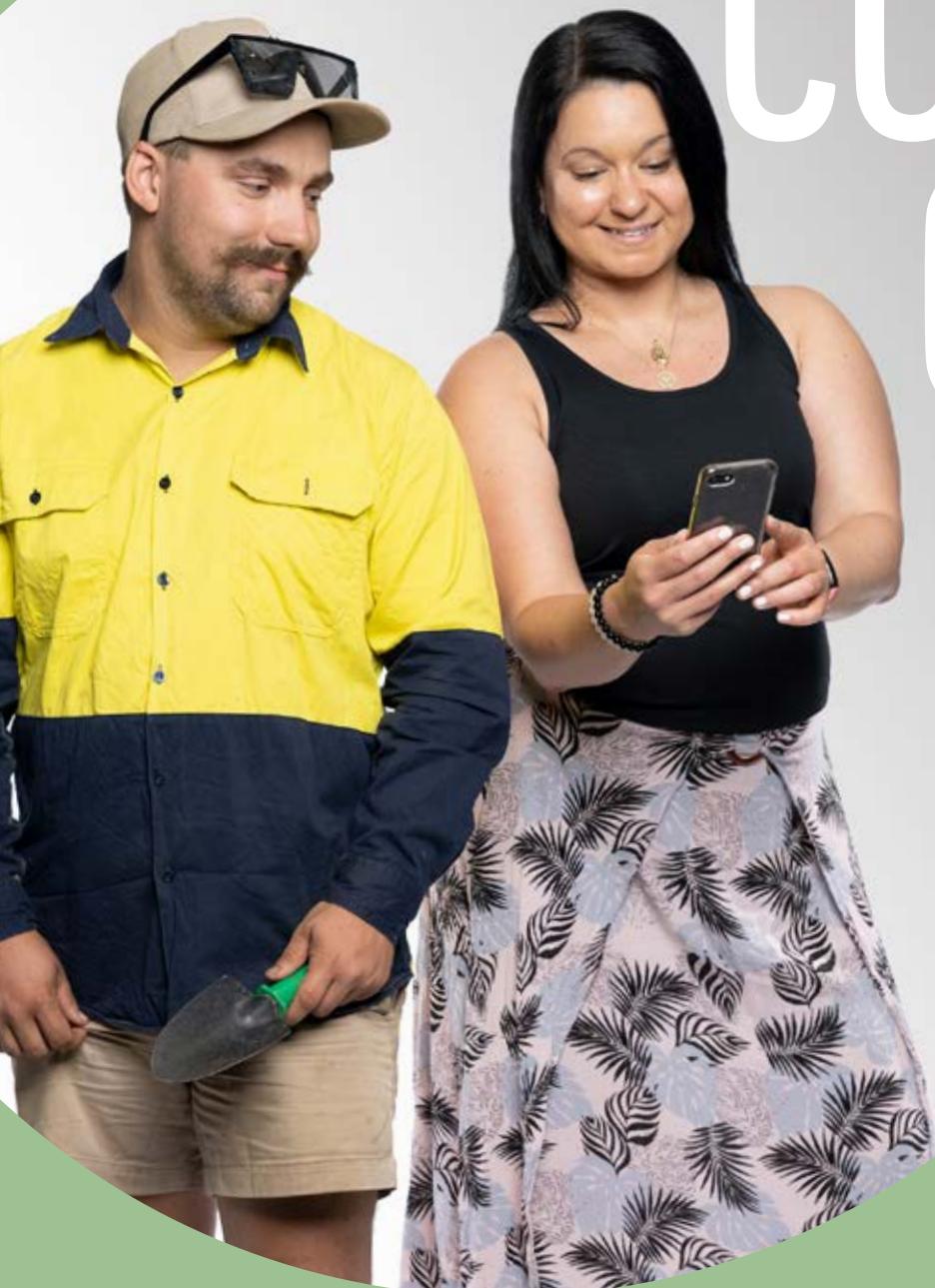


# COURSE GUIDE

22 | 23



37 FREE TAFE & 43 JOBTRAINER COURSES\*  
13 TAFE | [bendigotafe.edu.au/courses](http://bendigotafe.edu.au/courses)

OUR HEROES ARE MADE AT BENDIGO TAFE

# STUDENT OF THE YEAR 2021

“

Bendigo TAFE has definitely helped me to grow within myself, to be the nurse who cares about what they're doing and to be the nurse who assesses their patient properly. The sky's the limit.



**STEPHEN WUST**  
DIPLOMA OF NURSING

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The information in this publication is correct at the time of release (June 2022) and some courses are subject to change in 2023.

Bendigo TAFE acknowledges their campuses are located on the ancestral lands of the Djaara people of the Dja Dja Wurrung and the Yorta Yorta People. The institute respects traditional custodians, Elders and their cultural heritage.



