
• Advanced Building Technology
• Building Degrees
• Business Management
Public Relations .................................21
Publishing – see Arts Industries and Design Multimedia & Art
Radio – see Arts Industries
Recreation ...........................................45
Remedial Massage – see Health & Wellbeing
Residential Drafting – see Advanced Building Technology
Restaurant Work – see Hospitality, Cookery & Bakery
Retail – see Business Management and Events & Tourism
Rigging – see Industrial Skills
Risk Management – see Financial Services
Roofer / Roofing – see Plastering & Tiling
Roping – see Industrial Skills
Safety – see Occupational Health & Safety
Scaffolding – see Industrial Skills
Science ...........................................07
Screen – see Arts Industries and Design, Multimedia & Art
Security & Asset Protection ..................21
Shop (Retail) – see Business Management
Shopfitting – see Joinery
Short Courses – visit www.holmesglen.edu.au
Social Services – see Health, Human & Community Services
Software Development – see Computing & Information Technology
Solid Plastering – see Plastering & Tiling
Sommelier – see Wine Service
Sound Technician – see Arts Industries
Sport – see Fitness & Recreation
Stained Glass – see Glass & Glazing
Stairbuilding – see Joinery
Stonemasonry ...........................................13
Surveying – see Advanced Building Technology and Building Degrees
Teaching (Early Childhood) – see Children’s & Youth Services
Teaching (ESL) – see Language Teaching
Television / TV – see Arts Industries
TESOL – see Language Teaching
Theatre – see Arts Industries
Tiling – see Plastering & Tiling
Tourism – see Events & Tourism
Training & Assessment ........................21
Transitional Education ...........................51
Travel – see Events & Tourism
Turf Management – see Horticulture & Floristry
Tutor / Tutoring – see General Education
Upholstery .............................................47
VCAL – see Transitional Education
VCE (Adult) – see Further Study
Visual Arts – see Design, Multimedia & Art
Vocational Preparation – see General Education
Welding – see Engineering & Electrotechnology
Welfare – see Health, Human & Community Services
Wellbeing – see Health & Wellbeing
Wine Service .........................................67
Woodwork – see Carpentry and Cabinet Making & Wood Machining
Writing – see Arts Industries
Youth Work – see Children’s & Youth Services
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Course and Career Guide
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