

# COURSE GUIDE 2018



**VICTORIA  
POLYTECHNIC**

TAFE DIVISION OF VICTORIA UNIVERSITY

# WELCOME TO VICTORIA POLYTECHNIC



Victoria University is an open and excellent university that prides itself on being inclusive, not exclusive. As the University of Opportunity and Success, we provide exceptional value to our diverse community of students by guiding them to achieve their career aspirations with personalised, flexible, well-supported and industry relevant learning opportunities that are tailored to meet student needs.

For this reason 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 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.

By choosing to study with us, you can be assured of a friendly, supportive environment where our teachers will work alongside you to help you achieve your goals. We also offer a range of targeted student support services that maximise student persistence and success throughout the educational journey.

Thank you for considering VU for your studies and I hope to welcome you in 2018.

A handwritten signature in black ink that reads "Peter Dawkins". The signature is written in a cursive, slightly slanted style.

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

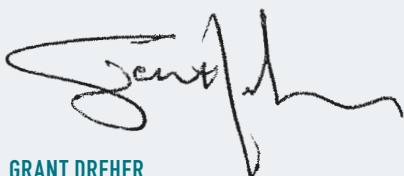
Victoria Polytechnic builds on Victoria University's proud 100-year history of excellence in the delivery of vocational education and boldly launches us into the future.

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.

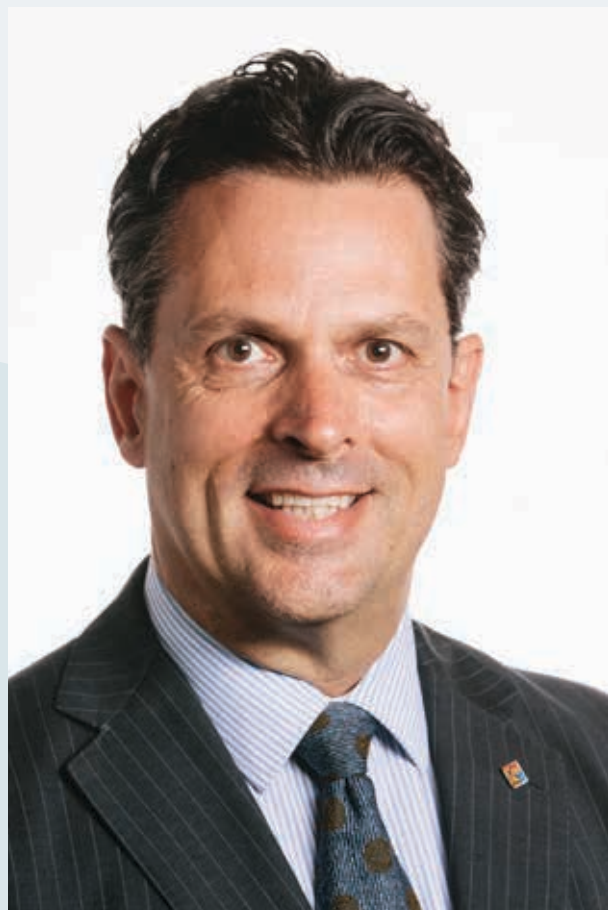
We empower you to reach your full potential through our suite of industry-current, relevant and outcome-focused programs.

Victoria Polytechnic offers innovative blended and digital modes of delivery, world-class training facilities and programs that prepare you for the workforce. 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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# 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.





# BLENDED LEARNING AT VP

At Victoria Polytechnic (VP) we are committed to providing fully-supported, flexible study options that suit every student's needs. Our Blended Learning model replaces traditional paper-based theory with a cohesive combination of face-to-face teaching and technological based learning activities.

This contemporary approach to teaching complements students' on campus learning, but does not replace it. Instead, it optimises face-to-face sessions by facilitating a more efficient introduction and reinforcement of subject topics. Students are guided through a range of interactive learning activities and resources, developed by professional

learning designers in collaboration with Victoria Polytechnic's teaching staff.

We understand that students are often juggling their study with part-time work, family commitments or health and well-being issues. Our Blended Learning model significantly reduces the restrictions of traditional timetables and increases the overall flexibility of study.

The Blended Learning environment keeps students connected with our teachers through a range of support services and assistance.

#### Key benefits of Blended Learning:

- Students have the opportunity to experience higher levels of engagement and success through recognised teaching techniques and learning models. These combine to provide a consistent student experience throughout the duration of the course

- Face-to-face contact time is optimised, enabling flexible and mobile access to teaching and learning resources prior to and after face-to-face learning sessions
- Higher levels of engagement and improved outcomes are achieved through interactive self-study lessons and independent learning
- Improved levels of monitoring student performance and the opportunity to quickly identify knowledge gaps
- Learning opportunities are maximised by offering students flexibility with the speed at which they learn, and greater accessibility to learning opportunities through collaborative learning and online learning events.

# 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 2018 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



NON-ACCREDITED TRAINING



OPTIONAL ASSESSMENT



CERTIFICATE III & IV



DIPLOMA & ADVANCED DIPLOMA



GRADUATE CERTIFICATE & GRADUATE DIPLOMA



MASTERS

Victoria Polytechnic 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. 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

Diploma of Nursing  
(Enrolled-Division 2 nursing)  
HLT54115

Bachelor of Nursing  
HBNB

## 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.

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/returning-to-study](http://vu.edu.au/returning-to-study)

## RECOGNISING YOUR PRIOR SKILLS

Previous Study

Work-Based Training

Work/Life Experiences

Industry Skills Recognition (RPL)

**"I became employed on a casual basis 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 chose VU as it offered great pathways for learning. As a mature-age student, I wanted to ensure I was able to manage the study load as well as life balance. I needed a career path that was sustainable as a sole parent to ensure I was able to support my children.**

**The teachers were always building our confidence and challenging us as students. This allowed me to push myself further."**

**Renee Page**

Certificate III in Community Services  
Diploma of Community Services



# CUSTOMISED INDUSTRY TRAINING

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)



“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**

## BUSINESS, LEGAL AND IT

Are you ready to take the first step in your legal career, advance your business skills, crunch numbers in accounting or launch into IT? Our industry-relevant qualifications will propel you towards your next career goal.

If you're ready to begin your pathway to becoming a practising lawyer or a legal paraprofessional, we can help you gain the necessary skills. You will learn how to provide advice on legal services, manage legal practice operation resources and interpret relevant legislation.

We work closely with industry to ensure our information technology students are work-ready upon graduation, and equipped with the technical skills that employers are looking for. You will have access to Cisco routers and switches, virtualisation platforms to

develop virtual servers, and the latest software packages. You will also have the opportunity to undertake a range of vendor certificates including CISCO and Microsoft, to further enhance your employability skills.

Our business and frontline management programs give you a focused understanding of today's business world and prepare you for the future in cross-industry roles. If you are looking to start out in the accounting sector, our courses prepare you for bookkeeping as well as providing pathways into higher education.

**“The ethos of the University really resonated with me. My favourite part of VU has to be the staff. I find the staff are there to genuinely help me succeed. I worked full time while studying and every day was a new learning experience. I am currently completing my Bachelor of Laws while working in my current role at law firm Stary Norton Halphen.**

**My path to where I am today was long and diverse, but it did not deter me from reaching my ultimate goal. I didn't know whether I wanted to study law in the beginning, but my boss (Robert Stary) really encouraged me. He gave me the confidence that I too can accomplish my degree if I put my efforts into my studies.”**

### **MARCO MAN**

Victorian Certificate of Education (VCE)  
Advanced Diploma of Legal Practice  
Bachelor of Laws



**“EVERYBODY I HAVE MET IS  
SO HAPPY TO HELP; FROM  
THE LADY AT THE FRONT  
RECEPTION DESK TO THE  
UNIT COORDINATOR; IT HAS  
BEEN AN AMAZING  
EXPERIENCE.”**

**BUSINESS,  
LEGAL AND IT**

# BUSINESS, LEGAL AND IT

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 INTAKES: Feb/Apr/Jul/Oct CAMPUS: FN APPLICATION: Direct or VTAC application	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.	There are no prerequisites for this course.	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: 0.5 years INTAKES: Feb/Apr/Jul/Oct CAMPUS: FN APPLICATION: Direct application	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.	There are no prerequisites for this course.	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 INTAKES: Feb/Jul CAMPUS: FN, BL APPLICATION: Direct application	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.	There are no prerequisites for this course.	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 INTAKES: Rolling CAMPUS: FN, BL APPLICATION: Direct application	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.	There are no prerequisites for this course.	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 INTAKES: Feb/Apr/Jul/Oct CAMPUS: FN APPLICATION: Direct or VTAC application	Further your career in IT with a course in networking. Learn the skills and knowledge to design, build, install and manage ICT networks.	There are no prerequisites for this course.	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 INTAKES: Feb/Jul CAMPUS: FN APPLICATION: Direct or VTAC application	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.	There are no prerequisites for this course, 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 INTAKES: Rolling CAMPUS: FN, I, BL APPLICATION: Direct application	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.	There are no prerequisites for this course.	Potential job titles include coordinator, leading hand, supervisor and team leader.

COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<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 INTAKES: Rolling CAMPUS: FN, I APPLICATION: Direct application	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.	There are no prerequisites for this course.	You will be prepared for roles as a manager.
<b>BSB41015 – Certificate IV in Human Resources</b> <a href="http://vu.edu.au/courses/BSB41015">vu.edu.au/courses/BSB41015</a> DURATION: 0.5 years INTAKES: Feb/Jul CAMPUS: FN, BL APPLICATION: Direct application	Equip yourself to work in human resources support roles. This course will provide you with the skills and knowledge to process payroll, prepare for staff recruitment, support performance management functions, create job descriptions, conduct OHS audits and implement industrial relations procedures.	There are no prerequisites for this course.	Potential job titles include human resources assistant, human resources coordinator, human resources administrator and payroll officer.
<b>BSB52215 – Diploma of Legal Services</b> <a href="http://vu.edu.au/courses/BSB52215">vu.edu.au/courses/BSB52215</a> DURATION: 0.5 years INTAKES: Feb/Jul CAMPUS: FN APPLICATION: Direct application	The study of law examines how people and government interact and maintain social relationships and obligations. It includes understanding individual duties and legal rights which are determined and maintained through legal instruments, such as Acts and Constitutions. This course aims to target professionals working in the legal field who require a qualification to be formally recognised as a paralegal or law office manager.	There are no prerequisites for this course.	Potential job titles include executive legal assistant, law clerk, legal services support officer, paralegal and senior legal secretary.

CAMPUSES: **BL**, Blended Learning **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 DIPLOMA OF LEGAL SERVICES, WHICH WILL OPEN UP JOB OPPORTUNITIES AS A LAW CLERK, FAMILY LAW ASSISTANT, LEGAL SECRETARY, TRAINEE COURT REGISTRAR AND MORE.**



## COMMUNITY SERVICES AND AGED CARE

Get set to join one of Australia's fastest growing sectors with a qualification in community services. Our courses range from community case work to community development, disability services, aged care, youth work, and alcohol and other drugs (AOD) support. Upon graduation you will be equipped to work in a variety of health related settings, including public and private hospitals; local councils; community health care; and home, community and residential care facilities.

If you're already in the industry, we can help you 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.

Through our certificate in AOD, you will develop the skills required to provide a range of services and interventions to people with alcohol and other drug abuse problems.

If you want to start a career in ageing support, our certificate in individual support allows you to specialise and complete a practical work placement in aged care, home and community care or disability.

**"I left school in year 10 and didn't finish year 12, so I was doubtful that I would be able to get to where I wanted to be in life. VP helped me realise that when there is a will there is a way, and if you really put your mind, body and soul into something, anything is possible.**

**I had a meeting with staff from the University who organised my pathway and helped me tremendously throughout the whole process. After three long years, the time has finally come, and with my head held high, I'm proud to say I reached my goal and finally finished my degree."**

**SAMANTHA MADDEN**

Certificate IV in Youth Work  
Diploma of Youth Work  
Bachelor of Youth Work





**“I FEEL MY GREATEST  
CAREER ACHIEVEMENT SO  
FAR WOULD BE THE  
NUMEROUS POSITIVE  
RELATIONSHIPS I HAVE  
BEEN ABLE TO BUILD WITH  
CLIENTS AND OTHER  
NETWORKS.”**

**COMMUNITY  
SERVICES AND  
AGED CARE**

# COMMUNITY SERVICES AND AGED CARE

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 INTAKES: Rolling CAMPUS: W, FN, I, BL APPLICATION: Direct application	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.	There are no prerequisites for this course. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check.	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 INTAKE: Feb/Jul CAMPUS: FN, W, I, BL APPLICATION: Direct application	Develop the skills required to provide services and interventions to clients with alcohol and drug issues and/or implement health promotion and community interventions. Practical placements will be undertaken with community based organisations, withdrawal services, residential rehabilitation services and outreach services under the guidance and supervision of experienced practitioners and professionals.	There are no prerequisites for this course. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working With Children's Check.	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 INTAKES: Feb/Jul CAMPUS: FN, W, BL APPLICATION: Direct application	Gain the theoretical knowledge and skill-set required to manage the development and delivery of programs that enable communities to influence and guide their own future through public and social change processes.	There are no prerequisites for this course. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working With Children's Check.	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 INTAKES: Mar CAMPUS: I, BL APPLICATION: Direct application	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.	There are no prerequisites for this course. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working With Children's Check.	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: 9 months INTAKES: Feb CAMPUS: FN, W, I, SA, S APPLICATION: Direct application	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.	There are no prerequisites for this course. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working With Children's Check.	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: 9 months INTAKES: Feb/Jul CAMPUS: FN, W, I, BL APPLICATION: Direct application	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.	There are no prerequisites for this course. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working With Children's Check.	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.



COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<b>CHC52015 – Diploma of Community Services</b> <a href="http://vu.edu.au/courses/CHC52015">vu.edu.au/courses/CHC52015</a> DURATION: 2 years INTAKES: Feb/Jul CAMPUS: FN, W APPLICATION: Direct application	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.	There are no prerequisites for this course. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working With Children's Check.	Potential job titles include community welfare worker, community worker, case manager, program coordinator, case worker, support facilitator, family support worker and welfare worker.
<b>CHC43115 – Certificate IV in Disability</b> <a href="http://vu.edu.au/courses/CHC43115">vu.edu.au/courses/CHC43115</a> DURATION: 1 year INTAKES: Feb/May/Jul/Oct CAMPUS: W, FN, I APPLICATION: Direct application	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.	There are no prerequisites for this course. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working With Children's Check.	Potential job titles include behavioural support officer, marketing coordinator, development officer, project officer, disability officer and residential care officer.
<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 INTAKES: Rolling CAMPUS: FN, SA, W, I, BL APPLICATION: Direct application	Specialisations offered are: Ageing Disability Ageing, Home and Community Gain the skills and knowledge required to start your career in the aged care, disability, or home and community care sector. You will develop the procedural knowledge and competencies required to provide person-centred support for people in community and residential based settings. A 20 day practical placement will be arranged for you to practice your new skills.	There are no prerequisites for this course. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check.	Potential job titles include care worker and home care assistant.
<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 INTAKES: Feb/Jul CAMPUS: FN, W APPLICATION: Direct application	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.	There are no prerequisites for this course. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working With Children's Check.	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.
<b>CHC50413 – Diploma of Youth Work</b> <a href="http://vu.edu.au/courses/CHC50413">vu.edu.au/courses/CHC50413</a> DURATION: 1.5 years INTAKES: Feb/Jul CAMPUS: FN, W APPLICATION: Direct or VTAC application	Enhance the skills and knowledge you require to work with young people, including in a supervisory or coordination role in which you 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.	There are no prerequisites for this course. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working With Children's Check.	Potential job titles include case manager, youth and family services coordinator, program manager, senior case worker, senior youth worker, and youth work team leader.

CAMPUSES: BL, Blended Learning 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.

## CREATIVE ARTS

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

Graphic design students have access to industry-standard equipment and software in a simulated work environment at Hatch studio, where they have the opportunity to produce commercial work for real clients.

Our music and sound production students study at a working industry facility, Kindred Studios. Listed as one of the top 10 shared

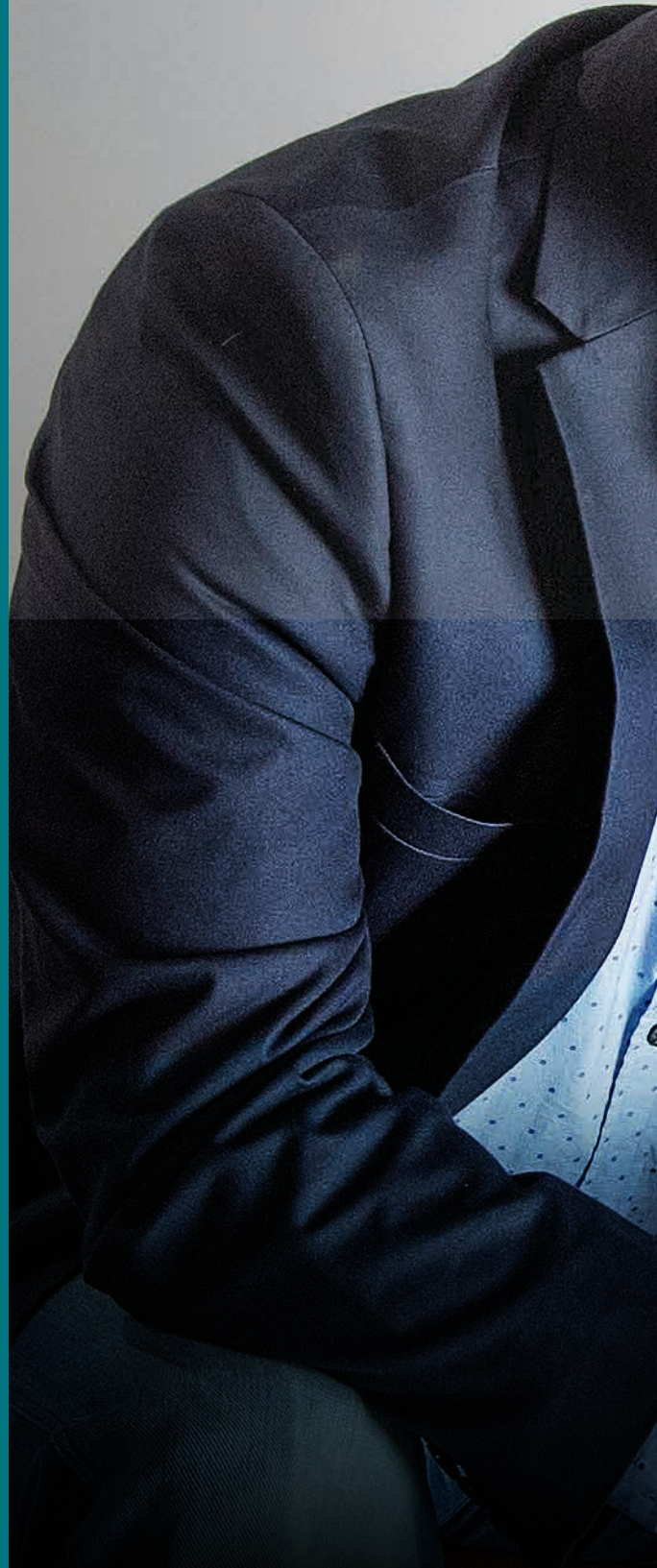
workspaces in the world by Lonely Planet, Kindred Studios boasts music rehearsal, performance and recording spaces, as well as equipment for student hire.