# OUR HEROES ARE MADE AT BENDIGO TAFE

Bendigo TAFE is one of the largest and most trusted education and training providers in Victoria. With more than 155 years of educational excellence backed by industry connections, our graduates learn real skills and gain the confidence to succeed in life.

With an established network of industry partners and a strong reputation with employers across Victoria, our courses are developed to respond to their employment needs. We ensure our training is relevant and will provide you with the skills and knowledge you need to match the demands.

We focus on providing you with work-ready training including practical, hands-on experience, industry projects and work placements.



## INDUSTRY TRAINING

If you need to brush up on the basics before you can take the next step forward, there's a whole range of education options for young people and adults that can assist you with literacy, numeracy, communication and employability skills.

There are courses to help with reading and writing, from a basic level right through to preparation for university, as long as you are over the age of 15.

## LEARN FROM INDUSTRY EXPERTS

Our outstanding training educators come with extensive industry experience and connections. Our personalised approach means you get one-on-one attention in classes.

## GAIN HANDS-ON PRACTICAL SKILLS

Our focus is all about getting you work-ready. With an emphasis on practical training, industry projects and work placements, you will gain real experience and the latest industry knowledge. So, when you graduate, you will have the skills that employers are looking for.

## ACCESS OUR INDUSTRY PARTNER NETWORK

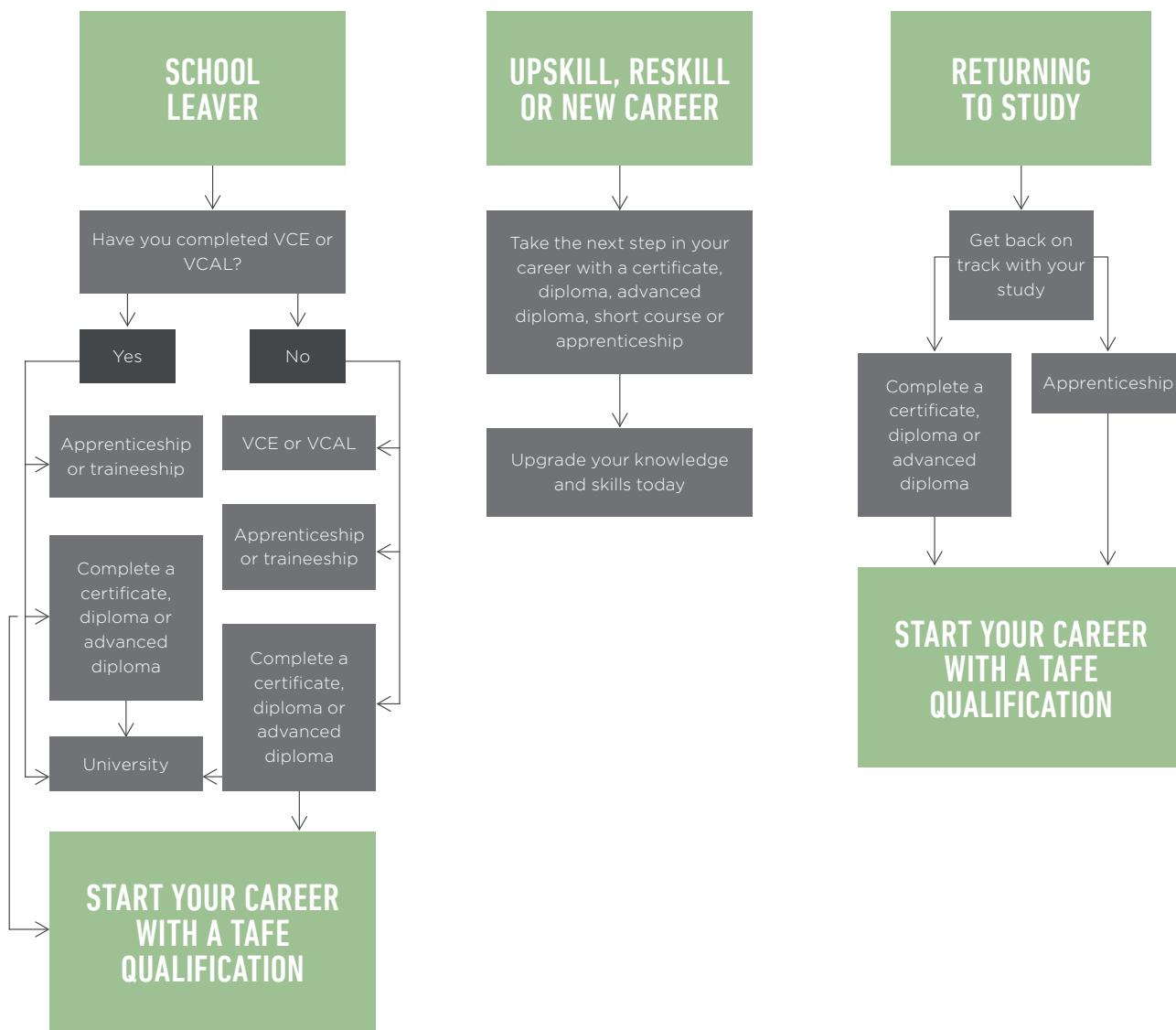
Bendigo TAFE has established a vast network of industry partners and a strong reputation with employers across regional Victoria. By developing our courses in consultation with industry partners, we make sure that you gain the most current and up-to-date skills.

