



CELEBRATING  
A CENTENARY OF  
OPPORTUNITY 2016



VICTORIA UNIVERSITY

# VICTORIA POLYTECHNIC COURSE GUIDE 2016/2017

[victoriapolytechnic.edu.au](http://victoriapolytechnic.edu.au)



**VICTORIA**  
**POLYTECHNIC**

TAFE DIVISION OF VICTORIA UNIVERSITY



# WELCOME TO VICTORIA POLYTECHNIC

As the University of Opportunity and Success, Victoria University's mission is to provide excellent and accessible educational opportunities to students from diverse backgrounds, helping them find their true success.

As part of this mission, we have established Victoria Polytechnic – Victoria University's TAFE division – responding to the needs of industry, the community and a diverse cohort of students through vocational and competency-based qualifications and skill sets.



Victoria Polytechnic builds on Victoria University's proud 100-year history of excellence in the delivery of vocational education and boldly launches us into the future.

Our world is characterised by rapid change and employment uncertainty. In response, Victoria Polytechnic moves ahead of the curve to deliver education that is custom-designed for today's workforce. We will equip you with the skills and abilities you'll need to adapt and thrive in tomorrow's world.

Victoria Polytechnic provides targeted, work-based and flexible vocational education. Our courses are designed to facilitate each student's own unique skills acquisition journey. We empower you to reach your full potential

Victoria Polytechnic fosters strong connections with industry that enhance our ability to shape courses around the current and future needs of a range of varied industries, and develop sought-after graduates.

Victoria University has a long and outstanding history of collaborating with organisations, government and the community to deliver specialised course content that meets current industry needs. Victoria Polytechnic delivers a quality educational experience focused on getting you job-ready and armed with the capacity to respond to the ever-changing industry environment.

**PROFESSOR PETER DAWKINS**  
Vice-Chancellor and President  
Victoria University

through our suite of industry-current, relevant and outcome-focused programs.

Victoria Polytechnic offers innovative blended and digital modes of delivery, and world-class training facilities and programs that prepare you for the world of work. Our programs and solutions meet the needs of individual learners, industry and our community. Together we will influence tomorrow.

**GRANT DREHER**  
Vice-President –  
Vocational Education  
Victoria Polytechnic

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VICTORIA UNIVERSITY

## OVER 100 YEARS OF EDUCATION

2016, our Centenary year, marks a milestone in our long 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 institution can help you find true success through high-quality teaching and flexible study options that suit your lifestyle.

# CONTENTS

## COURSE AREAS

BUSINESS, LEGAL AND IT	10
COMMUNITY SERVICES	14
CREATIVE ARTS	18
EARLY CHILDHOOD AND EDUCATION SUPPORT	22
HAIR, MAKE-UP AND BEAUTY	26
LOGISTICS AND SUPPLY CHAIN	30
NURSING AND HEALTH	34
SPORT, MASSAGE AND FITNESS	38
TRADES	42
TRANSITION EDUCATION	48

## INFORMATION AND SERVICES

THE VICTORIA POLYTECHNIC DIFFERENCE	4
FROM TAFE TO WORK IN ONE QUALIFICATION	5
CHOOSE THE QUALIFICATION FOR YOU	6
PATHWAYS	7
RETURNING TO STUDY	8
CUSTOMISED ORGANISATIONAL DEVELOPMENT	9
HOW MUCH WILL YOUR COURSE COST?	52
FINANCIAL AND PERSONAL SUPPORT	54
OUR CAMPUSES	56
STUDENT FACILITIES	58
HOW TO APPLY	60
WANT TO KNOW MORE?	63

**WE HAVE THE INDUSTRY CONNECTIONS AND FLEXIBILITY YOU NEED TO GET WHERE YOU WANT TO GO, TODAY AND TOMORROW.**

# THE VICTORIA POLYTECHNIC DIFFERENCE

We deliver an education custom-designed for today's workforce. As the world around us changes, so do we. We design our programs to be responsive and connected to current and future industry needs.

We will help you to achieve your personal goals. What you study with us today, will take you closer to where you want to be tomorrow.

## INTERCONNECTED

Our partnerships with industry clients ensure our programs are mapped to industry needs. Our purpose-built learning spaces feature the latest technology, state-of-the-art facilities and equipment so that your learning environment reflects the real-world setting of your future workplace.

Our current industry connections include the Western Bulldogs Football Club, Western Health, Linfox, Alfred Health, Apprenticeships Matter, DTS Food Laboratories, CISCO, Redhat and Clare Court Children's Centre.

## AGILE

Our education programs are constantly evolving to meet the demands of each new generation of workers. To ensure we are on the cutting-edge, our teachers maintain active involvement in their industries.

## ROBUST

We offer solid, stress-tested learning that will last the distance – from today's workplace needs, to tomorrow's industry advances. We will ensure you graduate with strong, relevant skills in a climate of rapid change through employment-focused programs.

## DRIVEN

We want you to succeed. We are forever striving towards better outcomes, both in the classroom and the workplace. Ensuring our students are workforce-ready is central to our education and training philosophy. Our organisational development programs focus on increasing productivity gains within organisations.

## FLEXIBLE

We will help you get to where you want to go. We offer a range of study options to provide students and organisations with the flexibility they need. Our blended learning approach includes eLearning, streamlined recognition of prior learning (RPL), workplace-based course delivery, multiple entry and exit points to each program, and embedded literacy and numeracy training to maximise your success.



# FROM TAFE TO WORK IN ONE QUALIFICATION



If you're a current high school student and interested in entering the workforce in your chosen field with all the latest practical skills required to succeed, our range of programs can help you do just that.

There are thousands of students aged 16–19 studying at Victoria Polytechnic, with and without completing their VCE. They have chosen courses and programs that suit their needs – courses that give them skills to either start work or go on to further study or training.

We ensure that our course curriculum is focused on the end goal – you gaining a great job on your dream career path. While some of our students are already employed in their field and come to us to gain extra skills or pathway into higher education degrees, our programs are also designed to equip you with all the expertise you need to be employed from the day you complete – if not before.

With flexible entry and exit points and an all-year-round enrolment schedule for many of our courses, you can begin your journey toward your chosen career whenever you are ready to take the first step.

## VOCATIONAL EDUCATION AND TRAINING IN SCHOOLS (VETiS)

If you're a student in Year 10, 11 or 12, VETiS programs can give you a head start on your education and career path.

We currently offer VETiS in the area of nursing and health.

VETiS programs can be completed over one or two years and provide a qualification or partial completion of a Certificate II or III in a particular field. VETiS programs contribute to your VCE and most contribute toward a study score for inclusion in your Australian Tertiary Admission Rank (ATAR).

[vu.edu.au/vetis](http://vu.edu.au/vetis)

# CHOOSE THE QUALIFICATION FOR YOU

It's never too late to get into study and live the life you want to lead. The following table will help you to determine which qualification is best for you, depending on your prior education or knowledge and your desired outcome from study. Our qualifications are based on levels set by the Australian Qualifications Framework (AQF) which is the quality assurance body for education and training in Australia.

You can find out more at [aqf.edu.au](http://aqf.edu.au)



AQF LEVEL	QUALIFICATION	OUTCOME
1	CERTIFICATE I	Gain the knowledge and skills to begin initial work and/or undertake further learning.
2	CERTIFICATE II	Acquire the knowledge and skills for work in a defined context and/or undertake further learning.
3	CERTIFICATE III (apprenticeship)	Apprenticeship training provides practical hands-on experience completed with employers, and develops theoretical knowledge. Gain deeper theoretical and practical knowledge and skills for your work and/or prepare to undertake further learning.
4	CERTIFICATE IV	Obtain the theoretical and practical knowledge and skills for specialised, skilled work and/or further learning.
5	DIPLOMA	Achieve specialised knowledge and skills for skilled/paraprofessional work and/or further learning.
6	ADVANCED DIPLOMA	Acquire broad knowledge and skills for highly skilled/paraprofessional work and/or further learning.
7	BACHELOR DEGREE	Obtain broad and coherent knowledge and skills for professional work and/or further learning. Victoria Polytechnic certificates and diplomas can offer pathways into bachelor degrees at Victoria University. For information regarding bachelor degrees, see the Victoria University 2017 Undergraduate Course Guide or <a href="http://vu.edu.au/courses">vu.edu.au/courses</a> . For information on pathways to bachelor degrees, see <a href="http://vu.edu.au/pathways">vu.edu.au/pathways</a>
8	GRADUATE CERTIFICATE GRADUATE DIPLOMA	Gain advanced knowledge and skills for professional or highly skilled work and/or further learning at postgraduate level. Our AQF level 8 qualifications can be applied to upskill workers across businesses through our customisable organisational development programs.

# PATHWAYS



Victoria University is one of only six multi-sector universities in Australia. This means we offer both TAFE and higher education with accessible transitions between courses at each level. We call these connections between our courses 'pathways'.

Pathways connect courses between TAFE-level study at Victoria Polytechnic and higher education at Victoria University. This means you can start your education journey at certificate level and proceed to a diploma, degree or even a PhD. You can exit your pathway when you achieve your immediate work or study goal, and re-enter if and when you choose to further your studies.

Our pathways are designed to suit all types of students – whether you've just finished secondary school, are looking for career advancement, want to develop new skills or change your career direction, or are seeking personal development. Throughout this guide you'll find many stories of our students who have progressed through pathways to achieve their end goal in a rewarding career or further education.

Here are some examples of popular pathways:

## NURSING PATHWAY

Certificate IV in  
Health Science Foundations  
**52722WA**

Diploma of Nursing  
(Enrolled-Division 2 nursing)  
**HLT51612**

Bachelor of Nursing  
**HBNS**

## EARLY CHILDHOOD EDUCATION PATHWAY

Diploma of Early Childhood Education and Care  
**CHC50113**

Bachelor of Education (Early Childhood / Primary)  
**ABEC**

## INFORMATION TECHNOLOGY PATHWAY

Certificate IV in Information Technology  
**ICT40115**

Diploma of Information Technology  
Networking  
**ICT50415**

Bachelor of Information Technology  
(Network and Systems Computing)  
**SBNS**

# RETURNING TO STUDY

Are you considering returning to study after a break from formal education? We know that coming back to study can be challenging, with conflicting demands of work and family, and we are committed to helping you succeed.

A large percentage of our student population is classed as 'mature' (aged older than 21 in the first year of their course) and we pride ourselves on this diversity in our students.

Thousands of mature-age students have successfully completed courses with us that range from certificates and apprenticeships to diplomas. 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. Whatever your situation, we can make study work for you.

We understand the challenges of working and studying at the same time and we are here to help you every step of the way as you reach your education goals.

## RECOGNISING YOUR PRIOR SKILLS

Previous Study

Work-Based Training

Work/Life Experiences

### Industry Skills Recognition (RPL)

If you already have on-the-job training or relevant life experiences, we can help you reach your career goals sooner. Students who can demonstrate they have acquired expertise can have their skills formally recognised and credited for our courses by applying for advanced standing, or recognition of prior learning (RPL) or credit transfer.

[vu.edu.au/credit](http://vu.edu.au/credit)



**"THROUGHOUT MY STUDY I RECEIVED GREAT MENTORING AND FEEDBACK REGARDING MY ACADEMIC PERFORMANCE."**

**"I enrolled as a mature-age student with a passion for wanting to learn about the skin's behaviour and how I could positively influence it.**

**Throughout my study, I received great mentoring and feedback regarding my academic performance. This helped me to further enhance my skills and abilities, and gave me the motivation to continue to strive for excellence within my studies and my chosen occupational field."**

### **SARAH MCMANUS**

SIB50110 – Diploma of Beauty Therapy  
Bachelor of Health Sciences (Dermal Therapies)



# CUSTOMISED ORGANISATIONAL DEVELOPMENT



**“VICTORIA POLYTECHNIC HAS DEMONSTRATED A GREAT CAPACITY TO DEVELOP INNOVATIVE WORK-BASED PROGRAMS.”**

**“Victoria Polytechnic is an industry workforce development leader. Many of our staff completed the Diploma of Nursing (transition program) because the training methodologies are aligned closely to current industry expectations.**

**Victoria Polytechnic has demonstrated a great capacity to develop and implement innovative, highly relevant and flexible work-based programs to meet the needs of Western Health with excellent results.”**

**WESTERN HEALTH,  
ACCREDITED & WORKFORCE  
TRAINING DEPARTMENT**

We understand that a company’s workforce is their most valuable resource. That’s why we offer training and consultancy to national and international organisations to ensure their employees have the latest industry-relevant skills.

Our unique organisational development programs link learning outcomes to on-the-job projects and assessments. Our programs are designed to support career progression through organisations, allowing for talent management and succession planning initiatives.

Courses span from non-accredited short courses through to ‘gap’ training and customised qualifications that draw from our broad range of vocational offerings to offer a powerful improvement on staff performance.

[victoriapolytechnic.edu.au/industry-training](http://victoriapolytechnic.edu.au/industry-training)



*"Industry exposure  
gave me a great head start."*

"By taking a pathway from vocational education into higher education I was able to get credit and fast-track my degree.

My courses made me workforce ready. I have been able to apply everything I learnt in my studies to my roles at Telstra – from security to networking and now infrastructure engineering.

The vendor technologies I was taught are industry current, and the industry exposure gave me a great head start."

**ANDREW HINTON**

ICA60211 – Advanced Diploma of Information Technology (Network Security)  
Bachelor of Information Technology (Networking and Systems Computing)

# BUSINESS, LEGAL AND IT



Are you ready to take the first step in your legal career, advance your business skills or prepare as a professional in IT? We offer a broad range of industry-relevant courses to take you towards your next career goal in the areas of business, law and information technology.









Our business and frontline management programs can provide opportunities for advancement into higher level management positions, give you a focused understanding of today's business world, and prepare you for the future in cross-industry roles. Our accounting courses will prepare you for work as a bookkeeper or accounts clerk. You'll learn about tax requirements and budgeting, and develop a working knowledge of the financial sector.


If you're set on a career as a paraprofessional in the legal practice industry or want to begin your pathway to becoming a practising lawyer, we can help you gain the skills necessary to provide advice on legal services, manage legal practice operation resources and interpret relevant legislation.

Our information technology students learn the latest skills in computing

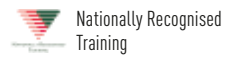
and networking to enable the practice of a wide range of technologies. In our modern IT labs, you will have access to a full set of Cisco routers and switches, virtualisation platforms to create and manage virtual servers, and the latest software packages and resources (including net and Java-integrated development environment, software development kits, and graphics and video authoring tools). Upon graduation you'll be prepared for professional practice.

Through our academic alliances, we offer the latest Vendor certified training material that is aligned to industry certification. The underpinning knowledge provided is embedded in our Certificate IV in Information Technology and Diploma of Information Technology (Networking). Our networking programs are supported by modern dedicated labs and facilities, physical equipment and remote access to lab environments through NetLab.

COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<b>FNS40615 – CERTIFICATE IV IN ACCOUNTING</b> <a href="http://vu.edu.au/courses/FNS40615">vu.edu.au/courses/FNS40615</a> DURATION: 0.5 years CAMPUS: FN APPLICATION: Direct or VTAC application	 <p>This course includes skills in manual and computerised accounting (MYOB), processing journals, budget preparation, payroll and more, preparing you for accounting jobs in the financial services industry, and other industries requiring accounting support.</p>	No formal prerequisites, but some work experience is an advantage.	Potential job titles include bookkeeper, payroll officer and BAS agent.
<b>FNS50215 – DIPLOMA OF ACCOUNTING</b> <a href="http://vu.edu.au/courses/FNS50215">vu.edu.au/courses/FNS50215</a> DURATION: 1 year CAMPUS: FN APPLICATION: Direct application	 <p>This accounting diploma will give you the skills to provide professional financial services including managing budgets and forecasts, and preparing income tax. It includes units that make up an approved Tax Practitioner Board (TPB) course in Australian taxation law and commercial law, and you will be assisted to secure industry-based experience by Victoria Polytechnic.</p>	No formal prerequisites, but some work experience is an advantage.	Potential job titles include assistant budget officer auditor, assistant accountant and junior payroll officer.
<b>BSB40215 – CERTIFICATE IV IN BUSINESS</b> <a href="http://vu.edu.au/courses/BSB40215">vu.edu.au/courses/BSB40215</a> DURATION: 0.5 years CAMPUS: FN APPLICATION: Direct application	 <p>Gain insight into various possible careers by learning skills in creating presentations, producing business documents, presenting research and more. You will complete some of your studies in a virtual enterprise, simulated office, which prepares you to work within industry using a safe 'hands-on' learning environment.</p>	No formal prerequisites, but some work experience is an advantage.	Potential job titles include administrator, project officer, account clerk, customer service advisor, clerk, e-business practitioner, legal receptionist, medical receptionist, office administration assistant, student services officer and word processing operator.
<b>ICT40115 – CERTIFICATE IV IN INFORMATION TECHNOLOGY</b> <a href="http://vu.edu.au/courses/ICT40115">vu.edu.au/courses/ICT40115</a> DURATION: 0.5 years CAMPUS: FN APPLICATION: Direct application	 <p>Get the skills you need for a career in the information technology (IT) industry. You will learn various IT support skills including networking, web development and database creation.</p>	It is recommended that you have completed a Certificate III in Information Technology, or other equivalent qualifications, or have demonstrated vocational experience in a range of work environments in senior network support roles, including administrator, operations analyst, technician, operations or support coordinator/technician.	Potential job titles include IT technical support, computer technician, IT customer support, information systems operator, PC support, systems administrator and systems support.
<b>ICT50415 – DIPLOMA OF INFORMATION TECHNOLOGY NETWORKING</b> <a href="http://vu.edu.au/courses/ICT50415">vu.edu.au/courses/ICT50415</a> DURATION: 1 year CAMPUS: FN APPLICATION: Direct or VTAC application	 <p>Further your career in IT with a course in networking. Learn the skills and knowledge to design, build, install and manage ICT networks.</p>	No formal prerequisites, although it is recommended that you have completed a Certificate IV in Information Technology, or other equivalent qualifications, or have demonstrated vocational experience in a range of work environments in senior network support roles, including administrator, operations analyst, technician, operations or support coordinator/technician.	Potential job titles include network administrator, IT administrator, IT operations administrator, network services administrator, network support coordinator, network operations analyst, network security coordinator and network e-business coordinator.
<b>22276VIC – ADVANCED DIPLOMA OF LEGAL PRACTICE</b> <a href="http://vu.edu.au/courses/22276VIC">vu.edu.au/courses/22276VIC</a> DURATION: 1.5 years CAMPUS: FN APPLICATION: Direct or VTAC application	 <p>Gain essential skills for your career as a paraprofessional in the legal practice industry. You will learn how to provide advice on legal services to potential clients, practise in an area of your legal interest, interpret legislation and more.</p>	No formal prerequisites, although you would be best equipped to achieve the course outcomes if you have the learning, reading, writing, oral and numeracy competencies to Level 4 of the Australian Core Skills Framework (ACSF).	Potential job titles include law clerk, legal probate clerk, conveyance clerk, corporate law clerk, mortgage clerk, family law assistant, compliance officer, assistant to parliamentary counsel, Victorian legal aide, jobs with Victoria Police, land title officer, legal assistant/secretary, legal research assistant, trainee court registrar and paralegal.
<b>BSB42015 – CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT</b> <a href="http://vu.edu.au/courses/BSB42015">vu.edu.au/courses/BSB42015</a> DURATION: 0.5 years CAMPUS: FN, I APPLICATION: Direct application	 <p>Build your leadership skills for management and supervisory roles in a wide range of organisations and industries. Learn how to organise and monitor the output of a team, and provide leadership and guidance.</p>	No formal prerequisites, but you will need the ability to operate workplace equipment and use a variety of software applications and tools to monitor and organise information.	Potential job titles include coordinator, leading hand, supervisor and team leader.
<b>BSB51915 – DIPLOMA OF LEADERSHIP AND MANAGEMENT</b> <a href="http://vu.edu.au/courses/BSB51915">vu.edu.au/courses/BSB51915</a> DURATION: 0.5 years CAMPUS: FN APPLICATION: Direct application	 <p>If you already have considerable experience in your respective industry or vocational area, this course will help you learn to couple an informed perspective with improved managerial approaches.</p>	No formal prerequisites, but you will need the ability to operate workplace equipment, and use a variety of software applications and tools to monitor and organise information.	You will be prepared for roles as a manager.

COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<p><b>22230VIC – GRADUATE CERTIFICATE IN MANAGEMENT</b>  <a href="http://vu.edu.au/courses/22230VIC">vu.edu.au/courses/22230VIC</a>                      DURATION: 1 year                      CAMPUS: I                      APPLICATION: Direct application</p> 	<p>If you already have considerable experience in your respective industry or vocational area, it's time to aim for a management role. Learn how to manage the work of others and add value to management practices in a wide range of industries and organisations.</p>	<p>You are expected to have:</p> <ul style="list-style-type: none"> <li>- a demonstrated capacity in learning, reading, writing, literacy and numeracy competencies to Level 4 of the Australian Core Skills Framework (ACSF) level, have obtained a diploma or advanced diploma qualification in related fields of study and have three years' equivalent full-time relevant vocational practice at a significant level of management responsibility and/or complexity in an organisation or</li> <li>- obtained a bachelor degree in related fields of study and one year equivalent full-time relevant vocational practice at a significant level of management responsibility and/or complexity in an organisation or</li> <li>- five years' equivalent full-time relevant vocational practice at a significant level of management responsibility and/or complexity in an organisation.</li> </ul>	<p>Potential job titles include senior manager, generalist manager, complex project manager, or specialist manager in:</p> <ul style="list-style-type: none"> <li>- human resources</li> <li>- finance</li> <li>- marketing</li> <li>- sustainability</li> <li>- compliance</li> <li>- risk management</li> <li>- global business.</li> </ul>

CAMPUSES: **CK**, CITY KING; **FN**, FOOTSCRAY NICHOLSON; **FP**, FOOTSCRAY PARK; **I**, INDUSTRY; **KS**, KINDRED STUDIOS; **OL**, ONLINE **S**, SUNSHINE; **SA**, ST ALBANS; **W**, WERRIBEE; **WO**, WHITTEN OVAL.



**PURSUe A CAREER IN THE LAW INDUSTRY WITH OUR ADVANCED DIPLOMA OF LEGAL PRACTICE, WHICH WILL OPEN UP JOB OPPORTUNITIES AS A LAW CLERK, FAMILY LAW ASSISTANT, LEGAL SECRETARY, TRAINEE COURT REGISTRAR AND MORE.**

*"I became employed  
through the organisation  
I completed my  
student placement with."*

"Practical placements showed me the structures within a community organisation, and allowed me to put my learning into practice and reflect on the theories that underpin the job.

I became employed through the organisation I completed my student placement with. Soon after, I became a case manager at a different organisation and was promoted to team leader just eight months later.

I am currently the Recovery and Wellbeing team leader at McAuley House, supporting women who are homeless or at risk of homelessness."

**RENEE PAGE**

CHC20112 – Certificate II in  
Community Services

CHC50612 – Diploma of Community  
Services Work/CHC50708 - Diploma of  
Community Development



# COMMUNITY SERVICES









Get set to join some of Australia's fastest growing sectors with a qualification in community services! Our courses span the full spectrum of these diverse industries – from community case work to community development, disability services, youth work, and drug and alcohol support. Gain the skills to work in a variety of health related settings, including public and private hospital; local councils; community health care; and home, community and residential care facilities.

Our community services programs offer you a strong practical and theoretical base for working directly with clients. If you're already in the industry, we can help you to develop specialist knowledge to strengthen your capabilities and prepare for higher-level positions.




With a qualification in disability services, you'll be equipped to provide support and training to people with disabilities, helping them to be more independent and self-reliant in community-based

and residential settings. You'll find employment options in residential group homes, training resource centres, day respite centres, clients' homes and more.

Through our certificate in alcohol and other drugs, you can develop the skills required to provide a range of services and interventions to people with alcohol and other drug abuse problems, through community-based organisations, residential rehabilitation and outreach services.

COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<b>CHC43015 – CERTIFICATE IV IN AGEING SUPPORT</b> <a href="http://vu.edu.au/courses/CHC43015">vu.edu.au/courses/CHC43015</a> DURATION: 1 year CAMPUS: W, FN APPLICATION: Direct application	 <p>Expand on your current skills in aged and community care by developing your communication skills and learning to provide services to people who have complex needs with a 20 day practical placement.</p>	There are no prerequisites for this course. You will be required to complete a Language, Literacy and Numeracy assessment prior to commencement to ensure the course is suitable for your needs. A Police Check is also required in order to participate in practical placements.	Potential job titles include home care assistant, care assistant, care worker, community care worker, personal care assistant and residential care worker.
<b>CHC43215 – CERTIFICATE IV IN ALCOHOL AND OTHER DRUGS</b> <a href="http://vu.edu.au/courses/CHC43215">vu.edu.au/courses/CHC43215</a> DURATION: 1 year CAMPUS: FN, W, I APPLICATION: Direct application	 <p>You will gain skills required to provide a range of services to people with alcohol and other drug abuse problems, including through 150 hours of practical placement with community-based organisations, residential rehabilitation services or outreach services.</p>	Successful completion of VCE or equivalent or have relevant industry, volunteer or vocational experience to be assessed by Victoria Polytechnic as being capable to complete the course. Satisfactory Working with Children and Police Checks are also required for future employment in this field.	Potential job titles include family support worker, community support worker, outreach worker, detoxification worker, support worker, and drug and alcohol worker.
<b>CHC52115 – DIPLOMA OF COMMUNITY DEVELOPMENT</b> <a href="http://vu.edu.au/courses/CHC52115">vu.edu.au/courses/CHC52115</a> DURATION: 1.5 years CAMPUS: FN, W APPLICATION: Direct application	 <p>Gain the theoretical knowledge and skills required for leadership and management in the community sector. Learn to educate the public through programs on health advocacy and community consultation with 200 hours of practical fieldwork placement and an Industry Project.</p>	It is recommended that applicants have successfully completed VCE or equivalent or relevant Certificate IV level qualification and/or have significant relevant industry, volunteer or vocational experience to be assessed by Victoria Polytechnic as being capable to complete the course. Satisfactory Working with Children and Police Checks are also required for future employment in this field and to participate in practical fieldwork placements. You may receive recognition of prior learning based on skills and knowledge acquired through previous study, informal or formal learning, or from work and/or life experience.	Potential job titles include community development officer, community builder, neighbourhood centre manager, project manager, settlement worker and community housing worker.
<b>CHC62015 – ADVANCED DIPLOMA OF COMMUNITY SECTOR MANAGEMENT</b> <a href="http://vu.edu.au/courses/CHC62015">vu.edu.au/courses/CHC62015</a> DURATION: 1 year CAMPUS: I APPLICATION: Direct application	 <p>Develop the skills to manage risk, finances, human resources, occupational health and safety processes, change and innovation, and get qualified to work in areas such as housing, children's services, mental health and more.</p>	<p>You must:</p> <ul style="list-style-type: none"> <li>- hold a qualification at diploma level (or above) relevant to work in the community sector or</li> <li>- have sufficient relevant experience and knowledge of community work and/or community services to indicate likely success at this level of qualification in a job role involving:             <ul style="list-style-type: none"> <li>- the application of knowledge with depth in some areas and demonstration of a broad range of technical and other skills</li> <li>- a wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required</li> <li>- the exercise of discretionary judgement and decision making under general guidance.</li> </ul> </li> </ul> <p>Working with Children Checks and Police Checks may also be required for future employment in this field.</p>	Potential job titles include centre manager, community care manager, community services manager, community education manager, project manager and volunteer program manager.
<b>CHC32015 – CERTIFICATE III IN COMMUNITY SERVICES</b> <a href="http://vu.edu.au/courses/CHC32015">vu.edu.au/courses/CHC32015</a> DURATION: 0.5 years CAMPUS: FN, W, I APPLICATION: Direct application	 <p>Develop a sound understanding of community services and community development work, to develop skills for a future in the community services sector. This course provides a good basis for further study in the Community Services or Community Development fields.</p>	Successful completion of Year 10 or equivalent. Working with Children Checks and Police Checks may also be required for future employment in this field.	This is a pathway qualification to potential job titles such as Aboriginal and/or Torres Strait Islander community development worker, neighbourhood centre worker, recreational activities officer, community care worker, residential support worker and youth housing support worker.
<b>CHC42015 – CERTIFICATE IV IN COMMUNITY SERVICES</b> <a href="http://vu.edu.au/courses/CHC42015">vu.edu.au/courses/CHC42015</a> DURATION: 1 year CAMPUS: FN, W, I APPLICATION: Direct application	 <p>Develop skills and knowledge in a range of community support services. This course covers a range of topics including client services, community education and community development. Consolidate your skills through participation in a Community Project as part of the course. This course provides an excellent foundation for further studies at Diploma level in Community Services.</p>	No formal prerequisites, but you must be able to demonstrate that you have the literacy skills to meet the course requirements.	Potential job titles include case worker, health education officer, community services worker, outreach officer, community support worker, support worker, domestic violence worker, welfare support worker, early intervention homelessness worker, welfare worker and family support worker.
<b>CHC52015 – DIPLOMA OF COMMUNITY SERVICES</b> <a href="http://vu.edu.au/courses/CHC52015">vu.edu.au/courses/CHC52015</a> DURATION: 2 years CAMPUS: FN, W APPLICATION: Direct application	  <p>Enhance your existing knowledge and skills in direct service work and client support in the community welfare sector. Learn to deliver services, develop programs and projects for people in a range of community based settings. There is an emphasis on developing service management skills in a leadership capacity. This Diploma includes 400 hours of practical fieldwork placement and is accredited with the Australian Community Workers Association.</p>	Successful completion of VCE or equivalent or relevant Certificate IV level qualification and/or have significant relevant industry, volunteer or vocational experience to be assessed by Victoria Polytechnic as being capable to complete the course. Satisfactory Working with Children and Police Checks are also required for future employment in this field and to participate in practical fieldwork placements.	Potential job titles include community welfare worker, community worker, case manager, program coordinator, case worker, support facilitator, family support worker and welfare worker.




COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<p><b>CHC43115 – CERTIFICATE IV IN DISABILITY</b>  <a href="http://vu.edu.au/courses/CHC43115">vu.edu.au/courses/CHC43115</a> DURATION: 1 year                      CAMPUS: W, FN                      APPLICATION: Direct application</p> 	<p>Develop the skills to provide support and training to people with disabilities in community-based and residential settings. This qualification includes an 18-day placement to enhance your ability to support people with disabilities to be more independent and participate in the community.</p>	<p>There are no prerequisites for this course. You will be required to complete a Language, Literacy and Numeracy assessment prior to commencement to ensure the course is suitable for your needs. Working with Children and Police Checks are also required for this course.</p>	<p>Potential job titles include behavioural support officer, marketing coordinator, development officer, project officer, disability officer and residential care officer.</p>
<p><b>CHC33015 – CERTIFICATE III IN INDIVIDUAL SUPPORT</b>  <a href="http://vu.edu.au/courses/CHC33015">vu.edu.au/courses/CHC33015</a>                      DURATION: 0.5 years                      CAMPUS: FN, SA, W                      APPLICATION: Direct application</p>	<p>Gain the skills and knowledge you require to start your career in the aged, home and community care industry. You will learn skills to carry out activities to maintain personal care and other activities for people in their own homes or in community settings. A 20 day practical placement will be arranged for you to practice your new skills.</p>	<p>There are no prerequisites for this course. You will be required to complete a Language, Literacy and Numeracy assessment prior to commencement to ensure the course is suitable for your needs. Working with Children Checks and Police Checks are required for future employment in this field.</p>	<p>Potential job titles include care worker and home care assistant.</p>
<p><b>CHC40413 – CERTIFICATE IV IN YOUTH WORK</b>  <a href="http://vu.edu.au/courses/CHC40413">vu.edu.au/courses/CHC40413</a>                      DURATION: 1 year                      CAMPUS: FN, W                      APPLICATION: Direct application</p> 	<p>Gain foundation skills required to work with young people and run programs designed to address their social, behavioural, health, welfare, developmental and protection needs. This qualification includes the opportunity to get hands-on and undertake a community or industry project. This course provides an excellent foundation for further study in the Diploma of Youth Work.</p>	<p>It is recommended that applicants have completed Year 11 or equivalent. Working with Children Checks and Police Checks are required for future employment in this field.</p>	<p>Potential job titles include community development worker (youth), youth and family resource officer, Indigenous youth worker, recreational youth activities worker, youth case worker, residential care worker, youth housing support worker, youth worker, and youth alcohol and other drugs worker.</p>
<p><b>CHC50413 – DIPLOMA OF YOUTH WORK</b>  <a href="http://vu.edu.au/courses/CHC50413">vu.edu.au/courses/CHC50413</a>                      DURATION: 1 year                      CAMPUS: FN, W                      APPLICATION: Direct or VTAC application</p> 	<p>Enhance your skills and knowledge required to work with young people, including in a supervisory or coordination role, to develop and facilitate programs for young people. This course trains you to be responsible for programs and services designed to meet the social, behavioural, health, welfare, developmental and protection needs of young people, managed through a range of community and institution-based agencies. Deepen your knowledge and skills through a practical fieldwork placement.</p>	<p>It is recommended that applicants have successfully completed VCE or equivalent or relevant Certificate IV level qualification and/or have significant relevant industry, volunteer or vocational experience to be assessed by Victoria Polytechnic as being capable to complete the course. Satisfactory Working with Children and Police Checks are also required for future employment in this field and to participate in practical fieldwork placements.</p>	<p>Potential job titles include case manager, youth and family services coordinator, program manager, senior case worker, senior youth worker, and youth work team leader.</p>

CAMPUSES: **CK**, CITY KING; **FN**, FOOTSCRAY NICHOLSON; **FP**, FOOTSCRAY PARK; **I**, INDUSTRY; **KS**, KINDRED STUDIOS; **OL**, ONLINE **S**, SUNSHINE; **SA**, ST ALBANS; **W**, WERRIBEE; **WO**, WHITTEN OVAL.

