

## Course Information

### Accounting

Box Hill, Elgar: 51201  
 GippsTAFE, Newborough: 55201  
 Chisholm, Dandenong: 54201  
 Chisholm, Frankston: 58201  
 East Gippsland, Bairnsdale: 56021  
 East Gippsland, Sale: 56031  
 Gordon, Geelong: 59201  
 Goulburn Ovens, Shepparton: 60021  
 Goulburn Ovens, Wangaratta: 83051 (Dip)  
 Holmesglen, Chadstone: 61201  
 Holmesglen, Moorabbin: 66111  
 Kangan Batman, Broadmeadows: 53011  
 NMIT, Epping: 68891  
 NMIT, Greensborough: 68911  
 NMIT, Preston: 69201  
 RMIT Uni, City: 72311  
 South West, Hamilton: 75891  
 South West, Portland: 75911  
 South West, Warrnambool: 75201  
 Sunraysia, Mildura: 76201  
 Swinburne Uni, Hawthorn: 77201  
 Swinburne Uni, Lilydale: 70721  
 Swinburne Uni, Prahran: 78201  
 Uni of Ballarat, SMB: 74211 (Cert IV)  
 Victoria Uni, Footscray Nicholson: 85201  
 Victoria Uni, Melton: 79001  
 Victoria Uni, St Albans: 80001  
 Victoria Uni, Werribee: 81001

#### Title and length:

- Certificate IV in Financial Services (Accounting): FT1.
- Diploma of Accounting: FT1.5.
- Advanced Diploma of Accounting: FT2.

Certificate IV provides students with the knowledge and skills to work as bookkeepers/account clerks. Diploma provides students with training in accounting skills to become qualified as assistant accountants. Advanced Diploma provides vocational training in advanced accounting skills to become qualified in the accounting field.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview; RMIT Uni only: ENTER and two-stage process with a middle-band of approximately 20%. NONY12: Possible interview; Victoria Uni and RMIT Uni only: VTAC Pi form.

**Middle-band:** RMIT Uni only: See page 15.

**Extra requirements:** All applicants (except RMIT Uni) who are required to attend an interview will be contacted by telephone or mail. NONY12: Victoria Uni and RMIT Uni: applicants must complete the work experience and previous study sections of the VTAC Pi form.

**Course structure:** Each qualification comprises core competencies and a selection of electives and the pathway to the Advanced Diploma will incorporate the Certificate IV and the Diploma (or competencies from these qualifications). The Certificate IV might also be combined with the Certificate III in Financial Services (Accounts Clerical). As pathways will vary between Institutes, applicants are advised to contact individual Institutes.

**Major study areas:** Accounting, Accounting (small business), Auditing, Bookkeeping, Company accounting, Computer accounting, Financial accounting, Law (taxation), Management (financial), Taxation and auditing.

**Additional information:** TAFE Institutes will be progressively introducing a new range of qualifications in Accounting, all with similar outcomes but possibly different structures and course titles to that listed in this Guide.

Contact the relevant Institute for further information. Holmesglen: [www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au), RMIT: Telephone (03) 9925 5840 or [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs). Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder), Uni of Ballarat: [www.ballarat.edu.au/courseguide](http://www.ballarat.edu.au/courseguide), Victoria Uni: More information available from [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions). Applicants who are eligible for Victoria University's Portfolio Partnerships Program (PPP) may apply for this course (Footscray Nicholson Campus only) according to the PPP guidelines (see page 346) or visit [www.vu.edu.au/ccs](http://www.vu.edu.au/ccs)

### Administration

Box Hill, Elgar: 51241  
 Chisholm, Berwick: 54931  
 Chisholm, Dandenong: 54241  
 Chisholm, Frankston: 58241  
 East Gippsland, Bairnsdale: 56071 (Cert IV)  
 East Gippsland, Sale: 56081 (Cert IV)  
 Gordon, Geelong: 59241  
 Holmesglen, Chadstone: 61241  
 Holmesglen, Moorabbin: 66281  
 Kangan Batman, Broadmeadows: 53021  
 NMIT, Epping: 68241  
 NMIT, Greensborough: 68931  
 NMIT, Preston: 69241  
 RMIT Uni, City: 72241  
 South West, Warrnambool: 75241  
 Swinburne Uni, Hawthorn: 77241  
 Swinburne Uni, Wantirna: 71241  
 Victoria Uni, Footscray Nicholson: 85241  
 Victoria Uni, St Albans: 80021

#### Title and length:

- Certificate IV in Business Administration: FT1 to FT1.5.
- Diploma of Business Administration: FT2.

Designed to develop the required skills and knowledge to work effectively in an office environment either in an administrative or management position.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview; RMIT Uni only: ENTER and two-stage process with a middle-band of approximately 20%. NONY12: VTAC Pi form and/or possible interview/test; RMIT Uni and Victoria Uni only: VTAC Pi form.

**Extra requirements:** As for Accounting. Additionally, RMIT Uni and Victoria Uni: NONY12 applicants are required to complete a VTAC Pi form.

**Course structure:** Each qualification comprises core competencies and a selection of electives and the pathway to the Diploma will incorporate the Certificate IV (or competencies from the Certificate IV). The Certificate IV might also be combined with the Certificate III in Business Administration and competencies from the Certificate II in Business. As pathways will vary between Institutes, applicants are advised to contact individual Institutes.

**Major study areas:** Administration, Bookkeeping, Business (administration), Customer service, Information management, Internet and World Wide Web, Reception protocol, Software applications, Spreadsheets and databases, Word processing.

**Additional information:** Holmesglen: [www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au), Kangan Batman TAFE Tel: 9279 2555 or [www.kangan.edu.au](http://www.kangan.edu.au) course finder; RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs), telephone (03) 9925 5840; Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder); Victoria Uni: More information available from [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions). Applicants who are eligible for Victoria University's Portfolio Partnerships Program (PPP) may apply for this course (Footscray Nicholson Campus only) according to the PPP guidelines (see page 346) or visit [www.vu.edu.au/ccs](http://www.vu.edu.au/ccs)

## ■ Advertising

Holmesglen, Chadstone: 61211  
 Holmesglen, Moorabbin: 66121  
 Kangan Batman, Essendon: 52021  
 RMIT Uni, City: 72211  
 Swinburne Uni, Prahran: 78091  
 Victoria Uni, Footscray Nicholson: 85811

### Title and length:

- Certificate IV in Business (Advertising): FT0.5-1.
- Diploma of Business (Advertising): FT1-1.5.
- Advanced Diploma of Business (Advertising): FT2.

Combines generic business management and operations with advertising-specific professional skills including creative and production, media and campaign, legislation, market research, consumer behaviour and technology. It also emphasises practical skills required for account direction, business development and management.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: possible interview.

**Extra requirements:** Applicants required to attend an interview will be contacted by telephone or mail.

**Course structure:** Each qualification comprises core competencies and a selection of electives and the pathway to the Advanced Diploma will incorporate the Certificate IV and the Diploma (or competencies from these qualifications). As pathways will vary between Institutes, applicants are advised to contact the individual Institutes.

**Major study areas:** Advertising, Advertising communication, Advertising marketing, Advertising media planning, Advertising production, Advertising research.

**Additional information:** Holmesglen: [www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au). RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs), telephone (03) 9925 5840. Swinburne: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder). Victoria Uni: [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions)

## ■ Agriculture

NMIT, Epping: 68041 (A) (Dip)  
 Sunraysia, Mildura: 76071 (PH) (Dip), 76081 (RBM) (Dip)

A=Agriculture, PH=Production Horticulture, RBM=Rural Business Management

### Title and length:

- Diploma of Agriculture: FT2 to FT3.
- Diploma of Production Horticulture: FT2.
- Diploma of Rural Business Management: FT2.

Provides professional education and training for employment as wool buyers, exporters, overseers and managers of agricultural and pastoral enterprises.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: academic performance, work and/or voluntary experience, possible interview.

**Extra requirements:** NONY12 must contact the institute for which they have expressed a preference by 30 September for further information on interviews in late November/December, except NMIT who will contact applicants for an interview if required. Applicants who do not attend an interview if required will not be considered for selection. Late applicants and Change of Preference applicants must contact the institute(s) they wish to attend by 10 December. Telephone NMIT (03) 9269 1042, Sunraysia (03) 5022 3654.

**Course structure:** Ten units of competency are selected to meet the requirements of the respective qualification and the sector at the diploma level. Sector specialisations include beef, dairy, goat, grain, horse breeding, milk harvesting, pig, poultry, sheep and wool production and production horticulture

**Major study areas:** Agribusiness, Agricultural marketing, Agricultural technology, Animal breeding, Animal husbandry, Beef cattle production, Beef/dairy/crop/farm management, Crop harvesting, Crop production, Dairy technology, Farm planning and management, Farming practices, Horse breeding, Irrigation and water management, Livestock production, Poultry management, Rural business management, Sheep and cattle nutrition, Sheep and wool management, Wool harvesting management.

**Additional information:** Advanced standing will be granted for a Certificate II in Agriculture as part of the VET in Schools program or VCE Agriculture/Horticulture to Level 4. The actual duration of each course will depend on the units of competency selected to meet the requirements of the qualification. A Certificate IV in Agriculture may give full credit into the Diploma and Advanced Diploma programs.

## ■ Agriculture

Uni of Melbourne, Longerenong: 82021

### Title and length:

- Certificate IV of Agriculture/Advanced Diploma of Agriculture (combined program): FT2.

The student graduates with both qualifications on completion of the program. This integrated program provides professional education and training in agriculture with a focus on cropping/grazing and intensive animal production and management.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: academic performance, work and/or voluntary experience, possible interview.

**Extra requirements:** All applicants must obtain a Supplementary Information Form by telephoning (03) 5362 2222 and return it to the Longerenong campus by 30 September. Late and Change of Preference applicants who have not already met this requirement must contact the Longerenong campus before adding this course as a preference.

**Major study areas:** Agribusiness, Agricultural marketing, Agricultural technology, Animal breeding, Animal husbandry, Beef cattle production, Beef/dairy/crop/farm management, Crop harvesting, Crop production, Farm planning and management, Farming practices, Livestock production, Poultry management, Rural business management, Sheep and cattle nutrition.

## ■ Agriculture

Uni of Melbourne, Longerenong: 82001

### Title and length:

- Certificate IV in Agriculture: FT2.

The student graduates with a Certificate II and Certificate IV in Agriculture on completion of the program. This integrated program provides training to skilled operator and supervisory levels across a range of agriculture industry sectors.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, University of Melbourne Supplementary Application Form. NONY12: University of Melbourne Supplementary Application Form.

**Extra requirements:** All applicants must obtain a Supplementary Information Form by telephoning (03) 5362 2222 and return it to the Longerenong campus by 30 September. Late and Change of Preference applicants who have not already met this requirement must contact the Institute before adding this course as a preference.

**Course structure:** Studies in practical agriculture. Focus on industry specific competencies for grain production, beef production, sheep and wool production, intensive animal production and rural business management.

**Major study areas:** Agricultural technology, Animal breeding, Animal husbandry, Beef cattle production, Beef/dairy/crop/farm management, Crop harvesting, Crop production, Farm planning and management, Farming practices, Irrigation and water management, Livestock production, Poultry management, Rural business management, Sheep and cattle nutrition, Sheep and wool management, Wool harvesting management.

**Additional information:** Students who successfully complete Units 3 and 4—one of agricultural and horticultural studies or Certificate II in Agriculture as part of VET in Schools will be eligible for advanced standing and may be able to complete the Certificate IV in one year.

## ■ Agriculture (Dairy)

Uni of Melbourne, McMillan: 82031

### Title and length:

- Diploma of Agriculture/Advanced Diploma of Agriculture: FT2.5.

The student graduates with both qualifications on completion of the program. This integrated program provides professional education and training in agriculture with a focus on dairy production and management.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, University of Melbourne Supplementary Application Form. NONY12: University of Melbourne Supplementary Application Form.

**Extra requirements:** All applicants must complete a University of Melbourne Supplementary Application Form, available by telephoning the McMillan campus on (03) 5622 6000, and return it to the University of Melbourne McMillan campus by the last Friday of September. Late and Change of Preference applicants who have not met this requirement must first telephone the Institute on (03) 5622 6000.

**Course structure:** Studies in practical dairy farming and associated managerial skills.

**Major study areas:** Agribusiness, Agricultural technology, Agriculture, Animal and plant biology, Animal breeding, Animal health, Animal husbandry, Dairy studies, Farm management (animal biology), Farm management (animal husbandry), Farm planning and management, Farming practices, Irrigation and water management, Land development, Land resource management, Livestock production, Pastures and fodder crops, Plant and animal production, Plant and soil science, Rural business management.

## ■ Agriculture (Rural Business Management)

Uni of Melbourne, Glenormiston: 82051

### Title and length:

- Diploma of Agriculture/Advanced Diploma of Rural Business Management: FT2.5.

A program combining diploma level studies in farm production management coupled with advanced diploma level studies in rural business management. The student graduates with both qualifications on completion of the program. The integrated program provides professional education and training in agriculture with a focus on marketing-oriented farm management for the beef, wool and lamb sectors.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, University of Melbourne Supplementary Application Form. NONY12: University of Melbourne Supplementary Application Form.

**Extra requirements:** All applicants must complete a University of Melbourne Supplementary Application Form, available by telephoning the Glenormiston campus on (03) 5557 8200, and return it to the University of Melbourne Glenormiston campus by the last Friday in September. Late and Change of Preference applicants who have not met this requirement must first telephone the Institute on (03) 5557 8200.

**Course structure:** Studies in marketing-oriented farm management, particularly as applied to the beef, wool and lamb producing industries. Students develop a philosophy that focuses on product specifications, complemented by associated production and management practices, to meet the requirements of the market place.

**Major study areas:** Agribusiness, Agricultural marketing, Agricultural technology, Agriculture, Animal and plant biology, Animal breeding, Animal health, Animal husbandry, Beef cattle production, Farm management (animal biology), Farm management (animal husbandry), Farm planning and management, Farming practices, Livestock production, Pastures and fodder crops, Plant and animal production, Plant and soil science, Rural business management, Sheep and cattle nutrition, Sheep and wool management.

## ■ Airline Pilot

RMIT Uni, Point Cook: 72942

### Title and length:

- Diploma of Air Transport (Airline Pilot): FT1.

Graduates eligible for a full Commercial Pilots Licence. Provides theory component for an Instrument Rating and an Air Transport Pilots Licence.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, RMIT University Air Transport (Airline Pilot) Information Form, interview. NONY12: RMIT University Air Transport (Airline Pilot) Information Form, interview.

**Extra requirements:** All applicants must obtain a Statutory Class I Medical Certificate prior to course commencement. All applicants must submit an RMIT University Air Transport (Airline Pilot) Information Form to RMIT Flight Training, PO Box 378 Laverton 3028 by 30 September. These forms are available at [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or from RMIT Flight Training on (03) 9394 9999. This course will accept late and change of preference applications provided all extra requirements as stated above have been met. All applicants will be notified of interview times by mail or telephone by mid-October.

**Course structure:** Course fees based on a minimum of 155 hours flying training to Commercial Pilot's Licence (CPL) plus ATPL (Air Transport Pilot's Licence) exams and IREX (Instrument Rating Exam) theory. Fees include all flying tuition and theory delivery and vary between \$45,000 and \$55,000, dependent upon student choice of aircraft (single or twin engine). Applicants with previous flight training may be eligible for pro-rata fee reduction based on RPL principles.

**Major study areas:** Aeronautics, Aircraft general knowledge, Aviation, Aviation (commercial pilot license), Aviation (flight planning), Aviation (flight rules and air law), Aviation (general navigation), Aviation (instructor rating), Aviation (instrument rating), Aviation (instrumentation and control), Aviation (law), Aviation (maintenance), Flight training.

**Additional information:** [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephone (03) 9394 9999. This course is subject to change due to the anticipated introduction of a new Aviation Training Package at a national level.

## ■ Animal Care and Management

Box Hill, Whitehorse: 51971 (AT) (Dip)  
 Goulburn Ovens, Wangaratta: 83001 (CAS) (Cert IV)  
 NMIT, Fairfield: 68881 (AT) (Dip)  
 Victoria Uni, Footscray Nicholson: 81971 (AT) (Dip)  
 Victoria Uni, Werribee: 81061 (AT) (Dip)

AT=Animal Technology, CAS=Companion Animal Services

### Title and length:

- Certificate IV in Companion Animal Services: FT1.
- Diploma of Animal Technology: FT2.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: academic performance, work and/or voluntary experience and interview.

**Middle-band:** Re-ranking based on results in mathematics (any), biology, chemistry and/or physics.

**Extra requirements:** NONY12 must contact the institute for which they have expressed a preference by 30 September for further information on interviews in late November/December. Telephone Box Hill (03) 9286 9636, Goulburn Ovens (03) 5723 6138, NMIT (03) 9269 8970, Victoria Uni (Footscray Nicholson) (03) 9284 8699, (Werribee) (03) 9216 8139. Applicants who do not attend an interview may not be considered for selection. Late applicants must contact the relevant institute before applying. Goulburn Ovens and NMIT will contact applicants for an interview if required. Applicants adding this course at Change of Preference must contact the institute(s) they wish to attend by 10 December.

**Course structure:** Course structure details may be obtained from individual institutions in the latter half of 2004. NMIT: Two years full-time study. Certificate III units of competency may form part of the Diploma.

**Major study areas:** Anatomy and physiology, Animal and plant biology, Animal breeding, Animal health, Animal husbandry, Biological sciences, Biology, Case management, Chemistry, Chemistry (laboratory), Communications, Computing (skills), Database management, Genetics, Laboratory computing, Laboratory operations, Nutrition, Occupational health and safety, Statistics.

**Additional information:** Victoria University students who apply for 81971 will be required to attend 2 days per week at the Werribee campus. For further information on Victoria Uni see [www.vu.edu.au/ccs](http://www.vu.edu.au/ccs) Applicants who are eligible for Victoria University's Portfolio Partnerships Program (PPP) may apply for this course (Werribee campus only) according to the PPP guidelines (see page 346) or visit [www.vu.edu.au/ccs](http://www.vu.edu.au/ccs). For Box Hill see [www.bhtafe.edu.au/BAS](http://www.bhtafe.edu.au/BAS)

## ■ Animation

Holmesglen, Waverley: 61422

### Title and length:

• Advanced Diploma of Animation: FT2.

This course will enable students to become character animators, modellers, storyboard artists, layout artists, background artists and visual effects designers. The aim is to provide students with skills in drawing, design, stop motion animation, 2D animation, 3D animation, character modelling and 3DFX.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Folio, interview, possible drawing test, Animation Supplementary Application Form.

**Extra requirements:** All applicants must telephone the institute (03) 9564 6254 by the end of October to obtain an Animation Supplementary Application Form and for information regarding interviews and folios. Forms can also be downloaded from [www.holmesglen.vic.edu.au/courses/pdf/doasupapp.pdf](http://www.holmesglen.vic.edu.au/courses/pdf/doasupapp.pdf). Applicants may be required to complete a drawing test at the interview.

**Course structure:** Core and specialist.

**Major study areas:** Animation (2D), Animation (3D), Animation (games), Animation (modelling), Animation design and production, Animation software, Cartooning, Character modelling, Digital imaging, Drawing, Lighting, Sound recording and production, Special effects, Video.

**Additional information:** Currently the cost for this course is \$4,250 for each of 4 semesters totalling \$17,000 over 2 years. Discounts may apply. Applicants are able to exit after 1.5 years with the Diploma of Animation.

## ■ Applied Design

Box Hill, Whitehorse: 51931  
Chisholm, Dandenong: 54251  
Holmesglen, Chadstone: 61341  
Holmesglen, Moorabbin: 66291  
NMIT, Preston: 69161  
RMIT Uni, Brunswick: 72951  
Swinburne Uni, Lilydale: 70131  
Swinburne Uni, Prahran: 78011  
Swinburne Uni, Wantirna: 71011  
Victoria Uni, South Melbourne: 84001  
Victoria Uni, St Albans: 80131

### Title and length:

• Certificate IV in Arts (Applied Design): FT1.

Provides the opportunity to develop and enhance skills in graphic art, graphic design, industrial design, product design, and related design studies.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Folio, interview, possible Supplementary Application Form.

**Extra requirements:** Folio and interview: All applicants must contact preferred institutes in October regarding interviews, at which the folio will be presented. Telephone Box Hill (03) 9286 9663; Chisholm (03) 9212 5250; Holmesglen Chadstone (03) 9564 1602, Moorabbin (03) 9209 5630; NMIT (03) 9269 1431; RMIT (03) 9925 9438; Swinburne Uni: (Prahran) (03) 9214 6739, (Lilydale and Wantirna) (03) 9210 1116; Victoria Uni (03) 9694 1583.

Supplementary Application Form:

Box Hill, RMIT, Victoria Uni: no Supplementary Application Form required.

Chisholm, NMIT, Swinburne Uni: contact by telephone for Supplementary Application Form

Holmesglen: contact by telephone or download a Graphic Art & Design Application Form from [www.holmesglen.vic.edu.au/courses/pdf/gadapp.pdf](http://www.holmesglen.vic.edu.au/courses/pdf/gadapp.pdf)

Late and change of preference: Box Hill, Chisholm, NMIT, RMIT Uni: Late and Change of Preference applicants must telephone the institutes by 12 November to arrange interview/folio. This course will accept late and change of preference applications provided extra requirements are met as stated above.

Holmesglen, Swinburne Uni: Late and change of preference applications are accepted provided extra requirements have been met. Advisory letters will be forwarded to applicants in early/mid-December.

**Major study areas:** Design, Design (product design), Design theory, Graphic design, Industrial design.

**Additional information:** RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs); Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder); Victoria Uni: [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions)

## ■ Applied Photography

NMIT, Fairfield: 68071  
RMIT Uni, City: 72071

### Title and length:

• Diploma of Arts (Applied Photography): FT2.

Develops skills and knowledge required by photographers, photographic assistants, technologists and para-professionals in commercial, industrial, wedding portrait or scientific photography.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Supplementary Application/Information Form, entrance test, folio, interview.

**Extra requirements:** NMIT: must submit a Supplementary Application Form, available from [www.nmit.vic.edu.au/pdf/vtac.pdf](http://www.nmit.vic.edu.au/pdf/vtac.pdf) and a stamped self-addressed envelope to the institute by 30 September. Testing dates and times for an entrance test will be mailed to each applicant on receipt of this form. CY12 who pass the entrance test will be interviewed and required to present a folio. Late and Change of Preference applicants must submit a Supplementary Application Form by 12 November. Applicants who do not meet these requirements will not be considered. For further information telephone NMIT (03) 9269 8965.

RMIT Uni: All applicants must submit an RMIT University Creative Media Information Form by 30 September to the Selection Officer – Applied Photography, School of Creative Media, GPO Box 2476V, Melbourne VIC 3001. The form can be obtained from [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs), by telephoning (03) 9925 4815 or collected from the School of Creative Media, Level 2, 23-27 Cardigan St, Carlton 3053. Applicants will be advised of testing dates and times by telephone or mail in October. Applicants who pass the entrance test will be interviewed and required to present a folio at interview. Late and Change of Preference applicants must submit the RMIT University Creative Media Information Form by 12 November. Applicants will then be advised of test and possible interview/folio presentation details by mail or telephone.

**Course structure:** Generic core with a number of compulsory modules articulating to other art and design diplomas. Students undertake professional placement during this course.

**Major study areas:** Design, Design theory, Photography, Photography (art), Photography (black and white), Photography (colour management), Photography (colour), Photography (commercial), Photography (printing), Photography (visual and conceptual development).

**Additional information:** RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs)



## ■ Audio Visual Technology

RMIT Uni, City: 72401

### Title and length:

- Certificate IV in Audio Visual Technology: FT1.
- Diploma of Audio Visual Technology: FT2.

This course prepares students for careers in audio visual support and production in a diverse range of settings, including education (theatre, PA, multimedia), audio and television operations (broadcast and corporate, live events management (including equipment hire and staging) and corporate audio visual.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** RMIT University Creative Media Information Form, interview.

**Extra requirements:** All applicants must submit a completed RMIT University Creative Media Information Form to the School of Creative Media by 30 September. The form may be obtained from [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs), telephoning (03) 9925 4815 or collected from the Office of the School of Creative Media, Level 2, Building 94, 23-27 Cardigan St, Carlton 3053. Applicants required to attend an interview in October/November will be notified by mail or telephone. Late and change of preference applicants must return this form to the School of Creative Media by 12 November.

**Course structure:** First year: audio, video and presentation equipment operation, television studio production, computer operation and applications, lighting, practical placement, soldering and equipment maintenance.

Second year: audio visual systems integration, electronic news gathering, location video production and post production, production lighting, video technical direction, audio visual project management, audio visual systems and design.

**Major study areas:** Audio and video production, Audiovisual production, Audiovisual systems and equipment, Computer animation, Computer graphics, Computing (audiovisual), Digital imaging, Electronic news gathering, Electronics, Event management, Lighting, Post-production and production management, Small business management, Systems design and development, Television/studio production.

**Additional information:** [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs)

## ■ Auslan

Kangan Batman, Richmond: 53191

### Title and length:

- Diploma of Auslan: FT2.

Provides a comprehensive study of Auslan, the language of the Australian Deaf community, encompassing an appreciation of Auslan linguistics, Deaf culture and its history.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Interview.

**Extra requirements:** All applicants must telephone (03) 9425 5777 or fax (03) 9425 5778 before 15 October to have their details added to a database. Applicants are required to attend an interview/selection test in December where they should demonstrate comprehension of the nature of the course, any previous experience in the field and should exhibit good visual memory and manual dexterity. This course cannot be added at Change of Preference unless these requirements are met and those not meeting the above requirements will be ineligible for selection.

**Major study areas:** Auslan, Deaf culture, Deaf history, Deaf theatre, Interpreting and translating, Linguistics.

## ■ Automotive

Kangan Batman, Richmond: 53131

### Title and length:

- Diploma of Automotive (Technical): FT2.

**Prerequisites:** Units 3 and 4—mathematics (any).

**Selection mode:** Previous TAFE results, interview, practical experience.

**Extra requirements:** All applicants must telephone (03) 9425 5623 before the 18 October. Applicants are required to attend an interview/selection process in November. For change of preference, applicants must telephone (03) 9425 5623 by 5 January 2005 to arrange an interview/selection process.

**Course structure:** The course follows the national competency standards incorporating and building on the Certificate IV Automotive (Repair, Service and Retail) qualification competencies. The focus is on technical and supervisory application within each competency in the design and construction of a prototype motor vehicle.

**Major study areas:** Business (operations), Customer service, Engine systems and instruments, Engineering, Engineering (materials), Productivity and work methods, Quality control.

## ■ Aviation

Swinburne Uni, Hawthorn: 77032

### Title and length:

- Diploma of Technology (Aviation): FT1.5.

Prepares students for professional careers in regional and major airlines including training to Commercial Pilot Licence and theory component for Air Transport Pilot licence with a choice of the Command Instrument Rating or Instructor Rating.

**Prerequisites:** Units 1 and 2—general mathematics. Units 3 and 4—English (any).

**Selection mode:** ENTER, interview, Diploma of Technology (Aviation) Form, satisfaction of the statutory medical requirements of the Civil Aviation Safety Authority.

**Extra requirements:** Students must cover the cost of flying and simulator hours and associated costs which are payable in four instalments directly to the flying school. Fees for Swinburne academic component total approximately \$3,000 payable in three instalments to Swinburne. All applicants must submit to Swinburne University TAFE Division—Mechanical and Automotive Technology Department (Mail Number H27) PO Box 218, Hawthorn 3122 by 30 September a Diploma of Technology (Aviation) application form available from (03) 9214 8504 or [www.tafe.swin.edu.au/eng](http://www.tafe.swin.edu.au/eng). Applicants lodging a VTAC application after 30 September must contact the school office on (03) 9214 8504 for application details.

**Course structure:** Course completion exceeds the training requirements of the Civil Aviation Safety Authority for the issue of the Commercial Pilot Licence (Aeroplane). If the Instructor Rating option is chosen, the student will acquire competencies from the Certificate IV in Training and Assessment for dual award recognition. Successful students will be eligible to apply for entry into the second year of the Bachelor of Technology (Aviation) at Swinburne University of Technology.

**Major study areas:** Aerobatics, Aircraft general maintenance, Airline industry management, Aviation (commercial pilot license), Aviation (instructor rating), Aviation (instrument rating), Avionics, Computing, Engineering (materials), Leadership, Mathematics (applied), Mechanics (applied), Mechanics (flight), Occupational health and safety, Science, Search and rescue, TQM, Writing (documents).

**Additional information:** Information session, Wednesday 8 September in EN515, Engineering Building, Hawthorn Campus. Course information is also available on [www.tafe.swin.edu.au/eng](http://www.tafe.swin.edu.au/eng) or by telephone on (03) 9214 8138.

## ■ Aviation

Box Hill, Nelson/Whitehorse: 51542

### Title and length:

- Diploma of Applied Science (Aviation): FT1.5.

This course provides aeronautical knowledge and training at post secondary level to those students who wish to gain a qualification as pilots in the aviation industry.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Interview.

**Extra requirements:** Box Hill Institute information sessions will be held between 7.00pm and 8.30pm on 23 November at the Nelson Campus (Igloo). Interviews for all applicants will be held in December and early January. To arrange an interview, contact the department can be contacted on (03) 9286 9916 or (03) 9286 9768 or at Box Hill Institute Off Campus Learning Services, Private Bag 2018, Box Hill VIC 3128. The cost of the program is \$36,000 and previous training may attract a reduction in this figure. Students must be able to pass a Class I Aviation Medical Examination.

**Course structure:** This course provides aeronautical knowledge and training at a post-secondary level to those students who wish to gain a qualification as pilots in the aviation industry. The course is structured to support either full-time or part-time modes of study and graduates will receive a Commercial Pilots Licence and will have studied the Air Transport Pilots subjects as well as Instrument Rating Theory. Previous training may attract RPL/RCC.

**Major study areas:** Aerodynamics, Aviation (law), Avionics, Engine systems and instruments, Flight planning, Flight training, Meteorology, Navigation.

**Additional information:** All training is conducted at Moorabbin Airport. Contact Box Hill Institute for further information on (03)9286 9916 or (03) 9286 9768 or at Box Hill Institute Off Campus Learning Services, Private Bag 2018, Box Hill, Victoria, 3128. Email: [occ@bhatafe.edu.au](mailto:occ@bhatafe.edu.au). First intake will be on Monday 31 January 2005 at 10.00am.

## ■ Aviation (Professional Pilot)

Kangan Batman, Essendon Airport/Broadmeadows: 53142

### Title and length:

- Diploma of Aviation (Professional Pilot): FT1.5.
- Advanced Diploma of Aviation (Professional Pilot): FT2.

Provides a structured and balanced approach to modern professional pilot training with a particular emphasis on Human Factors principles, and change management techniques. Graduates of the Advanced Diploma of Aviation (Professional Pilot) may continue to do a bachelor degree level qualification.

**Prerequisites:** Units 3 and 4—mathematics (any), physics, and a study score of at least 22 in English (any).

**Selection mode:** CY12: ENTER. NONY12: Interview, aptitude and WOMBAT assessment.

**Extra requirements:** All applicants must contact Kangan Batman TAFE (Aerospace Industry Training Centre) on (03) 9279 2672 to arrange a tour of the centre. In addition, all applicants must obtain a Class I Medical Certificate as required by the Civil Aviation Safety Authority.

**Course structure:** Graduates will have obtained a Commercial Pilot Licence and Instrument Theory (IREX) and may continue to the Advanced Diploma of Aviation (Professional Pilot) which has a wide range of electives including ATPL frozen licence (seven subjects by CASA), Instrument rating (single/twin), Instructor rating, advanced management subjects and Advanced aviation and aerospace subjects.

**Major study areas:** Aerodynamics, Aerospace maintenance, Aircraft general knowledge, Aircraft instruments, Aircraft systems, Aviation (commercial pilot license), Aviation (flight rules and air law), Aviation (general navigation), Avionics, Dispute resolution and negotiation, Flight training, Information management, Information processing, Leadership, Management, Mathematics, Mechanics (flight), Physics, Psychology, Software applications.

**Additional information:** Diploma course fees are a minimum of \$49,500. Diploma cost includes 154 hours of flying (CPL), access to the AITC Flight Simulators, Instrument Rating theory (IREX), a total of 1060 hours of aeronautical and academic theory subjects, maps, charts, uniform, all required text books, as well as all pilot navigation equipment. Advanced Diploma course fees are based on Air Transport Pilot License (ATPL theory), Instrument Rating (single/twin if selected), Instructor Rating (if selected) and total of 1760 hours (1060 hours diploma included) of aeronautical and academic theory subjects. Due to the flexible course structure, cost for the Advanced Diploma will depend on the range of electives selected by individuals. For further information please contact the Pilot Training Coordinator on (03) 9279 2672.

## ■ Banking and Finance

Holmesglen, Chadstone: 61901  
RMIT Uni, City: 72961  
Swinburne Uni, Hawthorn: 77951  
Victoria Uni, Footscray Nicholson: 85901

### Title and length:

- Diploma of Business (Banking and Finance): FT1.5 to FT2.

Develops workplace knowledge and skills in interpretation and management of accounts and provides an understanding of financial law and economic principles.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview; NONY12: Possible interview; RMIT only: ENTER and two-stage process with a middle-band of approximately 20%; RMIT Uni and Victoria Uni only: VTAC Pi form.

**Middle-band:** RMIT only: See page 15.

**Extra requirements:** Applicants (except RMIT Uni) required to attend an interview will be contacted by telephone or mail. RMIT Uni and Victoria Uni only: NONY12 applicants must complete and submit the VTAC Pi form.

**Course structure:** Modular in design with core modules and a selection of electives.

**Major study areas:** Accounting, Banking and finance, Business (accounting), Business (economics), Economics, Finance, Financial accounting, International banking and finance, Law (business), Law (commercial), Marketing.

**Additional information:** Applicants are advised that this course is under review and most likely will be replaced by a Diploma of Financial Services (Banking) in 2005. Applicants should contact the relevant institute for further details. Holmesglen: [www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au), RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephone (03) 9925 5840; Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder). Victoria Uni: [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions)

## ■ Beauty Therapy

Box Hill, Elgar: 51672  
Chisholm, Berwick: 54182  
Gordon, Geelong: 59162 (Dip), 59221 (Cert IV)  
Victoria Uni, City King: 84601

### Title and length:

- Certificate IV in Beauty Therapy (Gordon only): FT1.5.
  - Diploma of Beauty Therapy: VU — FT1.5; Gordon — FT2, PT2; Chisholm — FT2.
- Provides students with the initial vocational training in the beauty therapy field.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Chisholm, Victoria Uni: Supplementary Information Form, selection test/interview. Gordon: information session, interview, Beauty Therapy Application Form.

**Extra requirements:** Box Hill: All applicants must obtain an information form by telephoning (03)9286 9300 and return it to the Institute no later than 12 November.

Box Hill All applicants must attend the information session on Tuesday 5 October at 6.00pm at Box Hill Institute, Elgar Road, Building E5, Room G23.

All applicants must be available for placement interview to be held late November. The course 51672 is run on a fee-for-service basis and attracts a fee of \$6,259 per year.

**Chisholm:** All applicants must obtain a supplementary information form by telephoning (03) 9212 5401 or [www.chisholm.vic.edu.au](http://www.chisholm.vic.edu.au) and return it to the Institute no later than Friday 19 November. All applicants must attend an information session at Berwick Campus, 71 Clyde Rd, Berwick, on Tuesday 19 October at 6pm to be considered for selection. All applicants must also be available to attend selection testing and interviews to be scheduled in late November. Applicants will be notified of interview details and course fee at information session.