Our focus is to ensure industries have access to well trained, highly skilled tradespeople and professionals. This may be through an apprenticeship or people refreshing their skills to ensure they have the most current knowledge and work practices to bring to their workplace.

# WHY CHOOSE TAFE

With hands-on practical learning, high levels of student support and opportunities to work with our key industry partners, TAFE gives you the skills you need to achieve your future career goals.

Whether you have recently finished school or university, have decided to change careers or further develop your skills, TAFE can support you to achieve the skills that you require to gain employment.



# FREE TAFE & JOBTRAINER COURSES

Whether you're looking to commence your career, reskill or upskill, we offer a wide range of Free TAFE and JobTrainer\* courses, providing you study opportunities to fill identified in-demand industry jobs.

Free TAFE courses will cover tuition fees for students who are eligible for government-subsidised training, while students eligible for JobTrainer pay 20% of the tuition fee.

Until December 2022, you also have the opportunity to study more than one course in a year, either free or low fee. Normally a Skills First student is only entitled to one Free TAFE fee waiver. However, you may be able to enrol even if you have previously used your Free TAFE entitlement in a second Free TAFE course under JobTrainer. You may be able to get an exemption if you don't meet the upskilling requirement.

You will be charged for any additional non-tuition fees relating to your studies, which may include material and consumable fees.

**FIND OUT MORE ABOUT  
FREE TAFE AND JOBTRAINER:  
[PROMOTIONS.BENDIGOTAFE.EDU.AU/FREE-TAFE](http://PROMOTIONS.BENDIGOTAFE.EDU.AU/FREE-TAFE)  
CALL 13 TAFE (8233)**

Free TAFE: [freetafe.vic.gov.au](http://freetafe.vic.gov.au)

JobTrainer: [skills.vic.gov.au](http://skills.vic.gov.au)

Enrol now at 13 TAFE | [bendigotafe.edu.au](http://bendigotafe.edu.au)



\*Free TAFE and JobTrainer on selected courses only. Eligibility criteria apply.  
Other fees and charges may apply.

# WHERE DO I START?

## PREREQUISITES

You may need to meet some entry requirements in order to enrol in one of our programs. These requirements vary for each course, but may include:

- A minimum age (some courses require that you are over 18 so that you can legally work in the industry)
- Satisfactory language, literacy and numeracy skills
- A Police Check or a Working with Children Check (if you are working in an industry that has contact with children or the public)
- Evidence of immunisations (all students are required to have an up-to-date COVID vaccination and some courses such as health care may require additional immunisations)

These prerequisites are not designed to be a blocker to entry in the course, but to ensure that you are compliant and ready to be employed in the industry once you complete your training with us.

To find out more about our prerequisites, please contact us on 13 TAFE.

## RECOGNITION OF PRIOR LEARNING (RPL) AND SKILLS RECOGNITION

If you have acquired relevant skills and knowledge in your workplace, through previous training, or even via volunteer work, you may not need to complete further study to obtain a qualification.

With our skills recognition program you can save time and get an accredited qualification to improve your career prospects.

Find out more at [bendigotafe.edu.au/adult](http://bendigotafe.edu.au/adult) or contact us on 13 TAFE.

## INTERNATIONAL STUDENTS

Bendigo TAFE provides all international students with a supportive learning environment and staff committed to meeting your needs.

Your training will be practical and relevant to industry and takes place in our high quality facilities, helping you gain rewarding employment wherever you choose to work and live.

You can study a CRICOS registered course at certificate, diploma and advanced diploma levels, as well as courses designed to improve your English language skills.

Bendigo is a safe and relaxing place to study. Located around 150km north of Melbourne, it is a 90 minute trip by car or train. It has a rich history and is surrounded by national and regional parks. Bendigo is a thriving city boasting art, food, wine and heritage attractions.

For more information about our courses available to international students please visit [bendigotafe.edu.au/international](http://bendigotafe.edu.au/international) or call 1300 175 176 to discuss your options.



