

VICTORIA UNIVERSITY RETURN TO STUDY GUIDE



CELEBRATING
A CENTENARY OF
OPPORTUNITY 2016

Victoria University
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**VICTORIA
UNIVERSITY**
MELBOURNE AUSTRALIA

A GREAT CHOICE

Education is knowledge and knowledge is power. Empower yourself to be the best you can be by choosing to return to study with Victoria University.

We provide the right climate for learning. Our committed teachers and support staff are renowned for helping students personally as well as academically. Our courses are linked to industry to ensure they meet the needs of today's workplaces and create opportunities to learn in real-world settings.

Going back to study can be challenging, with conflicting demands of work and family, and finding time for you. Once you decide to return to study with Victoria University (VU), we'll be here to help you succeed. We're proud of the thousands of mature-age students who have successfully completed courses with us that range from certificates, diplomas and apprenticeships to undergraduate and postgraduate degrees. Some of these students had not completed secondary school, some were already in the workforce, and others returned to the classroom after a long break.

WHY RETURN TO STUDY?

- Launch a new career
- Invest in your future
- Climb the career ladder faster
- Follow your passion
- Personal achievement
- Complete your education.



RESEARCH YOUR CHOSEN FIELD

First, familiarise yourself with the industry.
Talk to people currently in the profession.

FIND OUT:

- whether the industry is growing
- what your employment prospects are
- what the average salaries are
- which qualifications potential employers require
- what type of work you will be doing.

You can also do online research with government or other websites including:

myfuture.edu.au

education.vic.gov.au/victorianskillsgateway

ASK YOURSELF:

- Would a new qualification help me get ahead professionally, personally or financially?
- Can I juggle my other commitments such as work and family with study?
- Am I motivated enough to accept possible challenges when I go back to study?

STILL UNSURE?

If you are still unsure about what course area you'd like to study, you may want to identify your interests or what you're good at with online aptitude checkers such as joboutlook.gov.au/careerquiz.aspx

FUTURE STUDENT CAREERS ADVICE

You could also seek the advice of a professional career counsellor or adviser by making an appointment to speak to one of our friendly Future Student Career Development team.

If you are unsure of how to reach your goal, or want to change career direction, a career adviser can help you map out the best path and study options to enhance your career and reach your full potential.

Career advice can help you:

- explore education and training opportunities that will build on your current skills, knowledge and experiences
- learn how to research courses and careers, and consider labour market trends and changing work roles
- identify your interests, abilities and values, and how these will influence your future career decisions
- set short-term and long-term goals and develop a career plan that reflects your needs.

Book a free one-on-one appointment:
vu.edu.au/future-student-careers

CELEBRATING A CENTENARY OF OPPORTUNITY

In 2016, Victoria University will celebrate a Centenary of Opportunity. The University has a long, rich history as a direct descendant of Footscray Technical School, which first opened its doors to students in February 1916.

With 100 years of experience in providing excellent opportunities to all our students and communities, today's VU can help you find true success through high-quality teaching and flexible study options that suit your lifestyle.

Join us in 2016 for our Centenary year and become a part of 100 years of tradition.



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VICTORIA UNIVERSITY

CHOOSE YOUR BEST-FIT COURSE

It's important to make sure you choose a course that suits your career goals as well as your lifestyle.

Victoria University offers hundreds of courses ranging from TAFE apprenticeships, certificates, diplomas and advanced diplomas (these courses are referred to as vocational training) to undergraduate and postgraduate degrees (higher education). These courses cover a vast range of disciplines – from accounting to hairdressing, sport science to plumbing, and nursing to public relations.

WHAT'S THE DIFFERENCE BETWEEN VOCATIONAL EDUCATION (TAFE) AND HIGHER EDUCATION?

TAFE courses are generally more hands-on and focus on learning specific skills for specific jobs. They usually have more teacher-contact hours and are taught in smaller classes. But TAFE isn't just trades – it also includes business, accounting, healthcare, youth work, childcare and more.

In contrast, higher education courses devote more time to theoretical knowledge so graduates learn to analyse and solve problems in their field. Victoria University higher education students also get extensive opportunities to acquire practical skills and knowledge through industry and community-based work placements.