**Gordon:** All applicants must obtain a Beauty Therapy Supplementary Application Form, contact (03) 5225 0538 or [www.gordontafe.edu.au](http://www.gordontafe.edu.au) and return it to the institute no later than 30 September. All applicants must attend one information session to be considered for selection: Certificate IV session held at 6pm on Wednesday 6 October or Wednesday 10 November in room J4.02 East Geelong Campus. Diploma session held at 6pm on Thursday 7 October or Thursday 11 November in room J4.02 East Geelong Campus. For further information telephone (03) 5225 0538.

**Victoria Uni:** All applicants must obtain a Supplementary Information Form by telephoning (03) 9365 2286 or [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions) and return it by Friday 15 October. Vic Uni: Applicants are encouraged to submit supplementary information online at [www.myvu.vu.edu.au](http://www.myvu.vu.edu.au)

No applications will be considered after this date. Information session 7pm, Monday 11 October, Level 10, City King Campus. Contact (03) 9284 7854. All applicants are required to sit a selection test to be held on Tuesday 9 November. Applicants will be contacted by mail with further details. This course cannot be added to change of preference unless the above extra requirements have been met.

**Course structure:** Includes integrated salon placement. Gordon: Students completing the Certificate IV or Diploma of Beauty will be required to complete underpinning competencies from the Certificate II in Nail Technology or Certificate II in Makeup Artistry, and the Certificate III in Beauty as part of these qualifications.

**Major study areas:** Anatomy and physiology, Aromatherapy, Beauty therapy, Biology, Business (operations), Communications, Customer service, Facial treatments, Leadership, Make-up, Management, Manicure and pedicure, Massage, Massage therapy, Occupational health and safety, Permanent hair removal, Temporary hair removal.

## ■ Biotechnology

RMIT Uni, City: 72351

### Title and length:

• Diploma of Applied Science (Biotechnology): FT2.

Provides broad-based training for technicians in research, testing or production laboratories, using biotechnology.

**Prerequisites:** Units 3 and 4—English (any).

**Selection mode:** CY12: ENTER and two stage process with a middle-band of approximately 20%. NONY12: RMIT University Biotechnology Information Form, possible interview.

**Middle-band:** Re-ranking based on results in English (any), chemistry and mathematics (any).

**Extra requirements:** NONY12 must complete and submit an RMIT University Biotechnology Information Form to the School of Life and Physical Sciences, RMIT University, GPO Box 2476V, Melbourne, 3001 by 30 September. The form may be obtained by downloading from [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephoning (03) 9925 4932. NONY12 required to attend an interview in December are notified by mail in late November/early December. Late NONY12 must submit a Biotechnology Information Form by 3 December.

**Course structure:** Generic core modules followed by compulsory and elective modules in the Biotechnology Specialist stream; work placement. Students requiring bridging units in mathematics, biology or chemistry may take longer to complete the course.

**Major study areas:** Animal tissue culture, Biochemistry, Biological sciences, Biomedical science, Biotechnology, Cell biology, DNA studies, Gene technology, Genetics, Laboratory operations, Laboratory technology, Microbiology, Microbiology and immunology, Molecular and cell biology, Molecular and human genetics, Recombinant DNA technologies.

**Additional information:** Graduates may articulate to various bioscience and biotechnology degrees with advanced standing. For further information see [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephone (03) 9925 4932.

## ■ Biotechnology

Holmesglen, Moorabbin: 66381

### Title and length:

• Diploma of Applied Science (Biotechnology): FT2.

Provides broad-based training for technicians in biotechnology with applications to fields of medical research, diagnostic pathology, scientific and industrial research and development.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: possible interview.

**Extra requirements:** Applicants who are required to attend an interview will be contacted by telephone or mail.

**Course structure:** Core studies plus testing, sampling and technical electives including recombinant DNA technologies and tissue culture relevant to specialisation. Students undertake work placement. Students requiring bridging programs in mathematics, biology, chemistry and physics may take longer than two years to complete the course. Graduates may articulate to various science degrees with advanced standing.

**Major study areas:** Anatomy, Animal and plant biology, Animal tissue culture, Biochemistry, Biomedical science, Biotechnology, Chemistry, Genetics, Haematology, Histology, Immunology, Laboratory instrumentation, Microbiology, Molecular and human genetics, Physiology, Plant tissue culture, Recombinant DNA technologies.

**Additional information:** An information session will be held at 1pm, 28 August, in Room 1.25, Building A; 488 South Road; Moorabbin. It is recommended that applicants attend the information session although it is not compulsory.

## ■ Broadcasting (Radio and Television)

Box Hill, Elgar: 51141 (T)

Holmesglen, Chadstone: 61641 (B)

Wodonga, Wodonga: 88071 (B), 88641 (R)

B = Diploma of Broadcasting, R = Certificate IV in Broadcasting (Radio), T = Certificate IV in Broadcasting (Television)

### Title and length:

• Certificate IV in Broadcasting (Radio): FT1.

• Certificate IV in Broadcasting (Television): FT1.

• Diploma of Broadcasting: FT1.

Certificate IV in Broadcasting (Television) reflects the role of personnel involved in the co-ordination and transmission of television broadcast material. Certificate IV in Broadcasting (Radio) trains students in a range of artistic, production and technical duties in the radio broadcasting industry. Diploma of Broadcasting provides students with a broad range of practical and theoretical skills for producing programs or on-air presentation in the television and radio industries.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: interview, previous work experience, academic performance and Broadcasting/Media/Supplementary Application Form.

**Extra requirements:** Box Hill: All applicants must contact the institute in October to register for an interview and information session. Late applicants must telephone the institute by 12 November. This course may not be added at Change of Preference unless the extra requirements are met in October. Telephone Box Hill (03) 9286 9663.

Holmesglen: CY12 must contact the institute by 19 November to register for an interview. NONY12 must return a completed Broadcasting Application Form by 29 October and will be contacted to arrange an interview. All late or Change of Preference applicants must contact the institute by 17 December to arrange an interview. Telephone (03) 9564 1602. The Broadcasting Application Form can also be downloaded from [www.holmesglen.vic.edu.au/courses/pdf/bcastapp.pdf](http://www.holmesglen.vic.edu.au/courses/pdf/bcastapp.pdf).

Wodonga: NONY12 must return a completed Supplementary Application Form available only from the Institute by 15 October. Late NONY12 must complete a Supplementary Application Form and return it to the institute by 10 December. Telephone Wodonga (02) 6055 6554.

**Course structure:** Contact the institutes for information.

**Major study areas:** Broadcast journalism, Broadcasting, Broadcasting (radio), Broadcasting (television), Television and broadcasting.

## ■ Building

Box Hill, Elgar: 51011  
Chisholm, Frankston: 58011  
Gordon, Geelong: 59011  
Holmesglen, Chadstone: 61011  
NMIT, Preston: 69361  
RMIT Uni, City: 72031  
~~Swinburne Uni, Croydon: 70031 Cancelled~~  
Victoria Uni, Newport: 85011

### Title and length:

- Diploma of Building: FT2.

Provides an educational basis and practical training for a career in the building industry. The program aims to provide para-professional skills and knowledge needed for the construction, scheduling and costing of residential, industrial and commercial buildings.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER/possible interview; RMIT Uni only: ENTER and two-stage process with a middle-band of approximately 20%. NONY12: Interview and/or selection test, possible Supplementary Application Form and (RMIT Uni only): VTAC Pi form.

**Middle-band:** RMIT Uni only: See page 15.

**Extra requirements:** CY12 (except RMIT and Box Hill) required to attend an interview will be contacted by telephone or mail. NONY12 (except Gordon applicants) must contact the institute(s) for which they have expressed a preference by 5pm 30 September in order to arrange an interview/selection test in October or November. RMIT Uni: NONY12 applicants must also complete and submit the VTAC Pi form. Gordon: Timely NONY12 applicants will be contacted by mail and required to complete a Supplementary Application Form, this form can also be downloaded from [www.gordontafe.edu.au/files/formfiles/gordonsupform.pdf](http://www.gordontafe.edu.au/files/formfiles/gordonsupform.pdf) and must be returned to the Gordon by 12 November. Telephone Box Hill (03) 9286 9359, Holmesglen (03) 9564 1693, NMIT (03) 9269 8333, Chisholm (03) 9238 8269, RMIT Uni (03) 9925 4468, Swinburne Uni (03) 9726 1563, Victoria Uni (03) 9284 7123. NONY12 Late (except Gordon) applicants must contact the institute by 12 November. NONY12 Change of Preference applicants (except RMIT Uni and Gordon) must contact the institute(s) by 3 December. Gordon: NONY12 Late and Change of Preference applicants must return a Supplementary Application Form to the Gordon by 23 December. Download from [www.gordontafe.edu.au/files/formfiles/gordonsupform.pdf](http://www.gordontafe.edu.au/files/formfiles/gordonsupform.pdf) or telephone (03) 5225 0538.

**Course structure:** Forty units over two years (includes Certificate IV in Building).

**Major study areas:** Building, Building (construction methods), Building (estimating), Building (law), Building (surveying), Building (technology).

**Additional information:** Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder), RMIT Uni (03) 9925 4468 or [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs). Victoria Uni: Applicants who are eligible for Victoria University's Portfolio Partnerships Program (PPP) may apply for this course according to the PPP guidelines (see page 346) or visit [www.vu.edu.au/ccs](http://www.vu.edu.au/ccs)

## ■ Building Design and Technology

Box Hill, Elgar: 51031  
Chisholm, Frankston: 58301  
Gordon, Geelong: 59031  
Holmesglen, Chadstone: 61031  
NMIT, Preston: 69031  
RMIT Uni, City: 72031  
Swinburne Uni, Croydon: 70191  
Uni of Ballarat, SMB: 74001  
Victoria Uni, ~~Sunshine~~ Newport: 85031  
Wodonga, Wodonga: 88031

### Title and length:

- Diploma of Building Design and Technology: FT2.

Provides to participants para-professional skills and knowledge needed for the design and manual/CAD drafting of residential, industrial and commercial buildings.

**Prerequisites:** Units 1 and 2—mathematical methods or general mathematics.

**Selection mode:** CY12: ENTER/possible interview. RMIT Uni only: ENTER and two-stage process with a middle-band of approximately 20%. NONY12: interview, folio and/or selection test.

**Extra requirements:** CY12 required to attend an interview will be contacted by telephone or mail by 7 January for further information. RMIT Uni and Box Hill Institute are not required to attend an interview. All NONY12 must contact the institute(s) for which they have expressed a preference by 5pm, 30 September to arrange an interview, folio and/or selection test in October or November. Telephone Box Hill (03) 9286 9359, Chisholm (03) 9238 8269, Gordon (03) 5225 0538, Holmesglen (03) 9564 1693, NMIT (03) 9269 8333, RMIT Uni (03) 9925 4819, Swinburne Uni (03) 9726 1563, Uni of Ballarat (03) 5327 8000, Victoria Uni (03) 9284 8403, Wodonga (02) 6055 6645. Selection test is not applicable at NMIT or Gordon. Gordon applicants only will be required to present a folio. Late NONY12 must contact the institute(s) for which they have expressed a preference by 12 November, or if adding this course at Change of Preference must contact the institute(s) for which they have expressed a preference by Friday 3 December except for Gordon applicants must contact (03) 5225 0538 by 23 December.

**Course structure:** Twenty-eight units over two years includes Certificate IV in Residential Drafting. On completion of the Diploma of Building Design and Technology students may progress to the Advanced Diploma of Building Design and Project Administration.

**Major study areas:** Architecture, Building, Building (construction methods), Building (design), Building (technology), Computer-aided drafting (CAD).

**Additional information:** Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder); RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephone (03) 9925 4819; Uni of Ballarat: [www.ballarat.edu.au/courseguide](http://www.ballarat.edu.au/courseguide)

## ■ Building Design and Technology (International Studies)

Box Hill, Elgar: 51681

### Title and length:

- Diploma of Building Design and Technology (International Studies): FT2.

Incorporates a certificate in international studies. The course provides an opportunity for a student to participate in a program of study overseas.

**Prerequisites:** Units 1 and 2—mathematical methods or general mathematics.

**Selection mode:** ENTER, possible interview.

**Extra requirements:** Applicants required to attend an interview will be notified by mail or telephone should an interview be required.

**Course structure:** Thirty-six units over two years includes Certificate IV in Residential Drafting. Students must complete one semester of study and work experience abroad and successfully complete an international industry project to qualify for this award. Advancement to the second stage of the International Studies course will depend on successful completion of Stage One at credit



or above and success in the Institute's selection process. On completion of the Diploma of Building Design and Technology students may progress to the Advanced Diploma of Building Design and Project Management.

**Additional information:** The semester abroad is organised by Box Hill Institute with their overseas partner institutes. Whilst partial scholarships will be made available to some students, applicants need to be prepared to self-fund the overseas component including air fares, accommodation, living expenses and insurance (international school fees are waived).

## ■ Building Surveying

Chisholm, Frankston: 58171  
Gordon, Geelong: 59021  
Holmesglen, Chadstone: 61021  
Victoria Uni, Newport: 85021

### Title and length:

• Diploma of Building Surveying: FT2.

Provides to students para-professional skills and knowledge for building inspection work and for surveying related to residential buildings.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: Interview and/or selection test, possible Supplementary Application Form.

**Extra requirements:** CY12 required to attend an interview will be contacted by telephone or mail. All NONY12 (except Gordon applicants) must contact the institute(s) for which they have expressed a preference by 5pm, 30 September in order to arrange an interview/selection test in October or November. Gordon: Timely applicants will be contacted by mail to complete a Supplementary Application Form or download from [www.gordontafe.edu.au/files/formfiles/gordonsupform.pdf](http://www.gordontafe.edu.au/files/formfiles/gordonsupform.pdf) and return to the Institute by 12 November. Telephone Chisholm (03) 9238 8269, Holmesglen (03) 9564 1693, Victoria Uni (03) 9284 7222. Applicants required to sit a selection test will be notified by the Institute for which they have expressed a preference. Late NONY12 (except Gordon) must contact the institute(s) for which they have expressed a preference by 12 November, or if adding this course at Change of Preference must contact the institute(s) for which they have expressed a preference by Friday 3 December. Gordon: Late and Change of Preference applicants must return a Supplementary Application Form to the Gordon by 23 December. Phone (03) 5225 0538 or download from [www.gordontafe.edu.au/files/formfiles/gordonsupform.pdf](http://www.gordontafe.edu.au/files/formfiles/gordonsupform.pdf)

**Course structure:** Twenty-four units over 18 months. On completion of the Diploma of Building Surveying students may progress to the Advanced Diploma of Building Surveying.

**Major study areas:** Building, Building (construction methods), Building (surveying), Building (technology), Building law and building practice.

## ■ Built Environment

Gordon, Geelong: 59001  
Holmesglen, Chadstone: 61401

### Title and length:

• Diploma of Built Environment: FT2.

Provides participants with knowledge and skills in planning, development, management and infrastructure. Also understanding of quality assurance practices, relevant legislation including occupational health & safety and environmental planning.

**Prerequisites:** Units 1 and 2—mathematical methods or general mathematics.

**Selection mode:** CY12: ENTER/possible interview. NONY12: interview and/or selection test.

**Extra requirements:** CY12 required to attend an interview will be contacted by telephone or mail. NONY12 must contact the institute(s) for which they have expressed a preference by 5pm, 30 September to arrange an interview and/or selection test in October or November. Telephone Gordon (03) 5225 0538, Holmesglen (03) 9564 1693. Late NONY12 must contact the institute(s) for which they have expressed a preference by 12 November, or if adding this

course at Change of Preference must contact the institute(s) for which they have expressed a preference by 3 December except for Gordon applicants who must contact (03) 5225 0538 by 23 December.

**Course structure:** Thirty-six units over two years.

**Major study areas:** Building, Building (construction methods), Building (design), Building (estimating), Building (surveying), Building (technology).

**Additional information:** Students attending Holmesglen TAFE who successfully complete the first year of this course may either apply for direct entry into the second year of the Bachelor of Technology (Infrastructure – Design and Construction Management) at Monash University or continue with other courses in Drafting, Building or Surveying. Please note that students wishing to consider direct entry application with Monash University, will need to comply with specific articulation criteria.

## ■ Ceramics

Box Hill, Whitehorse: 51081  
Chisholm, Dandenong: 54591  
Holmesglen, Chadstone: 61081  
Uni of Ballarat, SMB: 74081

### Title and length:

• Diploma of Arts (Ceramics): FT2.

Designed for people who wish to develop creative production techniques and take part in the ceramic market.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Folio, interview.

**Extra requirements:** All applicants applying by 30 September must contact their preferred institute for information regarding interviews and presentation of folios during October. Late and Change of Preference applicants must contact their preferred institute by 12 November. Telephone Box Hill (03) 9286 9663, Chisholm (Dandenong) (03) 9212 5250, Holmesglen (03) 9564 1578, Uni of Ballarat (03) 5327 8656.

**Course structure:** Comprises core and elective modules.

**Major study areas:** Ceramics, Design, Production planning, Production processes.

## ■ Children's Services

BRIT, Bendigo: 63051 (CS)  
Box Hill, Elgar: 51311 (CS)  
GippsTAFE, Newborough: 55011 (CS)  
Chisholm, Frankston: 58131 (CS)  
East Gippsland, Sale: 56001 (CS)  
Gordon, Geelong: 59111 (CS)  
Goulburn Ovens, Shepparton: 60011 (CS)  
Kangan Batman, Broadmeadows: 53081 (CS)  
NMIT, Preston: 69071 (IS)  
South West, Warrnambool: 75021 (CS)  
Sunraysia, Mildura: 76021 (CS)  
Swinburne Uni, Croydon: 70021 (CS)  
Swinburne Uni, Prahran: 78051 (CS)  
Uni of Ballarat, Horsham: 87011 (CS)  
Uni of Ballarat, SMB: 74111 (CS)  
Victoria Uni, Footscray Nicholson: 81071 (IS)  
Victoria Uni, Melton: 79051 (IS)  
Victoria Uni, Werribee: 85081 (IS)  
Wodonga, Wodonga: 88011 (CS)

CS = Centralised Selection; IS = Independent Selection (see Extra Requirements)

### Title and length:

• Diploma of Children's Services: FT2.

Develops the skills and knowledge required to provide programs for infants, pre-school and school-age children in Children's Services Centres. Workers are responsible for developing and evaluating the program and have responsibility for the supervision of other staff and volunteers.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, interview, Child Studies Application Form and information session. NONY12: Child Studies Entry Test (administration fee applies), interview, Child Studies Application Form and information session.

**Extra requirements:** All institutions (except NMIT and Vic Uni) — those codes denoted “CS” above — operate under a centralised selection scheme for Children’s Services. If an applicant is applying for multiple Children’s Services codes (other than NMIT and Vic Uni), they only need to fulfil the extra requirements below for one code (their highest preference).

All applicants (except NMIT and Vic Uni) must:

- (i) Submit a Child Studies Application Form (available in Application Package from any of the institutes listed above, except NMIT and Vic Uni) to Child Studies Applications, Private Bag 299, Somerton 3062 by Thursday 30 September;
- (ii) attend a two-hour Child Studies information session at any one of the institutes listed above on Wednesday 8 September or Wednesday 6 October from 6:30pm to 8:30pm;
- (iii) be available to attend an interview in November/December. Information regarding interviews is available at the information sessions.
- (iv) NONY12: read the testing requirements and submit the testing slip included in the application package with your application form.

Applicants who fail to attend an interview will not be considered for selection. CY12 who have not received an appointment for interview should contact one of the institutes listed above by Friday 26 November. NONY12 must complete a Child Studies entry test and those required to attend an interview will be contacted. Late applicants must post the form to Child Studies Applications by Friday 12 November (see address above). Applicants adding this course at Change of Preference must telephone their first preference institute by Friday 10 December to arrange an interview. One interview only is required and covers all institutes except NMIT and Vic Uni.

NMIT applicants must:

- (i) apply directly to NMIT and submit an application form to Child Studies, NMIT, 77-91 St Georges Rd, Preston VIC 3072; website [www.nmit.vic.edu.au](http://www.nmit.vic.edu.au); phone (03) 9269 8340 by Thursday 30 September.
- (ii) attend a 2 hour Child Studies information and testing session at Preston campus on 14 September or 28 October from 6.30–8.30pm.
- (iii) be available for an interview from October to December at Preston campus Attendance at interview is compulsory. CY12 who have not received an appointment for interview should contact NMIT Child Studies by Friday 26 November. NONY12 applicants required to attend an interview will be contacted.
- (iv) late applicants must be received by Child Studies by Friday 12 November. Contact NMIT Preston ‘Child Studies’ direct for further information and information regarding very late applications.

Vic Uni applicants must:

- (i) Contact the Child Studies Department on (03) 9284 8706 for an application kit or obtain one from [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions) and lodge the Vic Uni Child Studies supplementary application form by 30 September.
- (ii) attend a 2 hour Child Studies Information Session at Victoria University, at either the Footscray Nicholson or Melton campus, on one of the following sessions: Wednesday 8 September, 20 October or 17 November from 6.30–8.30pm.
- (iii) be available to attend an interview and testing session at Footscray or Melton campus in November/December. Information regarding interview is available at the information session.

If adding this course at change of preference, contact the institute direct, except NMIT who do not accept change of preference. (See below for Victoria Uni) Telephone Box Hill (03) 9286 9139, BRIT (03) 5434 1548, East Gippsland TAFE (03) 5142 2410, GippsTAFE (03) 5127 0269, Chisholm (03) 9238 8288, Gordon (03) 5225 0671, Goulburn Ovens (03) 5833 2500, Kangan Batman (03) 9279 2518/9279/2517, South West (03) 5564 8715, Sunraysia (03) 5022 3666, Swinburne Uni (Croydon) (03) 9726 1728 (Pahran) (03) 9214 6863, Victoria Uni (03) 9216 8060, Uni of Ballarat (SMB) (03) 5327 8250 (Horsham) (03) 5362 2628, Wodonga (02) 6055 6573. Victoria Uni: Change of preference applicants will be required to attend an interview at Footscray Nicholson campus prior to submitting a change of preference for this course and must call the Child Studies Department on (03) 9284 8706 or the Centre for Commencing Students on (03) 9688 4110 as soon as change of preference is available for interview details.

**Major study areas:** Child and family studies, Child care, Childhood development, Children’s services, Programming.

**Additional information:** Applicants without experience in children’s services should attend a childcare centre for at least one day prior to interview. Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder); East Gippsland: [www.egtafe.vic.edu.au](http://www.egtafe.vic.edu.au); Uni of Ballarat: [www.ballarat.edu.au/courseguide](http://www.ballarat.edu.au/courseguide); Victoria Uni: [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions)

## Chinese (Mandarin)

RMIT Uni, City: 72971

**Title and length:**

- Certificate IV in Applied Language (Chinese-Mandarin): FT1. Designed to provide a sequential course of study with an emphasis in oral skills for students who wish to converse and communicate in Mandarin.

**Selection mode:** Interview.

**Extra requirements:** All applicants must telephone (03) 9925 2328 by 30 September to arrange an interview, to be held in November or December 2004. Late applicants and those adding this course at Change of Preference must telephone (03) 9925 2328 by 10 December to arrange an interview to be held in December 2004 or January 2005.

**Major study areas:** Chinese, Communications, Language development, Languages, Mandarin (Chinese language).

**Additional information:** RMIT Open Day: Sunday 8 August, telephone (03) 9925 2328 or see [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs)

## Clothing and Fashion

BRIT, Bendigo: 63641 (Cert IV, Dip)  
Box Hill, Ellingworth: 51641 (Cert IV, Dip)  
GippsTAFE, Morwell: 55641  
Gordon, Geelong: 59641 (Cert IV, Dip)  
Kangan Batman, Broadmeadows: 53641  
RMIT Uni, Brunswick: 65641

**Title and length:**

- Certificate IV in Clothing Production: FT1.
  - Diploma of Textiles Clothing and Footwear: FT2.
  - Advanced Diploma of Textiles Clothing and Footwear: FT3.
- Trains people to be creative members of the clothing industry.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible Supplementary Application Form, possible pre-selection assessment. RMIT Uni only: Interview, ENTER. NONY12: pre-selection assessment session, possible Supplementary Application/Additional Information Form; RMIT Uni only: Interview.

**Extra requirements:** BRIT: all applicants must telephone (03) 5434 1547 by 22 October to arrange an interview/assessment in early December. Gordon: all applicants must obtain and return the Supplementary Application Form from [www.gordontafe.edu.au](http://www.gordontafe.edu.au) or telephone (03) 5225 0538 by 26 November. Late and Change of Preference applicants must return this form to the Admissions Office by Tuesday 4 January 2005. CY12: Kangan Batman and GippsTAFE must contact the institute by 22 October to arrange a pre-selection assessment in November/December. RMIT: All applicants must telephone (03) 9925 9214 by 22 October to arrange an interview to be held late November/early December.

NONY12 (except Gordon) must contact the institute of their choice by 22 October to arrange a pre-selection assessment in November/December. Telephone BRIT (03) 5434 1547, Box Hill (03) 9286 9631, GippsTAFE (03) 5120 4511, Kangan Batman (03) 9279 2555, RMIT Uni (03) 9925 9214.

Late applicants or Change of Preference applicants must contact the institute of their choice by 10 December. All offered applicants will need to undertake some additional bridging subjects if deemed to be required.

**Course structure:** Major industry fields covered in both the Certificate IV and diploma may include design/product development, patternmaking, production processes, quality, management, human resources, sales & marketing, warehousing & distribution, purchasing & administration and finance. Point of entry for this course is Certificate IV level and may lead to the

completion of Advanced Diploma level. BRIT (Bendigo), Box Hill and Gordon do not offer Advanced Diploma level. For further details about course structure and sector specific programs applicants should contact the individual institute.

**Major study areas:** Administration, Computer graphics, Design (Clothing and Fashion), Dressmaking, Fabric technology, Fashion (garment importing), Fashion (illustration), Fashion (pattern grading), Finance, Human resource management, Management, Pattern-making, Pattern-making (computer), Production processes (clothing and fashion), Purchasing, Quality control, Sales and marketing, Warehousing and distribution.

**Additional information:** Box Hill will hold an information session in September/October. Contact (03) 9286 9631 for further details. RMIT will hold an information session at which attendance is not compulsory. Further information can be obtained from [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs). Kangan Batman: [www.kangan.edu.au](http://www.kangan.edu.au)

## Community Development

Victoria Uni, St Albans: 80551 Cancelled

Victoria Uni, Footscray Nicholson: 80161 New

### Title and length:

- Diploma of Community Development: FT2.

Develops competent community development workers.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Supplementary Information Form, interview, information session.

**Extra requirements:** All applicants must attend an information session, 6.30pm to 8.30pm Thursday 14 October or Thursday 18 November. Telephone Victoria Uni (03) 9365 2903 for details. Information regarding interviews available at information sessions. All applicants must complete a Victoria University TAFE Direct Admission/Supplementary Information Form available from the institute or by contacting (03) 9365 2286 or [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions). Applicants are encouraged to submit supplementary information at [www.myvu.vu.edu.au](http://www.myvu.vu.edu.au). Late applicants/Change of Preference must contact the institute by 12 November to discuss their application.

**Course structure:** Includes a fieldwork component.

**Major study areas:** Community development, Community services, Community work.

## Computer Science

Chisholm, Frankston: 58211

RMIT Uni, City: 72301

Swinburne Uni, Hawthorn: 77301

### Title and length:

- Advanced Diploma of Computer Science (Multimedia, Instrumentation, Software Development): FT2 plus any bridging programs required.

Provides students with skills needed for a wide range of positions in technology based industries including data acquisition and control, network and systems management, programming and multimedia.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: VTAC Pi form, possible interview.

**Extra requirements:** Applicants required to attend an interview during November 2004 (timely applicants) or January 2005 (late applicants) will be contacted by mail. NONY12 must complete the VTAC Pi form and submit it to VTAC.

**Course structure:** Multimedia stream: 3D animation, web design, CD authoring and graphic/sound editing offering further opportunities in associated areas of the industry and excellent pathways to degree programs. Software development stream: information processing and systems together with software development. Instrumentation stream: applied science and information retrieval and analysis in a physical laboratory environment.

**Major study areas:** Animation (3D), Animation design and production, Computer science, Databases (advanced programming), Digital and analog electronics, Network management and network systems, Programming (C), Programming (C++), Programming (Java), Programming (Visual Basic), World Wide Web.

**Additional information:** Chisholm, Frankston: telephone: (03) 9238 8200. RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs). Swinburne Uni: [www.tafe.swin.edu.au/ahs/indsci](http://www.tafe.swin.edu.au/ahs/indsci) or telephone (03) 9214 5161.

## Computer Systems

Box Hill, Nelson: 51341

Chisholm, Berwick: 54101

Chisholm, Frankston: 58221

Chisholm, Noble Park: 54121

Gordon, Geelong: 59341

Holmesglen, Moorabbin: 66061

Kangan Batman, Broadmeadows: 53091

NMIT, Epping: 68691

NMIT, Greensborough: 68341

NMIT, Heidelberg: 68061

RMIT Uni, City: 72341

South West, Warrnambool: 75011

Swinburne Uni, Hawthorn: 77341

~~Swinburne Uni, Wantirna: 700H Cancelled~~

~~Victoria Uni, Melton: 8514H Cancelled~~

Victoria Uni, Sunshine: 85061

Victoria Uni, Werribee: 81041

### Title and length:

- Advanced Diploma of Computer Systems Engineering: FT2.

Provides high-level training in computers, computer networks, internet and intranet infrastructure. It also provides the opportunity to gain industry certification in CompTIA, CISCO, Microsoft and Sun Microsystems at the technician and para-professional level.

**Prerequisites:** Units 1 and 2—mathematics (any). RMIT Uni only: Units 1 and 2 or Units 3 and 4—mathematics (any).

**Selection mode:** CY12: ENTER and/or interview (RMIT Uni only: ENTER and two-stage process with a middle-band of approximately 20%). NONY12: test and/or interview (RMIT Uni only: VTAC Pi form).

**Middle-band:** RMIT Uni only: See page 15.

**Extra requirements:** Applicants (except RMIT Uni) required to attend a test and/or interview will be notified by mail or telephone. In some circumstances applicants may be required to undertake a bridging program and will be advised of this by the institute to which they apply.

RMIT Uni: NONY12 must complete and submit the VTAC Pi form to VTAC.

NMIT: All applicants must complete a NMIT Supplementary Application Form that must be returned to NMIT by Friday 29 October. This form can be downloaded from [www.nmit.vic.edu.au/pdf2005/comp.pdf](http://www.nmit.vic.edu.au/pdf2005/comp.pdf) or telephone (03) 9269 8690 or (03) 9269 1068.

**Course structure:** Structured to deliver competencies, knowledge and skills required by the nationally accredited Electrotechnology Training Package. Also the course is structured to prepare students to sit for industry certification in CompTIA, CISCO, Microsoft and Sun Microsystems.

**Major study areas:** Computer and network security, Computer applications, Computer architecture, Computer engineering, Computer hardware, Computer networks, Computer operating systems, Computing, Computing (management), Computing (skills), Engineering (computer systems), LAN installation and management, Local area networks, Network management and network systems, Programming (C), Programming (C++), Programming (Internet), Programming (Java), Programming (Visual Basic), Wide area networks.

**Additional information:** Chisholm (Noble Park, 54121) offers the first year ONLY of this course. For Chisholm, students transfer to Frankston or Berwick to complete the course. RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephone (03) 9925 4468. Victoria Uni: Applicants who are eligible for Victoria University's Portfolio Partnerships Program (PPP) may apply for this course (Sunshine campus only) according to the PPP guidelines (see page 346) or visit [www.vu.edu.au/ccs](http://www.vu.edu.au/ccs)

## ■ Computer Systems Engineering (International Studies)

Box Hill, Nelson: 51631

### Title and length:

- Advanced Diploma in Computer Systems Engineering (International): FT2.

Prepares students for employment internationally in computer and computer networks at the technician and para-professional level.

**Prerequisites:** Unit 1 and 2 or 3 and 4 – mathematics (any)

**Selection mode:** ENTER, possible interview.

**Extra requirements:** Applicants required to attend a test and/or interview will be notified by mail or telephone should an interview/test be required. In some circumstances, applicants may be required to undertake a bridging program and will be advised of this by the institute.

**Course structure:** Structure to deliver competencies, knowledge and skills required by the nationally accredited Electrotechnology Training Package. Upon completion of Stage One, applicants must submit a pre-selection form, attend an interview, and attain a credit or above average to proceed to Stage Three of the International Exchange course.

**Additional information:** The Institute will organise study, travel and accommodation arrangements. Students may receive financial assistance via a partial scholarship.

## ■ Computing

Chisholm, Frankston: 58361  
Holmesglen, Chadstone: 61361

### Title and length:

- Certificate IV in Technology (Computing): FT1.
- Diploma of Technology (Computing): FT2.

Broad-based technology course concentrating on computer technology and its application to business, science and engineering.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER and/or interview. NONY12: interview.

**Extra requirements:** CY12 required to attend an interview will be notified by mail or telephone. NONY12 must contact the institute(s) for which they have expressed a preference by 30 September in order to arrange an interview time. Telephone Chisholm (03) 9238 8200 or Holmesglen (03) 9564 1641. Interviews will be conducted in late November. Late NONY12 must contact the institute(s) by 12 November in order to arrange an interview in January 2005.

**Course structure:** On completion of first year applicants may transfer directly into the second year of the Bachelor of Technology at Monash University or choose to stay at TAFE and complete their Diploma. Credits may also be granted for entries into other university courses. The course prepares students to sit for the Internationally recognised CISCO Certified Networking Associate (CCNA) certification.

**Major study areas:** Accounting, Communications, Computer applications, Computer hardware, Computer networks, Computer operating systems, Computer programming, Computer science, Computing, Electronics, LANS, Mathematics, Microcomputers, Operating systems, Programming, Programming (Internet), Programming (Java), Programming (Visual Basic).

## ■ Confectionery Manufacturing

William Angliss, City: 86101

### Title and length:

- Certificate IV in Confectionery Manufacture: FT1, PT2.
- Diploma of Confectionery Manufacture: FT2, PT4.

Designed for students both in industry and seeking to gain employment in industry in areas of production, product development, quality assurance and general confectionery food technology with the opportunity to progress into more general management areas.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** ENTER, interview.

**Extra requirements:** All applicants must telephone the Institute on (03) 9606 2111 to obtain an application form and details of interview arrangements. The interviews will be held on Wednesday 17 November.

**Course structure:** Core and elective subjects with four major streams: technical, foundation, quality and management.

**Major study areas:** Food handling, Food quality management, Food safety and regulation, General microbiology, Human resource management, Hygiene, Occupational health and safety, Quality control, Science, Workplace safety.

**Additional information:** Successful completion of VCE mathematics, chemistry and physics subjects will make candidates eligible for a credit transfer for some foundation units. Applicants are strongly encouraged to attend the Information Session on Wednesday 1 September at 6.00pm to obtain further course information.

## ■ Conservation and Land Management

BRIT, Bendigo: 63751 (Cert IV)  
Chisholm, Cranbourne: 57751 (Dip)  
Chisholm, Rosebud: 57511 (Cert IV)  
East Gippsland, Forestech: 56751 (Cert IV, Dip)  
Gordon, Geelong: 59751 (Dip)  
Holmesglen, Chadstone: 61751 (Dip)  
NMIT, Epping: 68101 (Dip)  
RMIT Uni, City: 72381 (Cert IV, Dip)  
South West, Warrnambool: 75001 (Dip)  
Sunraysia, Mildura: 76751 (Dip)  
Swinburne Uni, Lilydale/Healesville: 70751 (Dip)  
Uni of Ballarat, SMB: 74751 (Dip)  
Uni of Melbourne, Longerenong: 82101 (Dip)  
Victoria Uni, Footscray Nicholson/Werribee: 80091 (Cert IV, Dip)

### Title and length:

- Certificate IV in Conservation and Land Management: FT1.
- Diploma of Conservation and Land Management: FT2.
- Advanced Diploma of Conservation and Land Management: FT2 to FT3.