 Australian Community Workers Association  Nationally Recognised Training



**OUR DIPLOMA OF COMMUNITY SERVICE STUDENTS GRADUATE JOB-READY, WITH 400 HOURS OF PRACTICAL WORKPLACE EXPERIENCE.**



*"I travelled to Scotland  
to complete an art residency  
and had my work showcased  
in an exhibition."*

"We were given our own studios to work in – it was really amazing to have a workspace dedicated to producing art and building a body of work."

I won the VU Fiona Myer International Travel Grant Award and was able to travel to Scotland to complete an art residency at Wasps Artist's Studios. It was a rewarding experience and the artwork I completed there was later showcased in an exhibition.

While studying I discovered a love of printmaking and pursued a job in the print industry. I now work full-time as a graphics pre-press operator."

**QUINN DALY**

CUV50111 – Diploma of Visual Arts

# CREATIVE ARTS



Are you an aspiring artist, musician, producer, designer, games developer or simply passionate about all things creative? We offer a range of creative arts courses, taught across outstanding facilities that will help you gain the skills you need to follow your dreams as a professional in the arts industry.










Our arts students learn and work in newly refurbished visual arts facilities including printmaking and life drawing studios, as well as their own personal studio spaces.

Our game development and graphic design students have access to industry-standard equipment and software, and our Design Studio offers a simulated work environment for students to produce commercial work for internal and external clients.

VU's MetroWest location offers further opportunities for arts students by providing an exhibition space in the heart of Footscray, as well as links to the creative community through a calendar of events and functions that run year round.



Our music and sound production students have the opportunity to study at the working arts industry facility, Kindred Studios, located just 1 km from the Footscray Nicholson Campus. Here, we have our own dedicated music rehearsal, performance and recording spaces as well as a huge range of equipment available for student use and hire.

COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<b>CUV50311 – DIPLOMA OF GRAPHIC DESIGN</b> <a href="http://vu.edu.au/courses/CUV50311">vu.edu.au/courses/CUV50311</a> DURATION: 1 year CAMPUS: FN APPLICATION: Direct or VTAC application	 <p>Gain the skills and knowledge to produce artwork for commercial purposes using both traditional and electronic methods. Learn to create design concepts from a brief, build your personal portfolio and develop general skills in design, layout, typography and context.</p>	You must be able to demonstrate graphic design skills to support learning at diploma level. These skills and knowledge may have been acquired through personal or work experience, or through formal study such as VCE Visual Communication Design or the Certificate IV in Interactive Digital Media.	Potential job titles include graphic designer in advertising, art direction, branding, corporate identity, instructional design, packaging, signage and web design.
<b>CUV60411 – ADVANCED DIPLOMA OF GRAPHIC DESIGN</b> <a href="http://vu.edu.au/courses/CUV60411">vu.edu.au/courses/CUV60411</a> DURATION: 1 year CAMPUS: FN APPLICATION: Direct application	 <p>Develop your graphic design skills for interactive and print-based media. Enhance your drawing skills, gain more knowledge of the design processes and design history, and participate in a graduate exhibition, as well as professional placement, in our Design Studio working for real-world clients.</p>	You must have the skills and knowledge described in the following units of competency: - CUVGRD01A - Research visual communication history and theory - CUVGRD502A - Produce graphic designs for 2-D and 3-D applications - CUVGRD503A - Produce typographic design solutions - CUVGRD504A - Create and manipulate graphics - CUVGRD505A - Design and manipulate complex layouts. These skills and knowledge may have been acquired through graphic design work experience or through formal study such as the Diploma of Graphic Design.	Potential job titles include graphic designer in advertising, art direction, branding, corporate identity, instructional design, packaging, signage and web design.
<b>CUF40207 – CERTIFICATE IV IN INTERACTIVE DIGITAL MEDIA</b> <a href="http://vu.edu.au/courses/CUF40207">vu.edu.au/courses/CUF40207</a> DURATION: 0.5 years CAMPUS: FN APPLICATION: Direct or VTAC application	 <p>Begin a career as a graphic designer or new media artist. You will learn everything from creating concepts to graphic design and media projects.</p>	There are no prerequisites for this course.	Potential job titles include digital artist, interactive designer and visual artist.
<b>CUL40111 – CERTIFICATE IV IN LIBRARY, INFORMATION AND CULTURAL SERVICES</b> <a href="http://vu.edu.au/courses/CUL40111">vu.edu.au/courses/CUL40111</a> DURATION: 1 year CAMPUS: FN, OL APPLICATION: Direct or VTAC application	 <p>Develop your research and customer service skills in the library and information services industry. You will learn to retrieve information, maintain catalogues and help customers access information.</p>	There are no prerequisites for this course.	Potential job titles include arts officer, client services officer, curatorial assistant, digital services officer, gallery assistant or officer, heritage officer, information services assistant, installation assistant, library assistant or officer, and museum assistant or officer.
<b>CUL50111 – DIPLOMA OF LIBRARY AND INFORMATION SERVICES</b> <a href="http://vu.edu.au/courses/CUL50111">vu.edu.au/courses/CUL50111</a> DURATION: 1 year CAMPUS: FN, OL APPLICATION: Direct or VTAC application	  <p>Improve your skills for success in a number of job positions including technician in a library, museum or gallery. Learn to use a range of specialised technical or managerial competencies to plan, carry out and evaluate work with a team.</p>	There are no prerequisites for this course.	Potential job titles include access services officer, collection development officer, digital services officer, document delivery officer, education assistant (museums and galleries), gallery technician, information services officer, journals officer, library technician, metadata officer, museum coordinator, museum technician, preparator, regional curator, special collections officer and technical services officer.
<b>CUS40109 – CERTIFICATE IV IN MUSIC</b> <a href="http://vu.edu.au/courses/CUS40109">vu.edu.au/courses/CUS40109</a> DURATION: 1 year CAMPUS: FN, KS APPLICATION: Direct application	 <p>Prepare yourself for work in the contemporary music industry with skills in ensemble and solo performance, as well as critical listening, analysis, composition and music technology, including live sounds and MIDI.</p>	Interview and audition.	Potential job titles include musician, singer-songwriter and performer.
<b>CUS60109 – ADVANCED DIPLOMA OF MUSIC</b> <a href="http://vu.edu.au/courses/CUS60109">vu.edu.au/courses/CUS60109</a> DURATION: 1 year CAMPUS: FN, KS APPLICATION: Direct or VTAC application	 <p>Build the technical, compositional and performance skills you need to be a professional musician with access to well-equipped rehearsal facilities, 21-machine computer music lab, and multimedia software for production, arranging and composition. You will study music analysis, music craft, improvisation, technology, and touring and self-promotion.</p>	Interview and audition.	Potential job titles include musician, singer-songwriter and performer. Employment opportunities may also be pursued in related sectors, such as recording, publishing, retail, music business, entertainment, radio, television, film, video, advertising, computer software, multimedia and teaching.
<b>22203VIC – CERTIFICATE IV IN PROFESSIONAL WRITING AND EDITING</b> <a href="http://vu.edu.au/courses/22203VIC">vu.edu.au/courses/22203VIC</a> DURATION: 1 year CAMPUS: FN, OL APPLICATION: Direct or VTAC application	 <p>Gain the knowledge and skills to succeed in the writing, editing and publishing industries. The course provides you with theoretical and practical skills in a range of writing and editing tasks, including participation in producing publications and literary events.</p>	You should have, at minimum, literacy and numeracy competencies equivalent to the Australian Core Skills Framework (ACSF) Level 3.	Potential job titles include creative writer, journalist, editor and publisher.

COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<b>22091VIC – DIPLOMA OF PROFESSIONAL WRITING AND EDITING</b> <a href="http://vu.edu.au/courses/22091VIC">vu.edu.au/courses/22091VIC</a> DURATION: 1 year CAMPUS: FN APPLICATION: Direct or VTAC application	Develop your writing skills for work in the creative and publishing industries. You will expand your writing and editing skills for novels, short stories, children’s books, advertising and the web. Learn how to market your work, as well as discover what roles and opportunities are available to a professional writer or editor.	Successful completion of the Certificate IV in Professional Writing and Editing or presentation of a folio of written work that demonstrates: <ul style="list-style-type: none"> <li>- an ability to write short works suitable for publication in any media</li> <li>- an ability to correct another’s written work for grammar, punctuation and appropriate use of language</li> <li>- broad reading experience</li> <li>- an ability to provide an objective critique of another’s written work in a positive manner to assist re-writing</li> <li>- basic computer skills.</li> </ul>	Potential job titles include published author, freelance writer, editor, and other roles in publishing, communication and media such as journalist, scriptwriter, copywriter and project manager.
<b>CUS40209 – CERTIFICATE IV IN SOUND PRODUCTION</b> <a href="http://vu.edu.au/courses/CUS40209">vu.edu.au/courses/CUS40209</a> DURATION: 1 year CAMPUS: FN, KS APPLICATION: Direct or VTAC application	Gain a basic grounding in live sound, studio recording, digital audio workstation (DAW) software, production analysis, critical listening and MIDI, and be prepared to work in a variety of environments in the contemporary music industry.	There are no prerequisites for this course.	Potential job titles include sound mixer/technician, sound recordist and studio engineer.
<b>CUV50111 – DIPLOMA OF VISUAL ARTS</b> <a href="http://vu.edu.au/courses/CUV50111">vu.edu.au/courses/CUV50111</a> DURATION: 1 year CAMPUS: FN APPLICATION: Direct or VTAC application	Become a visual artist by studying a full range of classical and contemporary techniques in painting and drawing. You’ll be taught by practising artists and your studies will include gallery visits and visiting speakers who give talks on their work.	You must have the skills and knowledge of unit CUVPRP401A - Realise a creative project. Those skills and knowledge may have been acquired through experience in creative practice or through formal study such as VCE Studio Arts.	Potential job title is visual artist.

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 Australian Library and Information Association (ALIA)
  Nationally Recognised Training



**LEARN, REHEARSE, RECORD AND PERFORM AT OUR DEDICATED CREATIVE ARTS FACILITIES WHERE YOU’LL FIND A LARGE RANGE OF EQUIPMENT AVAILABLE FOR USE AND HIRE.**

*"The courses offer  
a lot of hands-on  
practical experience."*

"I began my study with a Diploma of Early Childhood Education and Care and proceeded to a Bachelor of Education (Early Childhood/Primary) which took me to where I am today – studying a Master of Education part time through night classes, which allows me to also work as a teacher of adult learners.

The courses offer a lot of hands-on practical experience in the teaching profession. I've been able to build my professional networks. My advice to students is to dream big and go for it!"

**SAM DANG**

CHC50113 – Diploma of Early Childhood Education and Care  
Bachelor of Education (Early Childhood/Primary)  
Master of Education



# EARLY CHILDHOOD AND EDUCATION SUPPORT



Are you passionate about education? Get qualified to be a teacher's assistant, or work in youth services or early childhood education and care. The opportunities are endless for careers in the childcare, youth and education service industries, and we offer a range of industry-focused courses to take you there.

With a qualification in early childhood education and education support, you'll be equipped to work in a range of education settings, including public schools, independent schools, and community services and education programs.

Our partner network includes schools, and community and government organisations – particularly in Melbourne's north and west.

More than any other institute, we place a strong emphasis on workplace learning. This means you'll complete extensive practical training in school, youth work and childcare settings, interacting with young people and staff, so you can put theory into practice from day one.

"We give preference to Victoria Polytechnic early childhood students over other registered training organisations (RTOs), as we have greater confidence in the capacity of the students and also, importantly, the follow-up and support provided by the teaching staff. In recent years, several Victoria Polytechnic students have gained employment at our service after completing their placement with us – this has been a very successful recruitment strategy. Several of our staff are also currently studying diplomas with Victoria Polytechnic."

**Clare Court Children's Service**








Our practical children's services lab, located at Werribee Campus, provides students in early childhood education and care courses the opportunity for hands-on learning in a simulated early childhood environment.

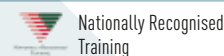


**OUR EARLY CHILDHOOD EDUCATION STUDENTS GRADUATE WELL-PREPARED FOR FINDING WORK IN THEIR INDUSTRY AFTER COMPLETING FIVE PRACTICAL PLACEMENTS.**



COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<b>CHC30113 – CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE</b> <a href="http://vu.edu.au/courses/CHC30113">vu.edu.au/courses/CHC30113</a> DURATION: 0.5 years CAMPUS: FN, SA, W APPLICATION: Direct application	 Start your career in early childhood education and care. Upon completion, you will be qualified as an Early Childhood Educator Level 3. Gain the knowledge and skills related to childhood development and caring for children, such as planning play activities focused on children's development, during two practical placements in daycare settings.	There are no prerequisites for this course. Working with Children and Police Checks are required.	Potential job titles include early childhood educator, outside school hours care assistant, playgroup supervisor, recreation assistant, family day care educator, nanny and childhood educator/assistant.
<b>CHC50113 – DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE</b> <a href="http://vu.edu.au/courses/CHC50113">vu.edu.au/courses/CHC50113</a> DURATION: 1.5 years CAMPUS: FN, SA, W APPLICATION: Direct application	 Get fully qualified as an early childhood educator by gaining skills in providing activities and care to children, and facilitating their learning and play to achieve developmental outcomes. You'll complete five practical placements and be qualified as an Early Childhood Educator Level 5 upon completion.	There are no prerequisites for this course. Working with Children and Police Checks are required.	Potential job titles include children's services coordinator, family day care coordinator, team/room leader, early childhood educator, playgroup coordinator, nanny and deliverer of 3-year-old Kinder Program.
<b>CHC40213 – CERTIFICATE IV IN EDUCATION SUPPORT</b> <a href="http://vu.edu.au/courses/CHC40213">vu.edu.au/courses/CHC40213</a> DURATION: 1 year CAMPUS: FN, SA, W APPLICATION: Direct application	 Gain the skills required to work in a large range of education settings, including public schools, independent schools and community education. You'll get hands-on with over 100 hours of practical placement in an education setting.	Successful completion of VCE or equivalent. Mature-age applicants must have relevant industry or vocational experience, or be assessed as being capable to complete the course by Victoria Polytechnic. Working with Children and Police Checks are also required for this course.	Potential job titles include education assistant, support worker (working with children with disabilities), teacher assistant, teacher aide, Aboriginal and/or Torres Strait Islander education worker, Indigenous language and culture teaching assistant, integration aide, multicultural aide, and integration coordinator.
<b>22231VIC – COURSE IN SAFE USE OF MACHINERY FOR TECHNOLOGY TEACHING</b> <a href="http://vu.edu.au/courses/22231VIC">vu.edu.au/courses/22231VIC</a> DURATION: 2 months CAMPUS: S APPLICATION: Direct application	 This professional development course has been designed to maintain your safety accreditation in the safe use of woodworking and metalworking machinery in the classroom. You will learn current techniques for the safe operation of machinery, best practice procedures for classroom safety, OHS risk management skills and how to supervise safe machinery operations.	You must be able to operate wood and metal machinery used in technology teaching. It is expected that you are a teacher who is registered with, or has permission to teach from, the Victorian Institute of Teaching, or that you are enrolled in an approved course in teaching.	This qualification is a requirement for teachers who are involved in technology teaching in the state education system.
<b>TAE40110 – CERTIFICATE IV IN TRAINING AND ASSESSMENT</b> <a href="http://vu.edu.au/courses/TAE40110">vu.edu.au/courses/TAE40110</a> DURATION: 0.5 years CAMPUS: CK APPLICATION: Direct application	 Develop the skills and knowledge required to perform the role of a trainer, facilitator or assessor in the workplace and in Registered Training Organisations (RTOs). You will learn how to plan and design learning programs, best facilitate learning and assessment for groups and individuals, develop skills for effective training in the workplace, and gain an understanding of the Vocational Education and Training (VET) sector.	This course is suitable for professionals, tradespeople and others who are training, or required to train, in the workplace. You must have a combination of relevant vocational industry experience/qualifications and educational experience/qualifications.	Potential job titles include enterprise trainer and/or assessor, RTO trainer/assessor, training advisor/training needs analyst and vocational education teacher. This qualification is recognised across Australia and is the qualification that complies with the standards set out by the National Standards and Skills Council.