WE CAN CREDIT PRIOR LEARNING AND/OR EXPERIENCE

You may already have on-the-job training or life experiences that can help you reach your career goals sooner. Students who can demonstrate they have acquired expertise on the job or in everyday life, but have no formal qualifications in their field can have those skills formally recognised and credited for nationally recognised qualifications by applying for 'Advanced Standing' status, previously known as 'Recognition of Prior Learning' or RPL.

PATHWAYS

As one of the few universities in Australia to offer both higher education and vocational education, we offer our students opportunities to move directly from TAFE into higher education. After completing a diploma course, there are many opportunities to receive credit to transfer directly into a degree.

For further information about study credit, visit vu.edu.au/pathways

COMPLETE AN UNFINISHED EDUCATION

Victoria University offers a range of transition and foundation courses for students of any age who wish to improve their skills for work or study, or complete an unfinished education. If you wish to complete a course, be aware that there is a 10-year time limit to receive credit for any study previously completed.



"I always wanted to be a plumber, so I decided to begin an apprenticeship as a mature-age student. My VU training has been fantastic. The staff are skilled, knowledgeable, experienced and ready to help."

Mark Thistlewhite
CPC32413 – Certificate III in Plumbing

LEARNING OUTSIDE THE CLASSROOM

At Victoria University we are proud of how well we prepare students for their careers. Our work-integrated learning programs include internships, placements, fieldwork, traineeships, co-operative education, apprenticeships and community projects.



"We find that people who come through programs such as VU's, which places a high emphasis on practical learning, are ready to work, willing to work and know how to work.

They're go-getters right from the start, and that's the kind of person we're looking for."

Michelle Plane
CEO, Netball Victoria

"I was nervous starting my degree as I hadn't studied since leaving school seven years earlier. However, it quickly became a very positive experience for me.

During my final year of study I completed a 10-month internship at Coles, working with the Supply Chain team. In this position I found the skills taught to me at Victoria University vital in achieving success."

Sally-Anne Young
Bachelor of Business – Supply Chain and Logistics Management
Sally-Anne was named in the 'GradConnection Top100 Awards', which recognises the most employable graduates across Australia.



"We send our apprentices to VU because of the high standards of equipment, workshops and reporting procedures, as well as the quality of the training and our company's good rapport with teaching staff.

We show the apprentices the practicals of how and why they need to do things, and at VU they learn the technical bits. The apprentices coming out of VU have been taught to do things properly, their skills are essential to the success of our business."

Ben Wooding
General Manager, SGA Engineering (Australia)

"As a mature aged student who hadn't studied for nearly 10 years, it was difficult to get back into education. VU staff were always happy to help in any way they could. The workplace learning opportunities also allowed me to make professional contacts.

I am now in my first year as a teacher. Teaching is a tough industry to get into these days and VU played a major part in helping me find career success."

Benjamin Foster
Bachelor of Education (P-12)



VOCATIONAL EDUCATION (TAFE)

Vocational courses are focused on providing specific workplace skills. They generally have more teacher-contact hours and smaller classes than higher education degrees. They are taught across a range of areas including design, community service, legal services, youth work, childcare, nursing, music, trades, plus many others.

	CERTIFICATE I, II AND III COURSES	CERTIFICATE IV, DIPLOMA & ADVANCED DIPLOMA COURSES	APPRENTICESHIPS
PREREQUISITES	No minimum entry requirements, however some courses may require an entry test or interview.	<ul style="list-style-type: none"> VCE or equivalent is generally the minimum requirement OR mature age AND/OR able to demonstrate ability to complete the course. 	Students must have full-time employment in the field. We offer apprenticeships in several areas including building and construction trades, furniture-making, engineering, hairdressing, plumbing and signwriting.
HOW TO APPLY	For certificates I, II and III application is usually directly through the VU website and may require completion of an application form.	For certificate IV, diploma and advanced diploma courses, application may be made direct to VU free of charge via an online application form. It is important to check the requisite way to apply.	Apprenticeship applications are usually made through an employer.
COURSE LENGTH*	6 months–1 year (full-time) depending on course.	6 months–2 years (full-time) depending on course.	Up to four years.
CONTACT HOURS	Attendance is usually required each weekday for several hours for a full-time course.	Attendance is usually required each weekday for several hours for a full-time course. Some evening and part-time courses are available.	Apprentices usually do full-time hours that combine work with training.
STARTING DATES	Most courses start in early to mid February each year, however some programs have rolling intakes throughout the year. Mid-year intake is available for many courses.	Most courses start in early to mid February each year. Mid-year intake is available for many courses.	Starting dates are flexible and are usually arranged between student and employer.
COURSE COST**	Certificate courses are typically less than \$3000 a year for a government subsidised place. Concession rates are generally available for eligible concession card holders for courses below diploma level and Indigenous students.	Generally, certificate courses are less than \$3000 a year, and diplomas and advanced diplomas are often less than \$8000 for a government subsidised place.	Apprentices receive basic wages while working. The cost of off-the-job training is usually handled by the employer, who may receive some government funding support.