Provides a basic grounding in environmental management, plus specialised skills and knowledge in preparing graduates for employment in a broad range of fields.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER and information session/interview, supplementary form and/or questionnaire. NONY12: Information session/interview, previous volunteer work or practical experience, supplementary form and/or questionnaire.

**Extra requirements:** All applicants must attend a preliminary selection session to complete a questionnaire on 13 October (Contact relevant institute for times). For RMIT Uni see [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs). Copies of the completed questionnaire will be distributed to all nominated institutes. In addition, all University of Melbourne applicants must obtain a supplementary form by telephoning (03) 5362 2222 and return it to the Longerenong Campus by 30 September. Applicants will be notified of interview details at the preliminary selection session.

Late applicants and change of preference applicants must contact the relevant institute in order to complete the questionnaire. For further information contact BRIT (03) 5434 1447, Chisholm (Cranbourne) (03) 5990 7162 (Rosebud) (03) 5950 2053, East Gippsland (03) 5155 6800, Gordon (Geelong) (03) 5225 0538, Holmesglen (03) 9564 1641, NMIT (03) 9269 1060, RMIT Uni (03) 9925 4275, South-West (03) 5564 8816, Sunraysia (03) 5022 3654, Swinburne Uni (03) 9215 7068, Uni of Ballarat—SMB (03) 5327 8021, Uni of Melbourne (Longerenong) (03) 5362 2222, Victoria Uni (03) 9216 8139.

**Course structure:** These courses are based on a National Training Package with eight different study fields (General Land Management; Conservation Earthworks; Community Co-ordination and Facilitation; Indigenous Land Management; Lands, Parks and Wildlife; Natural Area Restoration and



Management; Weed Management; Vertebrate Pest Management) specially developed by their respective industries. The main emphasis is on the assessment of practical skills with industry tasks and field projects. Certificate III and IV Units of Competency may form part of the Diploma.

**Major study areas:** Aquatic science, Coastal management, Conservation biology/ecology, Conservation management (revegetation), Ecological studies, Ecotourism, Environmental management, Environmental science, Forest ecology, Freshwater ecosystems, Land and water management, Mapping systems, Marine environment, Natural resource management, Park and wilderness management, Parks and recreation management, Parks and wildlife reserve management, Soil science, Vegetation and wildlife management, Wildlife conservation and ecology.

**Additional information:** Students must be willing to undertake extended field trips. Some Institutes may require students to travel between campuses for some units. Visit the relevant institute website for further details. RMIT Uni: Telephone (03) 9925 4275 or see [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs); Swinburne Uni: see [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder); Uni of Ballarat: [www.ballarat.edu.au/courseguide](http://www.ballarat.edu.au/courseguide)

## ■ Conservation and Land Management

Uni of Melbourne, Longerenong: 82131

### Title and length:

- Diploma and Advanced Diploma of Conservation and Land Management (combined program): FT2.

The student graduates with the Advanced Diploma. Students undertake a thorough preparation for the Advanced Diploma by completing nominated units from the Diploma in their first year. Students complete the Advanced Diploma in their second year. The combined program of the Diploma-level studies and the Advanced Diploma is two years full-time. Provides professional education and training for those who will assume positions of responsibility in land use management.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, University of Melbourne Supplementary Application Form. NONY12: University of Melbourne Supplementary Application Form.

**Extra requirements:** All applicants must complete a University of Melbourne Supplementary Application Form (available by telephoning the Longerenong campus on (03) 5362 2222) and return it to the University of Melbourne Longerenong campus by the last Friday in September. Late and Change of Preference applicants who have not met this requirement must first telephone the Institute on (03) 5362 2222.

**Course structure:** Students will have the opportunity to develop a broad knowledge of conservation issues and will then specialise in the development of strategies for the sustainable management of flora, fauna, land and water resources. The Longerenong farm including the Darlot Swamp, the Grampians National Park, Wimmera River, West Wimmera wetlands, Brambuk Koori Cultural Centre and the Wimmera and Mallee water supply system are all examples of the rich diversity of public and private resources that will be used for work placement, practical training and project work throughout this course.

**Major study areas:** Aquatic science, Coastal management, Conservation biology/ecology, Conservation management (revegetation), Ecological studies, Ecotourism, Environmental management, Environmental science, Forest ecology, Freshwater ecosystems, Land and water management, Mapping systems, Marine environment, Natural resource management, Park and wilderness management, Parks and recreation management, Parks and wildlife reserve management, Soil science, Vegetation and wildlife management, Wildlife conservation and ecology.

## ■ Cookery

East Gippsland, Bairnsdale: 56091 (CC)  
East Gippsland, Sale: 56101 (CC)

CC = Commercial Cookery

### Title and length:

- Certificate IV in Hospitality (Commercial Cookery): FT1 to FT1.5.

Designed for people seeking entry into professional cookery in a variety of commercial venues, such as hotels, restaurants, motels, conference centres, pastry shops and food manufacturers in operational management, staff supervisory roles or as owner-operators.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** ENTER, interview, work experience and selection form.

**Extra requirements:** East Gippsland: All applicants will be required to complete a selection form and attend an interview. Contact (03) 5152 0741 for further details.

**Course structure:** Both of these courses cover modern and traditional techniques in their respective areas and operational management.

East Gippsland: offers full time, part-time or on-the-job study options for this course. Contact (03) 5152 0741.

**Course structure:** Both of these courses cover modern and traditional techniques in their respective areas and operational management.

East Gippsland: offers full time, part-time or on-the-job study options for this course. Contact (03) 5152 0741.

**Major study areas:** Administration, Cookery, Food handling, Food preservation and processing, Food safety and regulation, Food science, Food science and nutrition, Health and safety, Hygiene, Leadership, Restaurant operations.

## ■ Dance Teaching and Management

Box Hill, Whitehorse: 51101

### Title and length:

- Certificate IV in Dance (Teaching and Management): FT1.
- Diploma of Dance (Teaching and Management): FT2.

Prepares dancers for a teaching profession in the private sector.

**Prerequisites:** There are no prerequisite studies for Cert IV. Cert IV is a prerequisite for the Dip.

**Selection mode:** Interview, dance audition.

**Extra requirements:** All applicants must telephone (03) 9286 9695 during October to arrange an interview and audition in late November. Late applicants and those who are adding the course at Change of Preference may arrange for an audition in early January. Applicants are expected to demonstrate a basic standard in classical ballet at the audition.

**Course structure:** All subjects are compulsory.

**Major study areas:** Anatomy and kinesiology, Anatomy and physiology, Business (management), Childhood development, Dance, Dance teaching, Production planning.

## ■ Disability Work

Box Hill, Elgar: 51331 (Cert IV)  
Victoria Uni, Footscray Nicholson: 85101 (Cert IV, Adv Dip)

### Title and length:

- Certificate IV in Disability Work: FT1.
- Advanced Diploma of Disability Work: FT2.

Workers provide specialist services, act as a resource for other workers, work with clients, coordinate work programs, supervise accommodation with people who have a disability — physical, sensory, multiple, intellectual or acquired.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Disability or Supplementary Application Form, interview, written piece and information session.

**Extra requirements:** Box Hill applicants must complete a Disability Application Form and attend the two-hour information session held in October, Victoria Uni applicants should complete a TAFE Direct Entry/Supplementary Information Application Form by telephoning (03) 9365 2286, or from [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions) (or submit information online at [www.myvu.vu.edu.au](http://www.myvu.vu.edu.au)) by 26 November and attend one of the two-hour information sessions being held on 14 September or 7 October between 5 – 7pm. To request the forms and for further details of dates, times and venues of information sessions telephone: Box Hill (03) 9286 9106 or Victoria Uni (03) 9284 8674. Late and Change of Preference applications will only be considered if all the extra requirements are met.

**Course structure:** A range of common and specialist competencies.

**Major study areas:** Disability care, Disability studies.

**Additional information:** Applicants should be 18 years of age or older at the time of commencement of course (not applicable for Victoria University applicants). Preference will be given to applicants who have paid/unpaid experience in the field. Applicants wishing to undertake the Advanced Diploma must have experience in the disability sector. Some agencies require students to provide a police clearance before undertaking workplace training. [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions)

## ■ E-business

Holmesglen, Moorabbin: 66461  
Swinburne Uni, Lilydale: 70041  
Swinburne Uni, Prahran: 78081

### Title and length:

- Certificate IV in E-business: FT1.
- Diploma of E-business: FT1.5.
- Advanced Diploma E-business: FT2.

Certificate IV provides students with a basic understanding of an e-business environment. Diploma provides students with the knowledge and skills to plan and design an e-business strategy. Advanced Diploma provides vocational training in developing and managing an e-business strategy.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: Possible interview.

**Extra requirements:** Applicants who are required to attend an interview will be contacted by telephone or mail.

**Course structure:** Each qualification comprises core competencies and a selection of electives and the pathway to the Advanced Diploma will incorporate the Certificate IV and the Diploma (or competencies from these qualifications). The Certificate IV might also be combined with the Certificate III in E-business.

**Major study areas:** E-business, E-business innovation and risk, E-commerce, E-marketing, Internet technology, Management, Multimedia presentation, Strategic management, Website design and strategies.

**Additional information:** Holmesglen: [www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au); Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder)

## ■ Electrical

NMIT, Epping: 68701  
RMIT Uni, City: 72421

### Title and length:

- Advanced Diploma of Electrical Engineering: FT2.

Provides high-level training for the electrical industry at technician and para-professional level.

**Prerequisites:** Units 1 and 2 or Units 3 and 4—mathematics (any).

**Selection mode:** CY12: ENTER, possible interview, possible Supplementary Application Form; RMIT Uni only: ENTER and two-stage process with a middle-band of approximately 20%. NONY12: possible test and/or interview; RMIT Uni only: VTAC Pi form.

**Middle-band:** RMIT Uni only: see page 15.

**Extra requirements:** Applicants required to attend a test and/or interview prior to enrolment will be notified by mail or telephone. NMIT only: All applicants must complete a Supplementary Application Form that must be returned to NMIT by Friday 29 October. This form can be downloaded from [www.nmit.vic.edu.au/pdf2005/elect.pdf](http://www.nmit.vic.edu.au/pdf2005/elect.pdf) or telephone NMIT on (03) 9269 1068. RMIT Uni only: NONY12 must complete and submit the VTAC Pi form to VTAC.

**Course structure:** This course is structured to deliver competencies, knowledge and skills required by the nationally accredited Electrotechnology Training Package.

**Major study areas:** Electrical science, Electronic systems, Electronics, Electrotechnology, Engineering (electrical distribution), Engineering (electrical generation), Engineering (electrical transmission), Engineering (electrical), Engineering (electronics), Lighting, Microprocessor control systems, Microprocessors.

**Additional information:** RMIT Uni only: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephone (03) 9925 4468.

## ■ Electronic Publishing

Holmesglen, Waverley: 61351  
RMIT Uni, Brunswick: 72601

### Title and length:

- Certificate IV in Electronic Publishing: FT1.

Provides graduates with the skills and knowledge for entry to the diverse field of electronic publishing (pre-press).

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, information session/interview. NONY12: information session/interview. Holmesglen: All applicants must submit an Electric Publishing Supplementary Application Form.

**Extra requirements:** All applicants must attend one of the following information/interview sessions: (i) Holmesglen 7pm 16 November, Waverley Campus, Lecture Theatre, 1.2.03, 585 Waverley Road, Glen Waverley. To obtain an Electronic Publishing Supplementary Application Form telephone (03) 9564 6254 or download from [www.holmesglen.vic.edu.au/courses/pdf/epubsupapp.pdf](http://www.holmesglen.vic.edu.au/courses/pdf/epubsupapp.pdf) (ii) RMIT Uni 9am 22 November at 25 Dawson Street, Brunswick, Building 514 Auditorium). Applicants will be contacted either by telephone or mail following the information/interview session. Late applicants and those adding this course at Change of Preference must first telephone: Holmesglen (03) 9564 6254 or RMIT Uni (03) 9925 9446.

**Course structure:** Students who successfully complete modules in Stage One (378 hours) and Stage Two [290 hours (668 hours total)] of this course will be awarded the Certificate IV in Electronic Publishing.

**Major study areas:** Computer applications, Computer graphics, Design (aspects of colour), Design theory, Desktop publishing, Digital art and design, Digital imaging, Electronic publishing, Illustration, Image manipulation (printing industry), Multimedia, Occupational health and safety, Pre-press, Printing, Scanning (printing industry), Text manipulation (printing industry), Typography.

**Additional information:** Holmesglen: [www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au); RMIT Uni: [www.rmit.edu.au/programs/courses](http://www.rmit.edu.au/programs/courses) or telephone (03) 9925 9446.

## ■ Electronics

BRIT, Bendigo: 63431  
Box Hill, Nelson: 51431  
Chisholm, Berwick: 54131  
Chisholm, Frankston: 58251  
Chisholm, Noble Park: 54161  
Gordon, Geelong: 59431  
NMIT, Epping: 68981  
RMIT Uni, City: 72431  
Swinburne Uni, Hawthorn: 77431  
Victoria Uni, Sunshine: 85071

### Title and length:

- Advanced Diploma of Electronic Engineering (Analogue & Digital): FT2.

Provides high level training for the Electronics industry at the technician and para-professional levels.

**Prerequisites:** Units 1 and 2 or Units 3 and 4—mathematics (any).

**Selection mode:** CY12: ENTER and/or interview; RMIT Uni only: ENTER and two-stage process with a middle-band of approximately 20%. NONY12: test and/or interview; RMIT Uni only: VTAC Pi form.

**Middle-band:** RMIT Uni only: see page 15.

**Extra requirements:** Applicants required to attend a test and/or interview will be notified by mail or telephone. In some circumstances applicants may be required to undertake a bridging program and will be advised of this

by the Institute to which they have applied. NMIT applicants must complete a Supplementary Application Form that must be returned to NMIT by Friday 29 October. This form can be downloaded from [www.nmit.vic.edu.au/pdf2005/electron.pdf](http://www.nmit.vic.edu.au/pdf2005/electron.pdf) or telephone (03) 9269 1068. RMIT Uni only: NONY12 must complete and submit the VTAC Pi form to VTAC.

**Course structure:** This course is structured to deliver competencies, knowledge and skills required by the nationally accredited Electrotechnology Training Package.

**Major study areas:** Analogue integrated circuit design, Computing, Digital and analog electronics, Digital and microprocessor systems, Digital systems, Digital technology, Digital television production, Digital video, Electronic systems, Electronic technology and instrumentation, Electronics, Electrotechnology, Microelectronics, Microprocessor control systems, Microprocessors, Semiconductors, Television and broadcasting.

**Additional information:** Chisholm (Berwick, 54131) and Chisholm (Frankston 58251) offer the first year ONLY of this course. For Chisholm, students transfer to Noble Park to complete the course. RMIT Uni: see [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephone (03) 9925 4727.

## ■ Engineering-Aerospace

Kangan Batman, Broadmeadows: 53391  
RMIT Uni, City: 72391

### Title and length:

- Advanced Diploma of Engineering (Avionics, Manufacturing, Maintenance, Mechanical): FT2.

Develop the necessary aerospace industry vocational skills for those who work in small, medium and large enterprises and the Defence Forces.

**Prerequisites:** Units 3 and 4—mathematics (any).

**Selection mode:** CY12: ENTER; RMIT Uni: ENTER and two-stage process with a middle-band of approximately 20%. NONY12: interview and/or written test; RMIT Uni only: VTAC Pi form.

**Middle-band:** RMIT Uni only: see page 15.

**Extra requirements:** NONY12 must contact the institute(s) for which they have expressed a preference to arrange an interview and/or written test in November/December. Telephone Kangan Batman Aerospace Industry Training Centre (03) 9279 2555. Late NONY12 (except RMIT Uni) must contact the institute before 10 December to arrange an interview and/or written test in January 2004. RMIT Uni only: NONY12 must complete and submit the VTAC Pi form to VTAC.

**Course structure:** There are four streams available: Mechanical, Maintenance, Manufacturing and Avionics. Satisfactory completion of core and total nominal hours from compulsory/elective modules are required.

**Major study areas:** Aerospace (drafting and drawing), Aerospace engineering, Aerospace maintenance, Aircraft design, Aircraft fluid power, Aircraft general maintenance, Aircraft mechanisms and control, Aircraft operations and maintenance, Aircraft systems, Airspace management, Aviation, Aviation (maintenance), Avionics, Electronic systems, Electronic technology and instrumentation, Engine systems and instruments, Management, Mechanics (flight), Occupational health and safety, Quality control.

**Additional information:** Kangan Batman TAFE: [www.kangan.edu.au](http://www.kangan.edu.au); RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs), or telephone (03) 9925 8098.

## ■ Engineering-Civil

Box Hill, Elgar: 51411  
NMIT, Preston: 69411  
RMIT Uni, City: 72411  
Uni of Ballarat, SMB: 74411  
Victoria Uni, Sunshine: 85411

### Title and length:

- Advanced Diploma of Engineering Technology (Civil): FT2.

Prepares students for a range of para-professional occupations in the civil/structural engineering field.

**Prerequisites:** Either Units 1 and 2—mathematical methods or Units 3 and 4—mathematics (any).

**Selection mode:** CY12: ENTER and/or possible interview; RMIT Uni only: ENTER and two-stage process with a middle-band of approximately 20%. NONY12: possible interview and/or written test; RMIT Uni only: VTAC Pi form; NMIT: Supplementary Application Form.

**Middle-band:** See page 15.

**Extra requirements:** All applicants (except RMIT Uni) will be notified by mail or telephone in December/January should an interview be required. NONY12 (RMIT Uni only) must complete and submit the VTAC Pi form to VTAC. NMIT: All applicants must complete a Supplementary Application Form that must be returned to NMIT by Friday 26 November. This form can be downloaded from [www.nmit.vic.edu.au/pdf2005/civil.pdf](http://www.nmit.vic.edu.au/pdf2005/civil.pdf) or telephone (03) 9269 8333.

**Course structure:** Comprised of thirty-five modules selected for civil and structural disciplines.

**Major study areas:** Computer-aided drafting (CAD), Computing, Construction, Construction management, Drafting, Engineering (civil), Engineering (environmental), Engineering (structural analysis and design), Engineering (survey), Management.

**Additional information:** RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephone (03) 9925 4468. Uni of Ballarat: [www.ballarat.edu.au/courseguide](http://www.ballarat.edu.au/courseguide)

## ■ Engineering-Jewellery

Box Hill, Whitehorse: 51561  
Goulburn Ovens, Wangaratta: 83091  
NMIT, Fairfield: 68221

### Title and length:

- Advanced Diploma of Engineering Technology (Jewellery): FT2.

Focuses on the design and manufacturing aspects of jewellery with a major emphasis on the current trends of jewellery design and manufacture.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Folio (2D and 3D), interview, Supplementary Application Form.

**Extra requirements:** NMIT: All applicants must write to or telephone the Jewellery Department by 5pm on Friday 22 October to obtain a Supplementary Application Form. Applicants selected for interview will be notified by mail and will be required to present a folio at the interview. Contact: NMIT, Jewellery Department, Fairfield Campus, Yarra Bend Rd, Fairfield Vic 3078, telephone (03) 9269 8980.

Box Hill and Goulburn Ovens: No Supplementary Application Form required. Box Hill: All applicants must telephone (03) 9286 9663 in October to arrange an interview to be held late November. Goulburn Ovens: All applicants must telephone (03) 5723 6350 by end November to arrange an interview to be held in early December.

This course will accept late applications and may be added at Change of Preference providing all extra requirements have been met.

**Course structure:** Thirty nationally-recognised modules aligned to the engineering and jewellery fields.

**Major study areas:** Design (3D), Drawing, Engineering (manufacturing), Engineering (metallurgical), Management, Materials science, Metallurgy, Metals and jewellery, Photography, Product development, Quality control.

## ■ Engineering-Mechanical/Manufacturing

Box Hill, Elgar: 51441  
 GippsTAFE, Newborough: 55441  
 Chisholm, Dandenong: 54441  
 Holmesglen, Moorabbin: 66361  
 Kangan Batman, Broadmeadows: 53221  
 NMIT, Heidelberg: 68441  
 RMIT Uni, City: 72441  
 Swinburne Uni, Hawthorn: 77441  
 Uni of Ballarat, SMB: 74441  
 Victoria Uni, Sunshine: 85441  
 Wodonga, Wodonga: 88441

### Title and length:

- Diploma of Engineering Technology: FT1.
- Advanced Diploma of Engineering Technology: FT2.

Provide high level training for the mechanical and manufacturing engineering industry at the technician and para-professional levels.

**Prerequisites:** Advanced Diploma: Units 1 and 2—mathematical methods or Units 3 and 4—mathematics (any). Diploma: Units 3 and 4—mathematics (any)

**Selection mode:** CY12: ENTER and/or interview. RMIT Uni only: ENTER and two stage process with a middle-band of approximately 20%. NONY12: possible interview/test; RMIT Uni only: NONY12 must complete and submit the VTAC Pi form to VTAC.

**Middle-band:** RMIT Uni only: see page 15.

**Extra requirements:** Applicants (except RMIT Uni and Kangan Batman TAFE) required to attend an interview/written test in November/December 2004 (timely) and January 2005 (late applications) will be notified by mail or telephone. NMIT: All applicants must complete a NMIT Supplementary Application Form and return to NMIT by Friday 22 October. This form can be downloaded from [www.nmit.vic.edu.au/pdf2005/mech.pdf](http://www.nmit.vic.edu.au/pdf2005/mech.pdf) or telephone (03) 9269 8671.

**Course structure:** Minimum of thirty nationally recognised modules aligned to the mechanical and manufacturing fields.

**Major study areas:** Computer-aided design (CAD), Computer-aided drafting (CAD), Design (tooling), Drafting, Engineering (fluid power), Engineering (manufacturing), Engineering (materials), Engineering (mechanical), Engineering (process engineering), Industrial engineering, Mechanical design, Mechanics, Mechanics (applied).

**Additional information:** Central Gippsland and Kangan Batman TAFE will offer the Diploma of Engineering Technology in 2005. All other TAFE Institutes offer the Advanced Diploma. RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephone (03) 9925 4468. Uni of Ballarat: [www.ballarat.edu.au/courseguide](http://www.ballarat.edu.au/courseguide). Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder)

## ■ Engineering-Mechatronics

Chisholm, Dandenong: 54391  
 Swinburne Uni, Hawthorn: 77101  
 Victoria Uni, Sunshine: 85151

### Title and length:

• Advanced Diploma of Engineering Technology (Control) - Mechatronics: FT2. Focuses on the mechanical and manufacturing aspects of engineering with a major emphasis on current technologies in Mechatronics.

**Prerequisites:** Units 1 and 2—mathematical methods. Units 3 and 4—mathematics (any).

**Selection mode:** CY12: ENTER. NONY12: possible interview and/or test.

**Extra requirements:** As for Engineering—Mechanical/Manufacturing.

**Course structure:** Minimum of thirty nationally recognised modules aligned to the mechanical, manufacturing, electrical and electronic fields.

**Major study areas:** Computer-aided drafting (CAD), Drafting, Engineering (fluid power), Industrial engineering, Materials science, Mechatronics, Robotics.

**Additional information:** Chisholm: Focuses on mechanical and manufacturing aspects of engineering with a major emphasis on robotics and mechatronics.

## ■ Engineering-Principal Technical Officer

Box Hill, Elgar: 51401  
 RMIT Uni, City: 72531  
 Victoria Uni, Sunshine: 85231

### Title and length:

- Advanced Diploma of Engineering (Principal Technical Officer): FT1.
- Advanced Diploma of Engineering Technology: FT1.

Provides specialist training in an integrated program of technical and management level studies across the electrical, electronics, civil, mechanical, and manufacturing disciplines.

**Prerequisites:** Box Hill: There are no prerequisite studies. RMIT Uni and Victoria Uni: Advanced Diploma of Engineering Technology or equivalent.

**Selection mode:** Possible interview, practical experience. RMIT Uni and Victoria Uni: VTAC Pi form.

**Extra requirements:** Box Hill TAFE: telephone (03) 9286 9203. All applicants must telephone in order to obtain further information regarding appointments for interviews. RMIT Uni and Victoria Uni: NONY12 must complete and submit the VTAC Pi form to VTAC.

**Course structure:** Technical and management level modules with a final research project that supports occupational requirement.

**Major study areas:** Business (economics), Change management, Computer applications, Design (product design), Design (product development), Design (tooling), Engineering (fluid power), Law (contract), Management (financial), Marketing, Project management.

**Additional information:** If required, students must complete the Advanced Diploma in Engineering Technology prior to commencing the Advanced Diploma of Engineering (Principal Technical Officer). RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephone (03) 9925 4468.

## ■ Entertainment

Uni of Ballarat, SMB: 74041

### Title and length:

- Diploma of Entertainment: FT2.

Provides specialised training for entertainment industry technicians.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Interview, possible workshop activities.

**Extra requirements:** All applicants must telephone (03) 5327 8656 during October, late and Change of Preference applicants by 12 November, to arrange an interview/workshop activities and for any changes to this information.

**Course structure:** Generalist qualifications that prepare students for theatre work in a range of settings. The course has lighting, sound and staging components.

**Major study areas:** Entertainment, Entertainment (stage management), Lighting, Sound recording and production.

**Additional information:** Students may exit at Certificate III, Certificate IV or Diploma levels

## ■ Entertainment (Certificate IV) (Specialist)

Box Hill, Whitehorse: 51061 (L/S)  
 NMIT, Fairfield: 68121 (L/S/A)  
 Swinburne Uni, Prahran: 78031 (C)  
 Uni of Ballarat, SMB: 74051 (L/S)

C= Costume, L/S= Lighting and Sound, L/S/A= Lighting, Sound or Audiovisual

### Title and length:

- Certificate IV in Entertainment (Audiovisual): FT1.
- Certificate IV in Entertainment (Costume): FT1.
- Certificate IV in Entertainment (Lighting): FT1.
- Certificate IV in Entertainment (Sound): FT1.

Provides specialist training in the various sections of the entertainment industry.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Interview, possible workshop activities.



**Extra requirements:** All applicants must telephone their preferred institute in October to arrange interviews and to receive further information on workshop activities and for any changes to this information. Late applicants and those adding this course at Change of Preference must telephone the institutes by 12 November. Telephone Box Hill (03) 9286 9663, NMIT Fairfield (03) 9269 8938, Sunraysia (03) 5022 3676, Swinburne Uni (03) 9214 6739, Uni of Ballarat (03) 5327 8656. Swinburne Uni: Late and change of preference applications are accepted provided extra requirements have been met. Advisory letters will be forwarded to applicants mid-December.

**Course structure:** The Certificate IV in Entertainment (specialist qualifications) prepares students to work in their specialist area of theatre in a range of settings. Box Hill and Uni of Ballarat offer combined study of lighting and sound for dual awards. NMIT offers specialisation in lighting or sound or audiovisual.

**Major study areas:** Audiovisual production, Audiovisual systems and equipment, Costume, Entertainment, Lighting, Sound recording and production.

**Additional information:** NMIT: [www.nmit.vic.edu.au](http://www.nmit.vic.edu.au); Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder); Uni of Ballarat: [www.ballarat.edu.au/courseguide](http://www.ballarat.edu.au/courseguide)

## ■ Entertainment (Diploma) (Specialist)

Box Hill, Whitehorse: 51451 (SM)  
Holmesglen, Chadstone: 61151 (SM)  
Swinburne Uni, Prahran: 78021 (M), 78041 (C)  
Uni of Ballarat, SMB: 74091 (L/S)

C=Costume, M=Makeup, L/S=Lighting and Sound, SM=Stage Management

### Title and length:

- Diploma of Entertainment (Costume): FT2.
- Diploma of Entertainment (Lighting): FT2.
- Diploma of Entertainment (Makeup): FT1.
- Diploma of Entertainment (Sound): FT2.
- Diploma of Entertainment (Stage Management): FT1.

Provides specialist training in various areas of the entertainment industry.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Interview, possible workshop activities.

**Extra requirements:** All applicants must telephone their preferred institutes in October to arrange for interviews/workshop activities and for any changes to this information. Telephone Box Hill (03) 9286 9663, Holmesglen (03) 9564 1602, Swinburne Uni (03) 9214 6739, Uni of Ballarat (03) 5327 8656. Late applicants/Change of Preference must telephone the institute(s) by 12 November to arrange interviews. Holmesglen and Swinburne Uni late and change of preference applications are accepted provided extra requirements have been met. Advisory letters will be forwarded to applicants in mid-December.

**Course structure:** Prepares students to work in a specialist area of theatre work in a range of settings. University of Ballarat (VTAC course code 74091) offers combined study of lighting and sound for dual awards.

**Major study areas:** Costume, Entertainment, Entertainment (stage management), Lighting, Make-up.

**Additional information:** Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder); Uni of Ballarat: [www.ballarat.edu.au/courseguide](http://www.ballarat.edu.au/courseguide)

## ■ Environmental Management

Chisholm, Cranbourne: 54171  
Gordon, Geelong: 59741  
Swinburne Uni, Hawthorn: 77741

### Title and length:

- Certificate IV in Environmental Management: FT1.
- Diploma of Environmental Management: FT2.

Provides access to employment as technicians and middle level managers in an environmental management role in the manufacturing and waste management industries. Also provides access to further training for those currently employed, at supervisor level or above, in the environmental management sector.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: possible interview.

**Extra requirements:** Chisholm: CY12: Applicants required for an interview will be contacted. NONY12: All applicants must contact the institute by 12 November in order to arrange an interview/information session if required.

Gordon: All NONY12 applicants must contact the institute by 12 November in order to arrange an interview/information session. Telephone (03) 5225 0538. Very late or Change of Preference applicants must contact the Institute by 4 January 2005.

Swinburne: CY12 no interview. All NONY12 must complete and return a Swinburne Supplementary Application Form by 30 September. Visit [www.tafe.swin.edu.au/ahs/indsci](http://www.tafe.swin.edu.au/ahs/indsci) or telephone (03) 9214 5161. Late NONY12 must submit Supplementary Application Form by 10 December. Change of preference applications are accepted provided these extra requirements have been met.

**Course structure:** The Diploma contains a nominal 1345 hours which includes the Certificate IV component of 700 hours. Core and elective subjects with an industry placement and work place project are part of the core studies. Applicants must be willing to participate in a number of field trips for which there will be associated costs. Point of entry for this course is Certificate IV level and may lead to the completion of Diploma level. Gordon only offers the Diploma part-time.

**Major study areas:** Air quality management, Anatomy and physiology, Biochemistry, Biology, Botany, Ecology (sustainability), Engineering (environmental), Environmental management, Environmental studies, Geographic information systems, Geology, Hazardous materials and processes, Law (environmental), Microbiology, Occupational health and safety, Project management, Risk analysis and management, Waste management and pollution control, Water quality management, Zoology.

**Additional information:** Students successfully completing the Diploma of Environmental Management may articulate to various university environmental degrees at Swinburne and Deakin Universities with advanced standing.

## ■ Environmental Science (Diploma)

RMIT Uni, City: 72001

### Title and length:

- Diploma of Environmental Science: FT2.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, RMIT University Environmental Science Information Form. NONY12: RMIT University Environmental Science Information Form.

**Extra requirements:** All applicants must complete and submit the RMIT University Environmental Science Information Form by 10 December to the Selection Officer — Diploma of Environmental Science, School of Life & Physical Sciences, Science, Engineering & Technology Portfolio, RMIT University, GPO Box 2476V, Melbourne VIC 3001. The form may be obtained by downloading from [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephoning (03) 9925 4275.

**Course structure:** The program consists of core courses in the ecology, biology, environmental sciences, and workplace safety and communications. A minimum of two additional courses from these areas need to be selected as electives. Bridging courses are available for computing skills, and mathematics and chemistry.

**Major study areas:** Aquatic resource management, Catchment management, Conservation biology/ecology, Ecology (sustainability), Environmental management, Environmental systems, Environmental testing, Freshwater ecology, Geographic information systems, Land and water management, Marine ecology, Natural environment and wilderness studies, Natural resource management, Parks and wildlife reserve management, Resource management, Resource/environmental management, Sustainable development, Wetlands management, Wildlife conservation and ecology.

**Additional information:** Students will be required to participate on field trips and provide their own personal field equipment such as walking boots and camping equipment. See [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephone (03) 9925 4275.

## ■ Event Management

Box Hill, Elgar: 51601  
 Gordon, Geelong: 59251  
 Holmesglen, Moorabbin: 66371  
 Holmesglen, Waverley: 61411  
 Kangan Batman, Broadmeadows: 53211  
 NMIT, Collingwood: 68251  
 NMIT, Preston: 69171 (Hospitality), 69181 (Tourism)  
 Swinburne Uni, Prahran: 78191  
 Victoria Uni, Sunbury: 80031  
 William Angliss, City: 86131

### Title and length:

• Diploma of Event Management: FT1.5 to FT2.

This qualification is designed for application across multiple industries; including Tourism, Hospitality and Sports & Recreation. It reflects the role of the Event or Meetings Manager who is responsible for the overall organisation and management of events within a venue such as a convention centre, sporting venue, hotel, theatre or be an external independent event organiser or meetings manager.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** ENTER, possible work experience, possible pre-selection form/interview, VTAC Pi form.

**Extra requirements:** Applicants may be required to submit a pre-selection form and attend an interview between October and early December. Contact the relevant Institute to obtain further details. In addition:

**Box Hill:** all applicants must submit a pre-selection form by 17 December and may be required to attend an interview in early December. It is strongly recommended that all applicants attend an information session on either 13 September or 2 December. Contact the Institute for more information on (03) 9286 9096.

**Gordon:** Timely applicants (those applying by 30 September) will be sent information and a pre-selection form in the mail by the beginning of November, which must be completed and returned by the due date. Late applicants must contact the Institute on (03) 5225 0538.

**Holmesglen Institute:** All applicants must obtain and submit a pre-selection form by Friday 26 November and attend an interview. Late applicants/Change of Preference telephone the preferred institute by Friday 10 December. The selection process will occur between October and early December. Contact the Holmesglen Institute of your choice to arrange the pre-selection form and interview. Contact Moorabbin (03) 9209 5938 or Waverley (03) 9564 6250.

**Kangan Batman:** All applicants must submit a pre-selection form and attend an information session on either Wednesday 8 September or Wednesday 1 December (booking is essential). The session will commence at 6.00pm and the duration will be approximately 1 hour. The pre-selection form may be obtained from our Customer Service Centre by phoning (03)9279 2555 or from the website [www.kangan.edu.au/about/departments/hospitality/](http://www.kangan.edu.au/about/departments/hospitality/)

Forms must be returned by Friday 3 December.

**NMIT (69171), Preston Hospitality Department:** (03) 9269 1570; **NMIT, Collingwood Hospitality Department:** (03) 9269 1570. All applicants must request a pre-selection form early in November that must be completed and returned by 7 January 2005.

**NMIT (69181), Preston Tourism Department:** All applicants must return a pre-selection form by 5 January 2005. Information sessions are held on the 8 and 15 December (bookings essential). Forms and bookings can be obtained/made by telephone (03) 9269 1466 or by visiting [www.nmit.vic.edu.au](http://www.nmit.vic.edu.au). Forms are found under banner "Prospective Students > Forms". Information Session bookings are found under "Full/Part time courses > Department of Tourism".