CAMPUSES: **CK**, CITY KING; **FN**, FOOTSCRAY NICHOLSON; **FP**, FOOTSCRAY PARK; **I**, INDUSTRY; **KS**, KINDRED STUDIOS; **OL**, ONLINE **S**, SUNSHINE; **SA**, ST ALBANS; **W**, WERRIBEE; **WO**, WHITTEN OVAL.



*"It is the best institute for salon training because of its focus on on-the-job learning."*

"I completed my hairdressing apprenticeship at Victoria Polytechnic as a work-based training student. My mentor believes it is the best institute for salon training because of its focus on on-the-job learning.

My greatest career achievement so far has been winning the Apprentice of the Year 2015 award at Hair Expo Australia, the biggest trade event in the Southern Hemisphere for the hairdressing industry.

Thanks to the teaching and guidance I received, I now have an amazing level of understanding and technical skills in relation to everything hair."

**JESSIE MCALLISTER**

SIH30111 – Certificate III in Hairdressing



**HAIREXPOAWARDS**

>> australia & new zealand



# HAIR, MAKE-UP AND BEAUTY



Do you crave an exciting career in the glamorous world of hairdressing and beauty services? Or perhaps you want to be a special effects make-up artist on film and theatre sets? Whatever your wish, we recognise the importance of being highly skilled in the beauty industry and specialise in producing experienced graduates through our quality training programs and collaborative industry partnerships.






You'll get hands-on experience in your field at our City King student-run hairdressing and beauty salon – purpose-built facilities where you'll practice your skills while providing services to members of the public under the guidance of expert trainers. You'll also get regular opportunities to showcase your skills through an extensive events calendar, including community competitions and fundraising activities.

We have strong relationships within the fashion, entertainment and creative arts industries, giving students the opportunity for incredible work experiences. Our graduates have gone on to work in television, theatre and film and are regularly employed in some of Australia's finest spas and salons.


Our Specialist Make-Up students have gained experience on productions including Australia's Got Talent, Neighbours and King Kong, and even have an annual opportunity to travel to New York and get hands-on experience at New York Fashion Week.

**MAKE-UP STUDENTS GAIN REGULAR EXHIBITION OPPORTUNITIES THROUGH OUR EXTENSIVE EVENTS CALENDAR.**




COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<b>SHB30115 – CERTIFICATE III IN BEAUTY SERVICES</b> <a href="http://vu.edu.au/courses/SHB30115">vu.edu.au/courses/SHB30115</a> DURATION: 0.5 years CAMPUS: CK APPLICATION: Direct application	 Gain the skills to start your beauty career by learning a range of beauty services such as make-up, waxing, manicure and pedicure, lash and brow treatments, spray tanning and more. The combination of theory and hands-on practical exercises means you will graduate as a well-rounded beauty worker.	No prerequisites required, but attendance to a course information night is highly recommended. Selection for full-time study may require an interview.	Potential job titles include manicure and pedicure specialist, waxing specialist, spray tanning specialist, salon beauty worker, beauty consultant, department store/pharmacy cosmetic consultant, freelance beauty worker and cosmetic/beauty equipment sales representative.
<b>SHB40115 – CERTIFICATE IV IN BEAUTY THERAPY</b> <a href="http://vu.edu.au/courses/SHB40115">vu.edu.au/courses/SHB40115</a> DURATION: 9 months CAMPUS: CK APPLICATION: Direct application	 Upgrade your existing beauty skills to become a beauty therapist. Learn a range of beauty therapy treatments from industry professionals such as facial treatments, body massage, waxing, manicure and pedicure, and more. A practical placement will be completed in a salon of your choice.	No prerequisites required, but attendance to a course information night is highly recommended.	Potential job title is beauty therapist.
<b>SHB50115 – DIPLOMA OF BEAUTY THERAPY</b> <a href="http://vu.edu.au/courses/SHB50115">vu.edu.au/courses/SHB50115</a> DURATION: 1 year CAMPUS: CK APPLICATION: Direct application	 This qualification has been designed for beauty therapists wishing to manage their own beauty salon and employ staff. You'll learn basic and advanced beauty therapy treatments and services, including spa treatments, electrolysis, and advice on and selling of retail skin care and cosmetic products. A practical placement will be completed in a salon of your choice.	Successful completion of VCE, VCAL Certificate II or higher. Mature-age applicants must be minimum age 18 and one year out of school. Attendance to a course information night is highly recommended.	Potential job title is senior beauty therapist.
<b>SIH30111 – CERTIFICATE III IN HAIRDRESSING</b> <a href="http://vu.edu.au/courses/SIH30111">vu.edu.au/courses/SIH30111</a> DURATION: 1.5 years CAMPUS: CK APPLICATION: Direct application	 Start your hairdressing career with this entry level qualification. Learn a full range of hairdressing skills including designing, cutting and colouring. Upon successful completion, you will be job-ready and recognised within the hairdressing industry as a fully qualified hairdresser.	You must be employed as a hairdressing apprentice.	Potential job title is hairdresser.
<b>CUF50407 – DIPLOMA OF SPECIALIST MAKE-UP SERVICES</b> <a href="http://vu.edu.au/courses/CUF50407">vu.edu.au/courses/CUF50407</a> DURATION: 1 year CAMPUS: CK APPLICATION: Direct or VTAC application	 Forge an exciting career as a make-up artist in the entertainment industry. Learn how to style wigs and hairpieces, apply specialised bridal, photographic, theatre, period, special effects, television, film and fashion make-up.	Successful completion of VCE or equivalent. Minimum entry age is 18 years.	Potential job titles include make-up/hair stylist, designer, special make-up effects artist/designer, and freelance TV, theatre and film make-up artist.

CAMPUSES: **CK**, CITY KING; **FN**, FOOTSCRAY NICHOLSON; **FP**, FOOTSCRAY PARK; **I**, INDUSTRY; **KS**, KINDRED STUDIOS; **OL**, ONLINE **S**, SUNSHINE; **SA**, ST ALBANS; **W**, WERRIBEE; **WO**, WHITTEN OVAL.

 Nationally Recognised Training



A man with a shaved head and a slight smile is standing in a warehouse. He is wearing a dark blue button-down shirt and a bright orange high-visibility safety vest with reflective yellow stripes. The background shows tall metal shelving units filled with cardboard boxes, typical of a logistics or warehouse environment. The lighting is bright, and the overall scene is professional and industrial.

*"My study has opened many doors of opportunity for me."*

"I chose my course for its recognition in the logistics industry and also because its structure was flexible and offered classes at night, which suited my work hours.

Once I completed my diploma, I applied to do a bachelor degree – but I was directed straight to the Master of Business due to my more than seven years' industry experience. My study has opened many doors of opportunity for me and I've recently moved into a new role as a national logistics manager.

My career success comes from a combination of work experience in the field and formal education from a reputable institution."

**BART PHAOSIHAVONG**

TLI50410 – Diploma of Logistics  
Master of Business  
(Supply Chain Management)

# LOGISTICS AND SUPPLY CHAIN



Are you ready to launch or further your career in the transport, storage and logistics industry? Our courses in logistics and supply chain will give you the skills and knowledge to start or take the next step.

We offer qualifications suited to newcomers as well as those already working in the logistics industry. You'll graduate with a broad range of skills in current logistics and supply chain practice so you can confidently seek employment in a wide range of technical, operational or administrative positions. Our higher-level diploma will offer you the ability to take on leadership roles in the logistics sector.

We know that an efficient supply chain is essential for the success of every type of business, especially in the transport and logistics industry, and will ensure you gain on-the-job experience through our partnerships with leading logistics and transport companies.

That's why our professional qualifications are respected by industry and will prepare you with the knowledge and skills in everything from warehousing, transport operations and distribution to business administration, purchasing and inventory.





**OUR TAFE GRADUATES PERFORMED BETTER THAN ANY OTHER TAFE PROVIDER IN AUSTRALIA.**

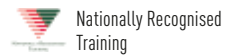
**78.6 PER CENT RECEIVED A JOB-RELATED BENEFIT AS A RESULT OF THEIR TRAINING.\***

\*2015 Student Outcomes Survey



COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<p><b>TLI42010 - CERTIFICATE IV IN LOGISTICS</b>  <a href="http://vu.edu.au/courses/TLI42010">vu.edu.au/courses/TLI42010</a> DURATION: 1 year                      CAMPUS: FN, I                      APPLICATION: Direct application</p> 	<p>This logistics certificate is a practical course that has been developed with industry to provide you with the knowledge and skills to confidently seek employment in a wide range of technical, operational or administrative roles. You will learn a broad range of skills in supply chain and logistics operations, warehousing, transport operations and business administration.</p>	<p>Successful completion of VCE or equivalent. Mature-age applicants must be at least 18 years old and a year out of school.</p>	<p>Potential job titles include logistics coordinator, logistics supervisor, warehousing team leader, load supervisor, freight scheduler, fleet controller and buyer.</p>
<p><b>TLI50415 - DIPLOMA OF LOGISTICS</b>  <a href="http://vu.edu.au/courses/TLI50415">vu.edu.au/courses/TLI50415</a>                      DURATION: 1 year                      CAMPUS: FN, I                      APPLICATION: Direct application</p> 	<p>Take the next step in your logistics career with this professional qualification. Gain the skills and knowledge respected by industry such as supply chain operations, purchasing, inventory, distribution and more. We offer flexible part-time study options for this course to work around your existing work commitments.</p>	<p>Successful completion of VCE or equivalent. Mature-age applicants must be at least 18 years old and a year out of school.</p>	<p>Potential job titles include contract account manager, business development manager, account executive, marketing manager, sales and marketing analyst, client relationship manager, warehousing manager, inventory manager, inventory analyst, stock/inventory controller, procurement analyst, procurement manager and operations manager.</p>

CAMPUSES: **CK**, CITY KING; **FN**, FOOTSCRAY NICHOLSON; **FP**, FOOTSCRAY PARK; **I**, INDUSTRY; **KS**, KINDRED STUDIOS; **OL**, ONLINE **S**, SUNSHINE; **SA**, ST ALBANS; **W**, WERRIBEE; **WO**, WHITTEN OVAL.



*"The lecturers come from the industry and have real experiences to share."*

"I chose Victoria Polytechnic because it offered a variety of logistics courses and pathways that other universities didn't.

While studying my Certificate IV in Logistics, I got hands-on experience in a warehouse. We learnt to drive a forklift and use other equipment such as shrink wraps and pallet jacks.

It was through the University's recommendation that I gained my current full-time logistics job at Toyota Motor Corporation Australia."

**RANI PATHAK**

TLI42010 – Certificate IV in Logistics  
 External Logistics Planner at Toyota Motor Corporation Australia

*"I attended a study tour to Vietnam and completed a clinical placement in Hanoi Paediatric Hospital."*

"I decided to attend Victoria Polytechnic as there were pathway options and support available in academic writing, literacy and numeracy. Disability services also assisted me in developing a plan to support my needs, and the nursing staff offered an understanding environment.

During my Diploma of Nursing, I attended a study tour to Vietnam where we completed a clinical placement in Hanoi Paediatric Hospital. This was the opportunity of a lifetime and I learned to communicate effectively in a multidisciplinary team.

I am currently a graduate registered nurse at Royal Melbourne Hospital. Next year I will move into pool nursing where I will be sent throughout the hospital to build on my clinical skills. As healthcare professionals we must always continue to improve our practice."

**AARON LETHLEAN**

CHC30212 – Certificate III in Aged Care

52722WA – Certificate IV in Health

Science Foundations

HLT51612 – Diploma of Nursing

(Enrolled-Division 2 nursing)

Bachelor of Nursing



# NURSING AND HEALTH

Whether your passion is for health administration, nursing or paramedical science, we have the courses and industry connections to guide you to a fulfilling career in the health industry.

Our training responds directly to the specific requirements of the health industry, with courses created through our relationships with key industry partners including hospitals, disability services, and a wide range of community organisations such as Western Health and Alfred Health.



to experience the true nature and challenges of contemporary nursing practice. They work alongside expert clinicians, and enjoy positive, and supportive clinical learning environments across the spectrum of nursing specialities.

Our paramedicine students complete practical clinical placement in the non-emergency patient transport (NEPT) sector where they get hands-on experience in treating and transporting patients who are injured or suffering illnesses.

Our many student-run clinics offer our students the opportunity to provide health services to members of the public and observe service delivery by qualified staff.



## SIMULATION LABORATORIES

We have three fully-functional nursing laboratories and an in-hospital simulation laboratory.

The cutting-edge interactive mannequin technology used by our nursing and paramedic students is designed to simulate the treatment of patients in a real-world environment. Our simulation labs even offer video recording from fixed cameras with live video streaming capabilities for greater student participation in learning.








## PRACTICAL PLACEMENTS

Our nursing students train at Werribee Mercy Hospital and Western Health where they have the opportunity







OUR PARAMEDIC STUDENTS ARE PREPARED FOR ON-THE-JOB CHALLENGES THROUGH TRAINING IN AMBULANCE SIMULATION LABS.

COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<p><b>HLT33015 – CERTIFICATE III IN ALLIED HEALTH ASSISTANCE</b>  <a href="http://vu.edu.au/courses/HLT33015">vu.edu.au/courses/HLT33015</a>                      DURATION: 2 years                      CAMPUS: FN, SA, W, I                      APPLICATION: Year 10-12 secondary school students are eligible to enrol at school's selection</p> 	<p>This course will prepare you to seek work as an allied health assistant. You will learn about legal and ethical issues in health care, effective communication strategies, anatomy and physiology and occupational health and safety.</p>	<p>This course is offered through VET in Schools (VETiS) programs. It can be undertaken as either a VCAL or VCE subject and can contribute towards your ATAR score. You will be required to complete a Language, Literacy and Numeracy assessment prior to commencement to ensure the course is suitable for your needs. A Police Check is required for this course.</p>	<p>Potential job titles include therapy assistant, podiatry assistant, physiotherapy assistant, speech pathology assistant, occupational therapy assistant and allied health assistant.</p>
<p><b>HLT37315 – CERTIFICATE III IN HEALTH ADMINISTRATION</b>  <a href="http://vu.edu.au/courses/HLT37315">vu.edu.au/courses/HLT37315</a>                      DURATION: 0.5 years                      CAMPUS: W                      APPLICATION: Direct application</p> 	<p>Become competent in a wide range of administrative duties required for work in hospitals, community health centres and private practice. This course includes a nine-day practical placement to ensure you graduate work-ready.</p>	<p>There are no prerequisites for this course. You will be required to complete a Language, Literacy and Numeracy assessment prior to commencement to ensure the course is suitable for your needs. Working with Children and Police Checks are required.</p>	<p>Potential job titles include admissions clerk, medical receptionist, administrative worker, ward clerk and patient coordinator.</p>
<p><b>52722WA – CERTIFICATE IV IN HEALTH SCIENCE FOUNDATIONS</b>  <a href="http://vu.edu.au/courses/52722WA">vu.edu.au/courses/52722WA</a>                      DURATION: 0.5 years                      CAMPUS: CF, SA, W                      APPLICATION: Direct application</p> 	<p>This qualification prepares you with the foundation knowledge and skills to have the confidence and competence to enter a course in the field of nursing, paramedics or other health sciences fields.</p>	<p>Passes in Units 1 and 2 VCE English, mathematics and science (or demonstration of equivalent English and numeracy skills). Mature-age applicants need to demonstrate:</p> <ul style="list-style-type: none"> <li>- reading and writing skills equivalent to Australian Core Skills Framework (ACSF) Level 3</li> <li>- numeracy skills equivalent to Australian Core Skills Framework (ACSF) Level 2.</li> </ul>	<p>Successful completion of the course will prepare you for entry into a diploma or bachelor nursing course for work as an enrolled or registered nurse, or other career prospects in areas such as paramedics and biomedical science.</p>
<p><b>HLT33115 – CERTIFICATE III IN HEALTH SERVICES ASSISTANCE</b>  <a href="http://vu.edu.au/courses/HLT33115">vu.edu.au/courses/HLT33115</a>                      DURATION: 0.5 years                      CAMPUS: W, SA, FN                      APPLICATION: Direct application</p> 	<p>This course will enable you to seek work as a health service assistant (PSA). You will learn about effective communication strategies, anatomy and physiology, and workplace health and safety. This course includes a 15 day placement in a hospital to further develop your skills.</p>	<p>There are no prerequisites for this course. You will be required to complete a Language, Literacy and Numeracy assessment prior to commencement to ensure the course is suitable for your needs.</p>	<p>Potential job titles include assistant in nursing, orderly, nursing assistant, nursing support worker, patient service attendant, ward assistant, patient support assistant, wards person and patient care assistant.</p>
<p><b>HLT51612 – DIPLOMA OF NURSING (ENROLLED-DIVISION 2 NURSING)</b>  <a href="http://vu.edu.au/courses/HLT51612">vu.edu.au/courses/HLT51612</a>                      DURATION: 1.5 years                      CAMPUS: W, SA, I                      APPLICATION: Direct application</p>  	<p>Embark on a rewarding career as a Division 2 Nurse. Gain hands-on learning experience in our ward simulation labs as well as clinical experience through 400 hours of practical placements.</p>	<p>There are no prerequisites for this course. Working with Children and Police Checks are required.</p>	<p>Successful completion will make you eligible for registration as a Division 2 Registered Nurse.</p>
<p><b>HLT50412 – DIPLOMA OF PARAMEDICAL SCIENCE (AMBULANCE)</b>  <a href="http://vu.edu.au/courses/HLT50412">vu.edu.au/courses/HLT50412</a>                      DURATION: 1 year                      CAMPUS: SA                      APPLICATION: Direct application</p> 	<p>Begin a rewarding career in the private and non-emergency transport sector. You will gain the skills necessary to treat and transport patients who are injured or suffering a non-threatening illness. You will complete practical clinical placement and be introduced, under supervision, to the responsibilities of the ambulance paramedic to ensure you graduate job-ready.</p>	<p>You must have language, literacy and numeracy skills at Australian Core Skills Framework (ACSF) level 3, be an Australian citizen and hold a current Victorian driver's licence (minimum probationary level). You must demonstrate competence through a recognised training program or recognition process, in specified units of competency from the Certificate IV in Health Care (Ambulance). If you do not have these units, you may undertake them in weeks 1-10. Upon successful completion, you may progress through weeks 10-37 in the Diploma of Paramedical Science (Ambulance). Working with Children Check and Police Checks are required for this course.</p>	<p>Potential job titles include ambulance officer, ambulance paramedic, ambulance transport attendant and ambulance community officer. This qualification does not enable graduates to apply for positions in Ambulance Service Victoria.</p>