# WHAT SHOULD I EXPECT?

## STUDENT ORIENTATION

We understand that being a new student can be daunting, so we have developed a student orientation program to support you through your transition into TAFE.

Take the opportunity to discover what services and support we offer each and every Bendigo TAFE student, meet new people and make new friends.

If you have any questions about our Student Orientation program, please contact our events team at [events@bendigotafe.edu.au](mailto:events@bendigotafe.edu.au)

## STUDENT EVENTS

Bendigo TAFE holds a number of events and activities throughout the year to make sure there's always something fun and engaging happening on campus.

As a new student, you can look forward to cultural diversity celebrations, mental health awareness days, reconciliation events, women's day events, work safe month and more.

For more information on student events look out for our monthly student newsletter or email our events team at [events@bendigotafe.edu.au](mailto:events@bendigotafe.edu.au)



## STUDENT NEWSLETTER

To stay on top of everything happening on and off campus, keep an eye on your inbox for our monthly student newsletter.

You'll find fun, informative and engaging stories that cover the below:

- What's happening at TAFE
- News and success
- Alumni spotlight
- What's happening in Bendigo

Want to get involved? We are always looking for students to profile, success stories to share and articles written by students for students.

Get in contact with us at  
[studentnewsletter@bendigotafe.edu.au](mailto:studentnewsletter@bendigotafe.edu.au)





## IDAHO OUR AMBASSADOR DOG

In 2018, Bendigo TAFE welcomed our ambassador dog Idaho to the TAFE team.

Idaho was bestowed on us by our industry partner Guide Dogs Victoria and helps students understand the needs of people with low vision and the work associated to train and care for their assistance animals.

Idaho can be seen at a range of our events and on campus almost daily to help share the message of accessibility and inclusivity throughout the TAFE.

To keep up with Idaho's travels follow us on Instagram and Facebook.



## STUDENT GRADUATION

The Graduation Ceremony is a yearly event that celebrates the achievements of students who have completed their studies with Bendigo TAFE. This event is free for students to participate in.

Eligible students will receive their invitations via email between December-February once they have completed their course of study. This occurs when the teaching department authorises the completion and students have received their certificate via a secure digital platform - My eQuals.

*Please note: Certificates of qualifications are not received at the Graduation Ceremony. Students will be able to access their qualifications within real time once issued via My eQuals.*



## STUDENT AWARDS

Each year a number of students are selected by their teaching area to receive awards and be interviewed for the overall Student of the Year and Apprentice of the Year.

Award recipients and their guests are invited to attend Bendigo TAFE's annual Industry Excellence Awards night, a networking event where all winners are presented with their prizes onstage.



# INDIGENOUS EDUCATION CENTRE

The Indigenous Education Centre (IEC) at Bendigo TAFE is an innovative environment that fosters and promotes Indigenous learning, while supporting Indigenous students undertaking study and training in a wide array of courses across the institute.

Honouring the traditional landowners of the area, across Bendigo and Echuca which include the Djaara people of the Dja Dja Wurrung and Yorta Yorta Nation. The centre merges the cultural heritage and values of these landowners with contemporary Aboriginal culture and strong networks with key Aboriginal organisations to ensure that our students are supported through their time with us.

As one of the state's largest providers of training and education, Bendigo TAFE delivers a wide range of courses and programs. Our courses are designed in consultation with communities and employers which means that Aboriginal students gain skills and knowledge while improving their networks and employment options.

The IEC plays an important role in supporting Aboriginal students at Bendigo TAFE, providing them with a welcoming environment at all times and assisting them where required to find the course of their choice, getting enrolled and starting their training.

## OUR STUDENTS

The IEC welcomes all Indigenous Australians. Our students come from many different backgrounds ranging from early school leavers to people over 50.

We support students engaged in a variety of courses across the institute, from foundation to entry level courses which include language, literacy, numeracy and computer skills, cultural education and advanced courses from the certificate I level all the way to diplomas and advanced diplomas.

Students learn through a combination of classroom, practical, flexible and online learning techniques.

A majority of the students engage in the course of their choice at the TAFE and use the IEC for cultural activities or for support (if required). We also conduct a number of events through the year, celebrating Aboriginal culture and key milestones to which all the students are invited to along with their friends and family.

Most importantly, we have a dedicated Koorie Student Support Officer, Koorie Liaison Officer as well as a Koorie Engagement Mentor based at the IEC to assist students in accessing the full range of support services through the institute, as well as assisting them navigate their way in dealing with government agencies and other relevant organisations.

To speak with one of our Koorie Liaison Officers please contact us on 1300 328 329.