VU's MetroWest 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.

**“I enrolled in the Diploma of Professional Writing and Editing. I can't speak highly enough of the course, which instilled in me the rigour that's required of good writing. Subjects were practical with loads of opportunities to hone our skills. All teachers were experienced writers and editors; their dedication to writing was contagious.”**

**PETER DEWAR**

Diploma of Professional Writing and Editing





“FROM POETRY TO  
NON-FICTION, TEACHERS  
ENCOURAGED STUDENTS  
TO GET THEIR WORK  
PUBLISHED AND CONNECT  
TO THE WIDER WRITING  
COMMUNITY.”

**CREATIVE ARTS**

# CREATIVE ARTS

COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<b>CUA50715 – Diploma of Graphic Design</b> <a href="http://vu.edu.au/courses/CUA50715">vu.edu.au/courses/CUA50715</a> DURATION: 1 year INTAKES: Feb/Jul CAMPUS: FN APPLICATION: Direct or VTAC application	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.	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 Screen and Media.	Potential job titles include graphic designer or illustrator across both print and digital media.
<b>CUA60315 – Advanced Diploma of Graphic Design</b> <a href="http://vu.edu.au/courses/CUA60315">vu.edu.au/courses/CUA60315</a> DURATION: 1 year INTAKES: Feb/Jul CAMPUS: FN APPLICATION: Direct application	Develop your graphic design skills for interactive and print-based media. Enhance your drawing skills, gain more knowledge of 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.	Applicants must have the conceptual, technical and organisational skills to create and present work in their chosen creative form. These skills and knowledge may have been acquired through experience in a creative field or through formal study.	Potential job titles include graphic designer in advertising, illustration and drawing.
<b>CUA41215 – Certificate IV in Screen and Media</b> <a href="http://vu.edu.au/courses/CUA41215">vu.edu.au/courses/CUA41215</a> DURATION: 0.5 years INTAKES: Feb/May/Jul/Sep CAMPUS: FN APPLICATION: Direct or VTAC application	Specialisation offered is: Interactive Media  Begin a career as a graphic designer or new media artist. You will learn everything from creating concepts to graphic design and media projects.	There are no prerequisites for this course.	Potential job titles include digital artist, interactive media editor and web designer.
<b>BSB42115 – Certificate IV in Library and Information Services</b> <a href="http://vu.edu.au/courses/BSB42115">vu.edu.au/courses/BSB42115</a> DURATION: 1 year INTAKES: Feb/Jul CAMPUS: FN, OL APPLICATION: Direct or VTAC application	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.	There are no prerequisites for this course.	Potential job titles include arts officer, client services officer, digital services officer, gallery assistant or officer, information services assistant, library assistant or officer, and museum assistant or officer.
<b>BSB52115 – Diploma of Library and Information Services</b> <a href="http://vu.edu.au/courses/BSB52115">vu.edu.au/courses/BSB52115</a> DURATION: 1 year INTAKES: Feb/Jul CAMPUS: FN, OL APPLICATION: Direct or VTAC application	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.	There are no prerequisites for this course.	Potential job titles include access services officer, information services officer, journals officer, library technician, metadata officer, special collections officer and technical services officer.
<b>CUA40915 – Certificate IV in Music Industry</b> <a href="http://vu.edu.au/courses/CUA40915">vu.edu.au/courses/CUA40915</a> DURATION: 1 year INTAKES: Feb/Jul CAMPUS: FN, KS APPLICATION: Direct or VTAC application	Specialisation offered is: Sound Production  Prepare yourself for work in the contemporary music industry with skills in sound production and ensemble and solo performance, as well as critical listening, analysis, composition and music technology, including live sounds and MIDI.	There are no prerequisites for this course.	Potential job titles include sound engineer, music producer, studio engineer and live sound engineer.
<b>CUA60515 – Advanced Diploma of Music Industry</b> <a href="http://vu.edu.au/courses/CUA60515">vu.edu.au/courses/CUA60515</a> DURATION: 1 year INTAKES: Feb/Jul CAMPUS: FN, KS APPLICATION: Direct or VTAC application	Specialisation offered is: Performance, Composition  Build the technical, compositional and performance skills you need to be a professional musician with access to well-equipped rehearsal facilities, a 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.	There are no prerequisites for this course.	Potential job titles include composer and/or performer.

COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<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 INTAKES: Feb/Jul CAMPUS: FN, OL APPLICATION: Direct or VTAC application	Gain the knowledge and skills to succeed in the writing, editing and publishing industries. This course provides you with theoretical and practical skills through a range of writing and editing tasks, including participation in producing publications and literary events.	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.
<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 INTAKES: Feb/Jul 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.	Applicants must have: <ul style="list-style-type: none"> <li>- an ability to write short works (c. 1000 words)</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>CUA60715 – Advanced Diploma of Visual Arts</b> <a href="http://vu.edu.au/courses/CUA60715">vu.edu.au/courses/CUA60715</a> DURATION: 1 year INTAKES: Feb/Jul CAMPUS: FN APPLICATION: Direct application	Build on your existing skills and creative abilities by gaining a deeper understanding of your artistic work. You will have access to your own studio-based environment with opportunities to exhibit works. Your studies will include gallery visits and talks by visiting industry speakers. Practising artists teach this course.	Applicants must have the conceptual, technical and organisational skills to create and present work in their chosen creative form. Those skills and knowledge may have been acquired through experience in a creative field or through formal study, such as the Diploma of Visual Arts.	Visual artists can work in their own practice or in a range of contexts across the visual arts industry. Graduating visual artists from this course may incorporate the following in their creative practice: digital art, drawing and illustration, painting, photomedia, printmaking.
<b>CUA51115 – Diploma of Visual Arts</b> <a href="http://vu.edu.au/courses/CUA51115">vu.edu.au/courses/CUA51115</a> DURATION: 1 year INTAKES: Feb/Jul 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.	Applicants must have the technical and organisational skills to conceptualise and create works in a selected medium. 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.

CAMPUSES: **BL**, Blended Learning **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.



## EARLY CHILDHOOD AND EDUCATION SUPPORT

There are endless opportunities for careers in the early childhood and education service industries, and with a qualification from Victoria Polytechnic you'll be equipped to put theory into practice from day one.

Our graduates work in a range of education settings, including public schools, independent schools, and community services and education programs.

We place a strong emphasis on workplace learning which means you'll complete extensive practical

training in school and childcare settings, interacting with young people and staff. The practical children's services lab at the Werribee campus further encourages hands-on learning in a simulated early childhood environment.

**"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**

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

A young man with dark hair, wearing black-rimmed glasses, a dark blazer, and a light-colored patterned shirt, is smiling broadly. The background is a plain, light-colored wall. The image is partially overlaid with a dark grey gradient in the top right corner and a teal gradient at the bottom.

**“THE COURSES OFFER A  
LOT OF HANDS-ON  
PRACTICAL EXPERIENCE.”**

**EARLY CHILDHOOD  
AND EDUCATION  
SUPPORT**

# EARLY CHILDHOOD AND EDUCATION SUPPORT



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: 9 months INTAKES: Feb/Jul 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). During two practical placements in long daycare settings you will gain the knowledge and skills related to childhood development and caring for children, such as planning play activities focused on children's development.	There are no prerequisites for this course. Working with Children and Police Record Checks are required to participate in practical placements.	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 INTAKES: Feb/Apr/Jul/Oct 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 Record Checks are required to participate in practical placements.	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: 9 months INTAKES: Feb/Jul CAMPUS: FN, SA, W, I 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.	There are no prerequisites for this course. Working With Children and Police Record Checks are required to participate in placements.	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 INTAKES: Rolling 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 INTAKES: Rolling CAMPUS: CK, FP, I 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: **BL**, Blended Learning **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.