CAMPUSES: **CK**, CITY KING; **FN**, FOOTSCRAY NICHOLSON; **FP**, FOOTSCRAY PARK; **I**, INDUSTRY; **KS**, KINDRED STUDIOS; **OL**, ONLINE **S**, SUNSHINE; **SA**, ST ALBANS; **W**, WERRIBEE; **WO**, WHITTEN OVAL.

 Australian Nursing & Midwifery Accreditation Council

 Nationally Recognised Training

*"The teachers made sure  
we had the tools  
to reach for our goals,  
even when it seemed  
impossible to us."*

"Born and raised in the west, we found the campuses conveniently located and the perfect place to begin establishing professional networks.

We were able to transition from TAFE to where we are now, working as an osteopath and an exercise physiologist. The teachers made sure we had the tools needed to reach for our goals no matter what, even if it seemed impossible to us. The teachers played a big part in our growth due to being inspirations, mentors and friends.

Our next goal is to open a clinic together, to create an affordable interprofessional form of healthcare focusing on sports and clinical rehabilitation within western Melbourne."

**ROSEMARIE MICHETTI:**

SIS30313 – Certificate III in Fitness

SIS40612 – Certificate IV in Sport Development

SIS50612 – Diploma of Sport Development

Bachelor of Sport Science (Exercise Science)

/ Bachelor of Sport Science

(Human Movement)

Bachelor of Science (Osteopathy)

Master of Health Science (Osteopathy)

**BIANCA MICHETTI:**

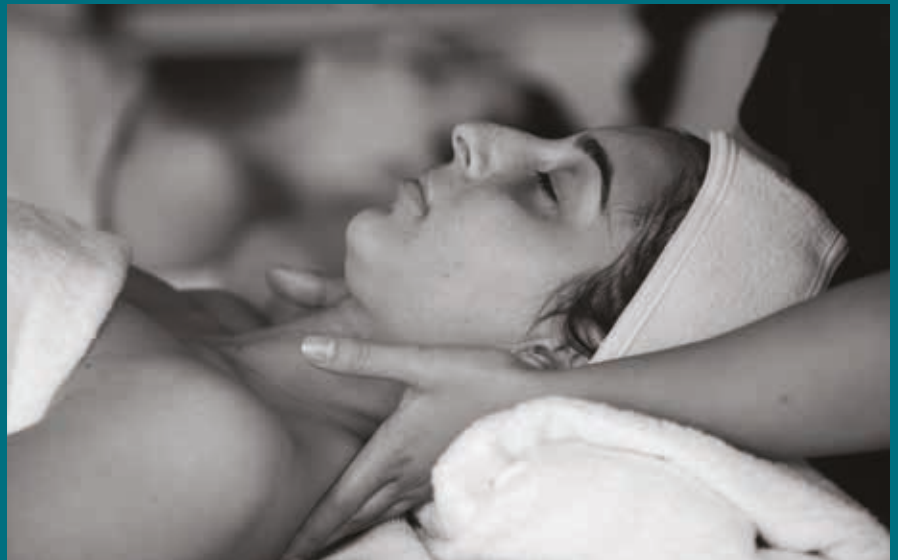
SIS50612 – Diploma of Sport Development

Bachelor of Exercise Science

(Clinical Practice)



# SPORT, MASSAGE AND FITNESS



Are you a sports fanatic and want to make ovals and arenas your workplace? Or maybe you're passionate about staying fit and healthy and want to help others do the same? If a career in the sport, massage and fitness industries is your end goal then Victoria Polytechnic, the TAFE division of Australia's leading sports university, is the place to be.




You will learn from industry-recognised teaching staff in our state-of-the-art facilities, and gain real-world experience through work placements and learning opportunities with prestigious sporting organisations such as the Western Bulldogs Football Club. Hone your skills in our world-class Aquatic and Fitness Centre at Footscray Park which features five indoor sports courts, an athletics track, a 25m pool, fully equipped gyms, dance and exercise studios and a tennis court.

Massage students learn in the real-world setting of our multi-million dollar Sport and Recreation Learning Centre at Victoria University Whitten Oval Stadium (home of the Western Bulldogs). Here, students in the Advanced Diploma of Myotherapy and Diploma of Remedial Massage work with the players and manage and run our Whitten Oval Clinic which is also open to the public.


**OUR REMEDIAL MASSAGE AND MYOTHERAPY STUDENTS GET HANDS-ON EXPERIENCE, WORKING WITH WESTERN BULLDOGS PLAYERS AT VICTORIA UNIVERSITY WHITTEN OVAL STADIUM.**





COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<b>22248VIC – ADVANCED DIPLOMA OF MYOTHERAPY</b> <a href="http://vu.edu.au/courses/22248VIC">vu.edu.au/courses/22248VIC</a> DURATION: 1 year CAMPUS: FP APPLICATION: Direct or VTAC application	 <p>Gain the physical assessment and treatment skills needed for the preventative, corrective and rehabilitation phases of musculoskeletal care in this hands-on course. Learn about myotherapy practice and treatments including dry needling, and put them into practice on real clients in the VU massage clinic.</p>	<p>Successful completion of the course will prepare you for entry into a diploma or bachelor nursing course for work as an enrolled or registered nurse, or other career prospects in areas such as paramedics and biomedical science.</p>	<p>Potential job title is massage therapist. You will be able to apply to register as a recognised accredited professional myotherapist with the ability to work in private practice and multi-disciplinary medical settings.</p>
<b>HLT52015 – DIPLOMA OF REMEDIAL MASSAGE</b> <a href="http://vu.edu.au/courses/HLT52015">vu.edu.au/courses/HLT52015</a> DURATION: 1 year CAMPUS: CK, WO, WB APPLICATION: Direct application	 <p>Gain hands-on practical skills in remedial massage as well as the theoretical knowledge required to assess your clients' soft tissue dysfunction, and gain experience with real clients in the VU massage clinic. By studying this course you are also eligible to apply for a paid cadetship with the Western Bulldogs AFL club.</p>	<p>No prerequisites apply for this course.</p>	<p>Potential job title is remedial massage therapist.</p>
<b>SIS50612 – DIPLOMA OF SPORT DEVELOPMENT</b> <a href="http://vu.edu.au/courses/SIS50612">vu.edu.au/courses/SIS50612</a> DURATION: 1 year CAMPUS: FP APPLICATION: Direct or VTAC application	 <p>Pursue an exciting career in sport development such as sport technology, sport nutrition, sport sponsorship, or project or facility management. At VU – Australia's premier Sports University – you will have access to state-of-the-art sports facilities, industry and community networks and world-class sport and exercise science research.</p>	<p>Successful completion of VCE or equivalent, or demonstrated interest in the course, or previous experience in the industry, as assessed by Victoria Polytechnic. In addition to the main stream, there are sport-specific specialisation streams in basketball, golf, soccer, and netball. For these, you will be required to attend an interview, game play and individual skills trials. Unsuccessful applicants at sport-specific trials will be given an alternate offer into the main stream of the program.</p>	<p>Potential job titles include competition manager, program developer, talent development manager and sport development manager.</p>

CAMPUSES: **CK**, CITY KING; **FN**, FOOTSCRAY NICHOLSON; **FP**, FOOTSCRAY PARK; **I**, INDUSTRY; **KS**, KINDRED STUDIOS; **OL**, ONLINE **S**, SUNSHINE; **SA**, ST ALBANS; **W**, WERRIBEE; **WO**, WHITTEN OVAL.

 Nationally Recognised Training





*"Victoria Polytechnic  
played a major role  
in making me  
a world champion."*

Plumber Dylan Di Martino took his skills to the world stage and proved he is one of the world's best young apprentices, winning a bronze medal at the 2015 International WorldSkills championships in Brazil:

*"Victoria Polytechnic played a major role in making me a world champion. One of my teachers was very supportive and encouraged me to enter. I thought he was dreaming when he said I had a good chance of going far, because I had no idea I would go as far as I did. That just shows the skill level and quality of the training I had been given."*

**DYLAN DI MARTINO**

CPC32413 – Certificate III in Plumbing  
CPC40912 – Certificate IV in Plumbing  
and Services









# TRADES











Do you want to contribute to the future of construction in our city? Harness the power of electricity, redesign our drains or create incredible furniture? The construction, engineering and fabrication industries are some of the largest industries for employment within Australia and a trade qualification from Victoria Polytechnic can get your foot in the door.


We ensure our teachers have industry-current skills and valuable industry contacts and you'll get hands-on learning in your trade at our multi-million dollar Construction Hub at Sunshine Campus. This sustainable 6 Star Green rated, state-of-the-art training facility provides modern high-tech labs and dynamic workshops including a concrete laboratory, survey laboratory, engine laboratory, soldering/construction laboratories and a power systems laboratory. Computer workstations are also freely available with access to a wide range of generic and discipline specific software for simulation and modelling, and experimental analysis.









Our apprenticeship students work on real-world projects with their employers and on campus. Campus projects can be small-scale activities or part of larger programs, such as our Live Works transportable homes that we sell to the public.







COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<b>CPC30111 – CERTIFICATE III IN BRICKLAYING/BLOCKLAYING</b> <a href="http://vu.edu.au/courses/CPC30111">vu.edu.au/courses/CPC30111</a> DURATION: 3 years CAMPUS: S APPLICATION: Direct application	 <p>Learn the skills necessary for the safe use and maintenance of a wide range of tools and equipment generally used in the housing and industrial areas of the bricklaying trade. This includes power tools, automatic and laser levels, cement mixers, generators, scaffolding and conveyor belts.</p>	Successful completion of VCE or equivalent, or employment as a bricklaying/blocklaying apprentice. Mature-age applicants should be at least 18 years old and a year out of school.	Potential job titles are bricklayer or blocklayer.
<b>22216VIC – CERTIFICATE II IN BUILDING AND CONSTRUCTION (BRICKLAYING, CARPENTRY) PRE-APPRENTICESHIP</b> <a href="http://vu.edu.au/courses/22216VIC">vu.edu.au/courses/22216VIC</a> DURATION: 0.5 years CAMPUS: S APPLICATION: Direct application	 <p>Hone your skills in bricklaying, carpentry, painting and decorating, and wall and floor tiling, and increase your chances of gaining an apprenticeship.</p>	Applicants must be at least 16 years old. You will be required to complete a Language, Literacy and Numeracy assessment prior to commencement to ensure the course is suitable for your needs.	Potential job title is apprentice in the building and construction industry.
<b>CPC40110 – CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING)</b> <a href="http://vu.edu.au/courses/CPC40110">vu.edu.au/courses/CPC40110</a> DURATION: 3 years CAMPUS: S APPLICATION: Direct application	 <p>Become a registered builder and learn the skills to run your own building business! Our industry professionals will give you specialist skills and knowledge in residential and commercial building.  We will also help you with your Building Practitioners Board application preparation, and assist in compiling your evidence to be used at the Building Practitioners Board interview.</p>	Applicants must be at least 16 years old. You will be required to complete a Language, Literacy and Numeracy assessment prior to commencement to ensure the course is suitable for your needs.	Potential job titles include builder and construction manager.
<b>CPC40308 – CERTIFICATE IV IN BUILDING AND CONSTRUCTION (ESTIMATING)</b> <a href="http://vu.edu.au/courses/CPC40308">vu.edu.au/courses/CPC40308</a> DURATION: 3 years CAMPUS: S APPLICATION: Direct application	 <p>Gain the specialist skills and knowledge to launch your career as a building estimator or building scheduler, including quantity surveying, tendering, planning and scheduling construction technology.</p>	There are no prerequisites for this course. You will be required to complete a Language, Literacy and Numeracy assessment prior to commencement to ensure the course is suitable for your needs.	Potential job titles include building estimator and building scheduler.
<b>CPC50210 – DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING)</b> <a href="http://vu.edu.au/courses/CPC50210">vu.edu.au/courses/CPC50210</a> DURATION: 2 years CAMPUS: S APPLICATION: Direct or VTAC application	 <p>Gain essential building skills from our industry professionals. Learn to apply building codes and standards, monitor costing systems on building and construction projects, apply principles of OHS risk management, manage project quality and more. This qualification will help you to meet the licensing and registration requirements to become a registered builder.</p>	Successful completion of VCE, VCAL or equivalent.	Potential job titles include builder, estimator and building supervisor.
<b>22268VIC – ADVANCED DIPLOMA OF BUILDING DESIGN (ARCHITECTURAL)</b> <a href="http://vu.edu.au/courses/22268VIC">vu.edu.au/courses/22268VIC</a> DURATION: 2.5 years CAMPUS: S APPLICATION: Direct or VTAC application	 <p>Open the door to entry level design positions in the building industry by learning skills in construction technology for residential and commercial buildings, designing safe and sustainable buildings, managing complex projects and more. Gain hands-on practice with industry projects, site visits and industry simulation activities.</p>	Successful completion of VCE, VCAL or equivalent.	Potential job title is building designer. Following the required period of industry experience, you will also be eligible to apply for registration in Victoria as a sole practitioner.
<b>CPC60115 – ADVANCED DIPLOMA OF BUILDING SURVEYING</b> <a href="http://vu.edu.au/courses/CPC60115">vu.edu.au/courses/CPC60115</a> DURATION: 2 years CAMPUS: S APPLICATION: Direct or VTAC application	 <p>Get training in building theory and building surveying related to residential, industrial and commercial buildings. Includes specialist skills in plan preparation, construction technology, site supervision, business management, building surveying procedures and practices and more.</p>	Successful completion of VCE, VCAL or equivalent.	Potential job titles include building surveyor and building certifier.
<b>MSF31113 – CERTIFICATE III IN CABINET MAKING</b> <a href="http://vu.edu.au/courses/MSF31113">vu.edu.au/courses/MSF31113</a> DURATION: 3 years CAMPUS: S APPLICATION: Direct application	 <p>Become a qualified, trade-level cabinet maker. Gain the range of skills and knowledge required for working in furniture making and the manufacture and installation of fitted furniture. You will learn to use hand and power tools, apply surface coatings using a spray gun, produce manual and computer-aided drawings, estimate and cost a job.</p>	You must be employed as an apprentice or trainee under the Apprenticeship Training Scheme. Selection is conducted by your employer.	Potential job title is cabinet maker.

COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<b>CPC30211 – CERTIFICATE III IN CARPENTRY</b> <a href="http://vu.edu.au/courses/CPC30211">vu.edu.au/courses/CPC30211</a> DURATION: 3 years CAMPUS: S APPLICATION: Direct application	 <p>Learn the skills necessary for the safe use and maintenance of a wide range of tools and equipment used in the housing and industrial areas of the carpentry trade. This includes power tools, automatic and laser levels, nail guns, generators and scaffolding.</p>	Successful completion of VCE or equivalent or employment as a carpentry apprentice. Mature-age applicants must be at least 18 years old and a year out of school.	Potential job title is carpenter.
<b>CPC32011 – CERTIFICATE III IN CARPENTRY AND JOINERY</b> <a href="http://vu.edu.au/courses/CPC32011">vu.edu.au/courses/CPC32011</a> DURATION: 3 years CAMPUS: S APPLICATION: Direct application	 <p>Gain the practical skills for installing floors, installing doors and windows, and constructing roofs and stairs. You'll also learn about the safe use and maintenance of tools and equipment such as power tools, cement mixers, automatic and laser levels and generators.</p>	You must be employed as a carpentry and joinery apprentice. Selection is conducted by your employer.	Potential job title is carpenter and joiner.
<b>22261VIC – CERTIFICATE II IN ELECTROTECHNOLOGY STUDIES (PRE-VOCATIONAL)</b> <a href="http://vu.edu.au/courses/22261VIC">vu.edu.au/courses/22261VIC</a> DURATION: 0.5 years CAMPUS: S APPLICATION: Direct application	 <p>Gain an insight into the electrical industry and become job-ready. Learn basic hand and electrotechnology skills such as assembling a power supply unit, as well as the basics of electrical theory needed to prepare you for entry into an apprenticeship.</p>	Applicants must be at least 16 years old.	This pre-vocational course provides the required prerequisite knowledge and skills to gain access to a wide range of apprenticeships offered in the electrotechnology industry.
<b>UEE30811 – CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN</b> <a href="http://vu.edu.au/courses/UEE30811">vu.edu.au/courses/UEE30811</a> DURATION: 3 years CAMPUS: S APPLICATION: Direct application	 <p>Learn to complete all phases of electrical systems and equipment from installation and testing to repair and maintenance. This course prepares you to sit the licencing exam to become a licenced electrician.</p>	You must be employed as an electrical apprentice. Selection is conducted by your employer.	Potential job title is licensed A-grade electrician.
<b>MEM20105 – CERTIFICATE II IN ENGINEERING</b> <a href="http://vu.edu.au/courses/MEM20105">vu.edu.au/courses/MEM20105</a> DURATION: 3 months CAMPUS: S APPLICATION: Direct application	 <p>Improve your chances of being employed as an engineering apprentice or trainee by gaining a broad understanding of engineering principles. You will also learn the basics of tools, machining and fabrication.</p>	You must be assessed by Victoria Polytechnic as being capable of successfully completing the course, or have a relevant combination of educational and life experience, or be employed as a trainee in an approved traineeship scheme.	Upon successful completion you will be prepared for engineering traineeships, apprenticeships or production training programs.
<b>MEM30305 – CERTIFICATE III IN ENGINEERING (FABRICATION TRADE)</b> <a href="http://vu.edu.au/courses/MEM30305">vu.edu.au/courses/MEM30305</a> DURATION: 3 years CAMPUS: S, I APPLICATION: Direct application	 <p>Start your career in engineering with a solid skills foundation. Learn how to problem solve, use your judgement and manage time and information effectively.</p>	Successful completion of Year 11 or 12 and current employment as an apprentice. Selection is conducted by your employer.	Upon successful completion you will be prepared for engineering traineeships, apprenticeships or production training programs.
<b>MEM30205 – CERTIFICATE III IN ENGINEERING (MECHANICAL TRADE)</b> <a href="http://vu.edu.au/courses/MEM30205">vu.edu.au/courses/MEM30205</a> DURATION: 3 years CAMPUS: S, I APPLICATION: Direct application	 <p>Lay the groundwork for your entry into a traineeship or apprenticeship in the metal trade industry. Learn the basics in theory and develop your skills in problem solving, using sound judgement and managing your time and information effectively.</p>	Employment as an apprentice (with selection conducted by your employer), or successful completion of Year 11 or 12.	Upon successful completion you will be prepared for metal trade traineeships, apprenticeships or production training programs.
<b>MEM40105 – CERTIFICATE IV IN ENGINEERING</b> <a href="http://vu.edu.au/courses/MEM40105">vu.edu.au/courses/MEM40105</a> DURATION: 4 years CAMPUS: S APPLICATION: Direct or VTAC application	 <p>Take your engineering skill set to the next level. Learn manufacturing engineering, Computer Numerical Control (CNC), rapid manufacturing and certificate welding 1-10 (including Supervisor's and Inspector's courses). This leading-edge, current technology-focused course offers an opportunity to gain entry into technician positions in the industry.</p>	Open to applicants who work in the engineering field and wish to upskill their current engineering or fabrication trade qualifications. Applicants must be a least 16 years old. You will be interviewed prior to enrolment to determine the level at which you should commence study and will be required to complete a Language, Literacy and Numeracy assessment prior to commencement to ensure the course is suitable for your needs.	This qualification is designed to provide an industry-recognised skills profile related to trade work as a Higher Engineering Tradesperson or a Special Class Engineering Tradesperson - Level II. Potential job titles include special class engineering tradesperson (mechanical, fabrication or electrical/electronic), special class mechanical tradesperson, fitter and turner, fitter and machinist, maintenance fitter, diesel fitter, plant mechanic, special class metal fabrication tradesperson, boilermaker, sheet metal worker, welder, moulder, foundry tradesperson, patternmaker, special class electrical fitter, electrical mechanic, electrical fitter/mechanic, electrician, refrigeration mechanic and radio tradesperson.

CAMPUSES: **CK**, CITY KING; **FN**, FOOTSCRAY NICHOLSON; **FP**, FOOTSCRAY PARK; **I**, INDUSTRY;  
**KS**, KINDRED STUDIOS; **OL**, ONLINE **S**, SUNSHINE; **SA**, ST ALBANS; **W**, WERRIBEE; **WO**, WHITTEN OVAL.

 Nationally Recognised Training

COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<b>MEM50105 – DIPLOMA OF ENGINEERING - ADVANCED TRADE</b> <a href="http://vu.edu.au/courses/MEM50105">vu.edu.au/courses/MEM50105</a> DURATION: 2 years CAMPUS: S APPLICATION: Direct or VTAC application	 <p>Learn the skills to launch your career in the manufacturing and engineering industry. This course provides you with advanced trade-skills training necessary for a pathway into engineering, with a focus on one of three selected streams: fabrication, mechanical or maintenance. Practical learning is included through industry projects, site visits, live work, an industry-endorsed workshop and industry simulation labs.</p>	Successful completion of Year 11, or Certificate III in Engineering or equivalent, or language, literacy and numeracy skills that are equivalent to level 3 of the National Reporting System (NRS).	This qualification is designed to provide an industry-recognised skills profile related to trade work as an Advanced Engineering Tradesperson - Level II in mechanical, electrical/electronic or fabrication trade. Potential job titles include Advanced Engineering Tradesperson - Level II in mechanical, fabrication or electrical/electronic, or advanced level of any of the following: mechanical tradesperson, fitter and turner, fitter and machinist, maintenance fitter, diesel fitter, plant mechanic, 1st class machinist, special class metal fabrication tradesperson, boilermaker, sheet metal worker, welder, moulder, foundry tradesperson, patternmaker, electrical fitter, electrical mechanic, electrical fitter/mechanic, electrician, refrigeration mechanic and radio tradesperson.
<b>22209VIC – CERTIFICATE II IN ENGINEERING STUDIES</b> <a href="http://vu.edu.au/courses/22209VIC">vu.edu.au/courses/22209VIC</a> DURATION: 0.5 years CAMPUS: S, I APPLICATION: Direct application	 <p>Enhance your entry-level employment prospects, including apprenticeships and traineeships by gaining a broad understanding and competency in a range of engineering skills.</p>	Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skills Framework (ACSF). All students are interviewed for selection and complete a selection test prior to admission.	Upon successful completion you will be ready to undertake work-based apprenticeships, enrol into Certificate III qualifications in the engineering sectors, or gain entry-level employment in engineering or related industries.
<b>22229VIC – DIPLOMA OF ENGINEERING TECHNOLOGY</b> <a href="http://vu.edu.au/courses/22229VIC">vu.edu.au/courses/22229VIC</a> DURATION: 1 year CAMPUS: S APPLICATION: Direct or VTAC application	 <p>This leading-edge, current technology-focused course provides a non-trades pathway into technician and engineering associate qualifications. It also offers an opportunity for tradespeople to upgrade their qualifications for entry into technician positions in industry.</p>	Completion of Year 12 or equivalent, or successful completion of a Certificate III in Engineering (from Training Package MEM05) or equivalent, or relevant experience as assessed by Victoria Polytechnic.	Potential job titles include senior positions in the public and private sectors of the engineering field.
<b>22228VIC – ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY</b> <a href="http://vu.edu.au/courses/22228VIC">vu.edu.au/courses/22228VIC</a> DURATION: 2 years CAMPUS: S APPLICATION: Direct or VTAC application	 <p>Improve your existing skills in Computer Aided Design (CAD), robotics and advanced manufacturing. The flexible course structure allows you to add further endorsed or specifically designed units of competency to help meet your industry's future needs.</p>	Completion of Year 12 or equivalent, or successful completion of a Certificate III in Engineering (from Training Package MEM05) or equivalent, or relevant experience as assessed by Victoria Polytechnic.	Potential job titles include senior positions in the public and private sectors of the engineering field.
<b>UEE62111 – ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY - ELECTRICAL</b> <a href="http://vu.edu.au/courses/UEE62111">vu.edu.au/courses/UEE62111</a> DURATION: 2 years CAMPUS: S APPLICATION: Direct or VTAC application	 <p>Learn the skills to design, validate and evaluate electrical equipment and systems, and provide technical or sales advice. Get prepared for work in specific industry areas such as motor control, Programmable Logic Controller (PLC) programming, electronic design, Supervisory Control and Data Acquisition (SCADA) and low voltage installations.</p>	Successful completion of VCE or equivalent. Mature-age applicants must be at least 18 years old and a year out of school.	Potential job titles include electronics technician, electrical technician, electrical engineer and technical officer (electrical).
<b>MSF20213 – CERTIFICATE II IN FURNITURE FINISHING</b> <a href="http://vu.edu.au/courses/MSF20213">vu.edu.au/courses/MSF20213</a> DURATION: 0.5 years CAMPUS: S APPLICATION: Direct application	 <p>Acquire the skills and knowledge to work in the furniture finishing sector of the furnishing industry. Learn how to prepare surfaces, mix and apply stains, restore furnishing items, operate a range of furniture finishing equipment, cost furniture finishing jobs and more.</p>	Applicants must be at least 16 years old. You will be required to complete a Language, Literacy and Numeracy assessment prior to commencement to ensure the course is suitable for your needs.	Upon successful completion you will have the required knowledge and skills to gain access to apprenticeships offered within the furniture industry.
<b>MSF20313 – CERTIFICATE II IN FURNITURE MAKING</b> <a href="http://vu.edu.au/courses/MSF20313">vu.edu.au/courses/MSF20313</a> DURATION: 0.5 years CAMPUS: S APPLICATION: Direct application	 <p>This pre-apprenticeship course is designed to prepare you for further study such as the Certificate III in Cabinet-Making. Gain skills to eventually work in a production environment, building free-standing furniture or built-in cabinets, or provide on-site assistance in installing furniture or cabinets.</p>	Applicants must be at least 16 years old. You will be required to complete a Language, Literacy and Numeracy assessment prior to commencement to ensure the course is suitable for your needs.	Potential job titles include assistant cabinet maker, assistant installer of built-in cabinets for kitchens, bathrooms and other fitted cabinets, and production operator within a cabinet making enterprise.
<b>UEE43211 – CERTIFICATE IV IN INDUSTRIAL AUTOMATION AND CONTROL</b> <a href="http://vu.edu.au/courses/UEE43211">vu.edu.au/courses/UEE43211</a> DURATION: 1 year CAMPUS: S, I APPLICATION: Direct application	 <p>Gain the skills to assemble, program, problem solve and repair automated equipment and systems. Once you've completed this course you may continue on to study the Advanced Diploma of Engineering Technology – Electrical.</p>	Completion of VCE or equivalent, or completion of Certificate II in Electrotechnology Studies/Certificate III in Electrotechnology Electrician, or demonstrated ability to complete the course.	Potential job titles are supervisor and technician.

COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<b>CPC31912 – CERTIFICATE III IN JOINERY</b> <a href="http://vu.edu.au/courses/CPC31912">vu.edu.au/courses/CPC31912</a> DURATION: 3 years CAMPUS: I APPLICATION: Direct application	 Learn techniques such as manufacturing and assembling stairs, cutting and installing glass and applying finishes. You will gain practical skills for the safe use and maintenance of tools and equipment such as power tools, automatic and laser levels, cement mixers and generators.	You must be employed as a joinery apprentice. Selection is conducted by your employer.	Upon successful completion you will have a trade certificate in joinery, covering work for residential and commercial applications.
<b>22304VIC – CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP)</b> <a href="http://vu.edu.au/courses/22304VIC">vu.edu.au/courses/22304VIC</a> DURATION: 3 months CAMPUS: S APPLICATION: Direct application	 Prepare to enter an apprenticeship in the plumbing industry with a range of units that introduce you to basic skills and knowledge such as measuring and calculating, industry terminology, reading plans and specifications, producing simple technical drawings, using basic welding equipment and more.	Applicants must be at least 16 years old. It is also recommended that you have basic communication, literacy and numeracy skills that are sufficiently well-developed to participate.	Upon successful completion you will be prepared for entry into an apprenticeship in the plumbing industry.
<b>CPC32413 – CERTIFICATE III IN PLUMBING</b> <a href="http://vu.edu.au/courses/CPC32413">vu.edu.au/courses/CPC32413</a> DURATION: 4 years CAMPUS: S APPLICATION: Direct application	 Get the training and support to gain your trade qualification in plumbing. This course includes a blend of classroom and work-based tasks that focus on applying the skills and knowledge you learn in your workplace.	You must be employed as a plumbing apprentice. Selection is conducted by your employer.	Potential job titles include plumber, plumber and drainer, gasfitter and roof plumber.
<b>CPC40912 – CERTIFICATE IV IN PLUMBING AND SERVICE</b> <a href="http://vu.edu.au/courses/CPC40912">vu.edu.au/courses/CPC40912</a> DURATION: 2 years CAMPUS: S APPLICATION: Direct application	 Reach your goal of operating as a self-employed or contractor plumber. This course provides a national qualification, as well as preparing you for Victorian licensing requirements.	You must be currently enrolled in or have completed a Certificate III in Plumbing.	Potential job titles include plumbing contractor, air conditioning technician and self-employed plumber.
<b>22231VIC - COURSE IN SAFE USE OF MACHINERY FOR TECHNOLOGY TEACHING</b> <a href="http://vu.edu.au/courses/22231VIC">vu.edu.au/courses/22231VIC</a> DURATION: 2 months CAMPUS: S APPLICATION: Direct application	 This professional development course has been designed to maintain your safety accreditation in the safe use of woodworking and metalworking machinery in the classroom. You will learn current techniques for the safe operation of machinery, best practice procedures for classroom safety, OHS risk management skills and how to supervise safe machinery operations.	You must be able to operate wood and metal machinery used in technology teaching. It is expected that you are a teacher who is registered with, or has permission to teach from, the Victorian Institute of Teaching, or that you are enrolled in an approved course in teaching.	This qualification is a requirement for teachers who are involved in technology teaching in the state education system.
<b>CPC32111 – CERTIFICATE III IN SIGNAGE</b> <a href="http://vu.edu.au/courses/CPC32111">vu.edu.au/courses/CPC32111</a> DURATION: 3 years CAMPUS: S APPLICATION: Direct application	 Become a fully qualified signwriter with a course that covers all aspects of the sign industry. Gain skills in vinyl cutting, sign fabrication, sign installation, sign design, graphic design, computer design software, signwriting, vehicle wrapping, heritage signage and more.	You must be employed as a signage apprentice. Selection is conducted by your employer.	Potential job titles include signwriter and sign manufacturer.

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 Nationally Recognised Training



*"All of my achievements  
are because of  
the support I received  
during my study."*

Refugee, Innocent Karabagega, has followed a pathway from transition education to Bachelor of Laws:

"I was born in Burundi but fled in 2010 because of political unrest and the murder of both my parents. I was also poisoned and looked after by the United Nations High Commission for Refugees (UNHCR) in Kenya until I was given a second chance at life by the Australian Government.