**Swinburne Uni:** All applicants must obtain a pre-selection form from the Department of Hospitality & Tourism at [www.tafe.swin.edu.au/ahs/hospappform.htm](http://www.tafe.swin.edu.au/ahs/hospappform.htm) or telephone (03)9214 6589. Applicants must ensure the completed pre-selection form is returned no later than Friday 26 November. Applicants will be contacted regarding interviews in December.

**Victoria Uni:** All applicants must attend an information session to be held on Wednesday 8 September, 6pm or on Tuesday 14 December, 10am at Werribee Campus in Building 1, Theatre A25 or Wednesday 15 September, 6pm at Sunbury Campus, Victoria's Restaurant. All applicants will be required to attend a pre-selection interview, which will commence from Wednesday 8 December. To make an interview appointment, contact (03) 9216 8280 from November onwards.

**William Angliss:** All applicants must complete a Preselection Form and attend an interview. Applicants may download the Preselection Form in advance from our website or contact 03 9606 2111 to obtain a copy. Consideration will be given to work experience. All CY12 applicants must attend an interview session conducted at William Angliss Institute, Level 5, Building A, 555 La Trobe Street (Corner King Street) Melbourne on: (i) Tuesday 7 December: surnames starting A-B 8.30am, C-D 10.30am, E-H 1pm, I-L 3pm; (ii) Wednesday 8 December: surnames starting M-N 8.30am, O-R 10.30am, S-U 1pm, V-Z 3pm; Applicants must bring a pen and photocopied evidence of relevant work experience such as references, etc. Do not provide originals as copies will be retained by the Institute. All NONY12 applicants who apply by 30 September who wish to be considered for Early Round Offers must attend an interview session at William Angliss Institute, Level 5, Building A, 555 La Trobe Street (Corner King Street) Melbourne on Thursday 28 October at 10.00am. Late and Change of Preference applicants must attend an interview session on Thursday 16 December at 10:30am at the above location. Applicants who fail to meet these requirements will not be considered for selection. Applicants are strongly encouraged to attend the Information Session on Tuesday 14 September at 6pm to obtain further course information. For further details contact (03) 9606 2111. Late and Change of Preference applicants need to telephone the preferred institute by 10 December.

**Course structure:** Many Institutes offer dual qualifications (concurrent VET and Higher Education studies) or have articulation arrangements into Higher Education. The different course levels and areas of study will not be available in all institutes. Applicants should contact the individual institutes for more information about the specific programs offered. In addition:

**Box Hill:** Offers a dual qualification, Diploma of Event Management/Diploma of Hospitality Management, in 18 months of study. This qualification has a wide events/tourism & hospitality focus. Students will be actively involved in organising significant events as well as being given the opportunity to obtain paid work at major events. Successful students can continue on to the Advanced Diploma of Tourism Management or the Advanced Diploma of Hospitality Management and can receive credits into degree programs. Contact the Institute for more information on (03) 9286 9096.

**Gordon (Geelong):** the program includes Certificate III in Meetings and Events successful completion of the Diploma of Event Management can lead to the Advanced Diploma of Tourism Management (two year program). The program includes Sport and Recreation, E-Business, Meetings and Events and Hospitality. Students work closely with industry and can take part in a work placement program. For further information telephone (03) 5225 0733.

**Holmesglen Institute: Waverley campus:** At Waverley Campus after eighteen months (three semesters) study, students will earn the Diploma of Event Management and the Diploma of Tourism (Marketing & Product Development). The Diploma of Event Management and Diploma of Tourism (Marketing and Product Development) has a focus on the Event and Conference Industry. The final phase of study incorporates the Industry Partnership Program. Contact Waverley (03) 9564 6250. For more information visit [www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au)

**Holmesglen Institute: Moorabbin campus:** At Moorabbin Campus after twenty-one months (three and a half semesters) study, students will earn the Diploma of Event Management and the Diploma of Hospitality Management. The Diploma of Event Management and the Diploma of Hospitality Management has a focus on the Events and Conference Industry, as well as providing intense management training in the hospitality operations of running events. The final phase of study incorporates the Industry Partnership Program. Contact Moorabbin (03) 9209 5938. For more information visit [www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au)

**Kangan Batman:** The Diploma of Event Management, a triple qualification incorporating Certificate IV in Tourism Operations and Certificate III in Hospitality Operations, will be completed in 18 months. The course will involve a range of learning styles, including; industry familiarisations and excursions to event venues and attractions in Victoria, together with practical studies where students will learn skills by assisting in the organisation and running of events, together with basic hospitality skills such as operating a bar or Responsible Service of Alcohol. Areas of specialisation include tourism and hospitality studies together with specific event management subjects. Students will work in conjunction with the Kangan Batman student association to organise both on-campus and off-campus inter-tertiary sporting events.

**NMIT (69171), Preston (Hospitality Department):** Course focuses on working in the event management arena, incorporating conferences, festivals and events. Students also receive training in food & beverage products and service including RSA, and will participate in industry-based conferences, events and festivals as well as creating and managing events in collaboration with industry.

**NMIT (69181), Preston (Tourism Department):** Offers dual qualifications: Diploma of Event Management and Diploma of Tourism (Operations Management). Successful completion allows articulation to the Advanced Diploma of Tourism or to a choice of Universities. Year 1: Includes industry familiarisations, excursions and practical event guest co-ordination and registration work experience. After successful completion of year 1, students are able to apply for 3 Certificates: Certificate III in Meetings & Events, Certificate III in Tourism (Visitor Information Services) & Certificate IV in Tourism Operations. Year 2: Includes practical work experience in the co-ordination & operation of conference and community events. Electives include wine tourism selected units as well as the responsible serving of alcohol. After successful completion of year 2, students are able to apply for 2 Diplomas: Diploma of Event Management & Diploma of Tourism (Operations Management): phone (03) 9269 1466 or visit [www.nmit.vic.edu.au](http://www.nmit.vic.edu.au).

**NMIT, Collingwood Hospitality Department:** Provides training in the skills necessary to manage a variety of performance artists combined with hospitality training in food & beverage products and service, including RSA. Students will gain practical experience in running their own gigs, industry events and festivals.

**Swinburne Uni: (Prahran)** The Diploma of Event Management is completed over 2 years full-time. Certificate III in Meetings & Events is delivered over the first 18 months and includes Workplace Procedures, Tourism Administration and Event Management. The last six months will be the completion of more management type units, such as Financial Management, Project Management and Business Planning. Further details can be found at [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder)

**Victoria Uni:** A dual qualification is offered - Diploma of Event Management/ Diploma of Hospitality Management undertaken over 18 months. This qualification has a broad focus on tourism, hospitality, meetings and events. Students will be actively involved in organising significant events. Successful students can continue on to the Advanced Diploma of Tourism Management or the Advanced Diploma of Hospitality Management and can receive credits into degree programs. Telephone (03) 9284 8763 for further information.

**William Angliss:** Diploma in Event Management is an 18 months full time program. Students can complete a dual qualification, Diploma of Event Management/Diploma of Hospitality Management, in 18 months of study. The program has links with festivals, conferences and special events. In the first 2 semesters students will be actively involved in organising events as well as obtaining paid work as well as volunteer work at major events. Semester 3 provides a suite of project management units to enable students to practise competencies learnt to project manage an event. Successful students may continue on to the Advanced Diploma of Tourism Management or if they complete a Diploma of Hospitality Management as well they can continue on to the Advanced Diploma of Hospitality Management and may apply for articulation into degree programs at universities. Contact the Institute for more information on (03) 9606 2111.

**Major study areas:** Administration, Business (accounting), Communications, Conventions and exhibitions, Environmental management, Event management, Event management (festivals), Leadership, Management, Marketing, Meeting and event management, Meetings and conventions management, Tourism.

## ■ Fashion Design, Merchandising and Marketing

Gordon, Geelong: 59271

### Title and length:

- Advanced Diploma of Fashion Design, Merchandising and Marketing: FT1.

An innovative course which offers participants a chance to enhance their skills in fashion marketing, design and global operations. This course, which is strongly backed by industry, will incorporate the broad parameters of the global fashion industry.

**Prerequisites:** Satisfactory completion of a Diploma or higher educational qualification in a fashion or related field or, significant appropriate industry experience.

**Selection mode:** CY12: ENTER, possible Supplementary Application Form, possible pre-selection assessment. NONY12: pre-selection assessment session, possible Supplementary Application Form.

**Extra requirements:** All applicants must obtain and return the Supplementary Application Form from [www.gordontafe.edu.au](http://www.gordontafe.edu.au) or telephone (03) 5225 0538 by 26 November. Late and Change of Preference applicants must return this form to the Admissions Office by Tuesday 4 January 2005.

**Course structure:** This course comprises a total of ten units of competency, all of which are mandatory. There are no elective options or streams offered.

**Major study areas:** Design (Clothing and Fashion), International marketing, International trade, Marketing research, Marketing strategy, Pattern-making (computer), Project management, Quality control.

## ■ Film and Television (Screen Production)

NMIT, Collingwood: 68781

RMIT Uni, City: 72781

### Title and length:

- Certificate IV in Screen: FT1.
- Diploma of Screen: FT2.
- Advanced Diploma of Screen: FT2-3.

Certificate IV trains for film and television production, post-production and production management areas. Diploma reflects the role of personnel working at a high level of technical and/or creative specialisation in the film and television production, post-production and production management areas. The Advanced Diploma trains in creative specialisation and/or production management in the film and television industry.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER (not for NMIT), Supplementary Application/ Information Form and interview. NONY12: Supplementary Application/ Information Form and interview.

**Extra requirements:** NMIT: All applicants must return a Supplementary Application Form by 29 October, obtainable from [www.nmit.vic.edu.au/pdf/vtac.pdf](http://www.nmit.vic.edu.au/pdf/vtac.pdf) or by sending a stamped self-addressed envelope to TV and Sound Production Unit, NMIT, Collingwood Campus, 20 Otter Street, Collingwood 3066, telephone (03) 9269 1745. Those who do not return this form will not be considered for selection. NMIT will not accept late applications. Applicants will be notified by mail in November of the briefing session on 29 November and a compulsory interview during the first 2 weeks in December.

**RMIT Uni:** Timely applicants must return a RMIT University Creative Media Information Form by 30 September to the Selection Officer — Screen Production, School of Creative Media, RMIT University, GPO Box 2476V, Melbourne VIC 3001. The form can be obtained by downloading from [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs), by telephoning (03) 9925 4815 or collecting from the School of Creative Media, Level 2, Building 94, 23-27 Cardigan St, Carlton 3053. Applicants will be notified in November by mail or telephone if they are required to attend an interview, which will be held in late November. Late and Change of Preference applicants must return the form by 12 November and will be advised by mail or telephone if required to attend an interview in November - January.

**Course structure:** Certificate IV introduces camera, editing, lighting and sound recording, scripting for short drama and documentary, multicamera and production. The Diploma provides specialist training in camera, editing, sound, production management, and longer productions. The Advanced Diploma includes 16mm film.

**Major study areas:** Drama, Editing, Film, Film and television (production), Lighting, Management, Production planning, Production processes, Recording/mixing processes, Scriptwriting, Sound recording and production, Television/studio production.

**Additional information:** RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs)

## ■ Fire Technology

Swinburne Uni, Hawthorn: 77631

### Title and length:

- Certificate IV in Fire Technology: FT1.

Prepares students for a wide range of positions in the fire industry and further study is available for students who want to proceed to the Diploma of Fire Technology after completing the Certificate IV.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: Supplementary Application Form, interview.

**Extra requirements:** Applicants who are required to attend an interview will be contacted by telephone or mail. NONY12 must complete a Supplementary Application Form that can be obtained from Swinburne and must be returned by 30 September. Go to [www.tafe.swin.edu.au/ahs/indsci/](http://www.tafe.swin.edu.au/ahs/indsci/) or telephone Swinburne (03) 9214 5161. Late NONY12 must submit a Supplementary Application Form by 10 December. Change of preference applications are accepted provided these extra requirements have been met.

**Course structure:** Core and elective studies, with an industry placement as part of the core studies.

**Major study areas:** Building (technology), Computing, Fire management, Fire protection systems, Fire safety engineering, Fire technology, Hazardous materials and processes, Law, Occupational health and safety, Spreadsheets and databases.

**Additional information:** [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder) or telephone (03) 9214 5161.

## ■ Fitness

Chisholm, Berwick: 54301

### Title and length:

- Certificate IV in Fitness: FT1.

Develops instructional and fitness-specific skills to develop fitness with a variety of clients, as a personal trainer, leading exercise in a community venue, working with challenging clients or with medical professionals in rehabilitation.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** May include ENTER, Profile Form, information session and interview.

**Extra requirements:** All applicants must submit a Profile Form by 30 September together with a stamped self-addressed envelope. Contact the institute for information on obtaining the form and information sessions. Telephone Chisholm (03) 9238 8219.

**Course structure:** Core units, fitness stream and electives.

**Major study areas:** Anatomy and physiology, Exercise physiology, Nutrition and exercise, Rehabilitation, Sports (science).

## ■ Food Technology

RMIT Uni, City: 72691

Uni of Ballarat, SMB: 74511 (Cert IV)

William Angliss, City: 86691

~~Wodonga, Wodonga: 88691 (Cert IV) Cancelled~~

### Title and length:

- Certificate IV in Food Technology: FT1.
- Diploma of Food Technology: FT2.

Prepares students for food technologist and supervisory positions in the food processing/food technology industry.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview, possible pre-selection assessment session; RMIT Uni only: ENTER and two-stage process with a middle-band of approximately 20%. NONY12: pre-selection assessment session; RMIT Uni only: VTAC Pi form.

**Middle-band:** RMIT Uni only: Re-ranking based on results in biology and chemistry.

**Extra requirements:** CY12 applicants (except RMIT Uni) required to attend a pre-selection assessment session/interview will be contacted by telephone or mail. NONY12 (except RMIT Uni) must forward in writing to the institute(s) for which they have expressed a preference their name, address, VTAC application number and name of this course by 30 September. NONY12 applicants will then receive written or telephone details of the pre-selection assessment from the institute(s) for which they have expressed a preference. RMIT NONY12 applicants must complete and return the VTAC Pi form. William Angliss: All applicants must fill out a pre-selection form and attend an interview, call the Information Centre on 9606 2111 or see [www.angliss.vic.edu.au](http://www.angliss.vic.edu.au) for further details.

Late NONY12 (except RMIT Uni) must contact the institute of their highest preference by 12 November in order to register. Telephone: Uni of Ballarat (03) 5327 8064, Wodonga (02) 6055 6669.

**Course structure:** Certificate IV: 488 points from the generic core modules, 142 points from generic optional modules and ninety points from specialised modules.

Diploma: a further 348 points from generic core modules, 160 points from generic optional modules and 338 points from specialised modules must be completed. Point of entry for this course is Certificate IV level and may lead to the completion of Diploma level. Note: This course is currently being reviewed which may result in substantial changes. Details of relevant changes may be sought, upon application from institutes, in November/December.

Wodonga and University of Ballarat offer Certificate IV only. RMIT Uni offers both Certificate IV and Diploma (second year).

**Major study areas:** Chemistry (food), Food quality management, Food science and technology, Microbiology (food and hygiene), Occupational health and safety, Physical sciences (food industry).

**Additional information:** RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs)  
University of Ballarat: [www.ballarat.edu.au/courseguide](http://www.ballarat.edu.au/courseguide)

## ■ Forensic Science

Swinburne Uni, Hawthorn: 77861

### Title and length:

- Certificate IV in Forensic Science: FT1.

Provides formal education for persons working or intending to work in areas of or related to the forensic science industry.

**Prerequisites:** Units 3 and 4—mathematics (any), science (any).

**Selection mode:** CY12: ENTER, possible interview. NONY12: possible interview/selection test, Swinburne Supplementary Application Form.

**Extra requirements:** Applicants who are required to attend an interview will be contacted by telephone or mail. NONY12 must complete a Swinburne Supplementary Application Form and return it to Swinburne by 30 September.



Go to [www.tafe.swin.edu.au/ahs/indsci/](http://www.tafe.swin.edu.au/ahs/indsci/) or telephone (03) 9214 5161 to obtain form. Late NONY12 must submit a Supplementary Application Form by 10 December. Change of preference applications are accepted provided these extra requirements have been met.

**Course structure:** Core and elective subjects. The Certificate IV is open to people with prerequisites whilst the Diploma is only open to people working in the specific forensic areas. Students completing the Certificate IV and employed by the police service are eligible to proceed with the Diploma.

**Major study areas:** Forensic analysis, Forensic biology, Forensic chemistry, Forensic investigation, Forensic photography, Forensic physics, Forensic science, Laboratory mathematics, Law, Spreadsheets and databases.

**Additional information:** This course is undergoing re-accreditation. Applicants should contact the institute for any changes: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder) or telephone (03) 9214 5161.

## ■ Furniture Design

Box Hill, Whitehorse: 51171  
East Gippsland, Forestech: 56171  
NMIT, Preston: 69061  
RMIT Uni, City: 72171

### Title and length:

- Diploma of Arts (Furniture Design): FT2.

Develops skills in the designing, making and marketing of primarily timber-based products, including contemporary pieces. Students gain expertise in product development and construction methods, business and marketing.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Folio, interview.

**Extra requirements:** All applicants must telephone the Furniture Design course co-ordinator at their preferred institute(s) by 23 October (Box Hill by end October) to arrange interviews at which the folio will be presented. Telephone Box Hill (03) 9286 9663, East Gippsland (03) 5155 6805, NMIT (03) 9269 8333, RMIT Uni (03) 9925 4819. Late applicants and those adding this course at Change of Preference must telephone by 12 November to arrange an interview/folio presentation.

**Course structure:** Generic core articulating to other art and design diplomas, with a number of compulsory modules relating to furniture design and construction, plus electives.

**Major study areas:** Business, Design, Design (product design), Design (product development), Furniture design and development, Marketing, Product development.

**Additional information:** RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs)

## ■ Furniture Technology

RMIT Uni, City: 72061

### Title and length:

- Diploma of Furnishing Technology: FT2.

Provides students with a broad range of knowledge and understanding of the manufacture of furniture. Skill areas such as prototyping, production planning, materials, CAD, CAM and management methods are explored.

**Prerequisites:** Units 3 and 4—English (any).

**Selection mode:** Interview, technical folio.

**Extra requirements:** All applicants must telephone (03) 9925 4819 by 12 November to arrange an interview and folio presentation. Interviews (at which folios will be presented) will be held in early December. Late applicants and applicants who add this course at Change of Preference must telephone (03) 9925 4819 before 7 January 2005 to arrange an interview.

**Course structure:** Twenty-eight units are undertaken over two years includes Certificate IV in Furnishing Technology.

**Major study areas:** Business (management), Business (marketing), Computer-aided design (CAD), Drawing, Furniture design and development.

**Additional information:** Telephone (03) 9925 4468 or see [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs)

## ■ Graphic Arts

BRIT, Bendigo: 63041  
Box Hill, Whitehorse: 51111  
GippsTAFE, Newborough: 55021  
Chisholm, Dandenong: 54111  
Gordon, Geelong: 59101  
Goulburn Ovens, Shepparton: 60001  
Goulburn Ovens, Wangaratta: 83011  
Holmesglen, Chadstone: 61131  
NMIT, Fairfield: 68111  
RMIT Uni, Brunswick: 72041  
Sunraysia, Mildura: 76011  
Swinburne Uni, Prahlan: 78111  
Uni of Ballarat, Camp Street: 74021  
Victoria Uni, South Melbourne: 84111  
Victoria Uni, St Albans: 80941

### Title and length:

- Diploma of Arts (Graphic Arts): FT2.

Develops both electronic and traditional skills for creating and assembling digital artwork and provides an understanding of graphic reproduction.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Folio presentation, interview, and/or design test, possible Graphic Art & Design Application/Information Form.

**Extra requirements:** All applicants (except Gordon and RMIT) must telephone their preferred institute(s) by early October (Box Hill before 29 October) for details of lodging Graphic Arts or Supplementary Application forms and interview, presentation of folio or design test times. Telephone Box Hill (03) 9286 9663, BRIT (03) 5434 1535, GippsTAFE (03) 5127 0278, Chisholm (Dandenong) (03) 9212 5250, Goulburn Ovens (Shepparton) (03) 5833 2580, (Wangaratta) (03) 5723 6180, Holmesglen (03) 9564 1602 or [www.holmesglen.vic.edu.au/courses/pdf/gadapp.pdf](http://www.holmesglen.vic.edu.au/courses/pdf/gadapp.pdf) to download a Graphic Art & Design Application Form; NMIT (03) 9269 8965, Sunraysia (03) 5022 3667, Swinburne Uni (03) 9214 6739, Uni of Ballarat Camp Street (03) 5327 8656, Victoria Uni (03) 9694 1583.

Supplementary Application forms from: Chisholm [www.chisholm.vic.edu.au](http://www.chisholm.vic.edu.au); NMIT [www.nmit.vic.edu.au/pdf/vtac.pdf](http://www.nmit.vic.edu.au/pdf/vtac.pdf). For information on late applications and adding the course at Change of Preference telephone individual institutes. Holmesglen and Swinburne Uni late and Change of Preference applications are accepted provided extra requirements have been met in October. Advisory letters will be forwarded to applicants in mid-December. Box Hill and Victoria Uni will not consider late or Change of Preference applicants unless applicants have contacted the Institutes by 12 November.

Gordon: Timely applicants will be sent further selection details in the mail by the beginning of November; late applicants and Change of Preference to contact (03) 5225 0538 by 6 January 2005.

RMIT Uni: Timely applicants must return an RMIT University Applied Communication Information Form by 29 October to the Selection Officer — Graphic Art, RMIT University, School of Applied Communication, Building 515, Level 3, 25 Dawson Street, Brunswick VIC 3056. The form can be obtained from [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or by telephoning (03) 9925 9438 or at Open Day on 8 August. Applicants will be notified in November by mail of interview arrangements, which will be held in late November/early December. Late applicants and those adding this course at Change of Preference must submit the RMIT University Applied Communication Information Form by 12 November, and will be advised by mail of interview/folio presentation arrangements.

**Course structure:** Generic art and design core modules which articulate to other art and design diplomas, plus compulsory modules and two electives. Includes substantial work placement.

**Major study areas:** Design, Design theory, Digital art and design, Graphic arts.

**Additional information:** RMIT: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs); Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder); Uni of Ballarat: [www.ballarat.edu.au/courseguide](http://www.ballarat.edu.au/courseguide)

## ■ Graphic Design

Holmesglen, Chadstone: 61381  
Victoria Uni, South Melbourne: 80321

### Title and length:

- Advanced Diploma of Arts (Graphic Design): FT1.

Develops both electronic and traditional skills for creating and assembling digital artwork and provides an understanding of graphic reproduction. Modules in Design Process and Design for New Media prepare students to work as graphic designers.

**Prerequisites:** Diploma of Arts (Graphic Arts).

**Selection mode:** Folio, interview and/or design test, possible Graphic Art & Design Application Form.

**Extra requirements:** Holmesglen: applicants must telephone (03) 9564 1602 for information on interviews. To obtain a Graphic Art & Design Application Form telephone or download from [www.holmesglen.vic.edu.au/courses/pdf/gadapp.pdf](http://www.holmesglen.vic.edu.au/courses/pdf/gadapp.pdf). Late and Change of Preference applications are accepted provided extra requirements have been met. Advisory letters will be forwarded to applicants in mid-December.

Victoria Uni: telephone during October on (03) 9694 1583 for details on interviews and folio presentation.

**Course structure:** Core design-related modules and two electives.

**Major study areas:** Design process, Digital art and design, Graphic design.

## ■ Horse Management

Uni of Melbourne, Glenormiston: 82141

### Title and length:

- Advanced Diploma of Horse Management: FT2.

Provides professional education and training for those who aspire to manage horse enterprises such as studs, stables and service businesses.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, University of Melbourne Supplementary Application Form. NONY12: University of Melbourne Supplementary Application Form.

**Extra requirements:** All applicants must complete a University of Melbourne Supplementary Application Form (available by telephoning the Glenormiston campus on (03) 5557 8200) and return it to the University of Melbourne Glenormiston campus by the last Friday in September. Late and Change of Preference applicants who have not met this requirement must first telephone the Glenormiston campus on (03) 5557 8200.

**Course structure:** Studies in practical horse husbandry and associated managerial skills.

**Major study areas:** Animal and plant biology, Animal health, Animal husbandry, Equine systems, Equine training, Farm management (animal biology), Farm management (animal husbandry), Farm planning and management, Horse breeding, Horse studies, Livestock production, Plant and animal production, Rural business management, Stud breeding practices.

## ■ Horse Studies (Breeding)

Goulburn Ovens, Wangaratta: 83601  
NMIT, Epping: 68601

### Title and length:

- Diploma of Horse Studies (Breeding): FT2.

Designed to educate students about the horse breeding industry.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: possible interview.

**Extra requirements:** All applicants must contact the institute(s) for which they have expressed a preference by 30 September in order to obtain information about the selection process in November/December. Telephone Goulburn Ovens (03) 5723 6137 or (03) 5723 6135, NMIT (03) 9269 1042.

Late applicants and applicants adding this course at Change of Preference must contact all of the institutes for which they have expressed a preference by 19 November in order to obtain information about the selection process in early January 2005. Telephone Goulburn Ovens (03) 5723 6137 or (03) 5723 6135, NMIT (03) 9269 1042.

**Course structure:** The national Rural Production Training Package has now been endorsed and the Diploma will be re-accredited in 2004. Changes to the course structure may be obtained from individual institutes in the latter half of 2004.

**Major study areas:** Animal breeding, Animal health, Animal husbandry, Communications, Computing (skills), Equine systems, Farm management (animal husbandry), Farm planning and management, Farming practices, Occupational health and safety, Stud breeding practices.

## ■ Horticulture

Chisholm, Cranbourne: 54191 (H) (Dip)  
Holmesglen, Waverley: 61391 (H) (Dip)  
Kangan Batman, Broadmeadows: 52051 (H) (Cert IV)  
NMIT, Greensborough: 68051 (L) (Dip), 68211 (H) (Dip)  
Sunraysia, Mildura: 76001 (H) (Dip), 76091 (PG) (Dip)  
Swinburne Uni, Wantirna: 71311 (H) (Dip)  
Uni of Ballarat, SMB: 74181 (H) (Cert IV)

H=Horticulture, L=Landscape, PG=Parks and Gardens

### Title and length:

- Certificate IV in Horticulture: FT1.
- Diploma of Horticulture: FT2.
- Diploma of Horticulture (Landscape): FT2.
- Diploma of Horticulture (Parks and Gardens): FT2.

Provides professional education and practical training for the horticulture industry. A graduate will be qualified to select a career in technical, supervisory or managerial operations in horticulture. Courses are either general or tailored to the specific sectors of horticulture, for example in Landscape.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: VTAC Pi form, possible interview.

**Extra requirements:** All applicants required to attend an interview will be contacted by the relevant institute. NONY12 must complete VTAC Pi form and submit to VTAC.

**Course structure:** A total of twelve units must be completed at Certificate IV level and ten units at the Diploma level.

**Major study areas:** Arboriculture, Communications, Design (ecologically sustainable), Floriculture, Horticulture, Horticulture (nursery), Horticulture (plant nutrition), Horticulture (turf), Irrigation and water management, Landscape horticulture, Occupational health and safety, Parks and gardens, Plant and soil science, Plant sciences, Soil science.

**Additional information:** For Uni of Ballarat see [www.ballarat.edu.au/courseguide](http://www.ballarat.edu.au/courseguide), Swinburne Uni: see [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder)

## ■ Horticulture (Production)/Rural Business Management

Uni of Melbourne, McMillan: 82121

### Title and length:

- Diploma of Production Horticulture and Advanced Diploma of Rural Business Management: FT2.5.

A program combining diploma level studies in production horticulture coupled with advanced diploma level studies in rural business management. The student graduates with both qualifications on completion of the program. The integrated program provides professional education and training in production horticulture with a focus on vegetable, fruit and flower production and management.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, University of Melbourne Supplementary Application Form. NONY12: University of Melbourne Supplementary Application Form.

**Extra requirements:** All applicants must complete a University of Melbourne Supplementary Application Form, available by telephoning the McMillan campus on (03) 5622 6000, and return it to the University of Melbourne McMillan Campus by the last Friday of September. Late and Change of Preference applicants who have not met this requirement must first telephone the McMillan campus on (03) 5622 6000.

**Course structure:** Studies in practical production horticulture and associated managerial skills with substantial practical placement component.

**Major study areas:** Agribusiness, Agricultural technology, Agriculture, Crop harvesting, Crop production, Farm planning and management, Farming practices, Floriculture, Fruit and tree crops, Horticulture, Irrigation and water management, Land and water management, Land development, Land resource management, Plant and soil science, Plant sciences, Rural business management, Soil science.

## ■ Hospitality Management

BRIT, Bendigo: 63571  
 Box Hill, Elgar: 51571  
 GippsTAFE, Morwell: 55571  
 Chisholm, Dandenong: 54571  
 Chisholm, Frankston: 58571  
 East Gippsland, Bairnsdale: 56571  
 East Gippsland, Sale: 56901  
 Gordon, Geelong: 59571  
 Goulburn Ovens, Shepparton: 60941  
 Holmesglen, Moorabbin: 66571  
 Holmesglen, Waverley: 61571  
 Kangan Batman, Broadmeadows: 53571  
 NMIT, Collingwood: 68281  
 NMIT, Preston: 69571  
 South West, Warrnambool: 75571  
 Sunraysia, Mildura: 76031  
 Swinburne Uni, Lilydale: 70211  
 Swinburne Uni, Prahran: 78571  
 Uni of Ballarat, SMB: 74571  
 Victoria Uni, Footscray Nicholson: 85571  
 Victoria Uni, Sunbury: 85131  
 William Angliss, City: 86091 (Adv Dip), 86571 (Dip)  
 Wodonga, Wodonga: 88571 (Dip, Adv Dip)

### Title and length:

- Certificate IV in Hospitality (Supervision): FT1 to FT1.5.
- Diploma of Hospitality Management: FT1 to FT2.
- Advanced Diploma of Hospitality Management: FT1.5 to FT2.5. (BRIT and Sunraysia will not be conducting these two programs, Advanced Diploma and Diploma)

Prepares students for employment in the operational, supervisory and management aspects of the hospitality industry.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** ENTER, possible Hospitality & Tourism Selection Form, possible interview, information session, possible VTAC Pi form. Refer to individual institute requirements below for specific details.

**Extra requirements:** Applicants may be required to submit a pre-selection form and attend an interview between October/early December. Contact the relevant Institute to obtain further details. In addition:

BRIT: All applicants must contact (03) 5434 1463 by 12 November to obtain details of information sessions and interview dates.

Box Hill: All applicants must submit a pre-selection form by Friday 17 December. We strongly recommend that all applicants attend an information session on either 13 September or 2 December. Contact the Institute for more information on (03) 9286 9096.

Chisholm: All applicants who apply by 30 September will be sent information and a pre-selection form in the mail. Forms must be returned by Friday 26 November. We strongly recommend that all applicants attend an information session at the Frankston Campus, Building N, Wednesday 8 December at 6.30pm or at the Dandenong Campus Building P, Thursday 9 December at 6.30pm.

All NONY12 who apply by 30 September and who wish to be considered for Early Round Offers must return the pre-selection form by Friday 29 October. Late or Change of Preference applicants must return the pre-selection form by Friday 17 December. For further information telephone Dandenong (03) 9212 5409, Frankston (03) 9238 8393.

East Gippsland: All applicants must submit a pre-selection form and attend an interview. All applicants will be sent information and a pre-selection form in the mail at the beginning of November. The form must be returned by the end of November. Telephone (03) 5152 0741 for further information.

GippsTAFE: All timely applicants will be notified via mail regarding information sessions to be held early December. Late applicants must contact the Institute on (03) 5120 4500.

Gordon: All applicants who apply by 30 September will be sent information and a pre-selection form in the mail and must attend an information session in December. Applicants applying after 30 September and Change of Preference applicants must contact (03) 5225 0538 or download the pre-selection form from [www.gordontafe.edu.au](http://www.gordontafe.edu.au) and return to Gordon Admissions office by 4 January 2005.

Goulburn Ovens, Shepparton: (03) 5833 2741.

Holmesglen: All applicants must submit a pre-selection form and attend an information session for the selected campus as follows: Moorabbin Campus – Tuesday 16 November at 7pm or Waverley Campus – Monday 15 November at 7pm. Applicants should telephone Moorabbin (03) 9209 5938 or Waverley (03) 9564 6250 to book a place in an information session and obtain a form or download the form from [www.holmesglen.vic.edu.au/courses/pdf/shtpreselec.pdf](http://www.holmesglen.vic.edu.au/courses/pdf/shtpreselec.pdf)  
 Kangan Batman: All applicants must submit a pre-selection form and attend an Information Session on either Wednesday 8 September or Wednesday 1 December (booking is essential). The session will commence at 6.00pm and the duration will be approximately 1 hour. The pre-selection form may be obtained from our Customer Service Centre by phoning (03) 9279 2555 or from the website <http://www.kangan.edu.au/about/departments/hospitality/> Forms must be returned by Friday 3 December.

NMIT (Preston & Collingwood Campus): All applicants must phone to be sent information and a pre-selection form in the mail early November that must be completed and returned by 7 January 2005. Preston campus, telephone (03) 9269 1570. Collingwood campus, telephone (03) 9269 1570.

South West: All applicants must submit a pre-selection form and attend an interview/information session in early December. All applicants will be sent information and a pre-selection form in the mail by the beginning of November. Form must be completed and returned by Friday 26 November. Telephone (03) 5564 8962.

Sunraysia: Telephone Mildura (03) 5022 3670 for further information.

- Certificate IV in Hospitality (Supervision): FT1 to FT1.5 (only)

Swinburne Uni: All applicants must obtain a pre-selection form from the Department of Hospitality & Tourism at [www.tafe.swin.edu.au/ahs/hospappform.htm](http://www.tafe.swin.edu.au/ahs/hospappform.htm) or telephone Lilydale (03) 9215 7047 or Prahran (03) 9214 6589. Applicants must ensure the completed pre-selection form is returned no later than Friday 26 November. Applicants will be contacted regarding interviews in December.

University of Ballarat: All applicants who apply by 30 September will be sent information and a pre-selection form in the mail by late October. Included will be information on required attendance at information sessions and/or interviews. All applicants must submit a pre-selection form to the SMB campus by the end of November 2004. Telephone SMB-Ballarat (03) 5327 8186 for further information.

Victoria Uni: All applicants must attend an information session on Wednesday 8 September at 6pm or Tuesday 14 December at 10am at the Footscray Nicholson campus, Telford Building, Auditorium or Wednesday 15 September, 6pm at the Sunbury Campus, Victoria's Restaurant. All applicants must attend an interview held at Footscray Nicholson Campus, Dept of Hospitality & Tourism, Level 1, Hoadley Building. Interviews will be conducted on: (i) Tuesday 7 December: surnames starting A-B 8.30am, C-D 10.30am, E-F 12.30pm, G-H 2.30pm. (ii) Wednesday 8 December: surnames starting I-J 8.30am, K-L 10.30am, M-N 12.30pm, O-P 2.30pm. (iii) Thursday 9 December: surnames starting Q-R 8.30am, S-T 10.30am, U-W 12.30pm, X-Z 2.30pm. Applicants must bring a pen.

Late applicants/Change of Preference must attend an interview on Wednesday 15 December at 10.00am. All NONY12 who wish to be considered for Early Round Offers must attend an interview on Thursday 11 November at 10.00am at the above location. Applicants who fail to meet these requirements will not be considered for selection. For further information, telephone (03) 9284 8763.