## HAIR, MAKE-UP AND BEAUTY

We recognise the importance of real-world learning, delivered by real-world industry experts. That is why you'll get hands-on experience in your field at our City King student-run clinics providing services to members of the public under the guidance of expert trainers. You will also have the chance to showcase your skills through an extensive events calendar, including community competitions and fundraising activities.

We have solid relationships within the fashion, entertainment and creative arts industries, giving you 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 screen and media (specialist make-up) students have gained experience on productions including Australia's Got Talent and King Kong, and overseas opportunities like New York Fashion Week.

**“I'm currently completing a Diploma of Specialist Make-Up Services. I love being challenged by the courses, but also being pushed to be as creative as I can. I now have my own make-up business and have been successful in running it for a year and half.**

**In 2016, with great support from my teachers at VP, I won my first make-up competition. Gaining first place in the Hair and Beauty Industry Association (HBIA) 2016 Championships for the category of Magazine Front Cover Make-Up has been my biggest career achievement so far. I'm very thankful for the opportunities VP has given me, and for the life long friends I've made.”**

**SHARNI CHANDLER**

Diploma of Screen and Media  
(Specialist Make-up Services)



**“I WAS VERY BADLY  
BULLIED ALL THE WAY  
FROM YEAR 5 THROUGH  
TO YEAR 11, WHICH LED  
TO ME LEAVING SCHOOL.  
BUT RATHER THAN  
GIVING UP, VICTORIA  
POLYTECHNIC INSPIRED  
ME TO MAKE MY  
DREAMS A REALITY.”**

**HAIR, MAKE-UP  
AND BEAUTY**

# HAIR, MAKE-UP AND BEAUTY



MAKE-UP STUDENTS HAVE  
REGULAR OPPORTUNITIES  
TO EXHIBIT THEIR WORK AT  
A RANGE OF EVENTS.

COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<p><b>SHB30516 – Certificate III in Barbering</b>  <a href="http://vu.edu.au/courses/SHB30516">vu.edu.au/courses/SHB30516</a>            DURATION: 3 years            INTAKES: Rolling            CAMPUS: CK, I, BL            APPLICATION: Direct application</p>	<p>Become a qualified barber and develop the full range of barbering and hairdressing techniques and client service skills. You will learn how to ensure a safe working environment and apply your knowledge to sell products and services. This course is offered as both an apprenticeship and non-apprenticeship.</p>	<p>If wanting to undertake this course as an apprenticeship, you must be employed as a barbering apprentice.</p>	<p>This course is designed to provide students with the ability and knowledge to work within the contemporary barbering industry. Upon successful completion students are job ready and recognised within the hairdressing industry as a fully qualified barber and hairdresser.</p>
<p><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            INTAKES: Feb/Jul/Apr/Sep            CAMPUS: CK, BL            APPLICATION: Direct application</p>	<p>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.</p>	<p>There are no prerequisites for this course.</p>	<p>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.</p>
<p><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            INTAKES: Feb/Jul/Apr/Sep            CAMPUS: CK, BL            APPLICATION: Direct application</p>	<p>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.</p>	<p>There are no prerequisites for this course.</p>	<p>Potential job title is beauty therapist.</p>
<p><b>SHB50115 – Diploma of Beauty Therapy</b>  <a href="http://vu.edu.au/courses/SHB50115">vu.edu.au/courses/SHB50115</a>            DURATION: 1 year            INTAKES: Feb/Jul/Apr/Sep            CAMPUS: CK, BL            APPLICATION: Direct application</p>	<p>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.</p>	<p>There are no prerequisites for this course.</p>	<p>Potential job title is senior beauty therapist.</p>
<p><b>SHB30416 – Certificate III in Hairdressing</b>  <a href="http://vu.edu.au/courses/SHB30416">vu.edu.au/courses/SHB30416</a>            DURATION: 3 years            INTAKES: Rolling            CAMPUS: CK, I, BL            APPLICATION: Direct application</p>	<p>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. This course is offered as both an apprenticeship and non-apprenticeship.</p>	<p>If wanting to undertake this course as an apprenticeship, you must be employed as a hairdressing apprentice.</p>	<p>Potential job title is hairdresser.</p>
<p><b>CUA51015 – Diploma of Screen and Media</b>  <a href="http://vu.edu.au/courses/CUA51015">vu.edu.au/courses/CUA51015</a>            DURATION: 1 year            INTAKES: Feb/Jul            CAMPUS: CK, I, BL            APPLICATION: Direct application</p>	<p>Specialisation:            Specialist Make-up Services            Forge an exciting career as a make-up artist in the entertainment industry. Learn how to style wigs and hairpieces, as well as apply specialist make-up such as bridal, photographic, theatre, period, special effects, television, film and fashion make-up.</p>	<p>There are no prerequisites for this course.</p>	<p>Qualified specialist make-up artists can fill roles in all aspects of media such as special effects, body art and face painting, feature films and television productions, theatre, fashion and wedding photography, runways and music clips.</p>

CAMPUSES: BL, Blended Learning 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.

# HOSPITALITY

A hospitality qualification can present you with endless career opportunities in one of the world's largest industries for employment.

At Victoria Polytechnic we understand that to be successful you need a balance of expert knowledge and real world experience. We have designed hospitality programs that combine digital learning, practical skills and hands-on training, to prepare you for the world of work. You will train with our industry experts to hone your skills and then put theory into practice in world-class facilities right on campus.

The Footscray Nicholson hospitality training centre includes three state-of-the-art commercial kitchens with the latest cooking equipment; two demonstration kitchens; a training bar, and 150 seat training

restaurant, VenU, which was awarded best training restaurant in Victoria at the Restaurant and Catering awards.

Victoria Polytechnic is interconnected with the wider hospitality industry through a range of partnerships. For example, select students in the Diploma and Advanced Diploma of Hospitality Management have the opportunity to engage in practical placements at the Lancemore Group's Mansion Hotel & Spa at Werribee Park. This partnership allows students to develop practical knowledge and skills in industry, so they can thrive from the get-go.

**“The University gave me the confidence and knowledge to move forward in my career, and opportunities to build my professional network.**

**During my studies I undertook a cooperative education year with TFE Hotels as a receptionist, which gave me a foot in the door at entry level.**

**At the end of my co-op year, TFE offered me a place in their Future Leaders Program, and when that finished, an Assistant Manager role at Travelodge Docklands. Within 12 months I became the hotel manager of Adina Apartment Hotel Melbourne, Flinders Street.”**

**JEN SEYMEN**

Advanced Diploma of Hospitality  
Bachelor of Business (Hospitality Management)



**“I HAD REVIEWED A FEW  
DIFFERENT COURSE  
PROVIDERS, BUT SETTLED  
ON VU AFTER RECEIVING A  
VERY WELCOMING FEELING  
FROM THE COURSE  
COORDINATOR, WHO ALSO  
INTRODUCED ME TO VU’S  
PATHWAYS PROGRAM.”**

**HOSPITALITY**

# HOSPITALITY



OUR HOSPITALITY COURSES WILL IGNITE STUDENT'S PASSIONS AND PREPARE THEM FOR A SUCCESSFUL FUTURE IN ONE OF THE WORLD'S LARGEST INDUSTRIES FOR EMPLOYMENT.



COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<b>SIT30816 – Certificate III in Commercial Cookery</b> <a href="http://vu.edu.au/courses/SIT30816">vu.edu.au/courses/SIT30816</a> DURATION: 1 year INTAKES: Rolling CAMPUS: FN APPLICATION: Direct application	Make your food dream a reality with Victoria Polytechnic's Certificate III in Commercial Cookery. Train in our state-of-the-art facilities under the guidance of industry experts. Prepare dishes for service in a fully operational onsite restaurant. Get ready for your culinary career with comprehensive training in the skills you need to be job-ready, including: planning menus, preparing specialised dishes, coaching others and working sustainably.	You must be employed as a commercial cookery apprentice.	Potential job titles include cook and/or trainee chef in restaurants/café, hotels, resorts, reception centres, airlines, hospitals, aged care residences, cruise ships, catering companies and clubs.
<b>SIT50416 – Diploma of Hospitality Management</b> <a href="http://vu.edu.au/courses/SIT50416">vu.edu.au/courses/SIT50416</a> DURATION: 1 year INTAKES: Feb/Jul CAMPUS: FN APPLICATION: Direct application	Become a highly skilled manager in the hospitality industry. This course offers a broad range of industry knowledge and skills which are practically applied in a managerial context.	There are no prerequisites for this course.	Potential job titles include banquet or function manager, bar manager, café manager, club manager, front office manager, motel manager and restaurant manager.
<b>SIT60316 – Advanced Diploma of Hospitality Management</b> <a href="http://vu.edu.au/courses/SIT60316">vu.edu.au/courses/SIT60316</a> DURATION: 0.5 years INTAKES: Feb/Jul CAMPUS: FN APPLICATION: Direct application	This course reflects the role of highly skilled senior managers who use a broad range of hospitality skills, combined with specialised managerial skills and substantial knowledge of industry, to coordinate hospitality operations. You will be provided the skills and knowledge to be able to operate with significant autonomy and make strategic business management decisions.	There are no prerequisites for this course.	Potential job titles include area manager or operations manager, café owner or manager, club secretary or manager, executive chef, executive housekeeper, executive sous chef, food and beverage manager, head chef, motel owner or manager and rooms division manager.