I chose to study here because of the good facilities and services offered to immigrants and students from low income families. All of my achievements are because of the support I received during my study – the teachers listened to me and transformed me into a better person who can serve other people, especially those who seek refuge in other countries.

I have recently completed an internship with the African Population and Health Research Center (APHRC), winner of the 2015 United Nations Population award, helping to empower talented refugees. My next goal is to continue with my studies in law and keep contributing to a better world for all, especially for immigrants."

**INNOCENT KARABAGEGA**

22128VIC – Certificate I in Work Education

22255VIC – Certificate III in EAL

(Further Study)

22238VIC – Certificate III in General Education for Adults

22256VIC – Certificate IV in EAL (Access)

22276VIC – Advanced Diploma of

Legal Practice

Bachelor of Laws





# TRANSITION EDUCATION













Do you need to improve your English skills or literacy to gain access to study and work opportunities? We offer specific programs for young people, mature-age students, Indigenous Australians, migrants, refugees and students with special needs. Study in transition education can lead directly into employment or courses, from trade-based certificates through to higher education degrees.

We believe that education is for everyone and our student population includes over 90 different cultures. We are one of the largest providers of English as an Additional Language (EAL) education in Victoria and have a long history of helping international students, migrants and refugees achieve success in study, work and community integration. So whether you want to become a bricklayer, business owner or research scientist, we make it easier for you to realise your potential and succeed.


Our Transition Education programs focus on:

- English-language learners
- foundation courses (including English as an Additional Language)
- adult and community education
- general education for adults (including via distance education)
- industry language, literacy and numeracy.

COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<b>22250VIC – CERTIFICATE I IN EAL (ACCESS)</b> <a href="http://vu.edu.au/courses/22250VIC">vu.edu.au/courses/22250VIC</a> DURATION: 1 year CAMPUS: FN, W, SA, S APPLICATION: Direct application	 <p>Develop your English language skills in reading, writing, speaking and listening. You will also gain computing skills and skills to participate in the community, and in further education and training, as well as knowledge of Australian society.</p>	You must undergo a pre-course English language assessment and interview to determine course placement.	This course provides a pathway to further English study in the Access or Employment streams, or Certificate II industry qualifications.
<b>22251VIC – CERTIFICATE II IN EAL (ACCESS)</b> <a href="http://vu.edu.au/courses/22251VIC">vu.edu.au/courses/22251VIC</a> DURATION: 0.5 years CAMPUS: FN, W, SA, S APPLICATION: Direct application	 <p>Improve your English language skills in reading, writing, speaking and listening. You will also gain employment and living skills, a knowledge of Australian society, learning skills, computing skills and strategies for a successful transition into work or further study in Australia.</p>	You must undergo a pre-course English language assessment and interview to determine course placement.	This course provides a pathway to further English study in the Access, Further Study or Employment streams, or Certificate II industry qualifications.
<b>22253VIC – CERTIFICATE III IN EAL (ACCESS)</b> <a href="http://vu.edu.au/courses/22253VIC">vu.edu.au/courses/22253VIC</a> DURATION: 1 year CAMPUS: SA, FN, W APPLICATION: Direct application	 <p>Extend your English language skills in reading, writing, speaking and listening, and develop the ability to better deal with formal and informal situations in your social and community life, as well as in the workplace.</p>	You should have the literacy and language skills to participate in everyday familiar and routine social and community contexts. You must undergo a pre-course English language assessment and interview to determine course placement.	This course provides a pathway to further English study in the Access, Further Study or Employment streams as well as TAFE and/or higher education qualifications.
<b>22255VIC – CERTIFICATE III IN EAL (FURTHER STUDY)</b> <a href="http://vu.edu.au/courses/22255VIC">vu.edu.au/courses/22255VIC</a> DURATION: 1 year CAMPUS: SA, W, FN APPLICATION: Direct application	 <p>Advance your English language skills in reading, writing, speaking and listening, and gain the skills needed to undertake further mainstream study at an Australian educational institution.</p>	You should have the literacy and language skills to meet personal needs in familiar situations. You must undergo a pre-course English language assessment and interview to determine course placement.	This course provides a pathway to further English study in EAL Employment streams as well as TAFE and/or higher education qualifications.
<b>22256VIC – CERTIFICATE IV IN EAL (ACCESS)</b> <a href="http://vu.edu.au/courses/22256VIC">vu.edu.au/courses/22256VIC</a> DURATION: 1 year CAMPUS: SA, FN, W APPLICATION: Direct application	 <p>Expand your English language skills in reading, writing, speaking and listening. Learn to communicate effectively in a wide range of formal and informal situations in your social and community life, as well as in the workplace.</p>	You should have the literacy and language skills to participate in a range of straightforward interactions and transactions in social and community contexts. You must undergo a pre-course English language assessment and interview to determine course placement.	This course provides a pathway to further study in TAFE and/or higher education qualifications.
<b>22258VIC – CERTIFICATE IV IN EAL (FURTHER STUDY)</b> <a href="http://vu.edu.au/courses/22258VIC">vu.edu.au/courses/22258VIC</a> DURATION: 0.5 years CAMPUS: W, SA, FN APPLICATION: Direct application	 <p>Advance your well-developed English language skills in reading, writing, speaking and listening, and gain the skills needed to make the transition into mainstream study at an Australian educational institution.</p>	You should have the literacy and language skills to participate in complex interactions. You must undergo a pre-course English language assessment and interview to determine course placement.	This course provides a pathway to further study in TAFE and/or higher education qualifications.
<b>22236VIC – CERTIFICATE I IN GENERAL EDUCATION FOR ADULTS</b> <a href="http://vu.edu.au/courses/22236VIC">vu.edu.au/courses/22236VIC</a> DURATION: 1 year CAMPUS: W, S, FN ATAR: N/A APPLICATION: Direct application	 <p>Develop important skills for every day life, and gain confidence in reading, writing, numeracy and communication. Meet your personal needs, and facilitate your participation in the community, in the workplace, and in further education and training.</p>	You should have literacy and language skills equivalent to at least Australian Core Skills Framework (ACSF) Level 1.	This course provides a pathway to further study in TAFE and/or higher education qualifications.
<b>22237VIC – CERTIFICATE II IN GENERAL EDUCATION FOR ADULTS</b> <a href="http://vu.edu.au/courses/22237VIC">vu.edu.au/courses/22237VIC</a> DURATION: 1 year CAMPUS: FN, SA APPLICATION: Direct application	 <p>Develop important life skills and gain confidence in reading, writing, numeracy and communication. Meet your personal needs and facilitate your participation in the community, in the workplace, and in further education and training.</p>	You should have literacy and numeracy skills at least equivalent to a Certificate I in General Education for Adults, which is equivalent to Australian Core Skills Framework (ACSF) Level 3.	This course provides a pathway to further study in TAFE and/or higher education qualifications.
<b>22238VIC - CERTIFICATE III IN GENERAL EDUCATION FOR ADULTS</b> <a href="http://vu.edu.au/courses/22238VIC">vu.edu.au/courses/22238VIC</a> DURATION: 1 year CAMPUS: FN, SA APPLICATION: Direct application	 <p>Further develop your skills in reading, writing and numeracy to help you progress to higher level studies and training.</p>	You should have literacy and numeracy skills equivalent to at least a Certificate II in General Education for Adults, which is equivalent to Australian Core Skills Framework (ACSF) Level 4.	This course provides a pathway to further study in TAFE and/or higher education qualifications.
<b>22218VIC – CERTIFICATE III IN MUMGU-DHAL TYAMA-TIYT</b> <a href="http://vu.edu.au/courses/22218VIC">vu.edu.au/courses/22218VIC</a> DURATION: 1 year CAMPUS: SA APPLICATION: Direct application	 <p>This course is designed for Aboriginal and Torres Strait Islander participants who wish to re-engage in education and pathway into further education and employment. You will learn in practical settings at local community organisations, which will develop your leadership and mentoring skills, and may provide you with further opportunities in this field.</p>	You should have literacy and numeracy skills to a minimum of Australian Qualifications Framework (AQF) Level 2 in order to undertake the required learning and complete assessment tasks.	This is a culturally specific foundation course that will help you to pathway into further education and employment.

COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<b>10362NAT – CERTIFICATE I IN SPOKEN AND WRITTEN ENGLISH</b> <a href="http://vu.edu.au/courses/10362NAT">vu.edu.au/courses/10362NAT</a> DURATION: 0.5 years CAMPUS: S, W APPLICATION: Direct application	Gain the skills to be able to use and understand English in everyday situations. This course will help you participate effectively in a formal learning environment, recognise numbers, do basic arithmetic and read maps and graphs.	There are no prerequisites for this course.	This course provides a pathway to further study in TAFE and/or higher education qualifications.
<b>10363NAT – CERTIFICATE II IN SPOKEN AND WRITTEN ENGLISH</b> <a href="http://vu.edu.au/courses/10363NAT">vu.edu.au/courses/10363NAT</a> DURATION: 0.5 years CAMPUS: S, W APPLICATION: Direct application	A post-beginner course that will help you develop the skills you need to satisfy your everyday transactional and social needs. Begin to develop learning strategies to participate in, and contribute to, a formal learning environment and develop independent learning skills.	Entry level is an International Second Language Proficiency Rating (ISLPR) level of 1 across all macroskills.	This course provides a pathway to further study in TAFE and/or higher education qualifications.
<b>10364NAT – CERTIFICATE III IN SPOKEN AND WRITTEN ENGLISH</b> <a href="http://vu.edu.au/courses/10364NAT">vu.edu.au/courses/10364NAT</a> DURATION: 0.5 years CAMPUS: S, W APPLICATION: Direct application	Develop the English language skills to satisfy your simple everyday transactional and social needs. Learn strategies to negotiate and prepare a learning plan, contribute to the formal learning environment, and develop independent learning skills.	Entry level is an International Second Language Proficiency Rating (ISLPR) level of 1+ across all macroskills.	This course provides a pathway to further study in TAFE and/or higher education qualifications.
<b>22301VIC – CERTIFICATE I IN TRANSITION EDUCATION</b> <a href="http://vu.edu.au/courses/22301VIC">vu.edu.au/courses/22301VIC</a> DURATION: 1 year CAMPUS: FN, SA APPLICATION: Direct application	Get prepared for employment or vocational education with this course that supports your special needs. Develop community awareness, independence, and an understanding and knowledge of other courses you can go on to improve your employment prospects.	Permanent cognitive impairment/intellectual disability must be evidenced.	Upon successful completion you should be equipped for entry-level employment, or further study to gain employment.
<b>VCE0000001 – VICTORIAN CERTIFICATE OF EDUCATION (VCE)</b> <a href="http://vu.edu.au/courses/VCE0000001">vu.edu.au/courses/VCE0000001</a> DURATION: 2 years CAMPUS: FN APPLICATION: Direct application	Completing your VCE can provide pathways into vocational higher education courses and a broad range of careers. VCE also prepares you to directly enter the job market.	You must be at least 17 years of age on January 1 in the year of enrolment and not have undertaken full-time secondary schooling for the full year preceding the first year of enrolment.	VCE is a university entrance qualification and also prepares you for vocational outcomes.
<b>22302VIC – CERTIFICATE I IN WORK EDUCATION</b> <a href="http://vu.edu.au/courses/22302VIC">vu.edu.au/courses/22302VIC</a> DURATION: 1 year CAMPUS: FN, SA APPLICATION: Direct application	Get prepared for employment or vocational education with this course that supports your special needs. Develop community awareness, independence, and an understanding and knowledge of other courses you can go on to improve your employment prospects.	Permanent cognitive/intellectual disability must be evidenced.	Upon successful completion you should be equipped for entry-level employment, or further study to gain employment.

CAMPUSES: **CK**, CITY KING; **FN**, FOOTSCRAY NICHOLSON; **FP**, FOOTSCRAY PARK; **I**, INDUSTRY; **KS**, KINDRED STUDIOS; **OL**, ONLINE **S**, SUNSHINE; **SA**, ST ALBANS; **W**, WERRIBEE; **WO**, WHITTEN OVAL.

 Nationally Recognised Training



# HOW MUCH WILL YOUR COURSE COST?



The fees you pay as a TAFE student depend on a number of factors, including:

- whether the course is government funded
- your citizenship status
- when you commence the course
- your age
- your prior qualification
- the units and course that you enrol in.

Some TAFE students may be eligible for a government subsidy (such as the Victorian Training Guarantee) to support tuition fees, depending on:

- citizenship status
- age at time of enrolment
- prior study completed.

For more information on how to determine your 2016/2017 TAFE fees, see [vu.edu.au/ve-tafe-fees](http://vu.edu.au/ve-tafe-fees)

## STUDENT SERVICES AND AMENITIES FEE

TAFE students are also required to pay an annual Student Services and Amenities Fee.

In 2016 this amounts to \$204 for full-time government-funded students, \$102 for part-time government-funded students, \$42 for students studying off campus and \$84 for concession card holders. Students studying less than 25 hours are exempt from the fee.

Visit [vu.edu.au/ssaf](http://vu.edu.au/ssaf) for up-to-date information on Student Services and Amenities fees.

## VET FEE-HELP

VET FEE-HELP is available to assist eligible students studying higher-level vocational education and training (VET) qualifications to pay their tuition fees. Higher-level VET qualifications are at the diploma level and above. VET FEE-HELP can be used to pay all or part of an eligible student's tuition fees, but cannot be used for additional study costs such as accommodation or text books.

Visit [studyassist.gov.au](http://studyassist.gov.au) for further information and to check eligibility.

## MORE AFFORDABLE TAFE STUDY

As a Victorian TAFE provider we are able to offer exemptions from the limits on government funding for your study in 2016.

What does this mean for you?

Even if you already have a qualification for which you have previously received government funding, you may still be eligible for a government-supported place in 2016. In addition, you can receive funded training for courses at a lower level or in a different field to your current qualification. For example, you can gain a government-funded place for a TAFE course, even if you have already completed a bachelor or masters degree.



# FINANCIAL AND PERSONAL SUPPORT



## SCHOLARSHIPS

Our scholarships provide financial and practical assistance to enable hard-working, dedicated students to get a head start. We understand how important education is to unleashing individual potential and that access to a scholarship can make that happen. The following scholarships are open to students undertaking TAFE courses.

SCHOLARSHIP	ELIGIBILITY AND SELECTION	VALUE/BENEFITS	HOW TO APPLY
<b>VU ACHIEVEMENT SCHOLARSHIPS</b>	Available to one Year 12 student from each participating secondary school in Melbourne's west. Applicants must enrol in, and be accepted into a full-time VU course. Students from each school are ranked by their school based on academic achievement, extracurricular activities and/or the significance of the scholarship to the future of the recipient.	\$2000 a year for the duration of the course or for a maximum of two years. Opportunities for student leadership programs.	Contact your school's Year 12 co-ordinator or careers practitioner, and apply online through the VU website. Applications open August and close October. Please check <a href="http://www.vu.edu.au/scholarships">www.vu.edu.au/scholarships</a> for 2017 dates or contact:  scholarships@vu.edu.au 03 9919 5568
<b>VU ACCESS SCHOLARSHIPS</b>	Available to students with demonstrated financial need in a range of categories including mature-age, pathway, parents, youth and general (excluding apprentices and trainees) enrolled in eligible full-time studies. Applicants are ranked on financial need, educational background and social disadvantage.	\$1000 a year for the duration of the course or for a maximum of two years.	Applications open August and close October. Please check <a href="http://www.vu.edu.au/scholarships">www.vu.edu.au/scholarships</a> for 2017 dates or contact:  scholarships@vu.edu.au 03 9919 5568
<b>VU WESTERN CHANCES SCHOLARSHIPS</b>	Available to students from Melbourne's west who have already received a Western Chances Scholarship at secondary school and are enrolled at VU in full-time studies. Applicants are ranked on financial need, educational background and social disadvantage.	\$1000 a year for the duration of the course or for a maximum of two years.	Apply through Western Chances. For information regarding 2017 applications contact:  westernchances@wh.org.au 03 8345 1850

# STUDENT SUPPORT SERVICES

## FINANCIAL ADVICE

We offer free advice from professional, trained staff on financial assistance with study-related and living costs. Information about tax, government assistance, debt, household expenses, budgeting, financial planning and student loans is also available.

[vu.edu.au/financial-assistance](http://vu.edu.au/financial-assistance)

## LEARNING SUPPORT

The Academic Support and Development team can help you improve your studying, writing and maths skills. We offer workshops during semester and university preparation programs between semesters. We also offer individual consultations, email support, student mentor support and online learning resources.