*Students may also study part-time over a longer period to suit their current work or family commitments

**Check eligibility for the Victorian Training Guarantee on the Victorian Skills Gateway website education.vic.gov.au/victorianskillsgateway

HIGHER EDUCATION (UNIVERSITY)

Higher education courses are academically based and offered across many disciplines. They are designed to prepare graduates for specific professions such as nursing, teaching, law, sport science, business and engineering.

	BACHELOR DEGREE (UNDERGRADUATE)	GRADUATE CERTIFICATES, GRADUATE DIPLOMAS, MASTERS DEGREES AND DOCTORATES (POSTGRADUATE)
PREREQUISITES	<ul style="list-style-type: none"> • VCE or equivalent is generally the minimum requirement • OR previous admission to tertiary study at Certificate IV or higher • OR mature-age. Some courses will accept mature-age students without minimum requirements. Those without VCE may be required to submit a written statement to outline their work experience or other additional requirements and/or apply for Special Consideration. 	<p>These courses are for students who have an undergraduate degree. Those without a degree but with significant expertise may also be considered depending on the qualification.</p>
HOW TO APPLY	<p>Application may be made direct to VU free of charge via an online application form. If you are applying for courses at multiple institutions, it is recommended you apply via the Victorian Tertiary Admissions Centre (VTAC) with applications opening in August and closing for timely applicants in September for study in the following year. For the mid-year intake, applications may be made direct to VU. It is important to check the requisite way to apply.</p>	<p>Application is made direct to VU via an online application form. Mid-year intake is common.</p>
COURSE LENGTH*	<p>3–5 years (full-time)</p> <ul style="list-style-type: none"> • Degree courses are generally held in two 12-week semesters (Feb–May and July–Nov). 	<ul style="list-style-type: none"> • 6 months (full-time) for a Graduate Certificate • 1 year for a Graduate Diploma • 1.5–2 years for a masters degree • 3–4 years for a doctoral degree.
CONTACT HOURS	<p>Typically, an undergraduate degree contains four units per semester, each comprising a one or two-hour weekly lecture and a one or two-hour weekly tutorial, for a total of 8–16 hours/week.</p>	<p>Since postgraduate study involves significant independent study, time on campus varies widely.</p>
STARTING DATES	<p>Most courses start from mid to late February.</p>	<p>Most courses start in late February or early March. Mid-year courses start late July. Note that many postgraduate programs are offered with flexible study options including part-time, online, evening classes or in burst study mode.</p>
COURSE COST	<p>Undergraduate degrees range from \$6000 to just over \$10,000 per year depending on student contribution bands set by the Commonwealth Government (see page 9).</p>	<p>Postgraduate degrees are charged per unit studied. The average unit cost is between \$1850 and \$2850. Some units receive Commonwealth Government support.</p>

*Students may also study part-time over a longer period to suit their current work or family commitments

READY TO APPLY?

FINANCING YOUR STUDIES

HOW MUCH WILL MY COURSE COST?

In short, it depends on what you study.

Bachelor, associate degree and honours programs vary from approximately \$6000 to just over \$10,000 a year. Australian citizens, New Zealand citizens, and permanent residents are eligible for a Commonwealth Supported Place. As a Commonwealth Supported Student, the cost of your education is shared between you and the Australian Government. Your share, known as a Student Contribution, is calculated on the particular units of study you enrol in. Units of study are grouped into bands (see table on page 9) that attract a maximum student contribution rate. This amount is set annually by the government and based on national need (Note: not all subjects in a program will necessarily be in the same band).