CAMPUSES: BL, Blended Learning 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.



## LOGISTICS AND SUPPLY CHAIN

Our logistics and supply chain qualifications will equip you with the technical knowledge and skills to launch, or further your career. You will learn everything from warehousing, transport operations and distribution, to business administration, purchasing and inventory.

You will graduate with up-to-date skills in 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 ensure you gain on-the-job experience through our partnerships with leading logistics and transport companies, because we know that an efficient supply chain is essential for the success of every business.

**“After I completed VCE, I applied for the cadetship program at the Victorian Transport Association (VTA). I was accepted and started as a Logistics Cadet at DP World Australia in 2015. As part of the VTA cadetship program I was required to complete a Certificate IV and Diploma in Logistics at VU while working full time.**

**I found both courses invaluable, as I was able to apply what I was learning directly to a practical environment. I could see first-hand how the elements we were being taught were relevant to an everyday operation.”**

### **ERIC LAW**

Certificate IV in Logistics  
Diploma in Logistics



**“I WAS GIVEN THE  
OPPORTUNITY TO PRACTICE  
NEW SKILLS IN A SUPPORTIVE,  
THEORETICAL ENVIRONMENT.”**



# **LOGISTICS AND SUPPLY CHAIN**

# LOGISTICS AND SUPPLY CHAIN

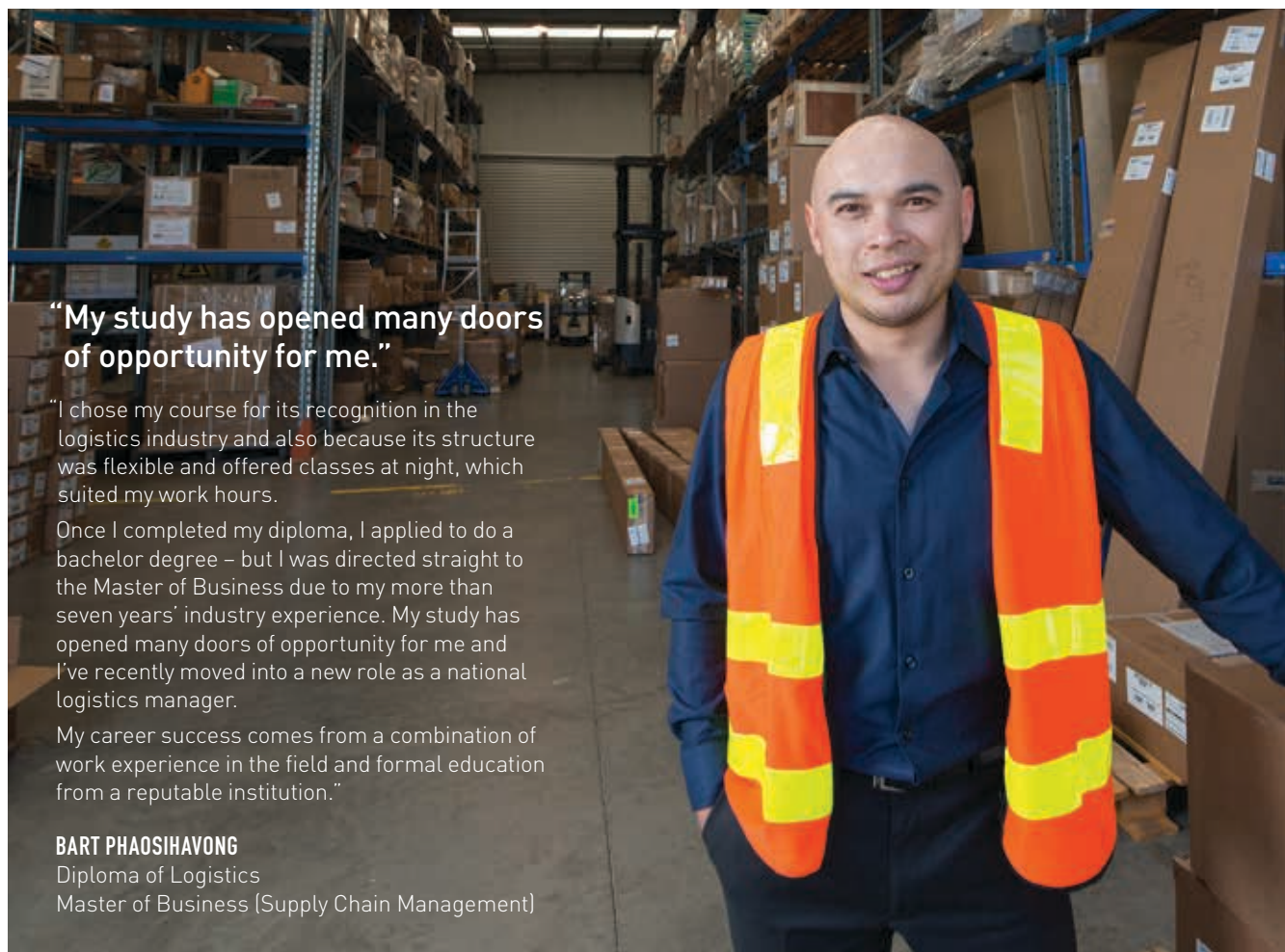


OUR TAFE GRADUATES PERFORMED BETTER THAN ANY OTHER TAFE PROVIDER IN AUSTRALIA. 78.6 PER CENT RECEIVED A JOB-RELATED BENEFIT AS A RESULT OF THEIR TRAINING.\*

\*2015 Student Outcomes Survey

COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<b>TLI42016 – Certificate IV in Logistics</b> <a href="http://vu.edu.au/courses/TLI42016">vu.edu.au/courses/TLI42016</a> DURATION: 1 year INTAKES: Rolling CAMPUS: FN, I APPLICATION: Direct application	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.	There are no prerequisites for this course.	Potential job titles include logistics operations, warehousing team leader, load supervisor, freight scheduler and fleet controller.
<b>TLI50415 – Diploma of Logistics</b> <a href="http://vu.edu.au/courses/TLI50415">vu.edu.au/courses/TLI50415</a> DURATION: 9 months INTAKES: Rolling CAMPUS: FN, I, BL APPLICATION: Direct application	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.	There are no prerequisites for this course.	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.

CAMPUSES: **BL**, Blended Learning **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.



# NURSING AND HEALTH

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

Our training responds directly to industry requirements, with courses created in conjunction with key partners including hospitals, disability services, and a wide range of community organisations like Western Health and Alfred Health.

## SIMULATION LABORATORIES

We have three nursing laboratories and an in-hospital simulation laboratory. The 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 also offer live video streaming, for greater student participation in learning.

## PRACTICAL PLACEMENTS

Our nursing students train at Werribee Mercy Hospital and

Western Health where they have the opportunity to experience the true nature and challenges of contemporary nursing practice. They work alongside expert clinicians, and enjoy supportive clinical learning environments across the spectrum of nursing specialities.

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.