## OUR PARTNERSHIPS

The IEC has forged strong relationships with key Aboriginal organisations across Victoria. We work closely with these organisations to ensure that our students have access to all the resources they require throughout their time with us. We also encourage our students to form and establish their own relationships with these organisations and support facilities in order to continue working with them as they move from their TAFE course into a career.

## **INDIGENOUS CULTURAL AWARENESS TRAINING (ICAT)**

We are committed to supporting organisations in gaining a greater understanding of Aboriginal and Torres Strait Islander History and Culture. This program will enable workforces to build successful working relationships with Aboriginal and Torres Strait Islander communities.

The ICAT program is designed to provide participants with a practical understanding required for successfully working with the Victorian Indigenous Community. It also builds awareness of Indigenous issues and aims to eradicate apprehension or misconception about Indigenous people.

The program is tailored to not only provide a historical perspective but to also provide learning which can be applied in every day situations. We focus on developing improvement of strategies targeted at Indigenous recruitment and employment. We also offer follow-up support and ongoing consultation.

Contact the Indigenous Education Centre for more information on 1300 975 976.



# WE SUPPORT YOU THROUGH YOUR JOURNEY



## STUDY SUPPORT

Bendigo TAFE offers a range of support services to help students keep up with and successfully complete their course work. Our counsellors facilitate a variety of workshops throughout the year, providing strategies to help you overcome challenges, no matter how big or small.

To make an appointment, call 13 TAFE

## DISABILITY SUPPORT

Our disability support team is available to assist, support and provide resources to students who have a disability that affects their learning. The team is here to help you enjoy your studies, giving you the tools to be independent.

To make an appointment, call 13 TAFE

## LEARNING SUPPORT

The Learning Support Unit offers courses that will help you achieve your education and career goals. You can access help with language, literacy and numeracy to ensure you are able to meet the requirements of the course you are enrolled in, whilst building on what you already know.

Our specialised teachers will assist you to reach your full potential. They will work with you in units that encompass general education and work skills principles that are important for success in your career and education journey.

To find out how we can help you, call 13 TAFE

## LIBRARY AND LEARNING CENTRE (LLC)

Our Library services are available to all Bendigo TAFE students. Located at our City campus, the Library has an extensive range of books, online databases, video streaming and e-books.

Open access computers are available for you to use the internet, email, Microsoft Office and more. A CAVAL card enabling you to borrow from a range of Victorian universities and colleges is available from the loans and help desk. The Library catalogue is available at [bendigotafe.edu.au/students](http://bendigotafe.edu.au/students)

For further information students can contact the City campus Library by phoning 5434 1516.

City campus Library opening hours:  
Monday to Thursday 8am-4.30pm  
Friday 8am-4pm, closed public holidays



## **RECONNECT**

Reconnect is a free service that can provide personalised support and course related financial assistance to disengaged, high needs learners. This service works with your strengths and your individual learning goals to help you successfully return to education, training and/or employment.

To be eligible for the Reconnect program you must be:

### **A Young Person**

Aged 17-19: Not engaged in education or training for six months or more (less than 8 hours per week).

### **A Mature Participant**

Aged 20-64: Unemployed for six months or more (less than 8 hours per week) and not engaged in education or training for six months or more (less than 8 hours a week).

### **A Young Person Impacted by the Justice System**

Young people aged 17-24 who have been or are currently on Youth Justice Orders.

### **An Asylum Seeker**

A person without citizenship but holds a valid: Bridging Visa Class E (BVE), Safe Haven Enterprise VISA (SHEV), Temporary Protection Visa (TPV) or Humanitarian Stay (Temporary) (Subclass 449) Visa (449 visa).

With locations in Echuca, Bendigo, Castlemaine, Maryborough, Wedderburn and Macedon Ranges contact us on 1300 327 328 to find out how we can help you or go to [info.bendigotafe.edu.au/reconnectprogram](http://info.bendigotafe.edu.au/reconnectprogram)

### **Out of Home Care**

Aged 17-64: A person that has a current or previous experience with Child Protection.

## **EMPLOYMENT CENTRE**

One of our primary goals is to strengthen the employability of our students and help them find real jobs in their chosen industry. Our Employment Centre is specifically dedicated to helping you develop your employability skills. Our experts can help you with job search, one-on-one coaching and access to the weekly vacancy listing and other useful resources. Over 1,000 employers advertise jobs with the centre every year and we have a strong track record in successfully placing our students.

You can contact the centre on 1300 484 335 or email [employmentcentre@bendigotafe.edu.au](mailto:employmentcentre@bendigotafe.edu.au)

## **SKILLS AND JOB CENTRE**

Our Skills and Jobs Centre provides students and the wider community with free advice on job opportunities, vocational training, career planning and employability skills, whilst assisting individuals to prepare for their future.