Postgraduate programs (graduate certificates, graduate diplomas, masters and doctorates) are charged per unit studied. The average cost is between \$1820 and \$2850 per unit. A few postgraduate units are Commonwealth Supported and may cost less.

TAFE courses vary in cost. Generally, certificate courses are less than \$3000 a year, and diplomas and advanced diplomas are less than \$8000 for a Government Subsidised Place. If you have a concession card such as a Commonwealth Health Care Card, you may be entitled to a discount on your fees for certificate I–IV courses.

Please be aware that to receive government-subsidised fees, students older than 20 years must be upskilling. That means if you already have a qualification, you must pay full fees if you want to study an equivalent or lower level vocational course. Other rules also apply to Government Subsidised Places. Please check your eligibility for the Victorian Training Guarantee on the Victorian Skills Gateway website: education.vic.gov.au/victorianskillsgateway

For more information about Victoria University fees, visit vu.edu.au/courses/fees-assistance

Note: fees on this page do not include textbooks or equipment.

TIP

Even if you think you don't qualify for a scholarship, it could be worth applying anyway. A scholarship can make a substantial difference, helping you to purchase books, equipment and in some cases, offering income support so you don't have to work while you are studying.

IT'S MORE THAN I CAN AFFORD. WHAT HELP CAN I GET?

All Australian citizens are eligible for a Commonwealth Government HECS–HELP loan for study in a Commonwealth Supported Place. That means you can choose to defer your fees and pay them back through the Australian Tax Office when your income reaches a certain level (\$54,126 in 2015–2016).

FEE–HELP (for full fee paying places) and VET FEE–HELP (for vocational training) are other government loan schemes that can help you cover your tuition fees while you study. For more information visit: studyassist.gov.au

CAN I GET A SCHOLARSHIP?

Victoria University has one of the broadest scholarship programs of any Australian university. Some of our scholarships are for students in financial need, some are for high achievers and some relate to a student's background or what they are studying. We also offer scholarships to assist postgraduate students with their coursework or research. Visit vu.edu.au/scholarships for details.

Many external organisations also offer scholarships for mature-age students and Centrelink also has scholarships to assist with the upfront costs of study for eligible higher education students. Find out more myfuture.edu.au
hobsonscoursefinder.com.au
humanservices.gov.au

CAN I GET A JOB ON CAMPUS?

There are a wide variety of jobs available across the University. These include: frontline customer service roles, students supporting student learning, Student Rovers in the Learning Commons, Student Ambassadors for marketing events and expos, project and research assistants and sessional teachers.

WILL I BE ABLE TO KEEP WORKING SO I CAN SUPPORT MYSELF?

This will depend on the nature of your course and its structure. Remember that most courses can be studied part-time. Be realistic about how much time you can devote to study and be careful not to place yourself under too much pressure – not just for the sake of your studies, but for your personal wellbeing.

STUDENT CONTRIBUTION BAND

2015 MAXIMUM FULL-TIME STUDENT CONTRIBUTION AMOUNT

Band 1: Humanities, behavioural science, social studies, education, clinical psychology, foreign languages, visual and performing arts, nursing	\$6,152
Band 2: Mathematics, statistics, computing, built environment, other health, allied health, science, engineering, surveying	\$8,768
Band 3: Law, accounting, administration, economics, commerce	\$10,266

APPLICATION PROCEDURES

Application procedures depend on what you're studying and when you apply. Selection officers consider a range of factors when determining if an application is successful. In addition to previous academic performance, some courses allow you to lodge a personal statement detailing why you want to do the course and why you should be selected, while others may use folios, interviews or subject-specific tests.

TAFE

For certificate I, II and III courses and all part-time courses, application is typically direct to Victoria University: vu.edu.au/apply

For certificate IV, diploma and advanced diploma courses, application may be made direct to VU free of charge via an online application form. If you are applying for courses at multiple institutions, it is recommended you apply via the Victorian Tertiary Admissions Centre (VTAC) with applications opening in August and closing for timely applicants in September for study in the following year. For the mid-year intake, applications may be made direct to VU.