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

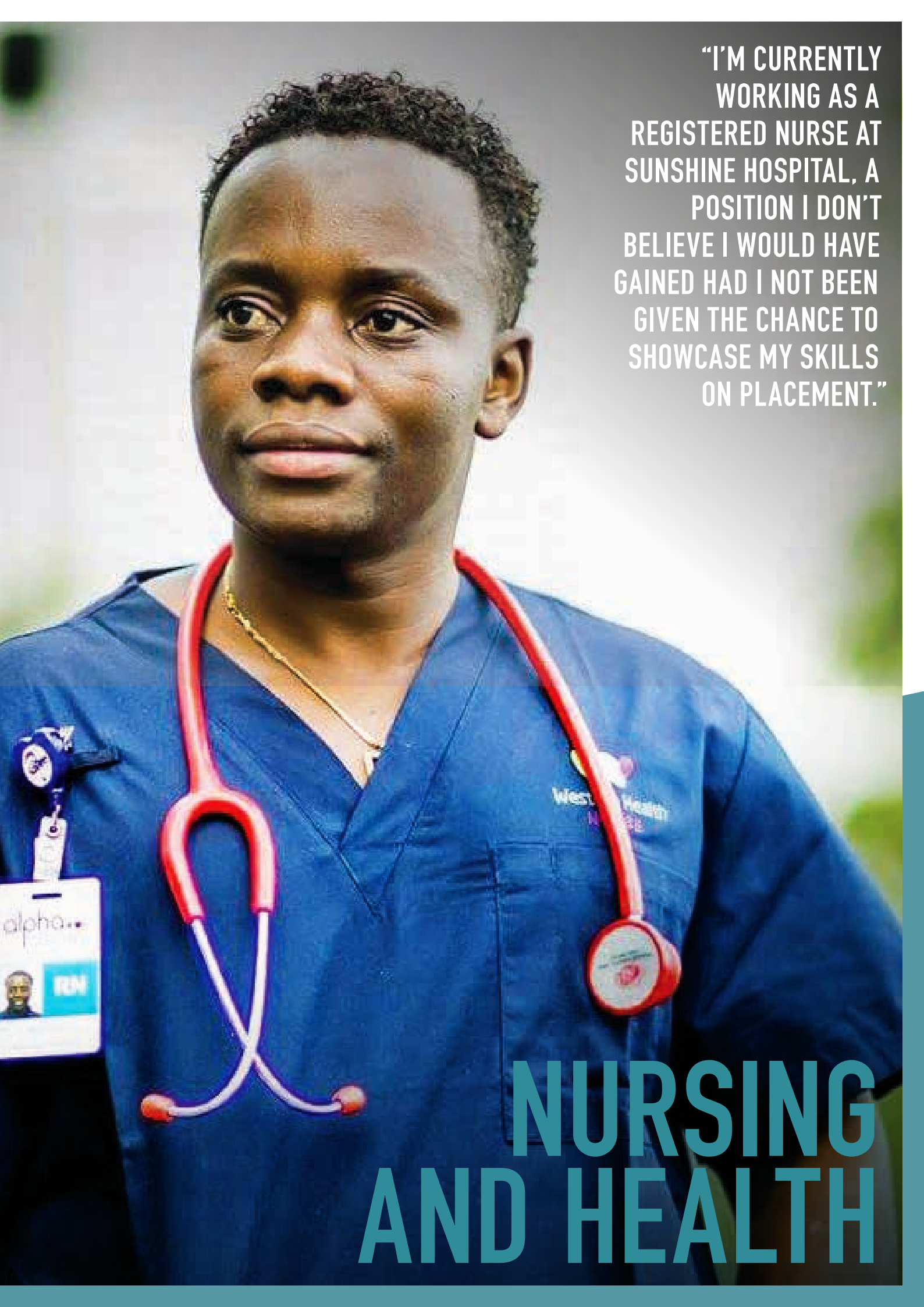
**“The best thing about VP was the friendly, multicultural environment, and the amazing support I received from the teachers.**

**My placement also gave me the confidence I needed to put what I learned in class into practice. I plan to continue my education by studying a Master of Nursing, specialising in emergency or Cardiac Care. My long-term goal is to become a doctor.”**

### **MLISHO KAREGA**

Certificate III in Written and Spoken English  
Diploma of Nursing  
Bachelor of Nursing

Photo courtesy Mukasa Brothers Production



**“I’M CURRENTLY  
WORKING AS A  
REGISTERED NURSE AT  
SUNSHINE HOSPITAL, A  
POSITION I DON’T  
BELIEVE I WOULD HAVE  
GAINED HAD I NOT BEEN  
GIVEN THE CHANCE TO  
SHOWCASE MY SKILLS  
ON PLACEMENT.”**

**NURSING  
AND HEALTH**

# NURSING AND HEALTH

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





COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<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 INTAKES: Feb CAMPUS: FN, SA, W, I, BL APPLICATION: Year 10-12 secondary school students are eligible to enrol at school's selection	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.	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. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check.	Potential job titles include therapy assistant, podiatry assistant, physiotherapy assistant, speech pathology assistant, occupational therapy assistant and allied health assistant.
<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 INTAKES: Feb/Apr/Jul/Oct CAMPUS: W, I, BL APPLICATION: Direct application	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.	There are no prerequisites for this course. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working With Children's Check.	Potential job titles include admissions clerk, medical receptionist, administrative worker, ward clerk and patient coordinator.
<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 INTAKES: Rolling CAMPUS: W, SA, FN, I, BL APPLICATION: Direct application	This course will enable you to seek work as a health service assistant (HSA). 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.	There are no prerequisites for this course. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working With Children's Check.	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.
<b>HLT64115 – Advanced Diploma of Nursing</b> <a href="http://vu.edu.au/courses/HLT64115">vu.edu.au/courses/HLT64115</a> DURATION: 2 years INTAKES: Feb/Jul CAMPUS: W, SA, I APPLICATION: Direct application	Specialisations offered: - Mental health Further your career in nursing and develop specialist skills in the area of mental health. Explore opportunities in specialised nursing care within public or private health organisations, private nursing or community health care facilities. You'll gain hands-on learning experience in our ward simulation labs as well as clinical experience through practical placements.	To gain entry into this course applicants must be currently working in Australia as an enrolled nurse and hold current registration as an enrolled nurse without notation with the Nursing and Midwifery Board of Australia <a href="http://www.nursingmidwiferyboard.gov.au">www.nursingmidwiferyboard.gov.au</a> . Students are required to have been working as an enrolled nurse for a minimum of one (1) year. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working With Children's Check.	Specialised employment opportunities in psychiatric nursing.
<b>HLT54115 – Diploma of Nursing</b> <a href="http://vu.edu.au/courses/HLT54115">vu.edu.au/courses/HLT54115</a> DURATION: 2 years INTAKES: Feb/Jul CAMPUS: W, SA, I, BL APPLICATION: Direct application	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.	There are no prerequisites for this course. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working With Children's Check.	Successful completion will make you eligible for registration as a Division 2 Registered Nurse.
<b>HLT51015 – Diploma of Paramedical Science</b> <a href="http://vu.edu.au/courses/HLT51015">vu.edu.au/courses/HLT51015</a> DURATION: 1 year INTAKES: Feb/Jul CAMPUS: SA, W, I, BL APPLICATION: Direct application	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.	To gain entry into this course, applicants must pass an industry specific fitness test, attend an interview and hold a current Victorian driver's license (minimum probationary level). For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working With Children's Check.	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.
<b>22274VIC – Certificate IV in Clinical Classification</b> <a href="http://vu.edu.au/courses/22274VIC">vu.edu.au/courses/22274VIC</a> DURATION: 9 months INTAKES: Rolling CAMPUS: OL APPLICATION: Direct application	This interactive course provides you with the skills and knowledge to translate descriptions of medical diagnoses and procedures into codes, which are recorded as health data. Clinical Coders are responsible for the coding of moderately complex medical records and ensure produced coded data meets national and jurisdictional reporting requirements.	There are no prerequisites for this course.	Potential job title includes clinical coder.

CAMPUSES: BL, Blended Learning 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.

## SPORT AND MASSAGE

If a career in the sport and massage industry is your end goal then Victoria Polytechnic is the place to be.

You will learn from industry-recognised teachers and gain real-world experience through work placements with sporting organisations like the Western Bulldogs Football Club. Our sport development students have access to Footscray Park campus' world-class Aquatic and Fitness Centre that features indoor sports courts, fully equipped gyms, an athletics track and indoor pool.

Massage students learn at our multi-million dollar Sport and Recreation Learning Centre at Victoria University Whitten Oval Stadium (home of the Western Bulldogs), where they work directly with the players and manage the massage clinic.

**“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**

Certificate III in Fitness  
Certificate IV in Sport Development  
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**

Diploma of Sport Development  
Bachelor of Exercise Science (Clinical Practice)



A photograph of two young women in a gym. The woman on the left is wearing a white sleeveless top and has a blue stethoscope around her neck. She is smiling and looking towards the camera. The woman on the right is wearing a black polo shirt and is also smiling, looking towards the camera. She has her right arm raised, showing a silver watch. In the background, there is a piece of gym equipment, possibly a lat pulldown machine.

**“THE TEACHERS MADE SURE  
WE HAD THE TOOLS TO  
REACH FOR OUR GOALS,  
EVEN WHEN IT SEEMED  
IMPOSSIBLE TO US.”**

# **SPORT AND MASSAGE**

# SPORT AND MASSAGE

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>22316VIC - Advanced Diploma of Myotherapy</b> <a href="http://vu.edu.au/courses/22316VIC">vu.edu.au/courses/22316VIC</a> DURATION: 1 year INTAKES: Feb/Jul CAMPUS: FP APPLICATION: Direct application	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.	Successful completion of competencies equivalent to those defined by HLT50307 Diploma of Remedial Massage or HLT52015 Diploma of Remedial Massage. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check.	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.
<b>HLT52015 – Diploma of Remedial Massage</b> <a href="http://vu.edu.au/courses/HLT52015">vu.edu.au/courses/HLT52015</a> DURATION: 1 year INTAKES: Feb/Apr/Jul/Oct CAMPUS: CK, FN, WO, W APPLICATION: Direct application	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.	No prerequisites apply for this course.	Potential job title is remedial massage therapist.
<b>SIS50612 – Diploma of Sport Development</b> <a href="http://vu.edu.au/courses/SIS50612">vu.edu.au/courses/SIS50612</a> DURATION: 1 year INTAKES: Feb/Apr/Jul/Oct CAMPUS: FP, BL APPLICATION: Direct application	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.	In addition to a main stream option, Victoria Polytechnic also offer sport-specific specialisation streams in Australian Rules football, basketball, golf, soccer, mixed martial arts, netball and tennis. For these, you will be required to participate in 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.	Potential job titles include competition manager, program developer, talent development manager and sport development manager.