[vu.edu.au/academic-support-development](http://vu.edu.au/academic-support-development)

## COUNSELLING

We offer free and confidential counselling to students. We can assist you through study-related matters such as overcoming procrastination and exam stress, or personal issues such as improving confidence, concerns over wellbeing, relationships, anxiety, depression, sexuality, drugs or alcohol. Every semester we also offer free workshops on a range of areas, including skills for succeeding at university, time management, emotional intelligence and stress management.

[vu.edu.au/counselling](http://vu.edu.au/counselling)

**WE ARE HERE TO HELP SUPPORT YOUR SUCCESS,  
EVERY STEP OF THE WAY.**

## ABORIGINAL AND TORRES STRAIT ISLANDER STUDENTS

VU recognises and gives respect to the Ancestors and Elders of the Kulin peoples, particularly the Boonwurrung and Woiwurrung, as traditional owners of University land.

The Moondani Balluk Indigenous Academic Unit can assist with any query you may have as an Aboriginal or Torres Strait Islander student. This includes access to computer lab, accommodation, enrolment and admissions, financial assistance, Koori community events, referrals to service delivery organisations, study skills and assessment support and transport.

Moondani Balluk provides a culturally safe space for all Aboriginal and Torres Strait Islander students. Please feel free to drop in and meet other students and staff or give us a call to say hello.

[vu.edu.au/indigenous](http://vu.edu.au/indigenous)  
moondani.balluk@vu.edu.au  
03 9919 2836

## HEALTH AND MEDICAL ADVICE

Our health adviser can provide advice, information and referrals about:

- general health
- lifestyle
- women's and men's health
- nutrition
- chronic illness
- family planning and sexual health
- injury assistance
- other health matters.

[healthadvice@vu.edu.au](mailto:healthadvice@vu.edu.au)  
03 9919 4417

## DISABILITY SUPPORT

We provide advice and assistance for students with a disability and/or medical condition. This may be a short-term condition like a broken hand, or something more permanent like a hearing or vision impairment. Students are assessed on an individual basis for appropriate support services.

These may include alternative assessment arrangements, or special equipment or assistive technology, including specialised software.

[vu.edu.au/disability](http://vu.edu.au/disability)  
disability@vu.edu.au  
03 9919 5400

## WANT TO KNOW MORE?

To see our full range of support services at [vu.edu.au/student-support](http://vu.edu.au/student-support)

# OUR CAMPUSES

STUDY AT VICTORIA POLYTECHNIC'S TOP LOCATIONS ACROSS MELBOURNE'S CENTRAL AND WESTERN SUBURBS.



## CITY KING

City King is our health and beauty education centre and is close to Southern Cross Station.

There's even a hair and beauty salon operated by students that is open to the public. As with all our city campuses, great coffee is never far away.



## FOOTSCRAY NICHOLSON

Footscray Nicholson Campus is in the heart of culturally diverse Footscray and just a few minutes' walk from Footscray train station. The relaxed and friendly campus has a learning commons, childcare facilities and a café.







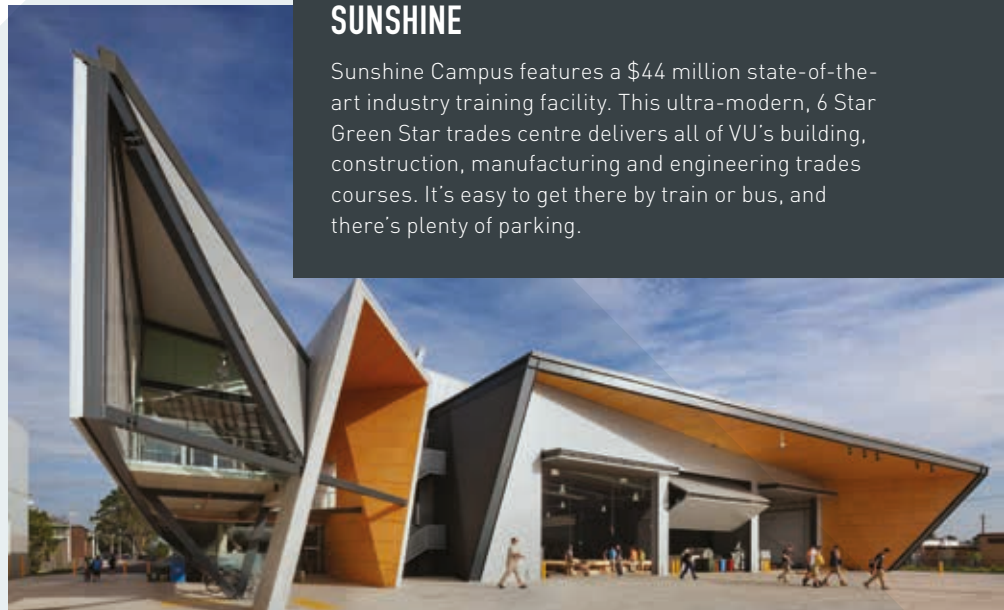
## ST ALBANS

St Albans Campus is rapidly becoming a top health and nutrition research centre. It has a modern village-like feel and is set in a landscape of native grasses and gum trees. It's a relaxed and friendly place to study, with a gym, nutrition clinic and osteopathy clinic on site. There's plenty of parking if you want to drive, or it's a five-minute walk from the train station.



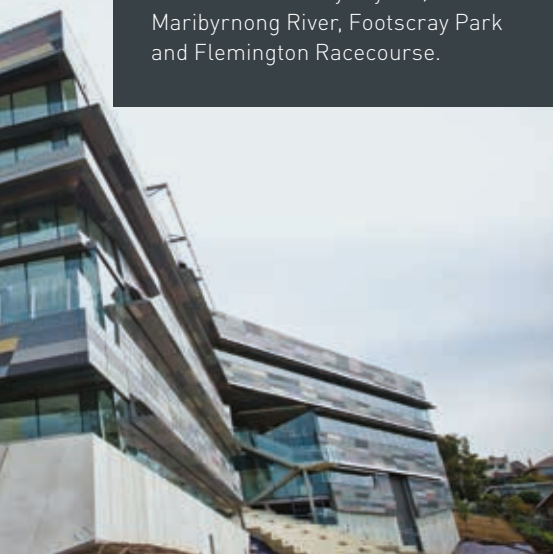
## SUNSHINE

Sunshine Campus features a \$44 million state-of-the-art industry training facility. This ultra-modern, 6 Star Green Star trades centre delivers all of VU's building, construction, manufacturing and engineering trades courses. It's easy to get there by train or bus, and there's plenty of parking.



## FOOTSCRAY PARK

Footscray Park is our largest campus and is the region's hub for education. It's only 10 minutes by train, plus a short walk, from the city. Students can enjoy the modern facilities on offer including the world-class Institute of Sport, Exercise and Active Living with its state-of-the-art labs for researchers and elite athletes, as well as an impressive learning commons, which presents a one-stop shop for students. When you need a break, the view is wonderful – check out the city skyline, the Maribyrnong River, Footscray Park and Flemington Racecourse.



## WERRIBEE

Close to the train station, Werribee Campus is part of a modern technology precinct. The campus is small enough to be personal but large enough to offer great facilities like childcare and a gym. There are cafés and entertainment centres a short drive away and the campus has plenty of parking.



**CAMPUS LOUNGES, CAFÉS, BARS AND LIBRARIES  
MEAN THERE'S ALWAYS A FRIENDLY PLACE TO STUDY  
— OR JUST RELAX WITH FRIENDS.**

# STUDENT FACILITIES

## FOOD AND CAFÉS

Our city campuses have easy access to cafés and food outlets. All other campuses have on-campus cafés and food outlets for students, staff and the wider community.

## CLASSROOMS OF THE FUTURE

Our classrooms are being transformed into creative and technology-rich environments.

The multi-platform learning space at Footscray Nicholson Campus – known as the Terrain Room – is one of a growing number of rejuvenated physical spaces that have transformed classrooms, libraries and lecture theatres into creative learning and teaching environments.

## LIBRARIES

Our campus libraries are known as 'learning commons' – integrated hubs that offer career advice, learning and IT support, and academic resources, all in a relaxed,

lounge-like setting. Our learning commons provide you with access to photocopying, computing and printing facilities, electronic and print resources, and a comprehensive information skills training program.

[vu.edu.au/library](http://vu.edu.au/library)

## COMPUTER FACILITIES

We have more than 4000 computers spread across all our campuses and in all campus libraries. PCs and Apple Macs are provided in teaching laboratories and open access facilities. A central IT helpdesk is available to answer all queries and provide assistance.

You will have access to a rich collection of online resources, 24 hours a day, seven

days a week. These include databases or material housed within the library, student email, e-learning content for courses, student software packages and innovative social networking tools.

[vu.edu.au/student-tools](http://vu.edu.au/student-tools)

## SPORT AND FITNESS

As a division of Australia's leading sports university, we offer extensive sport services and facilities to all students, including:

- sport clubs, campus sport programs and representative sport opportunities
- quality fitness centres at Footscray Park, St Albans and Werribee Campuses
- a heated 25-metre swimming pool at Footscray Park Campus
- multi-purpose sports halls at Footscray Park and Footscray Nicholson Campuses
- tennis courts at Werribee, Footscray Park and St Albans Campuses.

[vu.edu.au/sport](http://vu.edu.au/sport)



## FOOTSCRAY UNIVERSITY TOWN

In partnership with Maribyrnong Council, we are leading a project to rejuvenate Footscray and open up the west of Melbourne. The Footscray University Town project will transform Melbourne's west through the revitalisation of local educational facilities and businesses.

With almost 20,000 students studying at our two Footscray campuses, the project will see the seamless integration of the University within the fabric of Footscray through a range of academic, social, community and retail facilities, as well as student accommodation.

[vu.edu.au/fut](http://vu.edu.au/fut)



## STUDENT ACCOMMODATION

We own and operate a range of student accommodation, including the brand new UniLodge @ VU. This 500 bed complex offers luxury apartment living for our students. Situated across the street from the Footscray Park Campus and close to the vibrant creative arts precinct in Footscray, this complex is just a short walk to shopping and public transport that provides easy access to our other campuses.

[vu.edu.au/residences](http://vu.edu.au/residences)  
[unilodge.com.au/lodge/vu](http://unilodge.com.au/lodge/vu)

## CHILDCARE

We operate multi-purpose childcare centres at the following campuses:

Footscray Park 03 9919 4578  
 Footscray Nicholson 03 9919 8698  
 Werribee 03 9919 8098.

## HOUSING SERVICES

Our Student Housing Service provides free advice and assistance to students looking for housing, as well as general tenancy advice.

[housing@vu.edu.au](mailto:housing@vu.edu.au)

# HOW TO APPLY



There are two main ways to apply for courses at Victoria Polytechnic: apply directly to us or, for some programs, apply through the Victorian Tertiary Admissions Centre (VTAC).

Most courses commence from late January to early March. Some of our courses also have a mid-year intake, and a number of our courses accept applications throughout the year.

Application procedures depend on your student status, the course, and the type of place you wish to apply for.

Check the course page online for the correct way to apply and the closing date for applications. Dates may change if a course is full or still accepting applications.

[vu.edu.au/course-search](http://vu.edu.au/course-search)

## CURRENT YEAR 12 STUDENTS

If you are a current Year 12 student applying for a course that is available via VTAC, you must apply through VTAC.

Our courses available via VTAC include full-time Certificate IV, diploma and advanced diploma courses.

You can obtain further information about all our courses offered through VTAC in the VTAC Guide and on the VTAC website [vtac.edu.au](http://vtac.edu.au)

If you are applying for a course that isn't available via VTAC, you may apply for your course direct to VU. Courses not available via VTAC include:

- full-time or part-time Certificate I, II, III and graduate certificate courses
- part-time study in Certificate IV, diploma and advanced diploma courses
- further education courses.

[vu.edu.au/apply](http://vu.edu.au/apply)

## NON-YEAR 12 APPLICANTS

If you are not a current Year 12 student, you may apply directly to us for any course at [vu.edu.au/apply](http://vu.edu.au/apply)

However, if you are applying for courses at multiple institutions, it is recommended you apply via VTAC at [vtac.edu.au](http://vtac.edu.au)



**THE APPRENTICES COMING OUT OF VICTORIA POLYTECHNIC  
HAVE BEEN TAUGHT TO DO THINGS PROPERLY.**

## APPRENTICESHIP AND TRAINEESHIP APPLICANTS

The application process differs if you would like to complete an apprenticeship or traineeship through Victoria Polytechnic.

To apply for an apprenticeship or traineeship, follow these steps:

**1**

Find an employer in your chosen trade who will employ you as an apprentice or trainee. Employers often prefer to take on apprentices with pre-apprenticeship qualifications which you can undertake through Victoria Polytechnic.

**2**

Your employer will then need to contact an Australian Apprenticeship Centre and sign a training contract to register you as an apprentice.

**3**

Nominate Victoria Polytechnic as your preferred registered training organisation (RTO).

Within six to eight weeks after successfully completing this process, your classroom training will commence.

For further information visit [vu.edu.au/courses/apprenticeships](http://vu.edu.au/courses/apprenticeships)

**“Apprentice training is an integral part of developing our workforce, and ensuring our business is competitive now and well into the future.**

**We send them to Victoria Polytechnic 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.**

**The apprentices coming out of Victoria Polytechnic have been taught to do things properly, their skills are essential to the success of our business.”**

### **BEN WOODING**

General Manager  
SGA Engineering (Australia)

## BUSINESS, LEGAL AND IT

---

Accounting.....	12
Business.....	12
Information Technology.....	12
Leadership .....	12
Legal practice .....	12
Management .....	13

## COMMUNITY SERVICES

---

Aged care .....	16
Alcohol and other drugs.....	16
Case management .....	16
Community development.....	16
Community services.....	16
Disability support .....	17
Individual support.....	17
Youth work.....	17

## CREATIVE ARTS

---

Art.....	21
Digital media .....	20
Editing.....	20, 21
Graphic design.....	21
Library studies.....	20
Media .....	20
Music .....	20
Screen media.....	20
Sound production .....	21
Visual art.....	21
Writing .....	20, 21

## EARLY CHILDHOOD AND EDUCATION SUPPORT

---

Early childhood education.....	25
Education support .....	25
Safe use of machinery for technology teaching.....	25
Training and assessment.....	25

## HAIR, MAKE-UP AND BEAUTY

---

Beauty services .....	29
Beauty therapy.....	29
Hairdressing .....	29
Make-up .....	29
Specialist make-up.....	29

## LOGISTICS AND SUPPLY CHAIN

---

Logistics.....	33
----------------	----

## NURSING AND HEALTH

---

Health administration .....	37
Health assistance .....	37
Health science .....	37
Nursing.....	37
Paramedical science.....	37

## SPORT, MASSAGE AND FITNESS

---

Massage .....	41
Myotherapy.....	41
Remedial massage.....	41
Sport development.....	41

## TRADES

---

Blocklaying.....	44
Bricklaying .....	44
Building .....	44
Building Design.....	44
Building Surveying.....	44
Cabinet making.....	44
Carpentry .....	45
Construction .....	44
Electrician .....	45
Electrotechnology.....	45
Engineering.....	45, 46
Estimating.....	44
Fabrication .....	45

Furniture .....	46
Industrial automation.....	46
Joinery.....	47
Mechanical engineering.....	45
Plumbing .....	47
Signage.....	47

## TRANSITION EDUCATION

---

English as an additional language (EAL) .....	50
General education .....	50
Indigenous studies .....	50
Mumgu-Dhal Tyama-Tiyt .....	50
Spoken and written English.....	51
Transition education.....	51
Victorian Certificate of Education (VCE) .....	51
Work education.....	51

## OTHER

---

Applications .....	60
Apprenticeships.....	61
Campuses .....	56, 57
Facilities .....	58, 59
Fees .....	52, 53
Organisational development.....	9
Pathways .....	7
Scholarships .....	54
Support services .....	55
Traineeships.....	61
Vocational Education and Training in Schools (VETiS).....	5, 37

# WANT TO KNOW MORE?

## FOR FURTHER COURSE INFORMATION

Phone 1300 82 33 87  
vpoly@vu.edu.au

## CONNECT WITH US



victoriapolytechnic.edu.au

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**VICTORIA**  
**POLYTECHNIC**

TAFE DIVISION OF **VICTORIA UNIVERSITY**

**FOR FURTHER  
COURSE INFORMATION**

Phone 1300 82 33 87

[vpoly@vu.edu.au](mailto:vpoly@vu.edu.au)

[victoriapolytechnic.edu.au](http://victoriapolytechnic.edu.au)

**OPEN DAY**

**28.08.16**

[vu.edu.au/openday](http://vu.edu.au/openday)

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