Our friendly consultants provide personalised advice and can assist you to answer questions such as:

- Do I need training or a qualification?
- How can I start a career or make a career change?
- Where do I start to look for a new job?
- What type of job may be good for me?

To make an appointment, register for our workshops or to find out more, visit [skillsandjobs.com.au/workshops](http://skillsandjobs.com.au/workshops)

Call 1300 100 606  
or email [skills&jobscentre@bendigotafe.edu.au](mailto:skills&jobscentre@bendigotafe.edu.au)

# ELIGIBILITY

How much you pay is determined by the course you enrol in, the scheduled hours you commit to undertake, your eligibility for a government-funded place and any concession entitlements you might be eligible for.

## GOVERNMENT SUBSIDIES

You may be eligible for government subsidised training if you are:

- An Australian citizen
  - An Australian permanent resident (holder of a permanent visa)
  - A New Zealand citizen
- And are any of the following:
- Under 20 years of age
  - Seeking to enrol in a Foundation Program course (and do not hold a Diploma or above qualification or are receiving core skills training in other sectors)
  - Seeking to enrol in VCE or VCAL
  - Seeking to enrol in an apprenticeship
  - 20 years and older and ‘upskilling’ by seeking to enrol in a course at a higher level **than your existing qualification**
  - Seeking to enrol in a Skill Set

There are further restrictions on the number of qualifications and skills sets you can undertake in a year, at a time or at a level, as well as a limit to one Free TAFE course per eligible student.



## CONCESSION

You may be entitled to a concession on your tuition fees if you are in a government funded place and you meet the below criteria:

- Are enrolled in a certificate I to certificate IV course
- Hold a current and valid:
  - Health Care Card;
  - Pensioner Card; or
  - Veteran's Gold Card

A dependant spouse or child of a card holder is also entitled to the Fee Concession.

If your tuition fee concession application is successful, your concession fee will be charged at 20% of the government funded tuition rate for your program.

Aboriginal and Torres Strait Islander students in a government funded place will continue to be eligible to access concession at all program levels (including diploma, advanced diploma, vocational graduate certificate and vocational graduate diploma programs).

## FULL FEE

If you are not eligible for government-subsidised training you will pay the full fee listed on the respective course page.

To find out more about our eligibility requirements refer to [bendigotafe.edu.au/courses/fees-and-charges](http://bendigotafe.edu.au/courses/fees-and-charges) or call 13 TAFE.

## ADDITIONAL FEES

In addition to the tuition fee you may be required to pay any applicable materials and consumables fees.

To find out more about our fees and charges refer to [bendigotafe.edu.au/courses/fees-and-charges](http://bendigotafe.edu.au/courses/fees-and-charges) or call 13 TAFE.

# PATHWAYS TO UNIVERSITY

Getting started on your journey after finishing school can be tough. With so many choices, expenses and paths to follow it can be a challenge to work out what's right for you.

TAFE is the perfect transition between school and university. Our learning environment is different to a school environment, you have the opportunity to work directly with clients and take a more work-focused approach rather than just as a student.

Your ATAR score is no barrier to further study, you can gain a Bendigo TAFE qualification and still go to university too.

Starting your pathway at TAFE can reduce the time it would normally take to complete a degree at university. Many TAFE qualifications, such as advanced diploma, diploma and some certificate IV qualifications, provide credits towards a university undergraduate course. This means that you can gain credits towards completion of your chosen undergraduate course without studying similar units.

To find out more about our pathways, visit [bendigotafe.edu.au/Pathways](http://bendigotafe.edu.au/Pathways)

**Bendigo TAFE has formalised pathways with the following universities:**

- Deakin University
- Federation University
- La Trobe University
- Central Queensland University
- RMIT University
- Torrens University
- Victoria University

There are extra benefits of completing your studies at TAFE before you start university:

- Develop your knowledge with hands-on, industry specific learning.
- Work in your chosen field while studying.
- Start off in a supportive environment with small class sizes, one-on-one interaction with teachers.



# PAYMENT OPTIONS

## FLEXIBLE PAYMENT PLAN

Payment plans are available to anyone enrolling into a certificate I, II, III and IV course. Bendigo TAFE offers eligible students the option of paying their course fees over time by setting up either weekly or fortnightly instalment payments to cover their tuition, materials and consumables.

## SCHOLARSHIPS AND GRANTS

At Bendigo TAFE, we believe in rewarding hard work and achievement. We offer a number of scholarships and grants to help pay for your course.

Find out more on what you can apply for at [bendigotafe.edu.au/scholarships](http://bendigotafe.edu.au/scholarships)

## VET STUDENT LOANS

A student loan scheme is available for eligible students and courses to assist in the payment of tuition fees whilst studying at TAFE. These are called VET Student Loans and replaced the VET FEE-HELP scheme from 1 January 2017.