William Angliss: All applicants must complete a pre-selection form and attend an interview. Applicants may download the pre-selection form in advance from the web site or contact (03) 9606 2111 to obtain a copy. The pre-selection form must be presented at interview as outlined below. Consideration will be given to work experience. All CY12 applicants must attend an interview session conducted at William Angliss Institute, Level 5, Building A, 555 La Trobe Street (Corner King Street) Melbourne on: (i) Tuesday 7 December: surnames starting A-B 8.30am, C-D 10.30am, E-H 1pm, I-L 3pm; (ii) Wednesday 8 December: surnames starting M-N 8.30am, O-R 10.30am, S-U 1pm, V-Z 3pm; Applicants must bring a pen and photocopied evidence of relevant work experience such as references, etc. Do not supply originals as copies will be retained by the Institute. All NONY12 who apply by 30 September and who wish to be considered for Early Round Offers must attend an interview session at William Angliss Institute, Level 5, Building A, 555 La Trobe Street (Corner King Street) Melbourne on Thursday 28 October at 10.00am. Late and Change of Preference applicants must attend an interview session on Thursday December 16 at 10.30am at the above location. Applicants who fail to meet these requirements will not be considered for selection. Applicants are strongly encouraged to attend the information session on Monday September 13 at 6pm to obtain further information. For further details contact (03) 9606 2111.

Wodonga: All applicants must contact the institute by 30 September 2004 to obtain a pre-selection form. Applicants who have relevant work experience should complete the VTAC Pi form. We recommend that all applicants contact the institute by 12 November 2004 to obtain the date for the information session to be held in late November 2004. Telephone (02) 6055 6696 for further information.

All institutes (except Gordon): Late applicants/Change of Preference telephone the preferred institute by 14 December. Gordon: telephone (03) 5225 0583 or download pre-selection form from [www.gordontafe.edu.au](http://www.gordontafe.edu.au) and return to Gordon Admissions Office by 4 January 2005.

**Course structure:** Many Institutes offer dual qualifications (concurrent VET and Higher Education studies) or have articulation arrangements into Higher Education. Some institutes arrange practical placements with leading catering organisations or at major events. Applicants who have completed VET in Schools Hospitality are eligible for credit transfers. For information about the specific programs offered applicants should contact the individual institutes. In addition: Box Hill: Advanced Diploma of Hospitality Management. Stage One (first year) – Certificate IV in Hospitality (Supervision) covers a wide range of operational skills ranging from food and beverage to accommodation services. Intensive workplace training is delivered in the first four weeks of the course which includes the accreditation required to obtain work. Students will have the opportunity to obtain employment at events including the Grand Prix, Spring Racing Carnival, MCG Football etc. Stage Two (second year) – Advanced Diploma of Hospitality Management provides the skills to successfully manage a hospitality operation. Box Hill students have the unique opportunity to complete their Advanced Diploma with one of our overseas partners (see course code 51621). Applicants who have successfully completed VETiS are eligible for exemptions and those who have completed VETiS units 1,2,3 and 4 in F & B are eligible to apply for the fast track Diploma program – one year full time. Successful stage 2 students can apply for credit transfer into degree programs. Telephone 9286 9096.

GippsTAFE: Certificate IV in Hospitality (Supervision) focuses on food and beverage service, supervision and leadership. Telephone (03) 5120 4500.

Chisholm: Diploma of Hospitality Management (stage one – one year) – Certificate IV in Hospitality (Supervision): (stage two – six months) – Diploma of Hospitality Management. Applicants who have successfully completed VETiS Hospitality will receive credit. The Certificate IV in Hospitality (Supervision) provides a wide range of practical skills together with hospitality theory. The Diploma of Hospitality Management focuses on supervisory and management skills. Telephone Dandenong 9212 5409, Frankston 9238 8393 for further information.

East Gippsland: Offers a dual qualification in Tourism and Hospitality for all Certificate IV in Hospitality students. Information regarding this will be included in the information sent out at the beginning of November. Telephone (03) 5152 0741.

Gordon: Advanced Diploma of Hospitality Management. Successful completion of stage one (first year – 2 semesters) satisfies the requirements of Certificate IV in Hospitality (Supervision), students who successfully complete stage 2 (second year – 4 semesters) will satisfy the requirements of the Advanced Diploma of Hospitality Management and may receive articulation into degree programs at university. Note: Stage 2 includes a practical work placement component. All applicants who have completed VET in Schools Hospitality (Units 1, 2, 3 and 4) will be eligible for exemptions and may be offered a 'fast track' Advanced Diploma of Hospitality Management program which is completed in 3 semesters. Telephone (03) 5225 0800 for further information.

Goulburn Ovens, Shepparton: Telephone (03) 5833 2741, Wangaratta (03) 5723 6313.

Holmesglen: All students receive practical placement in leading hotels and conference venues for Food & Beverage and Customer Service subjects. Successful completion of the Diploma of Hospitality may allow articulation into University-level courses. Applicants that successfully complete Hospitality VET in VCE may be offered entry into a 'fast track' Diploma of Hospitality that will take one year full-time. Telephone Waverley (03) 9564 6250 or Moorabbin (03) 9209 5938 to obtain further information.

Kangan Batman: Advanced Diploma of Hospitality Management (Stage One) – Certificate IV in Hospitality (Supervision) offers two streams: Food & Beverage/Culinary or Food & Beverage/Accommodation Services. Stage 2 – Diploma of Hospitality Management. Stage Three – Advanced Diploma of Hospitality Management. Stages two and three – incorporate the Tourism Student Business Initiative, where students will design their own tourism businesses. Students who have successfully completed Stage Two and three may apply to Universities for credit.

Diploma of Hospitality Management – Fast Track, this course is only open to applicants who have completed VETiS Hospitality Units 1-4. The Fast Track Diploma of Hospitality will be completed in one year full-time Telephone (03) 9279 2555.

NMIT: Preston campus offers three distinct streams to achieve a Diploma/Advanced Diploma of Hospitality Management. Two-year full time Advanced Diploma is suitable for applicants who have a general hospitality management focus. Dual Diplomas of Hospitality Management and Event Management is two years full-time and suits applicants who have an interest in the wider events/hospitality industry. Diploma of Hospitality Management/Certificate II in Hospitality (Kitchen Operations) has a food and beverage focus. Telephone (03) 9269 1570. Collingwood campus offers a dual Diploma of Event Management and of Hospitality Management and is two years full-time and suits applicants who have a focus on the entertainment and event management aspects of the tourism/hospitality industry. Telephone 03 9269 1570.

Applicants who have successfully completed Hospitality VETiS (units 1,2,3 & 4) may be offered a 'fast track' Diploma of Hospitality that will take one year full time.

South West: Offers a Bachelor of Management/Advanced Diploma of Hospitality Management in conjunction with Deakin University. See Deakin Management/Hospitality (VTAC course codes 18081 and 18082) for further details. NONY12 may be eligible for Recognition of Prior Learning. Telephone (03) 5564 8962 for further information.

Sunraysia: Telephone (Mildura) (03) 5022 3670 for further information.

Swinburne Uni: The Diploma of Hospitality (Management) is completed over two years full-time. The first year comprises practical skills undertaken in on-campus training restaurants together with Hospitality theory. The second year focuses on Management/Supervisory studies. Further information can be obtained by contacting (Lilydale) (03) 9215 7047, (Pahran) (03) 9214 6589 or go to [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder).

University of Ballarat: Diploma of Hospitality Management – Certificate IV in Hospitality (Supervision) – (stage one) and Diploma of Hospitality Management – (stage two). The Certificate IV offers a broad range of Hospitality operation skills from all major sectors of the Hospitality industry. Stage two focuses on management for the Hospitality industry. Applicants who have successfully completed VET in VCE are eligible for credit transfers. They may also be offered a place in the "accelerated"



Diploma of Hospitality Management that will take one year full time. Successful completion of the Diploma of Hospitality Management may result in credits for Higher Education courses. Telephone SMB-Ballarat (03) 5327 8186 or see Uni of Ballarat: [www.ballarat.edu.au/courseguide](http://www.ballarat.edu.au/courseguide) for further information.

Victoria Uni: Advanced Diploma of Hospitality Management — Year One: Certificate IV in Hospitality (Supervision) Year Two: Diploma of Hospitality Management and Advanced Diploma of Hospitality Management. Applicants who have successfully completed VETiS studies receive credit and may undertake the Diploma of Hospitality Management in one year of full time study. Telephone (03) 9284 8763 for further information.

William Angliss: Programs covered include Certificate, Diploma and Advanced Diploma plus a variety of elective units: Hotel Management, Culinary Arts, E-business and Accommodation. Successful completion of the Advanced Diploma of Hospitality may allow articulation into University-level courses.

Wodonga: Advanced Diploma of Hospitality Management — Year One, includes completion of the Certificate IV in Hospitality (Supervision) and the Diploma of Hospitality Management. Students who have completed Hospitality VETiS Certificate II in Hospitality will receive academic and timetable credits. The course has a practical food and beverage management focus, with other hotel operational streams included. Year Two includes the Advanced Diploma of Hospitality Management and Advanced Diploma of Tourism Management. This course offers Hospitality and Tourism management skills, with Meeting & Events as a specialist focus. Practical placements are arranged with the Hospitality/Tourism industry. Articulation arrangements to higher education are available. Telephone (02) 6055 6696 for further information.

**Major study areas:** Accommodation management, Administration, Bar management, Business (accounting), Communications, Cookery, Customer service, Food and beverage management, Food and beverage production, Food and beverage service, Food handling, Food safety and regulation, Hospitality management, Hospitality sales and marketing, Housekeeping, Leadership, Marketing, Restaurant operations.

## ■ Hospitality Management (International Studies)

Box Hill, Elgar: 51621

### Title and length:

- Advanced Diploma of Hospitality Management (International): FT2. Incorporates a course in international studies and a semester abroad. The program prepares the student for employment internationally in the operational, supervisory and management aspects of the hospitality industry.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** ENTER, pre-selection form.

**Extra requirements:** Applicants must submit a pre-selection form by Friday 17 December. To obtain the form and for more information, contact Box Hill on (03) 9286 9096. It is strongly recommended that all applicants attend an information session on either 13 September 2004 or 2 December 2004. Contact the Institute for more information on (03) 9286 9096.

**Course structure:** Stage One Certificate IV in Hospitality (Supervision) covers a wide range of skills ranging from Food and Beverage to Accommodation Services. Students will have the opportunity to obtain paid employment at a range of events such as the Grand Prix, the Spring Racing Carnival and AFL Football (MCG). Stage Two Advanced Diploma of Hospitality Management provides tools and experience to successfully manage a Hospitality/Tourism operation in an international context. Advancement to the second stage of the International Exchange course will be offered to students who achieve a credit average or above in Stage One and who succeed in the Institute's selection process. Students must complete one semester of study and work experience abroad and successfully complete an international industry project to qualify for this award.

**Additional information:** The semester abroad is organised by Box Hill Institute with their overseas partner institutes. Whilst partial scholarships will be made available to some students, successful applicants may need to be prepared to self-fund the overseas component including air fares, accommodation, living expenses and insurance (note international school fees are waived).

## ■ Human Resource Management

Box Hill, Elgar: 51941  
Chisholm, Berwick: 54401 (Cert IV, Dip)  
Chisholm, Frankston: 58841 (Cert IV, Dip)  
Holmesglen, Chadstone: 61841  
Holmesglen, Moorabbin: 66141  
Swinburne Uni, Lilydale: 70291  
Victoria Uni, Footscray Nicholson: 80181

### Title and length:

- Certificate IV in Business (Human Resources): FT0.5-1.
- Diploma of Business (Human Resources): FT1-1.5.
- Advanced Diploma of Business (Human Resources): FT2.

Courses combine generic business and human resource specific knowledge and skills.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: possible interview and/or test.

**Extra requirements:** Applicants required to attend an interview will be contacted by telephone or mail.

**Course structure:** Each qualification comprises core competencies and a selection of electives and the pathway to the Advanced Diploma will incorporate the Certificate IV and the Diploma (or competencies from these qualifications). Box Hill (51941), Chisholm, Frankston (58841) Chisholm, Berwick (54401), Swinburne Uni (Lilydale): Certificate IV and Diploma can be completed in one year full-time. Swinburne Uni and Victoria Uni offer the Advanced Diploma part-time only. Box Hill: Students who have completed the Diploma may complete the Advanced Diploma with a further six months full-time study.

**Major study areas:** Change management, Employee relations, Employment law, Finance, Human resource management, Human resources (performance management), Information systems, Law (industrial relations), Negotiation skills, Organisational behaviour, Organisational change, Recruitment and selection, Training.

**Additional information:** Chisholm: [www.chisholm.vic.edu.au](http://www.chisholm.vic.edu.au); Holmesglen: [www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au); Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder); Victoria Uni: more information available from [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions). Applicants who are eligible for Victoria University's Portfolio Partnerships Program (PPP) may apply for this course according to the PPP guidelines (see page 346) or visit [www.vu.edu.au/ccs](http://www.vu.edu.au/ccs)

## ■ Illustration

Chisholm, Frankston: 58981  
NMIT, Preston: 69981

### Title and length:

- Diploma of Arts (Illustration): FT2.

Provides students with specific skills for the illustration industry such as advertising, book illustration and editorial.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Folio, interview, Supplementary Application Form.

**Extra requirements:** All applicants must telephone their preferred institutes during October to obtain a Supplementary Application Form and information regarding interviews/folios. Supplementary Application forms may be downloaded from: Chisholm [www.chisholm.vic.edu.au](http://www.chisholm.vic.edu.au); NMIT [www.nmit.vic.edu.au/pdf/vtac.pdf](http://www.nmit.vic.edu.au/pdf/vtac.pdf). Applicants adding this course at Change of Preference must telephone their preferred institute(s) by 12 November. Telephone NMIT (03) 9269 1431, Chisholm Frankston (03) 9238 8216.

**Course structure:** Practical and theoretical modules directly related to the illustration industry.

**Major study areas:** Advertising, Editing, Illustration.

## Information Technology

BRIT, Bendigo: 63331  
 Box Hill, Nelson: 51321  
 GippsTAFE, Newborough: 55371 (Cert IV)  
 Chisholm, Berwick: 54291  
 Chisholm, Dandenong: 54321  
 Chisholm, Frankston: 58161  
 Gordon, Geelong: 59331  
 Goulburn Ovens, Benalla: 83121  
 Goulburn Ovens, Shepparton: 60031  
 Holmesglen, Moorabbin: 66161 (Cert IV)  
 Kangan Batman, Broadmeadows: 53061  
 Kangan Batman, Essendon: 52001  
 Kangan Batman, Richmond: 53001  
 NMIT, Collingwood: 68321  
 NMIT, Epping: 68901  
 NMIT, Greensborough: 68921  
 NMIT, Preston: 69321  
 RMIT Uni, City: 72371 (Cert IV, Dip)  
 South West, Warrnambool: 75331 (Cert IV)  
 Sunraysia, Mildura: 76371  
 Sunraysia, Swan Hill: 76531  
 Swinburne Uni, Lilydale: 70411  
 Swinburne Uni, Prahran: 78371  
 Swinburne Uni, Wantirna: 71321  
 Uni of Ballarat, SMB: 74331  
 Victoria Uni, Footscray Nicholson: 85321  
 Victoria Uni, Melton: 79021 (Cert IV)  
 Victoria Uni, St Albans: 80311  
 Victoria Uni, Sunshine: 85041  
 Victoria Uni, Werribee: 81031  
 Wodonga, Wodonga: 88331 (Dip)

### Title and length:

- Certificate IV in Information Technology: FT1 to FT1.5.
- Diploma of Information Technology: FT2.

Provide a breadth of knowledge and skills in the information technology industry as well as the opportunity for students to specialise and attain a high level of expertise in specific areas.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. RMIT Uni only: ENTER and two-stage process with middle-band of approximately 20%. NONY12: possible interview and/or selection test. NONY12: VTAC Pi form.

**Middle-band:** RMIT Uni only: see page 15.

**Extra requirements:** Applicants required to attend an interview will be contacted by telephone or mail. RMIT Uni only: NONY12 must complete and submit the VTAC Pi form to VTAC. Wodonga only: Applicants required to contact the institute by 26 November to arrange an interview on (02) 6055 6334.

**Course structure:** Stage 1 – Certificate IV in Information Technology. Students progress to the Diploma of Information Technology. Each qualification has a number of specialist streams. Applicants contact the institute(s) for which they have expressed a preference to check which stream is being offered. Chisholm Institute: The first year of a Diploma qualification is the Certificate IV in Information Technology which, after a common six months, offers study streams in programming and networking and allows students to continue on to a range of Diploma qualifications.

**Major study areas:** Computer hardware, Database management, Information systems management, Information technology, IT (client support), Network engineering, Network management and network systems, Networking, Programming, Software applications, Systems and software engineering, Systems design and development, Systems software, Technical support.

**Additional information:** Chisholm: For further information telephone Berwick campus (03) 9212 4606, Dandenong campus (03) 9212 5292, or Frankston campus (03) 9238 8349. NMIT: Further information can be obtained by phoning Collingwood Campus (03) 9269 1665, Epping Campus (03) 9269 1074,

Greensborough Campus (03) 9269 1860 and Preston Campus on (03) 9269 1475 or [www.nmit.vic.edu.au/courses/it](http://www.nmit.vic.edu.au/courses/it); Kangan Batman: [www.kangan.edu.au](http://www.kangan.edu.au) or telephone 9279 2479; RMIT: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephone (03) 9925 5840; Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder); Uni of Ballarat: [www.ballarat.edu.au/courseguide](http://www.ballarat.edu.au/courseguide); Victoria Uni: [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions), Applicants who are eligible for Victoria University's Portfolio Partnerships Program (PPP) may apply for this course (except Melton and Werribee campus) according to the PPP guidelines (see page 346) or visit [www.vu.edu.au/ccs](http://www.vu.edu.au/ccs)

## Information Technology (Database Design and Development)

Chisholm, Dandenong: 54341 Cancelled

### Title and length:

- Certificate IV in Information Technology: FT1.
- Diploma of Information Technology (Database Design and Development): FT2.

These courses have been developed with industry assistance to provide skills to design, develop, administer and maintain modern commercial databases and applications based upon them. Participants will utilise a variety of database systems in both the Windows 2000/XP and Linux environments, with primary emphasis on Oracle 9i.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: possible interview and/or selection test.

**Extra requirements:** Applicants who are required to attend an interview will be contacted by telephone or mail.

**Course structure:** The first year is the Certificate IV in Information Technology which, after a common six months, offers study streams, in programming and networking. Students wishing to continue on to the Diploma of Information Technology (Database Design and Development) should complete the programming stream. Upon successful completion of the Certificate IV students can progress to the Diploma of Information Technology (Database Design and Development) which is studied concurrently with the Certificate IV in Information Technology (Database Administration). This will enable students to complete both qualifications. As course structures/pathways may vary between Institutes applicants are advised to contact the individual Institutes for further information. Chisholm: (03) 9212 5292.

**Major study areas:** Data warehouse concepts and applications, Database administration, Database design and implementation, E-business, Ethics, IT (systems administration), Web applications programming.

## Information Technology (E-Business Development)

RMIT Uni, City: 72521

### Title and length:

- Diploma of Information Technology (E-Business Development): FT1.5.
- Advanced Diploma of Information Technology (E-Business Development): FT2.

The Diploma of Information Technology (E-Business Development) combines traditional business knowledge with the skills needed to plan and design an e-business strategy. The Advanced Diploma provides enhanced management skills and the ability to develop and implement an e-business plan.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER and two-stage process with a middle-band of approximately 20%. NONY12: VTAC Pi form.

**Extra requirements:** NONY12 must include relevant work experience or previous study on the VTAC Pi form which must be submitted to VTAC.

**Course structure:** These qualifications comprise of core and elective competencies and the pathway to the Advanced Diploma of IT (E-Business Development) will incorporate the Diploma of IT (E-Business Development).

**Major study areas:** Business, Business (computing), Business (e-commerce), Business (information technology), Computing (business), Database management, Database systems, E-business, E-commerce, E-commerce (project management), Information technology, Project management, Web design, Website development.

**Additional information:** See [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephone (03) 9925 5840.

## Information Technology (E-Security)

Box Hill, Nelson: 51661  
Chisholm, Berwick: 5400+ Cancelled

### Title and length:

• Advanced Diploma of Information Technology (E-Security): FT2.5.  
Provide a breadth of knowledge and skills in the information technology industry as well as specialist training in the Website Development stream, the Networking Engineering stream or the Internetworking stream along with specialist training in E-Security.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: possible interview and/or selection test.

**Extra requirements:** As for Information Technology (Database Design and Development).

**Course structure:** Box Hill: Stage I — Certificate IV in Information Technology. Students progress to the Diploma of Information Technology (Website Development). The Diploma can be completed in a further year of study and the Advanced Diploma in a further six months of study. Chisholm Institute: Students will commence with the Certificate IV in Information Technology which, after a common six months, offers study streams in programming and networking. Students wishing to continue on to the Advanced Diploma should complete the networking stream. Students will progress to one of the following - Diploma of Information Technology (Network Engineering)/(Internetworking) at Berwick Campus or Diploma of Information Technology (Internetworking) at the Frankston Campus. The Advanced Diploma can be completed in a further year of study. As course structures/pathways may vary between institutes, applicants are advised to contact the individual Institutes for further information - Chisholm, Berwick: (03) 9212 4606; Chisholm, Frankston: (03) 9238 8349.

**Major study areas:** E-business, Encryption technologies, E-security, Ethics, IT security, Network security, Risk analysis and management, System security and controls.

## Information Technology (Internetworking)

Chisholm, Berwick: 54351  
Chisholm, Frankston: 58291  
NMIT, Collingwood: 68371  
NMIT, Epping: 68381  
NMIT, Greensborough: 68391  
NMIT, Preston: 69271  
Victoria Uni, Footscray Nicholson: 80351  
Victoria Uni, Melton: 79071 (Cert IV)  
Victoria Uni, St Albans: 80361  
Victoria Uni, Sunshine: 85171  
Victoria Uni, Werribee: 80371

### Title and length:

• Certificate IV in Information Technology: FT1.  
• Diploma of Information Technology (Internetworking): FT2.

These courses have been developed with industry assistance to provide the skills and knowledge of designing and implementing complex networks including global networks.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: possible interview and/or selection test.

**Extra requirements:** Applicants who are required to attend an interview will be contacted by telephone or mail.

**Course structure:** Chisholm: The first year is the Certificate IV in Information Technology which, after a common six months, offers study streams, in programming and networking. Students wishing to continue on to the Diploma of Information Technology (Internetworking) should complete the networking stream. Upon successful completion of the Certificate IV students can progress to the Diploma of Information Technology (Internetworking) which, at

the Berwick Campus, is studied concurrently with the Diploma of Information Technology (Network Engineering) and at the Frankston campus, is studied concurrently with a Diploma of Information Technology specialising in system support. This will enable students to be awarded both Diploma qualifications.

NMIT: The first year will offer concurrent delivery of the Certificate IV in Information Technology (Website Design) and Certificate IV in Information Technology (Website Administration). Victoria Uni: The first year is the Certificate IV in Information Technology. In second year students will complete the requirements to graduate from two diplomas - Diploma of Information Technology (Website Development) and Diploma of Information Technology (Internetworking). Students may be required to undertake the second year of the course at other campuses to complete the Diploma level.

As course structures/pathways may vary between Institutes applicants are advised to contact the individual Institutes for further information. Chisholm, Berwick: (03) 9212 4606; Chisholm, Frankston: (03) 9238 8349; NMIT: (03) 9269 1200; Victoria Uni (03) 9284 8734.

**Major study areas:** Ethics, Internetworking, Intranet development, Network administration, Network design, Network protocols, Network security, Networking, Operating systems.

**Additional information:** NMIT: Further information can be obtained by phoning Collingwood Campus (03) 9269 1665, Epping Campus (03) 9269 1074, Greensborough Campus (03) 9269 1860 and Preston Campus on (03) 9269 1475 or [www.nmit.vic.edu.au/courses/it](http://www.nmit.vic.edu.au/courses/it); Victoria Uni: [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions)

## Information Technology (Multimedia Integration)

Chisholm, Cranbourne: 54361  
Holmesglen, Moorabbin: 66391  
Swinburne Uni, Hawthorn: 77161  
Swinburne Uni, Lilydale: 70281  
Swinburne Uni, Wantirna: 71131

### Title and length:

• Certificate IV in Information Technology (Multimedia): FT1.5-FT2.  
• Diploma of Information Technology (Multimedia Integration): FT1.5 to FT2.

These courses have been developed with industry assistance to provide a broad range of skills required for entry into the multimedia industry. It covers the areas of project management, all aspects of multimedia presentations including web, programming and network security, multimedia management, quality and internet.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: possible interview and/or selection test.

**Extra requirements:** Some prior experience with use of computer software is recommended. Applicants who are required to attend an interview will be contacted by telephone or mail.

**Course structure:** Chisholm Institute: The first year is the Certificate IV in Information Technology (Multimedia) which is studied concurrently with the Certificate IV in Information Technology (Website Design) allowing students to complete both qualifications. Upon successful completion of the Certificate IV qualifications, students can progress to the Diploma of Information Technology (Multimedia Integration) which is studied concurrently with the Diploma of Information Technology (Website Development) allowing students to complete both Diploma qualifications. Holmesglen (Moorabbin) and NMIT: The first year is the Certificate IV in Information Technology (Multimedia). Upon successful completion of the Certificate IV, students can progress to the Diploma of Information Technology (Multimedia Integration). As course structures/pathways may vary between Institutes, applicants are advised to contact the individual Institutes for further information. Chisholm: (03) 5990 7181; (03) 9564 1796, Holmesglen, Moorabbin: 9209 5694; NMIT: (03) 9269 1200. Chisholm and Holmesglen (Moorabbin): Students will study the Diploma of Information Technology (Multimedia Integration) concurrently with the Diploma of Information Technology (Website Development) which will allow students to complete both Diploma qualifications. Swinburne Uni: Upon successful completion of the Certificate IV, students can progress to the Diploma.

**Major study areas:** E-business, Internet development, IT security, Multimedia, Multimedia integration, Multimedia production, Multimedia programming, Network security, Project management.

**Additional information:** Course under review - please contact relevant institute for further details.

### Information Technology (Network Engineering)

Chisholm, Berwick: 54211  
 Holmesglen, Chadstone: 61191  
 Holmesglen, Moorabbin: 66401  
 Swinburne Uni, Hawthorn: 77071  
 Swinburne Uni, Lilydale: 70051 Cancelled  
 Swinburne Uni, Wantirna: 71051

#### Title and length:

- Certificate IV in Information Technology (Network Management): FT1.
- Diploma of Information Technology (Network Engineering): FT1.5 to FT2.

These courses have been developed with industry assistance to provide skills in network engineering, LANs and WANs.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: possible interview and/or selection test.

**Extra requirements:** As for Information Technology (Database Design and Development).

**Course structure:** Chisholm Institute: The first year is the Certificate IV in Information Technology which, after a common six months, offers study streams in networking and programming. Students wishing to continue on to the Diploma of Information Technology (Network Engineering) should complete the networking stream. Upon successful completion of the Certificate IV, students can progress to the Diploma of Information Technology (Network Engineering) which is studied concurrently with the Diploma of Information Technology (Internetworking). This will enable students to be awarded both Diploma qualifications.

Holmesglen (Moorabbin): The first year is the Certificate IV in Information Technology which, after a common six months, offers study streams in networking and programming. Holmesglen (Chadstone): The first year is the specialist Certificate IV in Network Management. The second year is the specialist Diploma of Network Engineering. Upon successful completion of the Certificate IV students can progress to the Diploma of Information Technology (Network Engineering). (Course under review -please contact relevant institute for further details).

As course structures/pathways may vary between Institutes applicants are advised to contact the individual Institutes for further information. Chisholm: (03) 9212 4606; Holmesglen, Chadstone: (03) 9564 1796, Holmesglen, Moorabbin: (03) 9209 5694 or [www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au); Swinburne Uni: 1300 368 777 or [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder)

**Major study areas:** Network engineering, Network management and network systems, Network security, Networking, Networks, Networks and data communications, Networks and multimedia, Programming, Risk analysis and management, Systems and software engineering, Systems design and development, Systems software.

### Information Technology (Software Development)

Chisholm, Dandenong: 54221  
 Holmesglen, Chadstone: 61251  
 Holmesglen, Moorabbin: 66421 Cancelled  
 Swinburne Uni, Hawthorn: 77181 Cancelled  
 Swinburne Uni, Lilydale: 70081  
 Swinburne Uni, Prahran: 78131  
 Swinburne Uni, Wantirna: 71061  
 Victoria Uni, Footscray Nicholson: 80381  
 Victoria Uni, Melton: 79081 (Cert IV)  
 Victoria Uni, St Albans: 80391  
 Victoria Uni, Sunshine: 85181  
 Victoria Uni, Werribee: 80401

#### Title and length:

- Certificate IV in Information Technology (Programming): FT1 to FT1.5.
- Diploma of Information Technology (Software Development): FT2.

These courses have been developed with industry assistance to provide skills in computer programming and software development.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: possible interview and/or selection test.

**Extra requirements:** As for Information Technology (Database Design and Development).

**Course structure:** Chisholm Institute: The first year is the Certificate IV in Information Technology which, after a common six months, offers study streams in networking and programming. Students wishing to continue on to the Diploma of Information Technology (Software Development) should complete the programming stream. Holmesglen (Moorabbin): The first year is the Certificate IV in Information Technology which after a common six months, offers study streams in networking and programming.

Holmesglen (Chadstone): The first year is the specialist Certificate IV in Information Technology (Programming).

Victoria Uni: The first year is the Certificate IV in Information Technology, which is offered at all of the campuses listed above. Students may be required to undertake the second year of the course at other campuses to complete the Diploma of Information Technology (Software Development).

All applicants: Upon successful completion of Certificate IV students can progress to the Diploma of Information Technology (Software Development). (Course under review -please contact relevant institute for further details). As the course structure/pathway may vary between Institutes applicants are advised to contact individual Institutes for further information. Chisholm: (03) 9212 5292, Holmesglen, Chadstone (03) 9564 1796, Holmesglen, Moorabbin (03) 9209 5694, Swinburne Uni: 1300 368 777, [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder), Victoria Uni: (03) 9284 8734

**Major study areas:** Human resource management, Networking, Networks, Programming, Project management, Software applications, Software development, Software engineering, Software systems, Systems software.

**Additional information:** Holmesglen, Chadstone: Given sufficient demand, the institute may offer an additional four units for a limited number of applicants who may wish to apply for transfer directly into the second year of the Bachelor of Computing at Monash University. Victoria Uni: [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions)

### Information Technology (Systems Administration)

Holmesglen, Chadstone: 61231

#### Title and length:

- Certificate IV in Information Technology (Technical Support): FT1.5-FT2.
- Diploma of Information Technology (Systems Administration): FT1.5-FT2.

These courses have been developed with industry assistance to provide skills for the management and maintenance of computer systems.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: possible interview and selection test.

**Extra requirements:** As for Information Technology (Database Design and Development).

**Course structure:** The course is structured to allow for students to complete both the Certificate and Diploma level studies in 1.5 years. Course under review - please contact Holmesglen for further details on. (03) 9564 1796 or [www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au)

**Major study areas:** Communication systems, Customer service, Human resource management, Information technology, IT (systems administration), Management information systems, Network management and network systems, Networks, Project management, Risk analysis and management, Software applications, Software systems, Systems and application software, Systems design and development.



## ■ Information Technology (Website Development)

Box Hill, Nelson: 51611  
 Chisholm, Cranbourne: 54371  
 Holmesglen, Moorabbin: 66451  
 NMIT, Collingwood: 68291  
 NMIT, Epping: 68301  
 NMIT, Greensborough: 68331  
 NMIT, Preston: 69251  
 Swinburne Uni, Lilydale: 70231  
 Swinburne Uni, Prahran: 78211  
 Swinburne Uni, Wantirna: 71121  
 Victoria Uni, Footscray Nicholson: 80411  
 Victoria Uni, Melton: 79091 (Cert IV)  
 Victoria Uni, St Albans: 80421  
 Victoria Uni, Sunshine: 85191  
 Victoria Uni, Werribee: 80431

### Title and length:

- Certificate IV in Information Technology (Website Design): FT1.
- Diploma of Information Technology (Website Development): FT2.

These courses have been developed with industry assistance to provide skills in website design and development, site performance, database integration, implementation and acceptance testing.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: possible interview and/or selection test.

**Extra requirements:** Some prior experience with use of computer software is recommended. Applicants who are required to attend an interview will be contacted by telephone or mail.

**Course structure:** Box Hill: After successful completion of Certificate IV, students may choose to study the Diploma of Information Technology (Website Development) or articulate to the Diploma in Information Technology (Software or Networking streams).

Chisholm: The first year is the specialist Certificate IV in Information Technology (Website Design) which is studied concurrently with the Certificate IV in Information Technology (Multimedia) allowing students to complete both Certificate IV qualifications. Upon successful completion of the Certificate IV qualifications, students can progress to the Diploma of Information Technology (Website Development) which is studied concurrently with the Diploma of Information Technology (Multimedia Integration) allowing students to complete both Diploma qualifications.

Holmesglen (Moorabbin): Students will study the Certificate IV in Information Technology (Website Design) and the Diploma of Information (Website Development) concurrently with the Diploma of Information Technology (Multimedia Integration). This will enable students to be awarded both Diploma qualifications.

NMIT: The first year will offer concurrent delivery of the Certificate IV in Information Technology (Website Design) and Certificate IV in Information Technology (Website Administration).

Swinburne Uni: After successful completion of the first year students may choose to study the Diploma of Information Technology (Website Development) or articulate to the Diploma in Information Technology (Software Development).

Victoria Uni: The first year is the Certificate IV in Information Technology which is offered at all of the campuses listed above. In second year students will complete the requirements to graduate from two diplomas: Diploma of Information Technology (Website Development) and Diploma of Information Technology (Internetworking). Students may be required to undertake the second year of the course at other campuses to complete the Diploma level.

As course structures/pathways may vary between Institutes applicants are advised to contact the individual Institutes for further information. Chisholm: (03) 5990 7181, Holmesglen, Moorabbin: (03) 9209 5694, NMIT: (03) 9269 1200, Swinburne Uni: 1300 368 777 or [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder); Victoria Uni: (03) 9284 8734.

**Major study areas:** Database programming, E-business, Encryption technologies, Ethics, Multimedia, Risk analysis and management, Website development, Website security.

**Additional information:** Course under review - please contact relevant institute for further details. NMIT: Further information can be obtained by phoning Collingwood Campus (03) 9269 1665, Epping Campus (03) 9269 1074, Greensborough Campus (03) 9269 1860 and Preston Campus on (03) 9269 1475 or [www.nmit.vic.edu.au/courses/it](http://www.nmit.vic.edu.au/courses/it); Victoria Uni: [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions)

## ■ Interior Decoration and Design

Box Hill, Elgar: 51551  
 GippsTAFE, Newborough: 55041  
 Gordon, Geelong: 59051  
 Holmesglen, Chadstone: 61051  
 NMIT, Preston: 69001  
 RMIT Uni, City: 72051  
 Wodonga, Wodonga: 88051

### Title and length:

- Diploma of Arts (Interior Decoration and Design): FT2.

Provides a sequential course of study that develops skills and aptitudes relating to issues of style in finishes, furnishings and decorative treatments for domestic and commercial interiors.

**Prerequisites:** Units 3 and 4—English (any) and one of studio arts or art.

**Selection mode:** Folio, interview. RMIT Uni only: folio, interview, RMIT University Interior Decoration and Design Additional Form.