CAMPUSES: BL, Blended Learning 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.



“Getting a low ATAR score didn’t stop me from going to uni because I enrolled in VP’s Diploma of Sport Development and was able to pathway into the Bachelor of Sport Science (Human Movement).”

GRANT ROWE

## TRADES

The construction, engineering and fabrication industries are some of the largest industries for employment in Australia, and a trade qualification from Victoria Polytechnic can help you get your foot in the door.

You will hone your skills through hands-on learning, taught by teachers who hold industry relevant qualifications. To ensure you have the most up-to-date skills you will learn in our multi-million dollar Construction Hub at the Sunshine campus. This state-of-the-art training facility boasts high-tech labs and dynamic workshops with the latest machinery and technologies. The Construction Hub's computer work stations give students access

to 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 full-scale Live Works transportable homes that are sold to the public on completion.


**“Along with completing my TAFE courses and competing in WorldSkills, I'd say my greatest achievement would be finishing my four-year apprenticeship with Toll and becoming a Boilermaker/Welder, which is where I currently work.**

**My long-term goals are to become a WorldSkills judge as well as a welding supervisor or teacher. I am passionate about sharing my knowledge and helping the next generation of apprentices starting their careers.”**

### **DARREN BARNES**

Certificate III in Engineering (Fabrication Trade)  
Certificate IV in Engineering  
Perform Welding/Fabrication Inspection



A man with short brown hair and a light beard is wearing yellow safety glasses and an orange work shirt with a teal collar. The word "TOLL" is printed in teal on the left chest of his shirt. He is wearing grey work gloves and is working on a car. A blue pen is in his shirt pocket. The background is a workshop setting.

“THE TEACHERS AT VU ARE  
VERY KNOWLEDGEABLE  
AND ALWAYS WILLING  
TO HELP – AND THE  
FACILITIES ARE GREAT.”

**TRADES**

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 INTAKES: Rolling CAMPUS: S, W, I APPLICATION: Direct application	Learn the skills necessary for the safe use and maintenance of a wide range of tools and equipment generally used in the the housing and industrial areas of the bricklaying trade. This includes power tools, automatic and laser levels, cement mixers, generators, scaffolding and conveyor belts.	You must be employed as a bricklaying/ blocklaying apprentice.	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 INTAKES: Rolling CAMPUS: S, I APPLICATION: Direct application	Hone your skills in bricklaying, carpentry, painting and decorating, and wall and floor tiling, and increase your chances of gaining an apprenticeship.	No prerequisites apply for this course.	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: 1 year INTAKES: Feb/Jul CAMPUS: S APPLICATION: Direct application	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.	No prerequisites apply for this course. Applicants wanting to undertake this course as part of a traineeship must be employed as a building trainee.	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: 1 year INTAKES: Feb/Jul CAMPUS: S APPLICATION: Direct application	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.	No prerequisites apply for this course. Applicants wanting to undertake this course as part of a traineeship must be employed as a building estimator trainee.	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 INTAKES: Feb/Jul CAMPUS: S, I APPLICATION: Direct or VTAC application	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.	No prerequisites apply for this course.	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 INTAKES: Feb/Jul CAMPUS: S APPLICATION: Direct or VTAC application	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.	No prerequisites apply for this course.	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 INTAKES: Feb/Jul CAMPUS: S APPLICATION: Direct or VTAC application	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.	No prerequisites apply for this course.	Potential job titles include building surveyor and building certifier.



COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<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 INTAKES: Rolling CAMPUS: S, I APPLICATION: Direct application	Specialisations offered: Furniture Kitchens and Bathrooms This course covers the range of skills and knowledge required for those working in furniture making and those involved in the manufacture and installation of fitted furniture typically found in kitchens and bathrooms. 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.	You must be employed as a cabinet maker apprentice.	Potential job title is cabinet maker.
<b>CPC30211 – Certificate III in Carpentry</b> <a href="http://vu.edu.au/courses/CPC30211">vu.edu.au/courses/CPC30211</a> DURATION: 3 years INTAKES: Rolling CAMPUS: S, W, I APPLICATION: Direct application	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.	You must be employed as a carpenter apprentice.	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 INTAKES: Rolling CAMPUS: S, I APPLICATION: Direct application	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.	You must be employed as a carpentry and joinery apprentice.	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 INTAKES: Feb/Jul CAMPUS: S APPLICATION: Direct application	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.	No prerequisites apply for this course.	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: 4 years INTAKES: Feb/Jul CAMPUS: S APPLICATION: Direct application	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.	You must be employed as an electrical apprentice.	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 INTAKES: Feb/Jul CAMPUS: S APPLICATION: Direct application	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.	No prerequisites apply for this course.	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: 4 years INTAKES: Feb/Jul CAMPUS: S, I APPLICATION: Direct application	This course is designed to give you the skills and knowledge to become a confident engineering trades person using the latest available technology.	You must be employed as an engineering apprentice.	Potential job titles include boilermaker, sheet metal maker, welder.
<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 INTAKES: Feb/Jul CAMPUS: S, I APPLICATION: Direct application	This course is designed to give you the skills and knowledge to become a confident engineering trades person using the latest available technology.	You must be employed as an engineering apprentice.	Potential job titles include machinist and fitter.

CAMPUSES: **BL**, Blended Learning **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.

COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<b>MEM40105 – Certificate IV in Engineering</b> <a href="http://vu.edu.au/courses/MEM40105">vu.edu.au/courses/MEM40105</a> DURATION: 1 year INTAKES: Feb/Jul CAMPUS: S, I APPLICATION: Direct or VTAC application	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.	Open to applicants who work in the engineering field and wish to upskill their current engineering or fabrication trade qualifications. Applicants wanting to undertake this course as part of an apprenticeship must be employed as an engineering apprentice.	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.
<b>MEM50105 – Diploma of Engineering – Advanced Trade</b> <a href="http://vu.edu.au/courses/MEM50105">vu.edu.au/courses/MEM50105</a> DURATION: 1.5 years INTAKES: Rolling CAMPUS: S APPLICATION: Direct or VTAC application	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.	Open to applicants who work in the engineering field and wish to upskill their current engineering or fabrication trade qualifications.	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.
<b>22229VIC – Diploma of Engineering Technology</b> <a href="http://vu.edu.au/courses/22229VIC">vu.edu.au/courses/22229VIC</a> DURATION: 1 year INTAKES: Feb/Jul CAMPUS: S, I APPLICATION: Direct or VTAC application	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.	It is recommended that applicants have a minimum of level 3 in the Australian Core Skills Framework (ACSF).	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 INTAKES: Feb/Jul CAMPUS: FP, S APPLICATION: Direct or VTAC application	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.	It is recommended that applicants have a minimum of level 3 in the Australian Core Skills Framework (ACSF).	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 INTAKES: Feb/Jul CAMPUS: S, I APPLICATION: Direct or VTAC application	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), low voltage installations, HVAC and BMS control systems and solar grid design systems and sustainable practices.	No prerequisites apply for this course.	Potential job titles include electronics technician, electrical technician, electrical engineer, technical officer (electrical) and sustainable and renewable energy officer.
<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 INTAKES: Rolling CAMPUS: S, I APPLICATION: Direct application	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.	No prerequisites apply for this course.	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 INTAKES: Rolling CAMPUS: S APPLICATION: Direct application	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.	No prerequisites apply for this course.	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.

COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<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 INTAKES: Rolling CAMPUS: S, I APPLICATION: Direct application	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.	No prerequisites apply for this course.	Potential job titles are supervisor and technician.
<b>CPC31912 – Certificate III in Joinery</b> <a href="http://vu.edu.au/courses/CPC31912">vu.edu.au/courses/CPC31912</a> DURATION: 3 years INTAKES: Rolling 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.	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 INTAKES: Feb/Apr/Jul/Oct 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.	It is 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 INTAKES: Feb/Jul CAMPUS: S, I 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.	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 INTAKES: Feb/Jul CAMPUS: S, I 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 INTAKES: Rolling 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 INTAKES: Feb CAMPUS: S, I 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.	Potential job titles include signwriter and sign manufacturer.

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## TRANSITION EDUCATION

Do you need to improve your English skills or literacy to gain access to study and work opportunities? We offer tailored 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 further study, from trade-based certificates through to higher education degrees.

We are one of the largest providers of English as an Additional Language (EAL) education in Victoria and have a proud history of supporting

international students, migrants and refugees achieve success in study, work and community integration.