Loans are capped according to the course you are studying. These loans are income contingent and interest free and are repaid via the Australian Taxation Office when your income reaches a certain threshold. For 2021-2022 income year the threshold is \$47,014. The loan will continue to be a debt to the government until it is repaid.

For further information visit [studyassist.gov.au](http://studyassist.gov.au)

You will still have to pay the materials and consumables fee (if studying a government funded course) and other non-tuition fees (if applicable) at the time of enrolment. To be eligible for a VET Student Loan, you must be an Australian citizen; holder of a permanent humanitarian visa who will be residing in Australia for the duration of study; or a qualifying New Zealand citizen.

VET Student Loans will not be granted to students who do not meet the above criteria.

## APPRENTICESHIPS INCENTIVES PROGRAM

The Australian government has established the Australian Apprenticeships Incentives Program to encourage genuine opportunities for people to enter into skills based training through Australian Apprenticeships.

Apprentices may be eligible for a range of payments to assist them with the initial set up costs and completion of their apprenticeship.

For more information about the different incentives available to you, please refer to: [australianapprenticeships.gov.au](http://australianapprenticeships.gov.au) or your local Australian Apprenticeship Support Network provider.



# SCHOOLS INFORMATION

Our schools engagement team provide schools with a single point of contact when dealing with us, to help you get the best value from our services.

Our resources and support for schools ensure that you and your students are well equipped with information about career paths and further study options.

The schools engagement team can assist your school to create career pathways for your students through:

## CAREER ADVISORS SEMINAR

Our annual career advisors seminar offers a professional development opportunity for career advisors to learn more about courses offered at Bendigo TAFE. This event has a strong education and employment pathway focus with our Industry partners, current students and teaching staff actively participating to reinforce the value of undertaking a VET qualification at Bendigo TAFE.

## SCHOOLS NEWSLETTER

Our regular newsletter for career advisors and practitioners will help you stay abreast of upcoming events, new and updated courses and other relevant information about our organisation.

## SCHOOL VISITS

We can visit your school and talk to your students about our training programs via a presentation or at a careers expo. We are able to tailor presentations to focus on specific course areas if your students have a key area of interest.

## EXPERIENCE DAYS

Our experience days provide secondary school students with the opportunity to visit our facilities and gain an insight into vocational education through a series of interactive workshops.

## COURSE GUIDE

We've designed our course guide as a helpful reference tool for you and your students. It provides an overview of the wide range of courses we offer, study pathways and possible career outcomes. This guide may be downloaded in PDF format from our website or you can order a printed course list online.

## CAMPUS TOURS

Our campus tours provide school groups with the opportunity to get a glimpse of campus life. These events give students an overview of what vocational and higher education is all about, and the chance to see our state-of-the-art facilities.

## TASTER PROGRAMS

Our taster programs are a terrific alternative for students who want to explore their career options or do not want to commit to a full VET Delivered to Secondary School Students certificate.



# APPRENTICESHIPS & TRAINEESHIPS

Apprenticeships and traineeships are customised training programs that are developed to meet evolving industry needs.

They are a great way to kick-start your career in a variety of industries and roles by combining your training and paid employment.

## WHAT ARE APPRENTICESHIPS AND TRAINEESHIPS?

Apprenticeships and traineeships are a great option for anyone looking to get a job or take their career in a different direction. As a Bendigo TAFE apprentice, you will receive a personalised training plan. We will provide you with the skills and technical knowledge specific to your workplace, trade or vocation. All our apprenticeship and traineeship programs incorporate learning that takes place in the workplace. As a Bendigo TAFE apprentice or trainee we can help you to kick-start your career with both on and off-the-job training. It's this blended approach to your learning that will help you to graduate with confidence, experience and ready for the workforce with real skills.

## IS AN APPRENTICESHIP OR TRAINEESHIP RIGHT FOR ME?

If you are interested in working in a skilled trade such as building, hairdressing, automotive or electrical then an apprenticeship is for you.

If you are interested in working in a vocational role such as office administration or information technology then a traineeship will get you started.

## WHY DO AN APPRENTICESHIP OR TRAINEESHIP?

**There are many reasons to consider an apprenticeship or traineeship including:**

- Start earning money while you study
- Train on-the-job, on-campus, or both
- Develop knowledge and skills from expert teachers with extensive industry experience
- Learn with the latest technology and tools in our well-equipped facilities
- Graduate with a nationally recognised qualification
- Access our Employment Centre after you graduate

## HOW TO START AN APPRENTICESHIP OR TRAINEESHIP?

You can begin if you are at least 15 years of age or while you're still at school finishing Year 11 or 12. You don't need a secondary school certificate or other qualification to start an apprenticeship although this is highly regarded by most employers. As an apprentice you will earn an income while you learn your trade. You can study a variety of qualification levels in most occupations including hairdressing, commercial cookery, building and horticulture.