**Extra requirements:** All applicants (except RMIT) must telephone all institute(s) they have nominated in the first two weeks of October to arrange an interview. Those who do not attend the interview will not be considered. Telephone Box Hill (03) 9286 9663, GippsTAFE (03) 5127 0235, Gordon (Geelong) (03) 5225 0538, Holmesglen (03) 9564 1851, NMIT (03) 9269 8333, Wodonga (02) 6055 6645. Late applicants (except RMIT Uni) and those who are adding this course at Change of Preference must telephone their preferred institute(s) by 23 December (NMIT by 17 December) to arrange an interview. RMIT Uni only: All applicants must submit a completed RMIT University Interior Decoration and Design Additional Information Form by 30 September. Obtain the form by downloading from [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephone (03) 99254819. Applicants short-listed on the basis of the form to attend an interview in November/December (at which the folio is to be presented) will be advised by mail in October. Late and Change of Preference applications must submit the RMIT University Interior Decoration and Design Additional Form by 12 November and will be advised by mail or telephone if required to attend an interview/folio presentation in November or December. Applicants who do not fulfil this requirement will not be considered.

**Course structure:** Consists of core and vocational modules. Depending on module selection, some students may exit from GippsTAFE, Gordon, NMIT, RMIT and Wodonga with a Certificate IV in Arts (Interior Decoration) after successful completion of first year. All students who complete the first year full-time at Box Hill, Gordon, Holmesglen and Wodonga will receive a Certificate IV in Arts (Interior Decoration).

**Major study areas:** Computer-aided design (CAD), Construction, Design, Design (aspects of colour), Design drawing, Drawing, Drawing and illustration, Interior design, Interior design (furnishings).

**Additional information:** RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs)

## International Business

Box Hill, Elgar: 51841  
 Chisholm, Dandenong: 54011 (Cert IV)  
 Holmesglen, Chadstone: 61221  
 Holmesglen, Moorabbin: 66171  
 NMIT, Preston: 69221  
 Swinburne Uni, Hawthorn: 77221  
 Victoria Uni, Footscray Nicholson: 85221

### Title and length:

- Certificate IV in Business (International Trade): FT1.
- Diploma of Business (International Trade): FT1.5.
- Advanced Diploma of Business (International Business): FT2.

Combines generic business knowledge and skills, specific international knowledge of cross-culture and business activities for both service and product trading, and management skills.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: possible interview.

**Extra requirements:** As for Information Technology (Database Design and Development).

**Course structure:** Modular in design with the Advanced Diploma incorporating a Diploma and Certificate IV (possible exit points). Chisholm Institute only: This course will be offered in conjunction with the Certificate IV in Business (Marketing).

**Major study areas:** Accounting, Business (economics), Communications, Computing, Customs, Economics, Import and export business studies, International business, International law, International trade, International trade and export, Languages, Law, Management, Transport and logistics.

**Additional information:** Chisholm Institute: telephone (03) 9238 8319, Holmesglen: www.holmesglen.vic.edu.au, Swinburne Uni: www.swinburne.edu.au/coursefinder. Victoria Uni: www.vu.edu.au/admissions. This course is undergoing re-accreditation. Applicants should contact the relevant institute for any changes. More information available from www.vu.edu.au/admissions. Applicants who are eligible for Victoria University's Portfolio Partnerships Program (PPP) may apply for this course according to the PPP guidelines (see page 346) or visit www.vu.edu.au/ccs

## International Trade

RMIT Uni, City: 72221

### Title and length:

- Certificate IV in Business (International Trade)/Diploma of Business (International Trade): FT1 to 1.5.
- Advanced Diploma of Business (International Trade): FT2.

Provides formal practical and theoretical training for those who wish to pursue or enhance a career in the area of international trade at a professional level. The program emphasises the practical skills required for international traders in particular, exporters and importers.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER and two-stage process with a middle-band of approximately 20%. NONY12: VTAC Pi form.

**Extra requirements:** NONY12 must complete and submit the VTAC Pi form to VTAC.

**Course structure:** Each qualification comprises core competencies and electives and the pathway to the Advanced Diploma will incorporate Certificate IV and Diploma. Students will be awarded the Certificate IV in Business (International Trade) and the Diploma of Business (International Trade) on successful completion of first year. Practical experience: Students complete a number of practical and case study exercises during the course. Students who successfully complete the first eighteen months will qualify for the Certificate IV in Business (International Trade). Full-time student enrolments are only in the Advanced Diploma. Part time studies are available in Certificate IV in Business (International Trade) by direct application to RMIT University.

**Major study areas:** Business, Business (international law), Customs, International business, International commerce, International marketing, International trade, Trade.

**Additional information:** See www.rmit.edu.au/programs or telephone (03) 9925 5840.

## International Workplace (Applied Language)

~~RMIT Uni, City: 72081~~ Cancelled

### Title and length:

- Diploma of Applied Language (The International Workplace): FT1.

Provides students with the opportunity to obtain higher levels of bilingual and cross-cultural competence, along with technology skills. The course is suitable for those wishing to develop additional skills for a professional role in a variety of international business contexts.

**Prerequisites:** Certificate IV in Applied Language or equivalent (e.g. Japanese Language Proficiency Test Level 3). This course is not available to CY12 applicants unless this requirement has been met.

**Selection mode:** Interview.

**Extra requirements:** All applicants must telephone (03) 9925 2328 by September 30 to arrange an interview, to be held in November or December 2004. Late applicants and those adding this course at Change of Preference must telephone (03) 9925 2328 to arrange an interview to be held in December 2004 or January 2005.

**Course structure:** Six subjects and two electives.

**Major study areas:** Asian languages, Asian Politics and International Relations, Asian studies, Business (administration), Business (computing), Business (marketing), Computing (business), International studies.

**Additional information:** Telephone (03) 9925 2328, or see www.rmit.edu.au/programs

## Japanese

RMIT Uni, City: 72631

### Title and length:

- Certificate IV in Applied Language (Japanese): FT1.

Provides a sequential course of study with an emphasis on oral skills for students who wish to converse and communicate in Japanese.

**Selection mode:** Interview.

**Extra requirements:** All applicants must telephone (03) 9925 2328 by September 30 to arrange an interview, to be held in November or December 2004. Late applicants and those adding this course at Change of Preference must telephone (03) 9925 2328 by 10 December to arrange an interview to be held in December 2004 or January 2005.

**Major study areas:** Communications, Japanese, Language development, Languages.

**Additional information:** Telephone (03) 9925 2328, or see www.rmit.edu.au/programs

## Justice

Chisholm, Cranbourne: 54041  
 Chisholm, Frankston: 58811  
 Holmesglen, Waverley: 61671  
~~Kangan-Batman, Essendon: 52101~~ Cancelled  
 RMIT Uni, City: 72671  
 Victoria Uni, St Albans: 80951  
 Victoria Uni, Werribee: 80081

### Title and length:

- Certificate IV in Justice: FT1.
- Diploma of Justice: FT1-1.5.
- Advanced Diploma of Justice: FT2.

Provides the major vocational education and training pathway needed by persons wishing to enter, develop additional skills or pursue a long-term career within the community justice industry and its related areas. This will include the police, both state and federal, customs services, sheriff department, local government authorities, correctional services, courts, juvenile justice, community corrections, non-government bodies and support agencies.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, Supplementary Application Form, possible selection test/interview. RMIT Uni only: RMIT University Justice Information Form, possible ENTER. NONY12: Supplementary Application Form, possible selection test/interview; RMIT Uni only: RMIT University Justice Information Form.

**Extra requirements:** All applicants must complete a Supplementary Application Form (RMIT Uni: timely applicants must return the RMIT University Justice Information Form by 30 September) and return it to the institute(s) for which they have expressed a preference by no later than 30 September except Victoria Uni where the form is to be returned by 26 November. Vic Uni applicants are encouraged to submit supplementary information online at [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions). Applicants (except RMIT Uni) required to attend an interview or aptitude test will be contacted by telephone or mail. To obtain a form telephone Chisholm (03) 9238 8201 or download from [www.chisholm.vic.edu.au](http://www.chisholm.vic.edu.au); Holmesglen (03) 9564 6277; Kangan Batman (03) 9279 2422; RMIT Uni (03) 9925 4323 or download from [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs); Victoria Uni (03) 9365 2286 or download from [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions). Late applicants/Change of Preference must first telephone the course co-ordinator at the institute of their choice. RMIT Uni will accept late and Change of Preference applications if the RMIT University Justice Additional Information Form is submitted by 24 December.

**Course structure:** Modular in its design with core modules and a selection of electives. Certificate IV and Diploma can be exit points from the Advanced Diploma.

**Major study areas:** Corrections management, Crime prevention, Criminal justice administration, Criminology, Cultural diversity, Customs, Government structures and influences, Justice, Justice communications, Juvenile justice, Law (court processes), Law (criminal), Law (evidence), Police administration, Police studies, Psychology, Sociology.

**Additional information:** A core component of the program is to undertake field placements in the justice environment. This may necessitate proof of good character prior to undertaking placements, such as production of a current Police Records check conducted in accordance with the Victoria Police Records Information Release Policy. RMIT Uni: telephone (03) 9925 4323 or see [www.rmit.edu.au](http://www.rmit.edu.au)

## ■ Laboratory Techniques (Certificate IV)

Holmesglen, Moorabbin: 66311  
Swinburne Uni, Hawthorn: 77111  
~~Victoria Uni, Footscray Nicholson: 800H Cancelled~~  
Wodonga, Wodonga: 88491

### Title and length:

• Certificate IV in Laboratory Techniques: FT1.

For related programs refer to Biological/Chemical/Medical Sciences. For further information contact relevant institutions.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview and Supplementary Application Form. Swinburne only: ENTER and two-stage process with a middle-band of approximately 20%. NONY12: possible interview, Supplementary Application Form.

**Middle-band:** Swinburne only: Re-ranking based on results in biology, chemistry and mathematics (any).

**Extra requirements:** NONY12 must contact individual institutes to obtain a Supplementary Application Form. Telephone Holmesglen (03) 9209 5548 or [www.holmesglen.vic.edu.au/courses/pdf/supapplab.pdf](http://www.holmesglen.vic.edu.au/courses/pdf/supapplab.pdf); Swinburne (03) 9214 5161 or [www.tafe.swin.edu.au/ahs/indsci](http://www.tafe.swin.edu.au/ahs/indsci); Victoria Uni (03) 9365 2286 or [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions); Wodonga (02) 6055 6669.

Swinburne Uni: All NONY12 must complete a Supplementary Application Form and return it to Swinburne by 30 September. Visit [www.swin.edu.au/ahs/indsci](http://www.swin.edu.au/ahs/indsci) or telephone (03) 9214 5161 to obtain a form. Late NONY12 must submit a Supplementary Application Form by 10 December. Change of Preference applications are accepted provided these requirements have been met. Victoria Uni: Applicants are encouraged to submit supplementary information online at [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions).

**Course structure:** Comprises core and elective studies. Note: This course is currently being reviewed. Details of revisions may be sought from institutes, upon application, in November/December.

**Major study areas:** Biological sciences, Chemistry (laboratory), Laboratory technology, Medical science.

**Additional information:** Holmesglen: [www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au), Swinburne Uni: For information about studies in Diploma of Laboratory Technology (Biological) please visit [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder)

## ■ Laboratory Technology (Biological/Chemical/Medical/Pathology)

Box Hill, Elgar: 51021 (LT), 51471 (B/E)  
Chisholm, Frankston: 58721 (B/E), 58731 (PM)  
Gordon, Geelong: 59181 (B/E), 59211 (P)  
Holmesglen, Moorabbin: 66331 (P)  
RMIT Uni, City: 72561 (P)  
Swinburne Uni, Hawthorn: 77121 (B/E), 77131 (LT)  
Victoria Uni, Footscray Nicholson: 80221 (B/E), 80561 (P)  
~~Victoria Uni, St Albans: 80151 (BT)-Cancelled~~

B/E = Biological and Environmental, LT = Laboratory Technology, P = Pathology, PM = Process Manufacturing, BT = Biotechnology

### Title and length:

- Diploma of Laboratory Technology: FT2.
- Diploma of Laboratory Technology (Biological and Environmental Testing): FT2.
- Diploma of Laboratory Technology (Pathology Testing): FT2.
- Diploma of Laboratory Technology (Process Manufacturing Testing): FT2.

Provides broad-based vocational training for technicians in biotechnology, biological and environmental testing; medical research, diagnostic pathology or other scientific laboratories; or chemical analysis and testing.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview; RMIT Uni and Swinburne Uni only: ENTER and two-stage process with a middle-band of approximately 20%. NONY12: possible interview, Supplementary Application Form, RMIT Uni: Additional Information Form, possible interview.

**Middle-band:** RMIT Uni and Swinburne Uni only: Re-ranking based on results in biology (Swinburne only), chemistry, mathematics (any) and a study score of at least 20 in English (any).

**Extra requirements:** Box Hill, Holmesglen, RMIT Uni, Victoria Uni and Swinburne Uni: CY12 can add this course at change of preference. CY12 applying to Chisholm Frankston or Gordon at Change of Preference must telephone them by the following dates. Chisholm Frankston (03) 9238 8200 by 10 December, Gordon (03) 5225 0538 by 4 January 2005.

NONY12 must return a Supplementary Application Form (except Chisholm and Box Hill) to their preferred institute(s) (RMIT Uni Pathology Testing Form) by 30 September. Victoria Uni: Applicants are encouraged to submit supplementary information online at [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions). RMIT Uni will advise applicants by mail or telephone by early December if required to attend an interview in December.

Late NONY12 must submit a Supplementary Application Form (RMIT Uni Pathology Testing Form) to their preferred institute(s) by 3 December (Gordon and Swinburne Uni by 10 December). Late applicants required to attend an interview will be contacted in December to attend an interview/selection test in December/January. RMIT Uni: Late NonY12 applicants will be advised by mail or telephone by early December if required to attend an interview in December. Swinburne Uni: NONY12 Change of Preference applications are accepted provided these requirements have been met.

To obtain the form contact Gordon: [www.gordontafe.edu.au](http://www.gordontafe.edu.au) or telephone (03) 5225 0538; Holmesglen (Moorabbin) [www.holmesglen.vic.edu.au/courses/pdf/supapplab.pdf](http://www.holmesglen.vic.edu.au/courses/pdf/supapplab.pdf) or telephone (03) 9209 5548; RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs), or telephone (03) 9925 4932; Swinburne Uni: [www.tafe.swin.edu.au/ahs/indsci](http://www.tafe.swin.edu.au/ahs/indsci) or telephone (03) 9214 5161; Victoria Uni [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions) or telephone (03) 9365 2286. Applicants may be contacted by mail in October/November to attend an interview/selection test in November/December. Chisholm will contact applicants in January if required for an interview.

**Course structure:** Common core studies plus testing, sampling and technical electives relevant to specialisation. Students undertake work placement. (a) Students requiring bridging programs in mathematics, biology, chemistry and physics may take longer than two years to complete this course, (b) Graduates may articulate to various science degrees with advanced standing.

**Note:** This course is currently being reviewed. Details of relevant changes and possible new qualification streams may be sought from Institutes upon application in November/December.

**Major study areas:** Biotechnology, Chemistry (laboratory), Chemistry (medical, forensic and analytical), Environmental testing, Laboratory technology, Pathology.

**Additional information:** Box Hill: See [www.bhtafe.edu.au/BAS](http://www.bhtafe.edu.au/BAS), Holmesglen: [www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au), RMIT: see [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs). Swinburne: Go to [www.tafe.swin.edu.au/ahs/indsci/](http://www.tafe.swin.edu.au/ahs/indsci/) or [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder)

For information about studies in Biotechnology at Box Hill please telephone (03) 9286 9293, Holmesglen (03) 9209 5548 and Swinburne (03) 9214 5161.

## ■ Laboratory Technology (Biotechnology)

Swinburne Uni, Hawthorn: 77011

### Title and length:

• Diploma of Laboratory Technology (Biotechnology): FT2.

Provides broad-based vocational training for technicians in laboratory skills and specialised training in a wide range of practical skills to meet the needs of a range of biotechnology laboratories.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER and two-stage process with a middle-band of approximately 20%. NONY12: Supplementary Application Form, possible interview.

**Middle-band:** Re-ranking based on results in biology, chemistry, mathematics (any) and a study score of at least 20 in English (any).

**Extra requirements:** NONY12 must submit a completed Supplementary Application Form by 10 December. To obtain the form go to [www.tafe.swin.edu.au/ahs/indsci](http://www.tafe.swin.edu.au/ahs/indsci) or telephone (03) 9214 5161. Change of Preference applications are accepted provided these requirements have been met.

**Course structure:** Core modules plus compulsory and elective modules including molecular genetics; recombinant DNA techniques; medical, food and environmental microbiology; animal tissue culture; histology; human anatomy and physiology. Students undertake work placement. Students requiring bridging programs in mathematics, biology, chemistry and physics may take longer than two years to complete this course. Graduates may articulate to various Bioscience and Biotechnology degrees with advanced standing.

**Major study areas:** Anatomy and physiology, Animal tissue culture, DNA studies, Histology, Microbiology, Microbiology (food and hygiene), Molecular and human genetics.

**Additional information:** [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder)

## ■ Legal Practice

Chisholm, Frankston: 58001  
Holmesglen, Chadstone: 61071  
Holmesglen, Moorabbin: 66191  
Kangan Batman, Broadmeadows: 53041  
NMIT, Greensborough: 68581  
RMIT Uni, City: 72661  
Swinburne Uni, Hawthorn: 77051  
Swinburne Uni, Wantirna: 71071  
Victoria Uni, Melton: 79661

### Title and length:

• Advanced Diploma of Business (Legal Practice): FT2.

Provides specific vocational education for people wishing to pursue a career as a law clerk or legal support staff in legal practice or related areas, including financial institutions and government departments.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. RMIT Uni only: ENTER and two-stage process with middle-band of approximately 20%. NONY12: possible interview and/or test. RMIT Uni and Victoria Uni only: NONY12 VTAC Pi form.

**Extra requirements:** Applicants who are required to attend an interview will be contacted by telephone or mail. NONY12: RMIT Uni: Applicants must complete the work experience and previous study sections of the VTAC Pi form. NONY12: Victoria Uni: Applicants are required to complete a VTAC Pi form.

**Course structure:** The course is comprised of core modules and a selection of electives.

**Major study areas:** Law (commercial), Law (contract), Law (conveyancing), Law (evidence), Law (family), Law (litigation), Law (probate), Law (torts), Legal practice.

**Additional information:** This course is undergoing re-accreditation.

Applicants should contact the relevant institute for any changes. Chisholm Institute: Telephone (03) 9238 8230, Holmesglen: [www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au), RMIT Uni: Telephone (03) 9925 5840 or [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs), Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder); Victoria Uni: [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions), Kangan Batman TAFE (03) 9279 2555 or [www.kangan.edu.au/coursefinder](http://www.kangan.edu.au/coursefinder)

## ■ Legal Services

Victoria Uni, St Albans: 80191

### Title and length:

• Certificate IV in Business (Legal Services): FT1.

Provides students with the skills and knowledge required of workers undertaking paralegal-type and/or legal administration duties in a legal environment.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: possible interview.

**Extra requirements:** All applicants required to attend an interview will be contacted by telephone or mail.

**Course structure:** Comprises core and elective competencies relevant to legal administration.

**Major study areas:** Legal services, Office equipment advanced functions, Office practices, Record-keeping, Workplace relations.



## ■ Liberal Arts

Chisholm, Frankston: 58061  
Holmesglen, Moorabbin: 66081  
NMIT, Collingwood: 68001  
NMIT, Greensborough: 68231  
Swinburne Uni, Prahran: 78001

### Title and length:

- Certificate IV in Liberal Arts: FT1, PTA.
- Diploma of Liberal Arts: FT2, PTA.

Provides the skills and knowledge necessary for successful tertiary study and to enhance employment prospects. Contains a broad range of modules in the Humanities with pathways and credits to university level studies in the Arts.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Information session, possible Supplementary Application Form, interview and selection test.

**Extra requirements:** Chisholm: All applicants must attend an information session on 15 September from 6pm to 7pm. Telephone the institute on (03) 9238 8201.

Holmesglen: All applicants must submit a Supplementary Application Form. To obtain the form, telephone (03) 9209 5802 or download from [www.holmesglen.vic.edu.au/courses/pdf/libartsupapp.pdf](http://www.holmesglen.vic.edu.au/courses/pdf/libartsupapp.pdf)

NMIT: All applicants must submit a Supplementary Application Form. To obtain the form, telephone (03) 9269 1881 by Friday 22 October.

Swinburne Uni: All applicants must submit a Supplementary Application Form by telephoning (03) 9214 6866, and submit the completed form to Swinburne by Friday 10 December 2004. Forms submitted after this date will be accepted, however you must first telephone (03) 9214 6866 for details. Applicants are also advised to attend an information session at Prahran campus on Thursday 9 September from 7pm to 8pm in Building PK, St John Street, Prahran.

**Major study areas:** Australian society, Cultural studies, History, Research methods, Social sciences.

**Additional information:** Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder)

## ■ Library and Information Services

Box Hill, Nelson: 51801  
Swinburne Uni, Prahran: 78801  
Victoria Uni, Footscray Nicholson: 85801

### Title and length:

- Diploma of Library and Information Services: FT2.

Prepares graduates for work at a para-professional level in a wide range of libraries and information agencies.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible information session. NONY12: possible interview.

**Extra requirements:** Information regarding the interview and selection test will be available at the information sessions. Information session details obtained by contacting the relevant institute by 22 October. Telephone Box Hill (03) 9286 9882, Swinburne Uni (03) 9214 6754, [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder), Victoria Uni (03) 9284 8665. Attendance is recommended but not compulsory. Victoria Uni applicants are not interviewed. NONY12 contacted to arrange an interview if required.

**Course structure:** Common and specialist competencies. Includes on/off job assessment. Box Hill: Students may exit with Certificate III after 8 months. Swinburne Uni: Students may exit with Certificate III after 6 months.

**Major study areas:** Library (information services), Library studies.

**Additional information:** For possible changes to the above information contact the institutes. Telephone Box Hill (03) 9286 9882, Swinburne Uni (03) 9214 6754, [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder), Victoria Uni (03) 9284 8665. Applicants who are eligible for Victoria University's Portfolio Partnerships Program (PPP) may apply for this course according to the PPP guidelines (see page 346) or visit [www.vu.edu.au/ccs](http://www.vu.edu.au/ccs)

## ■ Logistics and Supply Chain Management

~~Chisholm, Dandenong: 54381 Cancelled~~  
Kangan Batman, Broadmeadows: 53231  
Victoria Uni, Sunshine: 85211

### Title and length:

- Diploma of Logistics Management: FT2.

This course has been developed with industry assistance and looks to provide students with skills needed for a wide range of positions in supply chain management including distribution, warehousing, administration and operations management.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER. NONY12: interview.

**Extra requirements:** NONY12 will be called for an interview in February. Victoria Uni: NONY12 will be advised of interviews in November/December.

**Major study areas:** Business (operations), Computing, Event management, Finance, Logistics, Occupational health and safety, Resource management, Security operations, Supply chain management, Warehousing and distribution.

**Additional information:** Chisholm: telephone (03) 9212 5033. Kangan Batman: telephone (03) 9279 2394. Victoria Uni: telephone (03) 9284 7138.

## ■ Management

Chisholm, Berwick: 54411  
Holmesglen, Chadstone: 61331  
Swinburne Uni, Prahran: 78221  
William Angliss, City: 86151

### Title and length:

- Certificate IV in Business Management: FT0.5-1.
- Diploma of Business Management: FT1-1.5.
- Advanced Diploma of Business Management: FT1.5-2.

A generalist management course with a concentration on developing people skills, which are an essential requirement in today's workplace.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: interview, Swinburne Uni: possible interview.

**Extra requirements:** Applicants who are required to attend an interview will be contacted by telephone or mail, except William Angliss: All applicants are required to attend an interview and complete a pre-selection form. Applicants may download the pre-selection form in advance from the web site or contact the Information Centre on (03) 9606 2111 to obtain a copy. Consideration will be given to work experience. All CY12 applicants must attend an interview session conducted at William Angliss Institute, Level 5, Building A, 555 La Trobe Street (Corner King Street) Melbourne on: (i) Tuesday 7 December: surnames starting A-B 8.30am, C-D 10.30am, E-H 1pm, I-L 3pm; (ii) Wednesday 8 December: surnames starting M-N 8.30am, O-R 10.30am, S-U 1pm, V-Z 3pm; Applicants must bring a pen and photocopied evidence of relevant work experience such as references, etc. All NONY12 who apply by 30 September and who wish to be considered for Early Round Offers must attend an interview session at William Angliss Institute, Level 5, Building A, 555 La Trobe Street (Corner King Street) Melbourne on Thursday 28 October at 10.00am. Late and Change of Preference applicants must attend an interview session on Thursday December 16 at 10.30am at the above location. Applicants who fail to meet these requirements will not be considered for selection.

**Course structure:** Each qualification comprises core competencies and a selection of electives and the pathway to the Advanced Diploma will incorporate the Certificate IV and the Diploma (or competencies from these qualifications). William Angliss: The course will be designed with a tourism/hospitality industry focus. Swinburne Uni offer the Advanced Diploma part-time only.

**Major study areas:** Business, Business (administration), Business (management), Business (operations), Business practice, Human resource management, Industrial relations, Management, Management (finance), Management (personnel), Management information systems, Resource/environmental management, Risk analysis and management, Strategic planning.

**Additional information:** Holmesglen: [www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au)

## ■ Marine Engineering

AMC, Newnham (Launceston): 90581

### Title and length:

- Advanced Diploma in Marine Engineering incorporating the Diploma of Marine Engineering (Watchkeeper): FT3 including practical training/sea service.

Meets the needs of candidates wishing to obtain Australian Maritime Safety Authority (AMSA) Certificates Competency as sea-going engineers.

**Prerequisites:** Diploma in Marine Engineering (Watchkeeper): Either Units 3 and 4—one of mathematical methods or specialist mathematics, or physics, and a study score of at least 20 in English (any), or requisite trade qualifications and experience, or successful completion of the Certificate in Pre Sea Training (Engine). Advanced Diploma of Marine Engineering: successful completion of the Diploma of Marine Engineering (Watchkeeper) or equivalent.

**Extra requirements:** Applicants must be sponsored prior to VTAC application as trainees by shipping companies that will arrange sea service between academic sections. Applicants must also meet the medical health standard required for a seagoing career and pass required eye tests stipulated by the Australian Maritime Safety Authority. Applicants not wishing to go to sea may be enrolled without sponsorship by a shipping company. Further information on sea time and entry requirements may be obtained from the Manager, Student Administration, AMC.

**Course structure:** First year: Certificate III in Pre-Sea Training (Engine), Sea-Going Training (Engine). Second year: Diploma of Marine Engineering (Watchkeeper). Third year: Advanced Diploma of Marine Engineering.

**Major study areas:** Electronics, Marine thermodynamics, Maritime law.

**Additional information:** Contact AMC on 1800 030 277 for more details.

## ■ Marketing

Box Hill, Elgar: 51261  
 Chisholm, Dandenong: 54021  
 Gordon, Geelong: 59261  
 Holmesglen, Chadstone: 61261  
 Holmesglen, Moorabbin: 66271  
 Kangan Batman, Broadmeadows: 53051  
 NMIT, Greensborough: 68261  
 NMIT, Preston: 69261  
 RMIT Uni, City: 72261  
 Swinburne Uni, Hawthorn: 77261  
 Swinburne Uni, Lilydale: 70301  
 Uni of Ballarat, SMB: 74261  
 Victoria Uni, St Albans: 80041

### Title and length:

- Certificate IV in Business (Marketing): FT0.5-1.
- Diploma of Business (Marketing): FT1-1.5.
- Advanced Diploma of Business (Marketing): FT1.5-2.

Assists students to carry out the duties and tasks of a marketing officer and to assist the marketing manager.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: possible interview and/or test, VTAC Pi form.

**Extra requirements:** Applicants who are required to attend an interview will be contacted by telephone or mail. NONY12 must complete VTAC Pi form (except Victoria Uni, Chisholm, Holmesglen and Kangan Batman).

**Course structure:** Each qualification comprises core competencies and a selection of electives and the pathway to the Advanced Diploma will incorporate the Certificate IV and the Diploma (or competencies from these qualifications). The Certificate IV might also be combined with the Certificate III in Business (Sales). Chisholm Institute: This course will be offered in conjunction with the Certificate IV in Business (International Trade). As pathways will vary between Institutes, applicants are advised to contact individual Institutes.

**Major study areas:** Accounting, Advertising, Advertising marketing, Computer applications, Distribution and logistics, Law (contract), Law (marketing), Marketing, Marketing (contract), Marketing (direct marketing), Marketing (retail), Marketing (small business), Marketing management, Marketing research, Marketing strategy, Promotions and marketing, Services marketing, Word processing.

**Additional information:** Chisholm: telephone (03) 9238 8319, Holmesglen: www.holmesglen.vic.edu.au, RMIT Uni: www.rmit.edu.au/programs or telephone (03) 9925 5840, Swinburne Uni: www.swinburne.edu.au/coursefinder, Uni of Ballarat: www.ballarat.edu.au/courseguide; Victoria Uni: www.vu.edu.au/admissions

## ■ Marketing/Advertising

Holmesglen, Moorabbin: 66471

### Title and length:

- Certificate IV in Business (Marketing): FT1.
- Diploma of Business (Marketing)/Diploma of Business (Advertising): FT1.5.
- Advanced Diploma of Business (Marketing)/Advanced Diploma of Business (Advertising): FT2.

This dual award program provides students with vocational skills in the related fields of marketing and advertising, which are desirable for the demands of today's marketing/advertising industry.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: possible interview and/or test.

**Extra requirements:** Applicants who are required to attend an interview will be contacted by telephone or mail.

**Course structure:** Each qualification comprises core competencies and a selection of electives and the pathway to the Advanced Diplomas will incorporate the Certificate IV in Marketing, the Diploma of Business (Marketing) and the Diploma of Business (Advertising) (or competencies from these qualifications). The Certificate IV might also be combined with the Certificate III in Business (Sales). Applicants will be required to complete additional subjects to a normal study load in the second year of the course.

**Major study areas:** Accounting, Advertising, Advertising communication, Advertising media planning, Advertising production, Advertising research, Computer applications, Law, Marketing (promotions), Marketing (services), Marketing (small business), Marketing management, Marketing research, Marketing strategy.

**Additional information:** Holmesglen (Moorabbin): telephone (03) 9209 5706 or www.holmesglen.vic.edu.au

## ■ Massage/Myotherapy

Chisholm, Frankston: 58021 (Dip)  
 Kangan Batman, Richmond: 53101 (Adv Dip)  
 NMIT, Preston: 69101 (Adv Dip)  
 RMIT Uni, City: 72511

### Title and length:

- Certificate IV in Massage: FT1.
- Diploma of Remedial Massage: FT2.
- Advanced Diploma of Remedial Massage (Myotherapy): FT2.5.

Provides theoretical and practical training in planning, applying and assessing massage treatment in the health care context and soft tissue industry. Remedial massage includes sport, postural, therapeutic, relaxation and remedial techniques.

**Prerequisites:** There are no prerequisite studies. The Diploma or equivalent is a prerequisite for the Advanced Diploma.

**Selection mode:** CY12: Remedial Massage Pre-selection Application/Profile Form, information session, ENTER. NONY12: possible Remedial Massage Pre-selection Application Form, interview and information session. RMIT Uni only: ENTER, RMIT Uni Myotherapy Information Form, interview.

**Extra requirements:** All applicants (except RMIT) must obtain a Remedial Massage Pre-selection/Profile Form. To obtain the form, applicants must forward the course name and code, VTAC application number, name, address and telephone number, in writing to their preferred institute by 30 September, together with a stamped self-addressed envelope. Late applicants and applicants wishing to add this course to Change of Preference must contact the institute. Telephone Chisholm (03) 9238 8219, Kangan Batman, (03) 9425 5635, NMIT (03) 9269 1505/1470.

Applicants will be advised of all details relating to the information session by mail. RMIT only: All applicants must submit an RMIT Uni Myotherapy Information Form to the School of Life and Physical Sciences by Friday 1 October. Download the form from [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or collect it directly from the School on Open Day (8 August) or telephone (03) 9925 4932. Return the form to RMIT University, Myotherapy, School of Life and Physical Sciences, RMIT, GPO Box 2476V, Melbourne VIC 3001. Those applicants selected for interview will be notified by telephone in October/November. Interviews will be conducted in November or early December. This course will accept late and Change of Preference applications provided extra requirements have been met as stated above.

**Course structure:** All common and specialisation units are compulsory. Kangan Batman: Certificate IV in Massage is part of Diploma of Remedial Massage. It is strongly recommended that students undertake an Introduction to Massage course. Contact the institute for more details. NMIT: In the first 18 months of the course, students will complete the Diploma. With a further 12 months study, students will complete the Advanced Diploma. It is recommended that applicants undertake an introductory massage course, but this is not compulsory. Contact the institute for more details.

**Major study areas:** Massage, Massage therapy, Remedial massage, Remedial therapy, Sports therapy, Therapeutic massage.

**Additional information:** RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs)

## ■ Multimedia

Box Hill, Whitehorse: 51001 (Adv Dip), 51581 (Cert IV)  
 GippsTAFE, Newborough: 55061  
 Chisholm, Frankston: 58091 (Adv Dip)  
 Gordon, Geelong: 59091 (Adv Dip)  
 Goulburn Ovens, Benalla: 83041 (Adv Dip)  
 Holmesglen, Moorabbin: 66301 (Adv Dip)  
 Holmesglen, Waverley: 61091 (Adv Dip)  
 Kangan Batman, Broadmeadows: 53171  
 Kangan Batman, Essendon: 52011  
 Kangan Batman, Richmond: 53031  
 NMIT, Collingwood: 68411  
 NMIT, Greensborough: 68421  
 RMIT Uni, City: 72091  
 South West, Warrnambool: 75041 (Dip, Adv Dip)  
 Swinburne Uni, Lilydale: 70271 (Cert IV)  
 Swinburne Uni, Prahran: 78181 (Cert IV), 78981 (Adv Dip)  
 Swinburne Uni, Wantirna: 71091 (Adv Dip)  
 Victoria Uni, South Melbourne: 84681 (Adv Dip)  
 Victoria Uni, St Albans: 80071 (Cert IV), 80761 (Adv Dip)  
 Wodonga, Wodonga: 88061 (Cert IV, Dip)

### Title and length:

- Certificate IV in Multimedia: FT1.
- Diploma of Multimedia: FT2.
- Advanced Diploma of Multimedia: FT2.

Certificate IV provides training in animation, graphics, editing, developing web sites and CD-ROMs, testing games and designing interfaces. The Diploma level trains for technical, design or managerial roles with specialisation in instructional design, management of small projects, production of games or web site design. The Advanced Diploma focuses on the design, production and management of major multimedia projects.

**Prerequisites:** Box Hill (Cert IV 51581), GippsTAFE, Gordon, Goulburn Ovens, Holmesglen, Kangan Batman, NMIT, South West, Swinburne Uni (Cert IV 78181 Prahran, 70271 Lilydale), Victoria Uni, Wodonga: There are no prerequisite studies. Box Hill (Adv Dip 51001), Chisholm (Adv Dip 58091),

RMIT Uni, Swinburne Uni (Adv Dips 78981-Prahran & 71091-Wantirna): Minimum one year post-secondary studies in an art or design related course, or equivalent relevant industry experience.

**Selection mode:** Interview, design test or information session, Supplementary Application Form (RMIT: Creative Media Information Form), possible ENTER, possible folio.