**“The practical assessments, hands-on learning and teacher support I’ve received at VU have been critical to my success. I felt really proud when I graduated, and it gave me confidence to do more study.**

**Cabinet making comes so naturally to me, I’d never experienced anything like it.**

**My advice to other people with disabilities is to have a look at all the opportunities at VU. Go for it – just ask for help and take your time, you’ll get there.”**

**BENJAMIN GRIFFITH**

Certificate I in Work Education

Certificate II in Furniture Making

Certificate III in Furniture Making [Cabinet Making]





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# **TRANSITION EDUCATION**

# TRANSITION EDUCATION

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: 0.5 years INTAKES: Rolling CAMPUS: FN, W, SA, S APPLICATION: Direct application	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.	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 INTAKES: Rolling CAMPUS: FN, W, SA, S, I APPLICATION: Direct application	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.	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: 0.5 years INTAKES: Rolling CAMPUS: S, SA, FN, W, I APPLICATION: Direct application	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.	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: 0.5 years INTAKES: Rolling CAMPUS: SA, W, FN, S APPLICATION: Direct application	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.	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: 0.5 years INTAKES: Rolling CAMPUS: S, SA, FN, W, I APPLICATION: Direct application	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.	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 INTAKES: Rolling CAMPUS: W, SA, FN, S APPLICATION: Direct application	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.	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: 0.5 years INTAKES: Rolling CAMPUS: W, S, SA, FN ATAR: N/A APPLICATION: Direct application	Develop important skills for everyday 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.	You should have literacy and language skills equivalent to at least Australian Core Skills Framework (ACSF) Level 2.	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: 0.5 years INTAKES: Rolling CAMPUS: CF, FN, SA, I, S APPLICATION: Direct application	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.	You should have literacy and language 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: 0.5 years INTAKES: Rolling CAMPUS: CF, FN, SA, I APPLICATION: Direct application	Further develop your skills in reading, writing and numeracy to help you progress to higher level studies and training.	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>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 INTAKES: Rolling 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 INTAKES: Rolling 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.

COURSE	DESCRIPTION	PREREQUISITES	CAREER OUTCOMES
<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 INTAKES: Rolling 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 INTAKES: Feb/Jul 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 INTAKES: Feb/Jul 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 18 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 INTAKES: Feb/Jul 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.
<b>22317VIC Certificate IV in Liberal Arts</b> <a href="http://vu.edu.au/courses/22317VIC">vu.edu.au/courses/22317VIC</a> DURATION: 1 year INTAKES: Rolling CAMPUS: CF, FN APPLICATION: Direct application	This course provides an alternative pathway to access further study by developing study skills for effective participation in a tertiary environment.	There are no prerequisites for this course.	Further study in a tertiary environment.
<b>10361NAT – Course in Preliminary Spoken and Written English</b> <a href="http://vu.edu.au/courses/10361NAT">vu.edu.au/courses/10361NAT</a> DURATION: 0.5 years INTAKES: Rolling 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 and write the alphabet and numbers and understand time and money.	There are no prerequisites for this course.	This course provides a pathway to further study in TAFE and/or higher education qualifications.
<b>22313VIC – Certificate IV in Tertiary Preparation</b> <a href="http://vu.edu.au/courses/22313VIC">vu.edu.au/courses/22313VIC</a> DURATION: 0.5 years INTAKES: Feb/Jul CAMPUS: FN, FP APPLICATION: Direct application	Gain the skills to be able to successfully transition into tertiary education and training pathways. The course will help you to develop academic writing, problem solving, planning and organising skills, technology and research skills, collaborative learning and team work skills.	There are no prerequisites for this course.	This course provides a pathway to further study in TAFE and/or higher education qualifications.
<b>VCALFND001 – Victorian Certificate of Applied Learning (Foundation)</b> <a href="http://vu.edu.au/courses/VCALFND001">vu.edu.au/courses/VCALFND001</a> DURATION: 1 year INTAKES: Feb/Jul CAMPUS: FN APPLICATION: Direct application	This course provides options for young people exploring work pathways and further education. The emphasis is on giving young people skills and knowledge relevant to work and life. Skills developed are: literacy and numeracy; work related skills; industry specific skills; and personal and employability skills.	There are no prerequisites for this course.	This course provides pathways to further vocational education and prepares students for entry-level employment.
<b>VCALINT001 – Victorian Certificate of Applied Learning (Intermediate)</b> <a href="http://vu.edu.au/courses/VCALINT001">vu.edu.au/courses/VCALINT001</a> DURATION: 1 year INTAKES: Feb/Jul CAMPUS: FN APPLICATION: Direct application	This course provides options for young people exploring work pathways and further education. The emphasis is on giving young people skills and knowledge relevant to work and life. Skills developed are: literacy and numeracy; work related skills; industry specific skills; and personal and employability skills.	There are no prerequisites for this course.	This course provides pathways to further vocational education and prepares students for entry-level employment.

CAMPUSES: **BL**, Blended Learning **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.

# 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 qualifications
- the units and course that you enrol in.

Some TAFE students may be eligible for a government subsidy (such as Skills First) to support tuition fees, depending on:

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

For more information on how to determine your 2017/2018 TAFE fees, see [vu.edu.au/victoriapolytechnic/course-fees](http://vu.edu.au/victoriapolytechnic/course-fees)

## STUDENT SERVICES AND AMENITIES FEE

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

In 2018 this amounts to \$205.80 for full-time government-funded students, \$102.90 for part-time government-funded students, \$44.10 for students studying off campus and \$88.20 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 STUDENT LOANS

VET Student Loans are 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 Student Loans 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 textbooks.

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 can offer eligibility exemptions to students regardless of previous study.

This means you may be able to receive a government subsidised place even if you have previously completed a bachelor or masters degree. If you are eligible, some of the cost of the course will be covered by the government.

For more information visit:  
[vu.edu.au/tafe-funding-eligibility](http://vu.edu.au/tafe-funding-eligibility)

# 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.



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

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://vu.edu.au/scholarships">vu.edu.au/scholarships</a> for 2018 dates or contact: <a href="mailto:scholarships@vu.edu.au">scholarships@vu.edu.au</a> 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://vu.edu.au/scholarships">vu.edu.au/scholarships</a> for 2018 dates or contact: <a href="mailto:scholarships@vu.edu.au">scholarships@vu.edu.au</a> 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 2018 applications contact: <a href="mailto:westernchances@wh.org.au">westernchances@wh.org.au</a> 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 TAFE, time management, emotional intelligence and stress management.

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

## 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 labs, 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

## VUSAFE MOBILE APP

VUSafe is our free, mobile safety app packed full of safety information, tools and features to keep you safe on campus. You can download it free on iOS and Android.

Features include:

- Mobile BlueLight emergency alarm
- Live tracking via 'Friend Walk'
- Safety notifications
- Immediate contact with emergency services
- Access to security escort and first aid
- Safety toolbox (includes alarm, flashlight, and shuttle bus tracking)

For more information, go to

[vu.edu.au/safety-app](http://vu.edu.au/safety-app)

## WANT TO KNOW MORE?

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

# 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.



## 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.



## 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.

## 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.



# 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 and Werribee Campuses
- a multi-purpose sports hall at St Albans Campus
- a heated 25-metre swimming pool at Footscray Park Campus
- a first-class athletics track and rugby field at Werribee 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)

## 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.

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

## STUDENT ACCOMMODATION

We own and operate a range of student accommodation, including the brand new UniLodge @ VU. This 508 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)

## 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)



# HOW TO APPLY



**There are two ways to apply for a Victoria Polytechnic course: directly or via VTAC.**

## **DIRECT APPLICANTS**

You can apply for the majority of our courses online, via the Victoria Polytechnic website. For most courses, you can apply at any time throughout the year. If you need any assistance give us a call or drop into any of our VUHQ centres that are located at all our campuses.

## **VTAC APPLICANTS**

A range of our full time certificates, diplomas and advanced diplomas can be applied for through VTAC. If you are a year 12 student or a non-school leaver applying to multiple institutions please make sure you check what courses are available on VTAC before starting your application.

Remember that each course will have a different application procedure. To find out more visit [victoriapolytechnic.edu.au](http://victoriapolytechnic.edu.au) or call 1300 82 33 As part of the enrolment

process for all Victoria Polytechnic courses you must complete a literacy, language and numeracy (LLN) assessment along with a pre-training review (PTR). These are requirements of the Victorian Government and help us to identify your educational support needs, so we can provide you with any assistance necessary to complete your course.

## **INFORMATION SESSIONS**

Still wanting to learn more about our courses? We host Information Sessions throughout the year, where you will have the opportunity to see the facilities, meet your future teachers and start your application process.

To find out when the next information session is for your course visit [victoriapolytechnic.edu.au/infosessions](http://victoriapolytechnic.edu.au/infosessions)





**“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)

## 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)

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# WANT TO KNOW MORE?

FOR FURTHER COURSE INFORMATION

PHONE 1300 82 33 87  
VPOLY@VU.EDU.AU

CONNECT WITH US



VICTORIAPOLYTECHNIC.EDU.AU



**VICTORIA  
POLYTECHNIC**

TAFE DIVISION OF **VICTORIA UNIVERSITY**

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# Open Day

# 20.08.17

For further course information  
Phone 1300 82 33 87  
or 1300 VICUNI  
[vu.edu.au/gotovu](http://vu.edu.au/gotovu)



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

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