HIGHER EDUCATION

For undergraduate courses, application may be made direct to VU for first semester and mid-year commencement. Applications can be lodged direct to VU and free of charge online at vu.edu.au/apply

For postgraduate courses, application is also direct to VU and available online.

If you are applying for courses at multiple institutions, it is recommended you apply via the Victorian Tertiary Admissions Centre (VTAC) with applications opening in August and closing for timely applicants in September for study in the following year.

WHEN CAN I APPLY?

Closing dates for applications depend on what you are studying and whether the application is direct to Victoria University or through VTAC. VTAC applications usually close on 30 September for timely applications, although late applications can also be submitted. Some TAFE courses accept applications throughout the year. Dates may change if a course is full or still accepting applications: vu.edu.au/apply

HOW DO I KNOW IF MY APPLICATION IS SUCCESSFUL?

Once your application is assessed as successful, you'll receive an offer to enrol, usually via email for direct applications, or by logging into your VTAC account for a VTAC application. (VTAC advertise the dates offers are made each year.) You'll then be invited to attend an enrolment advice session where VU staff will help you go through the subjects you'll study, and provide instructions on how to enrol online. If you're not successful, we will endeavour to provide you with details of other study options available to you. You might take the opportunity to attend a one-on-one appointment with a career adviser to discuss your study options and pathways. Email: future-student-careers@vu.edu.au



COMMON QUESTIONS

WILL I STAND OUT AS THE ONLY 'MATURE' STUDENT?

This is a common question. At Victoria University we pride ourselves on the diversity of our students. A large percentage of our student population are classed as 'mature' (older than 21 in the first year of their course). Many report that age differences quickly become unimportant as opportunities to meet new people from a range of backgrounds open up. Since mature-age students often come with added commitment, enthusiasm and life experience, most are very successful in their studies – often out-performing their younger counterparts.

WHAT ABOUT CHILD CARE?

Victoria University operates three campus-based childcare centres with full-time, part-time or occasional care for students with children aged three months to six years. They are located at our Footscray Park, Footscray Nicholson and Werribee Campuses. A community-run childcare centre operates at our St Albans Campus.

vu.edu.au/childrens-centres

WHAT KIND OF SUPPORT CAN I EXPECT?

Balancing study with work, family and other responsibilities can be challenging, so we provide a range of free support services to help you succeed. These include:

- career support
- learning and study support
- disability and welfare support
- personal counselling
- financial advice
- chaplaincy
- clubs and societies
- fitness centres
- jobs on campus.

vu.edu.au/student-support

WHERE ARE VICTORIA UNIVERSITY'S CAMPUSES?

We have eight campuses that are easily accessed via public transport – three are in the heart of Melbourne's CBD, three are in the western suburbs within 10 kilometres of the CBD, and two are in Melbourne's west within 20 kilometres of the CBD. Some courses are offered at two campuses so you can choose where to study. Here's a general indication of which campus our courses are held at:

Business – City Flinders, Footscray Park

Law – City Queen

Engineering – Footscray Park

Health – St Albans

Hairdressing and Beauty – City King

Trades – Sunshine

Education – St Albans, Footscray Park

Sport and Exercise Science – Footscray Park

Vocational (TAFE) studies – Footscray Nicholson

Osteopathy – City Flinders

English as an Additional Language (EAL) – St Albans, Sunshine, Werribee, Footscray Nicholson

WHAT CAN I DO IN THE FIRST FEW WEEKS TO SETTLE IN?

This is the best time to introduce yourself to classmates and lecturers, and to develop a timetable based on your scheduled classes and assignment deadlines. You should also attend the orientation session for your course during O-Week, which is designed to introduce you to life and study at VU.

If possible, find the locations of your lectures and tutorials in advance. Try to familiarise yourself with the library (Learning Commons) where helpful staff will show you how to use study resources, including computers. We expect you to have many questions at this time so don't hesitate to ask for help.



VICTORIA UNIVERSITY

HOTEL

WANT TO KNOW MORE? GET IN TOUCH

For further course and career information:

Phone +613 9919 6100 or 1300 VIC UNI
future-student-careers@vu.edu.au

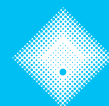
vu.edu.au/courses

BOOK AN APPOINTMENT FOR ONE-ON-ONE CAREER ADVICE:

vu.edu.au/future-student-careers



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