**Extra requirements:** Box Hill, Chisholm, GippsTAFE, Goulburn Ovens, Holmesglen, Kangan Batman, South West Institute of TAFE, Wodonga: All applicants must telephone their preferred institute by the end of October for information regarding interviews and folios/design tests. Chisholm, Goulburn Ovens, Holmesglen and Wodonga applicants must also submit, to the institute of their choice, a Supplementary Application Form. Gordon: All timely applicants will be contacted by mail detailing folio and interview times by beginning November. NMIT: Further information can be obtained by telephoning: Collingwood (03) 9269 1665 Greensborough (03) 9269 1860 or [www.nmit.vic.edu.au/courses/it/](http://www.nmit.vic.edu.au/courses/it/). Students may exit at Certificate IV or Diploma level. Late and Change of Preference applicants: Late Gordon applicants must phone Gordon on (03) 5225 0538 by 10 December 2004; Change of Preference Gordon applicants must telephone the institute to arrange interview and folio by 3 January 2005, telephone (03) 5225 0538. Box Hill applicants must contact the institute for further instructions. Chisholm applicants must telephone the institute to arrange folio interview after 4 October, telephone (03) 9238 8216. Goulburn Ovens, Holmesglen, Victoria Uni, Wodonga must telephone the institutes by 12 November.

RMIT Uni: Timely applicants must return an RMIT University Creative Media Information Form by 30 September to the Selection Officer – Advanced Diploma of Multimedia (Design), School of Creative Media, RMIT University, GPO Box 2476V, Melbourne VIC 3001. The form can be obtained at Open Day or from [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or by telephoning (03) 9925 4815. Applicants will be notified by mail or telephone if required to attend an interview, at which a folio presentation and/or design test will be held. Late or Change of Preference applicants must submit the Creative Media Information Form by 12 November and will be advised by telephone or mail of interview/folio presentation arrangements. Swinburne Uni: All applicants must contact the relevant campus by 29 October for a supplementary application form and/or pre-selection kit. Prahran (78981 and 78181) – contact (03) 9214 6739, Wantirna (71091) and Lilydale (70271) – contact (03) 9210 1116. Late and change of preference applications are accepted provided extra requirements have been met. Advisory letters will be forwarded to applicants mid December.

Victoria Uni: Applicants must register online at <http://multimedia.tafe.vu.edu.au> or return a Vic Uni Multimedia Program Information Form. This form is available at [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions) or by contacting (03) 9365 2286. Applicants will be contacted if required to attend an interview at which folio presentation will be held. Late and change of preference applicants must register online at <http://multimedia.tafe.vu.edu.au> to be eligible for selection.

Further information on enrolment and course focus can be obtained from: Box Hill: [Multimedia@bhtafe.edu.au](mailto:Multimedia@bhtafe.edu.au) or (03) 9286 9654; Chisholm, Frankston: (03) 9238 8216; GippsTAFE (03) 5127 0278; Gordon, Geelong: (03) 5225 0538; Goulburn Ovens (03) 5760 4516; Holmesglen: [www.holmesglen.vic.edu.au/courses/pdf/mmdsupapp.pdf](http://www.holmesglen.vic.edu.au/courses/pdf/mmdsupapp.pdf); Holmesglen, Moorabbin: (03) 9209 5630; Holmesglen, Waverley: (03) 9564 6254; Kangan Batman: (03) 9279 2479 or [www.kangan.edu.au/mm](http://www.kangan.edu.au/mm); RMIT Uni: (03) 9925 4815; South West: (03) 5564 8915; Swinburne Uni (Prahran) (03) 9214 6739; Swinburne Uni, Wantirna: (03) 9210 1116; Victoria Uni (03) 9694 1583; Wodonga (02) 6055 6606.

**Course structure:** Core, specialist and elective units.

**Major study areas:** Animation (3D), Animation design and production, Design, Digital audio, Digital video, Finance, Image making, Image processing, Imaging and sound, Marketing, Multimedia, Multimedia analysis and design, Multimedia authoring, Multimedia communications, Multimedia production and development, Multimedia programming, Multimedia technology, Project management, World Wide Web, Writing (media).

**Additional information:** Box Hill: [www.tafe.edu.au](http://www.tafe.edu.au); RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs); Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder)  
 Victoria Uni: Applicants may exit at the diploma level after 18 months, when undertaking the advanced diploma.

## ■ Music Industry (Business)

NMIT, Fairfield: 68501  
Victoria Uni, Sunbury: 80171 (Cert IV, Dip)

### Title and length:

- Certificate IV in Music Industry (Business): FT1.
- Diploma of Music Industry (Business): FT2.
- Advanced Diploma of Music Industry (Business): FT2.

This course provides training in the business area of the music industry. It covers generic business skills and specific knowledge about the Australian music industry.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Supplementary Application Form, interview, possible information session.

**Extra requirements:** NMIT: All applicants must contact the Music Business Department, Performing Arts, NMIT by mail to Fairfield Campus, Yarra Bend Rd, Fairfield 3078 or by telephone (03) 9269 8941 to obtain a Supplementary Application Form or download from [www.nmit.vic.edu.au/pdf/vtac.pdf](http://www.nmit.vic.edu.au/pdf/vtac.pdf) by 1 October. Interviews will be conducted November to mid December. Those applicants required to attend an interview will be contacted by telephone by 29 November.

Victoria Uni: All applicants must lodge a Victoria University Direct Admission/Supplementary Information Form preferably on [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions) by 29 October 2004 and attend an information session on Saturday 11 September at 2pm, Sunbury campus, Building 12. Forms can be obtained by telephoning (03) 9365 2286. Interviews will be conducted late November/early December. Applicants will be notified by mail. Late applications will not be accepted and this course cannot be added at Change of Preference unless the extra requirements have been met.

**Major study areas:** Music, Music business management, Music industry.

**Additional information:** Year 12 and/or extensive industry workplace knowledge is regarded favourably by NMIT.

## ■ Music Industry (Technical Production)

BRIT, Bendigo: 63131 (Cert IV)  
NMIT, Fairfield: 68771 (Cert IV, Adv Dip)  
RMIT Uni, City: 72771 (Cert IV, Dip)  
Victoria Uni, Sunbury: 85111 (Cert IV, Dip)

### Title and length:

- Certificate IV in Music Industry (Technical Production): FT1.
- Diploma of Music Industry (Technical Production): FT2.
- Advanced Diploma of Music Industry (Technical Production): FT2.

Theory and practice of studio recording, live sound recording and sound reinforcement. Courses provide a wide range of knowledge and skills applicable to a range of careers in sound production within the specialised recording and live entertainment industry.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Supplementary Application/Information Form, interview.

**Extra requirements:** BRIT: All applicants must return a completed Supplementary Application Form by Friday 29 October. Obtain this by sending a stamped self-addressed envelope to Music Industry Skills Department, BRIT, PO Box 170, Bendigo VIC 3552. Telephone (03) 5434 1579. Applicants will be contacted by mail regarding attendance at a briefing session in late November or early December and an interview in early December for which they must be available. BRIT will not accept late applications except by Change of Preference. NMIT: All applicants must complete a Supplementary Application Form by Friday 29 October, obtained from [www.nmit.vic.edu.au/pdf/vtac.pdf](http://www.nmit.vic.edu.au/pdf/vtac.pdf) or by sending a stamped self-addressed envelope to TV and Sound Production Unit, 20 Otter Street, Collingwood VIC 3066. Telephone (03) 9269 1745. Applicants will be contacted by mail regarding attendance at a briefing session on 29 November and an interview during the first 2 weeks of December for which they must be available. NMIT will not accept late applications.

RMIT Uni: All applicants must submit an RMIT University Creative Media Information Form by 30 September to the Selection Officer — Music Industry, School of Creative Media, GPO Box 2476V, Melbourne VIC 3001. The form may be obtained by downloading from [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs), by telephoning (03) 9925 4815 or collecting from the School of Creative Media, Level 2, Building 94, 23-27 Cardigan Street, Carlton 3053. Late applicants and those adding this course at Change of Preference must submit the RMIT University Creative Media Information Form by 12 November and will be advised by telephone or mail of interview/folio presentation arrangements. Victoria Uni: All applicants must lodge a Victoria University Direct Admission/Supplementary Information Form preferably on [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions) by 29 October and attend an information session at 2pm on Saturday 11 September, Building 12, Sunbury Campus. Supplementary Information forms available at information session or by phoning (03) 9365 2286. Interviews will be conducted late November/early December. Applicants will be notified by mail of details. Late applications will not be accepted and this course cannot be added at Change of Preference unless the extra requirements have been met.

**Course structure:** Theoretical study and practical application with a strong industry focus relevant to sound production.

**Additional information:** RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs); Vic Uni: [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions)

## ■ Music Performance and/or Composition

Gordon, Geelong: 59971 (CJ) (Cert IV, Dip, Adv Dip)  
Goulburn Ovens, Wangaratta: 83101 (CJ) (Cert IV, Dip)  
NMIT, Fairfield: 68311 (CJ)  
NMIT, Greensborough: 69121 (CJ)  
Uni of Ballarat, Camp Street: 74221 (CJ) (Cert IV, Dip, Adv Dip)  
Victoria Uni, Sunbury: 80241 (CJ) (Cert IV, Dip)

C=Contemporary J=Jazz

### Title and length:

- Certificate IV in Music: FT1.
- Diploma of Music: FT2.
- Advanced Diploma of Music: FT2.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Supplementary Information Form (VU only), audition, interview, possible information session.

**Extra requirements:** All applicants (except Gordon) must obtain specific requirements from their preferred institutes during October for auditions and interviews held in late November/early December. Gordon: Timely applicants (those applying by 30 September) will be sent interview/audition dates by the beginning of November. Applicants who do not attend the interview will not be considered. Late applicants and those adding the course at Change of Preference must also contact the institutes for information regarding auditions and interviews. Telephone Gordon (03) 5225 0538, Goulburn Ovens (03) 5723 6173, NMIT Fairfield (03) 9269 8933, NMIT Greensborough (03) 9269 1844, Uni of Ballarat (03) 5327 8656.

Victoria University: Applicants must lodge a Victoria University Direct Admission/Supplementary Information Form preferably on [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions) by no later than 29 October and attend an information session on Saturday 11 September at 2pm, Sunbury campus, Building 12. Forms available at information session or by phoning (03) 9365 2286 or [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions). Interviews and auditions will be conducted late November/early December. Applicants will be notified by mail of interview/audition dates. Late applications will not be accepted and this course cannot be added at Change of Preference unless the extra requirements have been met.

**Course structure:** Core and elective modules.

**Major study areas:** Music, Music (composition), Music performance.



## ■ Naturopathy **New**

Victoria Uni, St Albans: 80062

### Title and length:

- Advanced Diploma of Naturopathy: FT2.5.

Equips the graduate with the knowledge, skills and ability to become a naturopathic practitioner. Graduates are encouraged to articulate into the Bachelor of Health Science (Naturopathy and Homeopathy).

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** ENTER, possible interview, VU TAFE Supplementary Information form.

**Extra requirements:** Information session to be held in September. All applicants must obtain a Victoria University TAFE Supplementary Information form and return by 17 December. Forms available from [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions), email [admissions@vu.edu.au](mailto:admissions@vu.edu.au), telephone (03) 9365 2286. Alternatively, applicants are encouraged to submit supplementary information online at [www.myvu.vu.edu.au](http://www.myvu.vu.edu.au). No applications will be considered after 17 December. This course cannot be added at Change of Preference unless the extra requirements have been met. Applicants required to attend an interview will be contacted in December or January.

**Major studies:** Anatomy and physiology, Chemistry, Counselling, Herbal medicine, Nutrition, Pathology.

## ■ Nautical Science

AMC, Newnham (Launceston): 90721

### Title and length:

- Diploma in Nautical Science (Second Mate): FT0.5.

This program covers the academic requirements for the Certificate of Competency as Second Mate as issued by the Australian Maritime Safety Authority (AMSA).

**Prerequisites:** Units 3 and 4—mathematical methods or specialist mathematics, a science and a study score of at least 20 in English.

**Selection mode:** Academic results.

**Extra requirements:** All applicants must meet the statutory requirements of the Australian Maritime Safety Authority with respect to medical fitness. Applicants should contact the AMC or AMSA for further information. In addition, students will be required to undertake mathematics, firefighting, radio communications and survival training prior to the core studies.

**Course structure:** This course combines the Certificate III in Pre-Sea Training (Deck), Certificate III in Seagoing Training (Deck) and Diploma of Applied Science (Second Mate) into a packaged course, monitored throughout by AMC.

**Major study areas:** Cargo systems and safety, Engineering, Navigation, Second mate, Visual communication, Watchkeeping, Watchkeeping (bridge).

**Additional information:** Contact AMC on 1800 030 277 for more details.

## ■ Operations Management

Kangan Batman, Broadmeadows: 53151

### Title and length:

- Certificate IV in Business (Operations Management): FT1.
- Diploma of Business (Operations Management): FT1.5.
- Advanced Diploma of Business (Operations Management): FT2.

Provides students with an understanding of the operations management functions within an organisation and the techniques, skills and knowledge which are required to manage these functions.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: Possible interview.

**Extra requirements:** As for Legal Services.

**Course structure:** Modular in design with core modules and a selection of electives.

**Major study areas:** Accounting, Computing, Finance, Industrial relations, Management, Occupational health and safety, Operations management, Production planning, Project management, Purchasing, Purchasing and inventory, Quality control, Supply chain management.

**Additional information:** Kangan Batman: (03) 9318 2488.

## ■ Printing and Graphic Arts

RMIT Uni, Brunswick: 73801

### Title and length:

- Certificate IV in Printing and Graphic Arts (Management/Sales): FT1.
- Diploma of Printing and Graphic Arts (Management/Sales): FT2.

Provides graduates with skills and knowledge for employment in the Printing and Graphic Arts industries.

**Prerequisites:** Units 3 and 4—English (any).

**Selection mode:** CY12: ENTER, RMIT University Printing and Graphic Arts Additional Information Form. NONY12: RMIT University Printing and Graphic Arts Additional Information Form.

**Extra requirements:** All applicants must submit a completed RMIT University Printing and Graphic Arts Additional Information Form to the Selection Officer, Printing and Graphic Arts, RMIT University, GPO Box 2476V, Melbourne VIC 3001 by 10 December. The form can be obtained by downloading from [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or by telephoning (03) 9925 9446. This course will accept late and change of preference applications provided all extra requirements have been met as stated above.

**Course structure:** Major areas covered in these qualifications are printing processes, electronic/digital printing, systems management, multimedia, design concepts, customer service, imaging, print finishing, production, scheduling, estimating, management. Point of entry for this course is Certificate IV level and may lead to the completion of the Diploma level.

**Major study areas:** Customer service, Design theory, Estimating, Image capturing and processing, Management, Multimedia, Pre-press, Printing (electronic/digital), Printing processes, Production planning, Systems and application software.

**Additional information:** These courses may also be articulated with other related courses such as Diploma in Printing (Digital), Diploma in Multimedia, Certificate IV in Printing and Certificate IV in Electronic Publishing. See [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephone (03) 9925 9446.

## ■ Printing and Graphic Arts (Multimedia)

RMIT Uni, Brunswick: 72501

### Title and length:

- Diploma in Printing and Graphic Arts (Multimedia): FT2.

Provides vocational training for those who currently work or wish to pursue a career in the pre-press sector of the printing industry, desktop publishing, or graphic arts.

**Prerequisites:** Units 3 and 4—English (any).

**Selection mode:** CY12: ENTER, Printing and Graphic Arts (Multimedia) Information Form. NONY12: Printing and Graphic Arts (Multimedia) Information Form.

**Extra requirements:** All applicants must complete and submit a Printing and Graphic Arts (Multimedia) Information Form to the Selection Officer, Printing and Graphic Arts (Multimedia), RMIT University, GPO Box 2476V, Melbourne VIC 3001 by 10 December. Late and Change of Preference applications will be accepted provided extra requirements as stated above have been met.

**Course structure:** Core modules and training packages relevant to the industry.

**Major study areas:** Animation design and production, Design, Digital photography, Multimedia, Video.

**Additional information:** [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephone (03) 9925 9446.

## ■ Product Design

NMIT, Greensborough: 68031

RMIT Uni, City: 72361

### Title and length:

- Diploma of Arts (Product Design): FT2.

Training for a range of para-professional occupations in industrial product design or gold and silver-smithing, jewellery (not RMIT) or working as an assistant to an independent designer.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Folio, interview, Supplementary/Information Application Form. RMIT Uni only: test.

**Extra requirements:** NMIT: Applicants must telephone during October in order to obtain a Supplementary Application Form and for interviews and presentation of folios. Telephone NMIT (03) 9269 1431, Supplementary Application forms from: NMIT [www.nmit.vic.edu.au/pdf/vtac.pdf](http://www.nmit.vic.edu.au/pdf/vtac.pdf). Late applicants and those who are adding this course at Change of Preference must telephone by 12 November regarding interviews and folio presentation.

RMIT Uni: Timely applicants must submit an RMIT University Applied Communication Information Form by 29 October to the Selection Officer — Product Design, School of Applied Communication, RMIT University, Building 94, 23 — 27 Cardigan Street, Carlton VIC 3053. Applicants will be advised in November by mail or telephone of interview/folio presentation/test arrangement to be held in November/December. The form may be obtained at Open Day on 8 August, by telephoning (03) 9925 9411 or from [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs). Late applicants and those adding this course at Change of Preference must submit the RMIT University Applied Communication Information Form by 12 November and will be advised by telephone or mail of interview/folio presentation/test arrangements.

**Course structure:** Two major streams are offered, jewellery stream (not RMIT) and/or product design. Contact the institutes to determine the stream offered.

**Major study areas:** Design, Design (product design), Design (product development), Gold and silversmithing, Jewellery.

**Additional information:** RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs)

## ■ Product Development and Merchandising (TCF)

RMIT Uni, Brunswick: 65931

### Title and length:

- Certificate IV in Clothing Production (Product Development & Merchandising): FT1.
- Diploma of Textiles Clothing & Footwear (Product Development & Merchandising): FT2.

Provides the skills and knowledge required for a career in merchandising, marketing and fashion in retail and wholesale for Textiles Clothing and Fashion industries. It focuses on the practical application of business theories and skills to market industry specific products.

**Prerequisites:** Units 3 and 4—English (any).

**Selection mode:** CY12: ENTER, interview, information session. NONY12: interview, information session.

**Extra requirements:** All applicants must attend a one-and-a-half hour information session at 7pm on Wednesday 6 October at RMIT Auditorium, Building 514, 25 Dawson Street, Brunswick, 3056. All applicants must also telephone (03) 9925 9134 by 22 October to arrange an interview to be held at the end of November. Late applicants and those adding this course at Change of Preference must telephone by 12 November to arrange an interview in late November.

**Course structure:** Students are initially enrolled in the Certificate IV level, on completion of which they enter the Diploma level.

**Major study areas:** Administration, Finance, Human resource management, Management, Merchandising (TCF), Product development (TCF), Purchasing, Quality control, Sales and marketing, Warehousing and distribution.

**Additional information:** For further details about course structure and sector specific programs, applicants should telephone RMIT on (03) 9925 9134 or see [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs)

## ■ Professional Screenwriting (Film, Television and Digital Media)

RMIT Uni, City: 72851

### Title and length:

- Advanced Diploma of Arts in Professional Screenwriting (Film, Television and Digital Media): FT2.

Delivers a vocational training program that meets the needs of the communication and entertainment industries.

**Prerequisites:** CY12: English (any). NONY12: Approved tertiary studies and/or two years' relevant professional experience.

**Selection mode:** All applicants: RMIT University Professional Screenwriting Information Form. Short-listed applicants: folio submission, interview/test.

**Extra requirements:** All applicants must complete and submit an RMIT University Professional Screenwriting (Film, Television and Digital Media) Information Form (which consists of two written professional references, a curriculum vitae, a personal statement of 500 words, 2000 words of original writing comprising a screen storyline and related sample dialogue scenes) to RMIT University, School of Creative Media, Screenwriting Application, GPO Box 2476V, Melbourne 3001 by 30 September. The form can be obtained by downloading from [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephoning (03) 9925 4815. Applicants who are short-listed for an interview/test will be notified by mail or telephone. Interviews will be held in October/November. Late and Change of Preference applicants must submit samples of their work as described above to RMIT University by 10 December. Late applicants who are required to attend an interview/test will be advised by mail or phone to attend an interview in December/January.

**Course structure:** Includes two weeks work placement in the industry in second year.

**Major study areas:** Editing, Writing, Writing (media).

**Additional information:** [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephone (03) 9925 4815.

## ■ Professional Writing and Editing

Box Hill, Whitehorse: 51651  
Chisholm, Berwick: 54311  
Chisholm, Frankston: 58651  
Gordon, Geelong: 59461  
Goulburn Ovens, Wangaratta: 83651  
Holmesglen, Chadstone: 61651  
NMIT, Greensborough: 68191  
RMIT Uni, City: 72651  
Uni of Ballarat, SMB: 74651  
Victoria Uni, St Albans: 80651

### Title and length:

- Certificate IV in Professional Writing and Editing: FT1.
- Diploma of Arts (Professional Writing and Editing): FT2.

Includes subjects with a range of writing, editing and production tasks in a structured and creative environment for emerging writers and editors.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, Supplementary/Additional Information Form (RMIT Uni and Victoria Uni only) or Professional Writing and Editing Application Form (except RMIT Uni and Victoria Uni), comprehension test (Gordon only), folio and/or interview. NONY12: Supplementary/Additional Information Form (RMIT Uni and Victoria Uni only) or Professional Writing and Editing Application Form (except RMIT Uni and Victoria Uni), comprehension test (Gordon only), folio and/or interview.

**Extra requirements:** Telephone Box Hill (03) 9286 9645, Chisholm, Berwick (03) 9212 4603, Frankston (03) 9238 8345, Goulburn Ovens, Wangaratta (03) 5723 6178, Holmesglen (03) 9564 1602, NMIT, Greensborough (03) 9269 1881, Swinburne (03) 9210 1116, Uni of Ballarat (03) 5327 8450, Victoria Uni (03) 9365 2681. Gordon: Timely applicants will be sent a Supplementary Application Form and further selection details in the mail by beginning November. Late applicants to contact the Gordon on (03) 5225 0538 to arrange a Supplementary Application Form and folio/interview. Supplementary Application forms from: Chisholm [www.chisholm.vic.edu.au](http://www.chisholm.vic.edu.au) or by contacting Berwick (03) 9212 4603 or Frankston (03) 9238 8345; Gordon [www.gordontafe.edu.au/files/formfiles/gordonsupform.pdf](http://www.gordontafe.edu.au/files/formfiles/gordonsupform.pdf) or by calling admissions on (03) 5225 0538; Holmesglen [www.holmesglen.vic.edu.au/courses/pdf/pweapp.pdf](http://www.holmesglen.vic.edu.au/courses/pdf/pweapp.pdf); Victoria Uni: form can be submitted online at [www.myvu.vu.edu.au](http://www.myvu.vu.edu.au) or in hardcopy form. This hardcopy form is available at [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions), by emailing [admissions@vu.edu.au](mailto:admissions@vu.edu.au) or by telephoning (03) 9365 2286.

RMIT Uni: All applicants must submit an RMIT University Creative Media Information Form and folio by 30 September to the Selection Officer — Professional Writing and Editing, School of Creative Media, RMIT University, GPO Box 2476V, Melbourne VIC 3001. The form may be obtained from [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs)

or at Open Day on 8 August, or by telephoning (03) 9925 4815. Late applicants and those adding this course at Change of Preference must submit the RMIT University Information Form and folio by 12 November and will be advised by telephone or mail of interview/folio presentation arrangements.

**Course structure:** Core and elective modules, which include both theoretical and practical studies.

**Major study areas:** Editing, Professional writing and editing, Writing, Writing (children and young adults), Writing (documents), Writing (media).

**Additional information:** Contact the institutes for possible changes to the above information. Details of which electives offered available from each institute. RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs); Uni of Ballarat: [www.ballarat.edu.au/courseguide](http://www.ballarat.edu.au/courseguide)

## Public Relations

Box Hill, Elgar: 51281

Chisholm, Frankston: 58271- Cancelled

Swinburne Uni, Prahran: 78101

Victoria Uni, Footscray Nicholson: 80051

### Title and length:

- Advanced Diploma of Business (Public Relations): FT2.

Provides public relations practitioners with the knowledge and skills to liaise with media and organise publicity campaigns, prepare publications, organise promotional events, promote sales and lobby.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview. NONY12: Possible interview and/or test, VTAC Pi form.

**Extra requirements:** Applicants who are required to attend an interview will be contacted by telephone or mail. NONY12 must complete VTAC Pi form (except Victoria Uni, Chisholm and Holmesglen).

**Course structure:** Modular in design with core modules and a selection of electives.

**Major study areas:** Consumer behaviour, Copywriting, Desktop publishing, Fundraising, Government structures and influences, Law (marketing), Management, Multimedia and internet technology, Multimedia production and development, Public relations.

**Additional information:** This course is undergoing re-accreditation. Applicants should contact the relevant institute for any changes. Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder), Victoria Uni: [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions)

## Recreation

Chisholm, Frankston: 58181

Holmesglen, Waverley: 61301

NMIT, Preston: 69141- Cancelled

Swinburne Uni, Healesville/Eildon: 70251

Uni of Ballarat, SMB: 74271 (OR)

### Title and length:

- Certificate IV in Outdoor Recreation: FT1.
- Diploma of Outdoor Recreation: FT2.

Outdoor Recreation courses prepare students for employment in outdoor recreation.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Profile Form, compulsory information session, possible interview. Contact the relevant institutes for specific requirements.

**Extra requirements:** Chisholm, Swinburne Uni: All applicants must forward the following information in writing by 30 September: course name and code, VTAC application number, name, address and telephone number, together with a stamped, self-addressed envelope (refer to TAFE section for addresses). Applicants will be advised of all details relating to the information session by mail. Profile forms will be distributed at this session and selection procedure explained. Late Applicants and those adding these courses at Change of Preference are required to contact Chisholm by 5 January and Swinburne Uni no later than 13 December. Telephone Chisholm (03) 9238 8219, Swinburne Uni (03) 9726 1582.

Holmesglen: There is a compulsory information two hour session commencing at 7pm on 5 October. Call 9564 1699 to confirm attendance and location. All applicants must submit a completed Personal Profile Form by 29 October. The form will be available at the information session or can be downloaded from the

course website at [www.outdoorleader.holmesglen.vic.edu.au](http://www.outdoorleader.holmesglen.vic.edu.au). Late Applicants and those adding these courses at Change of Preference are required to contact the institute no later than 10 December.

NMIT: All applicants must obtain, complete and return a pre-selection assessment form by 5 November for compulsory interview from mid November to early December; late applicants by 5 January 2004 for compulsory interviews in early January. Telephone (03) 9269 1466.

Uni of Ballarat: All applicants must obtain, complete and return a pre-selection assessment form by 30 September; Late Applicants and those adding this course at Change of Preference must obtain, complete and return a pre-selection assessment form by 17 December. There will be a compulsory selection day on 16 December and a second round selection day in mid January. Course information may be obtained from [m.crawford@ballarat.edu.au](mailto:m.crawford@ballarat.edu.au) or telephone (03) 5327 8241. Forms can be obtained from [www.ballarat.edu.au/vfed/human\\_services/health/physrecreation/students.shtml](http://www.ballarat.edu.au/vfed/human_services/health/physrecreation/students.shtml) or via the above e-mail address or visit [www.ballarat.edu.au/courseguide](http://www.ballarat.edu.au/courseguide) for further information.

**Course structure:** Core, specialist stream units including electives. Please contact the institutes for information on full or part-time delivery, level of courses offered and articulation arrangements between Certificate IV, Diploma and Advanced Diploma. NMIT: Delivers a combined Adventure Tourism — Outdoor Recreation Course. Additional fees for equipment hire, travel, etc. apply. Contact NMIT Tourism Department on (03) 9269 1466 or visit [www.nmit.vic.edu.au](http://www.nmit.vic.edu.au) for details.

**Major study areas:** Exercise physiology, Exercise rehabilitation, Exercise science, Guiding, Outdoor leadership and guiding, Outdoor recreation, Recreation, Recreation (community recreation), Tourism, Tourism (adventure).

**Additional information:** Chisholm: Applicants should telephone (03) 9238 8219 to confirm costs for course tuition and materials fees. Uni of Ballarat: [www.ballarat.edu.au/courseguide](http://www.ballarat.edu.au/courseguide)

## Renewable Energy Technology

NMIT, Epping: 68401

Swinburne Uni, Hawthorn: 77041

### Title and length:

- Certificate IV in Electrotechnology (Renewable Energy): FT1 - 1.5, PTA.
- Diploma of Electrotechnology (Renewable Energy): FT2, PTA.
- Advanced Diploma of Renewable Energy Technology: FT3, PTA.

Covers the principles of design, installation and operation of renewable energy systems, including photovoltaics, solar hot water, energy efficient building design, wind energy, micro hydro and hybrid systems.

**Prerequisites:** Units 1 and 2—mathematics (any).

**Selection mode:** CY12: ENTER and/or interview. NONY12: possible interview, Recognition of Prior Learning.

**Extra requirements:** All applicants required for interview in November/December will be notified by mail or phone. Late applicants may be called to an interview that will take place during January. NMIT only: All applicants must complete a Supplementary Application Form that must be returned to NMIT by Friday 29 October. This form can be downloaded from [www.nmit.vic.edu.au/pdf2005/ret.pdf](http://www.nmit.vic.edu.au/pdf2005/ret.pdf) or telephone NMIT on (03) 9269 1068. NMIT offers entry at Advanced Diploma level.

**Major study areas:** Business, Computer-aided drafting (CAD), Computing, Customer service, Electrical science, Electronic systems, Electronic technology and instrumentation, Electronics, Electrotechnology, Energy studies, Micro-hydro systems, Renewable energy studies, Solar power systems, Wind power systems.

## Resort Management (Dive)

William Angliss, City: 86442

### Title and length:

- Diploma of Dive Resort Management: FT2.

Designed for students seeking national and international employment opportunities on resorts, cruise-ships, hotels, dive and tourism facilities that employ multi-skilled staff for their operations.

**Prerequisites:** Applicants must be able to swim proficiently and pass a standard dive medical.

**Selection mode:** ENTER, Dive Resort Application Form, interview, medical certificate.

**Extra requirements:** All timely applicants must telephone (03) 9606 2111 by no later than 19 November to obtain a Dive Resort Management Application Form and details of interview arrangements. Form must be returned to the Institute by 3 December. Late applicants/Change of Preference must telephone (03) 9606 2111 to obtain the Dive Resort Application Form and interview details by 17 December. A medical certificate from a diving medical practitioner must be provided by successful applicants prior to course commencement. Interstate travel to Northern Queensland is included to identify working opportunities with major resort and dive operators. A two-week study tour for Marine studies in Queensland, Victoria is also included. Fees of \$11,000 per annum apply. Fees include all excursion costs, books, accommodation, diving, travel fares, and orientation fees may be paid by instalments. Students to provide own Diving equipment (finance plan available).

**Course structure:** Six months hospitality training, six months tourism training, six months resort operations management training and six months of scuba diving instructional training. Each week, one day of diving training. Additional components include: marine studies (two weeks) and coxswain training (four weeks) normally conducted during school term breaks. Northern Queensland excursion conducted during term three break. Hospitality and tourism training conducted at city campus. Diving training conducted at City campus, Bentleigh and Sorrento.

**Major study areas:** Business (accounting), Coastal management, Communications, Cultural studies, Dive training, Environmental management, Food and beverage management, Health and safety, Hospitality management, Hotel management, Human resource management, Marine environment, Occupational health and safety, Office practices, Outdoor leadership and guiding, Purchasing, Quality control, Resort management, Sales and marketing, Travel and tourism management.

**Additional information:** Applicants are strongly encouraged to attend the Information Session on Wednesday 15 September at 6.30pm to obtain further course information. Please phone (03) 9606 2192 to register.

## ■ Resort Management (Marine)

William Angliss, City: 86012

### Title and length:

- Diploma of Resort Management (Marine): FT2.

Designed for students seeking national and international employment opportunities on resorts, sail charter operators, marinas and tourism facilities that employ multi-skilled staff for their operation.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** ENTER, Marine Resort Management Application Form, interview, medical certificate.

**Extra requirements:** All timely applicants must telephone (03) 9606 2111 by no later than 19 November to obtain a Marine Resort Management Application Form and details of interview arrangements. Form must be returned to the Institute by 3 December. Late applicants/Change of Preference must telephone (03) 9606 2111 to obtain the Marine Resort Application Form and interview details by 17 December. A medical certificate must be provided by successful applicants prior to course commencement. Interstate travel is included to identify working opportunities with major resort and charter operators. Fees of \$10,000 per annum apply. Fees include all excursion costs, books, accommodation, sailing, travel fares, and orientation. Fees may be paid by instalments.

**Course structure:** Two/three days per week studying hospitality, tourism and Resort operations management over three semesters. Each week, one/two days of marina management. Specialised components include: sailing studies, marina operations, vessel maintenance, navigation, marine radio and emergency procedures. Coxswain training (four weeks) normally conducted during school term breaks. Industry excursion conducted during term three break. Hospitality and tourism training conducted at city campus. Marine training conducted at Sandringham Yacht Club.

**Additional information:** Applicants are strongly encouraged to attend the Information Session on Thursday 9 September at 6.30pm to obtain further course information. Please phone (03) 9606 2111 to register.

## ■ Resort Management (Spa)

William Angliss, City: 86002

### Title and length:

- Diploma of Resort Management (Spa): FT2.

Designed for students seeking national and international employment opportunities on spa resorts, cruise-ships, hotels, destination spas and tourism facilities which employ multi-skilled staff for their operations.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** ENTER, Spa Resort Management Application Form, interview, medical certificate.

**Extra requirements:** All timely applicants must telephone (03) 9606 2111 by no later than 19 November to obtain a Spa Resort Management Application Form and details of interview arrangements. Form must be returned to the Institute by 3 December. Late applicants/Change of Preference must telephone (03) 9606 2111 to obtain the Spa Resort Management Application Form and interview details by 17 December. A medical certificate must be provided by successful applicants prior to course commencement. Intrastate and interstate travel is included to identify career opportunities with major resort and spa operators. A three-week skills enhancement course in London is included at completion of Diploma level. Fees of \$10,000 per annum apply. Fees include all excursion costs, books, accommodation, travel fares, and orientation. Fee may be paid by instalments.

**Course structure:** Two to three days per week studying hospitality, tourism and resort operations management. Each week, one/two days of specialist spa therapy training required. Hospitality and tourism training conducted at City campus. Beauty/spa training conducted at Elly Lukas College (City).

**Additional information:** Applicants are strongly encouraged to attend the Information Session on Wednesday 8 September at 6.30pm to obtain further course information. Please phone (03) 9606 2111 to register.

## ■ Science

Victoria Uni, Footscray Nicholson: 80441

### Title and length:

- Certificate IV in Science: FT1.

Provides general science training for students wishing to enter and succeed in a tertiary science course.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, possible interview and Supplementary Application Form. NONY12: possible interview and TAFE Direct Admission/Supplementary Information Form.

**Extra requirements:** All applicants must obtain a TAFE Direct Admission/Supplementary Information Form by telephoning (03) 9365 2286 or [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions) and return it by 10 December. Vic Uni: Applicants are encouraged to submit supplementary information online at [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions). This course may be added at Change of Preference but applicants must submit a TAFE Direct Admission/Supplementary Information Form.

**Course structure:** Core and elective units in biology, chemistry, computers and communications.

**Additional information:** Telephone Victoria Uni on (03) 9284 8699.

## ■ Screenprint Design

RMIT Uni, Brunswick: 72121

### Title and length:

- Diploma of Arts (Screen Print Design): FT2.

Develops the skills and knowledge, which will enable students to pursue careers in the screenprinting industry.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Folio, interview.



**Extra requirements:** All applicants must telephone RMIT Uni on (03) 9925 9173 in October to arrange interviews in November/December at which the folio will be presented. Late applicants or applicants adding this course at Change of Preference must contact RMIT Uni by 12 November to make arrangements for an interview and folio presentation in December 2004 or early January 2005.

**Course structure:** Specific screenprint design subjects and subjects common to other art and design diplomas.

**Major study areas:** Computer-aided design (CAD), Design, Design drawing, Screenprinting.

**Additional information:** [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs)

## ■ Small Companies and Community Theatre

NMIT, Fairfield: 68871  
Swinburne Uni, Prahran: 78871  
Uni of Ballarat, Camp Street: 74871  
Victoria Uni, Footscray Nicholson: 80451  
Victoria Uni, Sunbury: 80881

### Title and length:

• Diploma of Arts (Small Companies and Community Theatre): FT2.  
Training in skills to create, develop, perform, manage and market productions for small companies, community theatres, festivals and events.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Interview, workshop and writing activities.

**Extra requirements:** All applicants must telephone their preferred institute(s) during October to arrange interview/workshop. Telephone NMIT (03) 9269 8938, Swinburne Uni (03) 9214 6739, Uni of Ballarat (03) 5327 8656, Victoria Uni (03) 9694 1505. Advisory letters will be forwarded to applicants mid December. Applicants who fail to attend a scheduled interview or workshop will not be considered for selection. Late and Change of Preference applications are accepted provided extra requirements have been met. Late applicants/Change of Preference must telephone the institute(s) by 12 November.

**Course structure:** The course is comprised of core units in technical production, performance skills, industry knowledge and theatre, festival and event production and electives providing for choice of specialisation.

**Major study areas:** Event management (festivals), Performing arts, Theatre (community theatre), Theatre (theatre technology), Theatre studies.

**Additional information:** Unit of Ballarat: [www.ballarat.edu.au/courseguide](http://www.ballarat.edu.au/courseguide)  
Victoria Uni: A course information kit is available from [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions) or by contacting (03) 9694 1505.

## ■ Sport

Box Hill, Elgar: 51461 (S&R) (Dip), 51521 (SD) (Dip)  
GippsTAFE, Newborough: 55051 (S&R) (Cert IV, Dip), 55991 (SD) (Cert IV, Dip)  
Chisholm, Berwick: 54061 (S&R) (Cert IV), 58231 (SD) (Dip)  
Gordon, Geelong: 59071 (SD) (Cert IV), 59801 (S&R) (Dip)  
Goulburn Ovens, Shepparton: 60081 (SD) (Cert IV)  
Goulburn Ovens, Wangaratta: 83981 (SC) (Dip)  
Holmesglen, Chadstone: 61101 (S&R) (Dip)  
Kangan Batman, Richmond: 53461 (SD) (Dip), 53491 (S&R) (Dip)  
NMIT, Preston: 69041 (SD) (Cert IV, Dip), 69971 (S&R) (Cert IV, Dip)  
South West, Warrnambool: 75031 (SD) (Dip)  
Swinburne Uni, Hawthorn: 77981 (SD) (Dip), 77991 (S&R) (Dip)  
Victoria Uni, South Melbourne: 84691 (SD) (Cert IV, Dip), 84981 (S&R) (Cert IV, Dip)  
Wodonga, Wodonga: 88041 (SD) (Dip)

SC = Sports Coaching, SD = Sport Development, S&R = Sport & Recreation

### Title and length:

- Certificate IV in Sport & Recreation: FT1.
- Certificate IV in Sport (Coaching): FT1.
- Certificate IV in Sport (Development): FT1.
- Diploma of Sport & Recreation: FT2.
- Diploma of Sport (Coaching): FT2.
- Diploma of Sport (Development): FT2.

Prepares students for employment in the sport and recreation industries in sports administration, coaching and officiating.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** May include ENTER, profile form, information session and interview (contact preferred Institute for specific requirements).

**Extra requirements:** All applicants must forward (to each institute for which they have applied) the following information in writing by 30 September: course name and code, VTAC application number, name, address and telephone number, together with a stamped, self-addressed envelope (refer to TAFE section for addresses). Applicants will be advised of all details relating to the information session (which may be compulsory at some Institutes) by mail. Profile forms will be distributed at this session and selection procedure explained. Late applicants and those adding these courses at Change of Preference are required to contact the selected institutes no later than 17 December. Telephone Box Hill (03) 9286 9697, GippsTAFE (03) 5127 0236, Chisholm (03) 9238 8219, Gordon (Geelong) (03) 5225 0538, Goulburn Ovens Wangaratta (03) 5723 6124, Goulburn Ovens Shepparton (03) 5833 2744, Holmesglen (03) 9564 1699, Kangan Batman (03) 9425 5635, NMIT (03) 9269 8397/8322, South West (03) 5564 8825, Swinburne Uni [tafessci@groupwise.swin.edu.au](mailto:tafessci@groupwise.swin.edu.au) or telephone (03) 9214 8370, Victoria Uni (03) 9694 1505, Wodonga (02) 6055 6573.

Holmesglen: There is a compulsory 2 hour information session commencing at 7pm on 7 October, call 03 9564 1699 to confirm attendance and location. All applicants must submit a completed pre selection form by 29 October and may be required to attend an interview.

**Course structure:** Core, specialist stream units including electives. Please contact the institutes for information on full or part-time delivery, level of courses offered & articulation arrangements between Certificate IV and Diploma. Box Hill, GippsTAFE and Gordon may offer combined delivery for dual awards.

**Major study areas:** Sport, Sport (development), Sport and recreation, Sports (coaching).

**Additional information:** Applicants should contact the Institutes for possible changes to the above information. Holmesglen: [www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au), Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder), Vic Uni: [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions)

## ■ Studio Textiles and Design

RMIT Uni, Brunswick: 65131  
South West, Warrnambool: 75131

### Title and length:

• Diploma of Arts (Studio Textiles and Design): FT2.  
Training for careers in the textile industry.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Folio, interview.

**Extra requirements:** All applicants must telephone their preferred institute(s) in October for appointments for interviews and presentation of folios in late November/early December. Telephone RMIT Uni (03) 9925 9173, South West (03) 5564 0801. Applicants who do not attend an interview will not be considered for selection. Late applicants/Change of Preference must telephone the institute(s) concerned by 12 November (RMIT Uni) regarding appointments for interviews which will be held in December 2004 and early January 2005. RMIT Uni will send advisory letters to applicants in early to mid-December.

**Course structure:** Studio textile and design subjects and subjects common to other art and design diplomas.

**Major study areas:** Computer-aided design (CAD), Design, Design (aspects of colour), Design (Clothing and Fashion), Drawing, Knitting, Screenprinting, Tapestry, Textile design, Weaving.

**Additional information:** RMIT only: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs)

## ■ Telecommunications

Box Hill, Nelson: 51211  
RMIT Uni, City: 72581

### Title and length:

- Diploma of Telecommunications Engineering: FT2.

Provides training in electronic communication devices, circuits and equipment, network switching routing and cellular mobile communications leading to a national telecommunications qualification.

**Prerequisites:** Either Units 1 and 2 or Units 3 and 4—mathematics (any).

**Selection mode:** CY12: ENTER, possible interview/test; RMIT Uni: ENTER and two-stage process with a middle-band of approximately 20%. NONY12: possible interview/test; NONY12 RMIT Uni only: VTAC Pi form.

**Middle-band:** RMIT Uni only: see page 15.

**Extra requirements:** Applicants required to attend a test and/or interview will be notified by mail or phone. NONY12 RMIT Uni only must complete and submit the VTAC Pi form to VTAC.

**Course structure:** The qualification may be structured to deliver competency units in one only, or in a combination of the cabling, customer access network, customer premises equipment and network functional groups.

**Major study areas:** Data communications, Electronic systems, Engineering (communication), Engineering (telecommunications), Fibre optical technology, Microprocessors, Network engineering, Network management and network systems, Project management, Telecommunications, Telecommunications (systems and networks), Telecommunications (transmission systems).

**Additional information:** RMIT Uni: see [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephone (03) 9925 4468.

## ■ Textile Production

RMIT Uni, Brunswick: 65701

### Title and length:

- Certificate IV in Textile Production: FT1.
- Diploma of Textiles Clothing and Footwear: FT2.

Provides extensive skills and knowledge in the textile manufacturing and related industries.

**Prerequisites:** Units 3 and 4—English (any).

**Selection mode:** CY12: ENTER and two-stage process with a middle-band of approximately 20%. NONY12: VTAC Pi form.

**Middle-band:** See page 15.

**Extra requirements:** NONY12 must complete and submit all sections of the VTAC Pi form to VTAC.

**Course structure:** Major industry fields covered in both the Certificate IV and the Diploma are: product development in textiles, fashion applications, quality and management. Point of entry for this course is Certificate IV level. On completion of the Certificate IV, students are admitted to the Diploma.

**Major study areas:** Development and evaluation (textiles), Product design (textiles), Quality control.

**Additional information:** For further details about course structure and sector specific programs, telephone (03) 9925 9116 or visit website [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs)

## ■ Thoroughbred Racing

NMIT, Epping: 68201

### Title and length:

- Certificate IV in Racing (Thoroughbred Owner Trainer): FT1.
- Diploma in Racing (Thoroughbred Trainer): PT1.

**Prerequisites:** Certificate II in Racing (Stablehand) and five units from Certificate III in Racing (Advanced Stablehand) are pre-requisite to Certificate IV. Certificate IV in Racing (Thoroughbred Owner Trainer) is a pre-requisite to Diploma in Racing (Thoroughbred Trainer).

**Selection mode:** CY12: ENTER, possible interview. NONY12: possible interview.

**Extra requirements:** All applicants must contact the institute by 30 September in order to obtain information about the selection process in November/December. Telephone (03) 9269 1042. Late applicants/Change of Preference must contact the institute by 19 November in order to obtain information about the selection process in early January 2005. Telephone NMIT (03) 9269 1042.

**Course structure:** Eight core units and one elective must be completed for Certificate IV, as well as Certificate II and five units from Certificate III as pre-requisites. Four core units and two electives must be completed for the Diploma.

**Major study areas:** Animal health, Communications, Equine systems, Equine training, Horse studies, Management, Management (financial), Nutrition, Occupational health and safety, Thoroughbred training, Workplace safety.

## ■ Tourism

Box Hill, Elgar: 51591 (OP/TM)  
GippsTAFE, Morwell: 55001 (OP)  
Chisholm, Dandenong: 54331 (OP)  
Chisholm, Frankston: 58121 (OP)  
Gordon, Geelong: 59881 (OP/ECO) (Adv Dip)  
Holmesglen, Moorabbin: 66101 (OP/MPD)  
Holmesglen, Waverley: 61591 (OP/MPD)  
Kangan Batman, Broadmeadows: 53591  
NMIT, Preston: 69591 (OP/MPD)  
South West, Warrnambool: 75591  
Swinburne Uni, Lilydale: 70591  
Victoria Uni, Sunbury: 80121  
Victoria Uni, Werribee: 81591  
William Angliss, City: 86111 (TM) (Adv Dip), 86141 (OP/ECO, Uni of Ballarat), 86591 (OM) (Dip)  
Wodonga, Wodonga: 88771 (OP/SM/TM)

OP=Operations Management, OP/ECO=Operations Management specialising in Ecotourism, MPD=Marketing and Product Development, SM=Sales and Marketing, TM=Tourism Management

### Title and length:

- Certificate IV in Tourism: FT1 to FT1.5.
- Diploma of Tourism: FT1.5 to FT2.
- Advanced Diploma of Tourism: FT2 to FT2.5.

Designed for people seeking supervisory and management roles in the tourism industry. Refer to course structure for details. Career pathways include conference organising, visitor centre management, tour operations, and retail travel.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** ENTER, possible work experience, possible pre-selection form/interview, possible VTAC Pi form.

**Extra requirements:** Applicants may be required to submit a pre-selection form and attend an interview between October and early December. Contact the relevant Institute to obtain further details. In addition:

Box Hill: All applicants must submit a pre-selection form by Friday 17 December and may be required to attend an interview in December. We strongly recommend that all applicants attend an information session on either 13 September or 2 December 2004. Contact the Institute for more information on (03) 9286 9096

GippsTAFE: All applicants must submit a pre-selection form and attend an interview. All timely applicants will be sent information and a pre-selection form via mail which must be completed and returned by the due date. Telephone (03) 5120 4500.

Chisholm: Timely applicants (those applying by 30 September) will be sent information and a pre-selection form in the mail. Forms must be returned by Friday 26 November. All applicants must attend an information session at the Frankston Campus, Building N, Thursday 9 December at 6.30pm or at the Dandenong Campus, Building P, Wednesday 8 December at 6.30 pm. All NONY12 who apply by 30 September and who wish to be considered for Early Round Offers must return the pre-selection form by Friday 29 October. Late or Change of Preference applicants must return the pre-selection form by Friday 17 December. For further information Telephone Dandenong (03)9212 5409, Frankston (03) 9238 8393.

**Gordon:** Timely applicants (those applying by 30 September) will be sent information and a pre-selection form in the mail by the beginning of November, which must be completed and returned by the due date. Late applicants must contact the Institute on (03) 5225 0538.

**Holmesglen:** All applicants must obtain and submit a pre-selection form by Friday 26 November and attend an interview. The selection process will occur between October and early December. Contact the Holmesglen campus of your choice to arrange the pre-selection form and interview. Telephone Moorabbin (03) 9209 5938, Waverley (03) 9564 6250.

**Kangan Batman:** All applicants must submit a pre-selection form and attend an Information Session on either Wednesday 8 September or Wednesday 1 December (booking is essential). The session will commence at 6.00pm and the duration will be approximately 1 hour. The pre-selection form may be obtained from our Customer Service Centre by phoning (03) 9279 2555 or from the website <http://www.kangan.edu.au/about/departments/hospitality/> Forms must be returned by Friday 3 December.

**NMIT:** All applicants must return a pre-selection form by 5 January 2005. Sessions are held on the 8 & 15 December, 2004 (bookings essential). Forms and bookings can be obtained/made by telephoning (03) 9269 1466 or by visiting [www.nmit.vic.edu.au](http://www.nmit.vic.edu.au). Forms are found under banner prospective students:forms: Information Session bookings are found under full-time courses:Tourism Department.

**South West:** All applicants must submit a pre-selection form and attend an interview/information session in early December. All applicants will be sent information and a pre-selection form in the mail by the beginning of November, which must be completed and returned by Friday 26 November. Telephone (03) 5564 8953.

**Swinburne Uni:** All applicants must obtain a pre-selection form from the Department of Hospitality & Tourism at [www.tafe.swin.edu.au/ahs/hospappform.htm](http://www.tafe.swin.edu.au/ahs/hospappform.htm) or telephone (03) 9215 7047. Applicants must ensure the completed pre-selection form is returned no later than Friday 26 November. Applicants will be contacted regarding interviews in December.

**Victoria Uni:** All applicants must attend an information session to be held on Wednesday 8 September, 6pm or on Tuesday 14 December, 10am at Werribee Campus in Building 1, Theatre A25 or Wednesday 15 September, 6pm at Sunbury Campus, Victoria's Restaurant. All applicants will be required to attend a pre-selection interview, which will commence from Wednesday 8 December. To make an interview appointment, contact (03) 9216 8280 from November onwards.

**William Angliss:** All applicants must complete a pre-selection form and attend an interview. Applicants may download the pre-selection form in advance from our website [www.angliss.vic.edu.au](http://www.angliss.vic.edu.au) or contact the Information Centre on (03) 9606 2111 to obtain a copy. Consideration will be given to work experience. All CY12 applicants must attend an interview session conducted at William Angliss Institute, Level 5, Building A, 555 La Trobe Street (Corner King Street) Melbourne on: (i) Tuesday 7 December: surnames starting A-B 8.30am, C-D 10.30am, E-H 1pm, I-L 3pm; (ii) Wednesday 8 December: surnames starting M-N 8.30am, O-R 10.30am, S-U 1pm, V-Z 3pm; Applicants must bring a pen and photocopies of evidence of relevant work experience such as references, etc. Do not provide originals as copies will be retained by the Institute. All NONY12 who apply by 30 September and who wish to be considered for Early Round Offers must attend an interview session at William Angliss Institute, Level 5, Building A, 555 La Trobe Street (Corner King Street) Melbourne on Thursday 28 October at 10.00am. Late and Change of Preference applicants must attend an interview session on Thursday 16 December at 10:30am at the above location. Applicants who fail to meet these requirements will not be considered for selection. Applicants are strongly encouraged to attend the Information Session on Tuesday 14 September at 6pm to obtain further course information. For further details contact the Information Centre on (03) 9606 2111.

**William Angliss Institute/Uni of Ballarat Diploma of Tourism (Operations Management) specialising in Ecotourism:** All applicants must complete and return an Ecotourism Questionnaire to William Angliss Institute, 555 La Trobe Street, Melbourne, 3000 no later than 26 November. Telephone (03) 9606 2111. Those who fail to meet the requirements may not be considered for selection. Timely NONY12 will be considered for Early Round Offers if the form is returned by 12 November. Applicants are strongly encouraged to attend the Information session on Tuesday 14 September at 6pm.

**Wodonga:** All applicants must contact the institute by 30 September 2004 to obtain a pre-selection form. Applicants who have relevant work experience should complete the VTAC Pi form. We recommend that all applicants contact the institute by 12 November 2004 to obtain the date for the information session to be held in late November 2004. Telephone (02) 6055 6696 for further information.

**Course structure:** Many Institutes offer dual qualifications (concurrent VET and Higher Education studies) or have articulation arrangements into Higher Education. The different course levels and areas of study will not be available in all institutes. Applicants should contact the individual institutes for more information about the specific programs offered. In addition:

**Box Hill:** The Diploma of Tourism (Operations Management) offers skills in all areas of tourism operations while specialising in International Retail Travel and Sales and Marketing. All students complete a practical placement component and the course structure is complemented by visits to major tourism attractions and destinations. Successful students may continue on to the Advanced Diploma of Tourism Management and can receive credits into degree programs. Contact the Institute for more information on (03) 9286 9096.

**Chisholm:** Diploma of Tourism (Operations Management) (stage one — one year) — Certificate IV in Tourism (Operations): (stage two — six months) — Diploma of Tourism (Operations Management). Applicants who have successfully completed VETiS Hospitality will receive appropriate credit. The Certificate IV in Tourism (Operations) provides a range of tourism operations skills including International Retail Travel. The Diploma of Tourism (Operations Management) focuses on supervisory and management skills. In Stage one students will undertake work placement in the tourism industry as part of their studies. Telephone Frankston on (03) 9238 8393, Dandenong (03) 9212 5409 for further information.

**GippsTAFE:** The Diploma of Tourism (Operations Management) focuses on all areas of tourism operations as well as hands-on hospitality skills. Successful participants will also graduate with a Certificate IV in Hospitality (Supervision). Telephone (03) 5120 4500 for more information on course structure.

**Gordon:** Two Diploma qualifications are offered. Successful completion allows articulation to the Advanced Diploma and University studies. The Gordon offers an Operations Diploma and a Meetings and Events Diploma, both incorporate sport and recreation as well as E-business components. Both have a large degree of practical experience and allow students to work closely with tourism operators in the Great Ocean Road region. Telephone (03) 5225 0733 for further information.

**Holmesglen:** Waverley campus offers dual qualifications after eighteen months (three semesters) study in the Diploma of Tourism (Operations Management) and Diploma of Tourism (Marketing and Product Development) which has a focus on International Retail Travel. The Diploma of Event Management and Diploma of Tourism (Marketing and Product Development) has a focus on the Events and Conference Industry. The final phase of study incorporates the Industry Partnership Program. E-Business components are included in all programs. Contact Waverley (03) 9564 6250. The Moorabbin campus offers a dual qualification after eighteen months (three semesters) study in the Diploma of Tourism (Operations Management) and in Diploma of Tourism (Marketing and Product Development) with a focus on International Retail Travel and E-Business components. Also offered at Moorabbin is a dual qualification in the Diploma of Event Management and Diploma of Hospitality Management after 21 months study with a focus on events, conferences and venue management. Contact Moorabbin (03) 9209 5938. For more information visit [www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au)

**Kangan Batman:** Advanced Diploma of Tourism Management Stage One: dual qualifications in International Retail Travel and Meetings & Events will be completed at the Certificate III level and Certificate IV in Tourism Operations will be completed in the first year. Stage Two: Diploma of Tourism (Operations Management) will be completed in 18 months. Stage Three: Advanced Diploma of Tourism will be completed in 2 years. Stages Two and Three incorporate the Tourism Student Business Initiative where students will design a business. Credit may be obtained for entry into University after completion of Stage Three. The course will involve a range of learning styles, including, industry familiarisation, excursions and on-site guest speakers, together with practical studies where students will learn industry subjects like fares and ticketing or assist in the organisation and running of events. Telephone (03) 9279 2555.

NMIT: Two - diploma qualification combinations are offered. Diploma of Tourism (Marketing & Product Development) or Diploma of Tourism (Operations Management). VTAC Code 69151, or Diploma of Event Management & Diploma of Tourism (Operations Management), VTAC Code 69181, see Event Management. Successful completion allows articulation to the Advanced Diploma of Tourism or to a choice of Universities. NMIT also offers an Adventure Tourism Course that includes Guiding, Bushwalking, Canoeing or Climbing, for which fees apply. VTAC Code 69141, see Recreation.

NMIT: Preston: VTAC Code 69591 — Year 1: Includes industry familiarisations, excursions and practical event guest coordination and registration work experience. After successful completion of year 1, students are able to apply for 3 Certificates: Certificate III in Meetings & Events, Certificate III in Tourism (Visitor Information Services) & Certificate IV in Tourism (Operations). Year 2: Includes choice of the following electives: International Retail Travel units/E-Tourism/Regional Tourism Development. In addition students design a tourism business, construct and market a tour and partake in industry familiarisations/excursions. After successful completion of year 2, students are able to apply for 2 Diplomas: Diploma of Tourism (Marketing & Product Development) & Diploma of Tourism (Operations Management): phone (03) 9269 1466 or visit [www.nmit.vic.edu.au](http://www.nmit.vic.edu.au)

South West: Offers a Bachelor of Tourism Management/Advanced Diploma of Tourism Management in conjunction with Deakin University. See Deakin Management/Tourism (VTAC course codes 18001 and 18002) for further details. NONY12 may be eligible for Recognition of Prior Learning. Telephone (03) 5564 8953.

Swinburne Uni: Diploma of Tourism (Operations Management) is completed over two years full-time. This course encompasses the Certificate III in Meetings & Events, Certificate IV in Tourism (Operations) and the Diploma of Tourism (Operations Management). For further information, telephone (03) 9215 7047, or go to [www.tafe.swin.edu.au/ahs/hospitalitytourism](http://www.tafe.swin.edu.au/ahs/hospitalitytourism) or [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder)

Victoria Uni: Advanced Diploma of Tourism Management. Year One: Certificate IV in Tourism (Operations). Tour Guiding will be offered as an optional extra over summer school. Students must complete off-campus assessments as part of the course including operating in a Visitor Information Centre, and operating within a Tourism Practice Firm. Year 2: Diploma of Tourism (Operations Management) and Advanced Diploma of Tourism Management. Telephone (03) 9284 8763 for further information.

William Angliss: Programs covered include Certificate IV, Diploma and Advanced Diploma of Tourism Management. Telephone (03) 9606 2111.

William Angliss/Uni of Ballarat Diploma of Tourism (Operations Management) specialising in Ecotourism: Students will need to attend both Institutes in order to complete the appropriate units. Uni of Ballarat modules are delivered in two five-week blocks per year. Students must pay additional amenities, excursion and accommodation costs in addition to normal tuition and student fees.

Wodonga: Advanced Diploma of Tourism — Year One, includes completion of the Certificate IV in Tourism (Operations) and the Diploma of Tourism (Operations Management). The course includes industry sector focus in the Meeting & Events, Retail Travel and tourism Sales & Marketing streams. Year two includes the Advanced Diploma of Tourism and Advanced Diploma of Hospitality Management. This course offers Tourism and Hospitality management skills, with Meeting & Events as a specialist focus. Practical placements are arranged with the Hospitality/Tourism industry. Articulation arrangements to higher education are available. Telephone (02) 6055 6696 for further information.

**Major study areas:** Customer service, E-commerce, Ecotourism, Environmental management, Event management, Human resource management, Meetings and conventions management, Natural resource management, Outdoor leadership and guiding, Tourism, Tourism (adventure), Tourism (attractions and theme parks), Tourism (natural and cultural heritage), Tourism (tour wholesaling), Tourism (visitor information services), Tourism (wine), Tourism management, Travel and tourism management, Travel sales (international), Travel sales (retail).

## Visual Arts

BRIT, Bendigo: 63151  
Box Hill, Whitehorse: 51151  
GippsTAFE, Newborough: 55151  
Chisholm, Dandenong: 54151  
Chisholm, Frankston: 58151  
East Gippsland, Bairnsdale: 56151  
East Gippsland, Sale: 56931  
Gordon, Geelong: 59151  
Goulburn Ovens, Wangaratta: 83961  
Holmesglen, Moorabbin: 66351  
NMIT, Epping: 68941  
NMIT, Greensborough: 68951  
NMIT, Preston: 69151  
RMIT Uni, City: 72151  
South West, Warrnambool: 75151  
Sunraysia, Mildura: 76151  
Sunraysia, Swan Hill: 76361  
Swinburne Uni, Prahlan: 78151  
Swinburne Uni, Wantirna: 71151  
Uni of Ballarat, Camp Street: 74151  
Victoria Uni, South Melbourne: 84151

### Title and length:

• Diploma of Arts (Visual Arts): FT2.

Develops visual art skills in the disciplines of digital media, painting, photography, printmaking, public art and sculpture.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Folio, interview and/or drawing test, possible Supplementary Application Form.

**Extra requirements:** Chisholm, NMIT, Sunraysia and Swinburne Uni: All applicants must telephone their preferred institute(s) in October for a Supplementary Application Form and information regarding interviews and presentation of folios for November/December. Websites for Supplementary Application Form: Chisholm: [www.chisholm.vic.edu.au](http://www.chisholm.vic.edu.au); NMIT: [www.nmit.vic.edu.au/pdf/vtac.pdf](http://www.nmit.vic.edu.au/pdf/vtac.pdf);

Gordon: Timely applicants will be sent interview/folio dates by beginning November.

Box Hill, BRIT, GippsTAFE, Goulburn Ovens, East Gippsland (Bairnsdale and Sale), Holmesglen, RMIT University, Victoria University, South West and University of Ballarat: Applicants do not require a Supplementary Application Form, but must contact the institutes (Box Hill between 6–31 October, RMIT, Victoria Uni and Uni of Ballarat in October) to receive information regarding interviews, folio presentation and/or drawing tests. Telephone Box Hill (03) 9286 9663, BRIT (03) 5434 1535, Chisholm (Dandenong) (03) 9212 5250, (Frankston) (03) 9238 8216, GippsTAFE (03) 5127 0278, East Gippsland (Bairnsdale) (03) 5152 0738, (Sale) (03) 5142 2410, Gordon (Geelong) (03) 5225 0538, Goulburn Ovens (Wangaratta) (03) 5723 6181, Holmesglen (Moorabbin) (03) 9209 5630, NMIT (03) 9269 1431, RMIT Uni (03) 9925 4472, South West (03) 5564 0802, Sunraysia (03) 5022 3667, Swinburne Uni (Prahlan) (03) 9214 6739, (Wantirna) (03) 9210 1116, Uni of Ballarat (Camp Street) (03) 5327 8656, Victoria Uni (03) 9694 1583.

Late applicants/Change of Preference must telephone their preferred institutes by 12 November (Gordon by 6 January), in order to receive further information regarding interviews, tests and folio presentation. Those applicants who do not attend an interview will not be considered for selection.

Swinburne Uni: Late and change of preference applications are accepted provided extra requirements have been met. Advisory letters will be forwarded to applicants in mid-December.

**Course structure:** Subjects articulate to other art and design diplomas and stream electives in painting, printmaking, sculpture, photography, public art and digital media. The specialist streams may not be available at all institutes. In addition:



Chisholm (Dandenong): painting, photography, digital media, printmaking.  
 Chisholm (Frankston): painting, sculpture, printmaking, public art.  
 GippsTAFE: painting, sculpture and photography.  
 East Gippsland: painting, sculpture, photography and digital media.  
 Holmesglen (Moorabbin): painting, photography, printmaking, sculpture.  
 NMIT (Epping): fine art/photography major. NMIT (Greensborough): sculpture/  
 painting major, (Preston): printmaking/painting major.  
 RMIT Uni (City) only: offers painting, printmaking, sculpture and photography.  
 RMIT Uni (Bundoora): public art.  
 Swinburne Uni (Prahran) offers all streams  
 Uni of Ballarat: photography, painting and sculpture.

**Major study areas:** Digital imaging, Painting, Photography, Photography (art), Photography (black and white), Photography (colour management), Photography (colour), Photography (commercial), Photography (printing), Photography (visual and conceptual development), Printmaking, Sculpture, Visual arts.

**Additional information:** RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs);  
 Swinburne Uni: [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder); Uni of Ballarat:  
[www.ballarat.edu.au/courseguide](http://www.ballarat.edu.au/courseguide); Vic Uni: [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions)

## ■ Visual Merchandising

RMIT Uni, City: 72161

### Title and length:

• Diploma of Arts (Visual Merchandising): FT2.

Equips students with the skills and, knowledge necessary to gain employment in the visual merchandising, display and exhibition industries.

**Prerequisites:** One of visual communication and design or studio arts.

**Selection mode:** RMIT University Visual Merchandising Information Form, interview, drawing test and folio.

**Extra requirements:** All applicants must submit the RMIT University Visual Merchandising Information Form to the Selection Officer – Visual Merchandising, School of Applied Communication, GPO Box 2476V, Melbourne VIC 3001 by 29 October. The form can be obtained by downloading from [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs), by collecting it at Open Day on 8 August or by telephoning (03) 9925 4211. Applicants will be advised in November in writing or by telephone of dates for the interview, at which the folio will be presented. Interviews/drawing test/folio presentation will be held in November and December. This course will accept late and Change of Preference applications provided all extra requirements have been met as stated above. Advisory letters will be sent in December.

**Course structure:** Practical placement of one week in first year and two weeks in the second year.

**Major study areas:** Advertising marketing, Business (marketing), Computer graphics, Conventions and exhibitions, Design, Digital art and design, Drafting, Drawing and illustration, Event management (festivals), Graphic design, History (design), Interior design, Internet and multimedia, Marketing (retail), Merchandising, Multimedia design, Occupational health and safety, Photo styling, Professional practice, Retail (promotion).

**Additional information:** RMIT Open Day: Sunday 8 August, telephone (03) 9925 4211, or see [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs)

## ■ Viticulture

Swinburne Uni, Lilydale: 70181

### Title and length:

• Diploma of Production Horticulture: FT2.

Provides professional education and training required by people seeking employment as technicians, supervisors or managers in the wine industry.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** CY12: ENTER, information session/questionnaire. NONY12: Information session/questionnaire.

**Extra requirements:** All applicants must attend an information/questionnaire session on 8 September at 7pm in Room LC308 at Swinburne's Lilydale campus. For further information contact Swinburne Uni (03) 9215 7068.

**Course structure:** Ten units of competency must be completed for the Diploma.

**Major study areas:** Agricultural science, Bookkeeping, Computing (skills), Crop harvesting, Crop production, Irrigation and water management, Management (financial), Management (personnel), Nutrition, Occupational health and safety, Plant and soil science, Soil science, Viticultural operations, Wine science, Winemaking.

**Additional information:** [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder)

## ■ Welfare Studies

South West, Warrnambool: 75561

Victoria Uni, Footscray Nicholson: 85561

### Title and length:

• Diploma of Community Welfare Work: FT2.

Work usually involves service delivery, either direct client work and/or health promotion and community development projects. Workers may have responsibility for the supervision of other staff and volunteers.

**Prerequisites:** South West: There are no prerequisite studies.

Victoria Uni: Completion of Year 12 or equivalent, and a minimum of one year full-time experience in the community service field.

**Selection mode:** South West: Welfare Studies Application form, interview. Victoria Uni: Information session, Victoria Uni TAFE Supplementary Information form, written assessment.

**Extra requirements:** South West applicants must attend an information session at the institute on either 14 September or 7 October from 6pm to 8pm. Details of the venue for each session will be on display at the entrance of the institute. Victoria University applicants must attend an information session on either 14 September or 7 October, from 5 – 7pm and should contact the institute on (03) 9284 8674 for bookings and venue details. Information regarding interviews will be available at the information sessions; and (2) South West applicants must complete a Welfare Studies Application form, which is only available at the information sessions. Victoria Uni applicants must complete a Victoria Uni TAFE Supplementary Information form available from [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions) or by contacting (03) 9365 2286, applicants are encouraged to submit supplementary information online at [www.myvu.vu.edu.au](http://www.myvu.vu.edu.au). These forms must be returned to the relevant institute(s) listed above by 18 October. Late applicants and those changing the course at Change of Preference must contact the institute they wish to attend by 15 November. Telephone South West (03) 5564 8805, Victoria Uni (03) 9284 8674. This course cannot be added at Change of Preference unless the applicant has attended an information session.

**Course structure:** A range of common and specialist competencies, including 590 hours of field education.

**Major study areas:** Community services, Community studies, Social welfare, Social work, Welfare practice, Welfare studies.

**Additional information:** Applicants should have completed two or more years of paid or voluntary social welfare-related work.

## ■ Youth Work

Box Hill, Elgar: 51361 (Cert IV)  
 RMIT Uni, City: 72461 (Cert IV)  
 Victoria Uni, Footscray Park: 85001  
 Victoria Uni, St Albans: 80101

### Title and length:

- Certificate IV in Youth Work: FT1.
- Diploma of Youth Work: FT2.

Certificate IV provides an entry level qualification in youth work and community and residential services. Diploma provides additional skills for casework, program planning and group work in youth services.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Youth Work/Supplementary/Additional Information Form, interview, written piece/exercise, previous youth work experience.

**Extra requirements:** All applicants must complete a Youth Work Application Form and attend one of the two-hour information sessions held between August and November (Box Hill hold only one session in October). Details of dates, times and venues can be obtained by contacting the institutes. Telephone Box Hill (03) 9286 9106, NMIT (03) 9269 1524, RMIT Uni (03) 9925 4323 or see [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs). Late and Change of Preference applications will only be considered if all extra requirements are met.

**RMIT Uni:** All applicants must submit a completed RMIT University Youth Work Additional Information Form by 12 November to the Selection Officer, Youth Work, School of International and Community Studies, RMIT University, GPO Box 2476V, Melbourne VIC 3001. The form can be downloaded from [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs) or telephone (03) 9925 4323. Applicants short-listed for interview on the basis of the form will be advised by mail in November of arrangements for the interview and written piece/exercise conducted in December. Late and Change of Preference applications will be accepted provided extra requirements are met as stated above.

**Victoria Uni:** All applicants must complete a Victoria University TAFE Supplementary Information Form by 1 November. Forms available by phoning (03) 9365 2286 or [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions). Applicants are encouraged to submit supplementary information online at [www.muvu.vu.edu.au](http://www.muvu.vu.edu.au). Applicants who fail to submit the form will not be considered for selection. Applicants required to attend an interview will be contacted by telephone in mid November.

**Course structure:** Range of common and specialist competencies. Specific competency choices will be available at information night.

**Major study areas:** Community services, Youth services, Youth studies, Youth work.

**Additional information:** RMIT Uni: [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs); Victoria Uni: [www.vu.edu.au/admissions](http://www.vu.edu.au/admissions)