You can combine time at work with training, which can be either full-time, part-time or school-based. When you finish your apprenticeship, you will have a nationally recognised qualification that can take you anywhere in Australia and to many overseas countries as well.

Figure out what trade you are interested in, do research on job opportunities and write or update your resume. Please contact the Employment Centre or the Skills and Jobs Centre for career and employment advice and support.

# STEPS TO BECOME AN APPRENTICE

## STEP 1 PREPARATION AND RESEARCH

Figure out what trade you are interested in, do research on job opportunities and write or update your resume.

You can also speak to one of our friendly Skills and Job representatives on: 1300 100 606 who can advise on job opportunities or vocational training.

## STEP 2 JOB HUNTING

Start applying for jobs through networking with people you know, online or via Jobactive providers.

You can register with our Employment Centre to receive our weekly vacancy list and access other useful resources.

1300 484 335  
[bendigotafe.edu.au/employment-centre](http://bendigotafe.edu.au/employment-centre)

## STEP 3 SIGN UP

Once you've found an employer, you both must contact Australian Apprenticeship Support Network (AASN). Select Bendigo TAFE as your preferred training provider to get started. If you are eligible for a Health Care Card, make sure you apply for one prior to enrolling so you are eligible for concession fees.

## FOR APPRENTICES

### Group Training Organisations (GTOs)

GTOs partner with a range of businesses and offer you expert advice and assistance to find you the right apprenticeship. GTOs can place you with the right business and also monitor your progress and support you as you need it. Find out more at [naen.com.au](http://naen.com.au)

### Australian Apprenticeship Support Network (AASN)

AASNs are contracted by the Government to support and facilitate the apprenticeship process for employers and individuals. AASNs can also help you with the recruitment process and provide mentoring and career advice. Visit [australianapprenticeships.gov.au](http://australianapprenticeships.gov.au) for more information or call them on 13 38 73.

### Pre-apprenticeships

A pre-apprenticeship with Bendigo TAFE can get you in the fast lane and give you the skills and confidence to start your apprenticeship. Whether you are currently doing your VCE, VCAL or you've left school early, a pre-apprenticeship will get you on your way to working and further study in a specific industry. Pre-apprenticeships also combine literacy and numeracy skills units to give you extra support to get employed and into an apprenticeship.

## FOR EMPLOYERS

### Workplace delivery

To help your business grow, we work closely with you and your apprentices to develop training plans and deliver high quality training to improve staff satisfaction and productivity in your business. Led by our passionate and experienced teaching staff, our purpose-built training facility creates a real working environment for your apprentices.

Your apprentices learn the latest and most relevant skills from industry experts with extensive experience.

### Why send your apprentice to us?

We know that a successful business is built on delivering exceptional levels of service to create lasting relationships with your clients.



# OUR CAMPUSES

## BENDIGO CITY

### 154 Hargreaves Street

Study areas: Business, Hospitality, IT, Hair and Beauty, Health, Community, Foundations, Art and Design.

Bendigo TAFE's City campus has undergone a major revitalisation as a result of a \$60 million investment by the Victorian Government. With a mix of new and refurbished heritage buildings, our modern campus provides the latest equipment and audio visual, with formal and informal teaching and collaborative learning spaces throughout. Joining our state-of-the art Health and Community Centre of Excellence, is our new hairdressing and beauty salon, which is open to the public, equipped with the latest equipment to train on clients in real-world situations; as well as our new hospitality training building that includes industrial sized commercial kitchens, retail baking equipment and barista training areas.

We are located close to public transport, including regular train access to Melbourne.



## BENDIGO, CHARLESTON ROAD

### 62-104 Charleston Road

Study areas: Trades, Automotive, Animals, Plants and Sciences.

Bendigo TAFE's Charleston Road campus is home to our trades facilities, including carpentry, plumbing, automotive and electrical. The Food and Fibre Centre of Excellence is home to purpose built agriculture, animal studies, horticulture and farming training centres.

Nestled amongst a natural bushland setting, the campus boasts its own student amenities area and cafe. Vast parking makes this campus accessible to anyone driving, as well as being only a 20 minute walk from the Bendigo Railway station for people travelling to and from metropolitan and regional areas.





## ECHUCA

### Corner of Hare and Darling streets

Study areas: English Language, Indigenous and General Education, Community Services, Health, Trades and VCAL.

Bendigo TAFE's Echuca campus is a modern facility in Hare Street and is the hub of community based industry partnerships and activities, aimed at providing a skilled workforce for the local community.

## CASTLEMAINE

### 65 Templeton Street

Bendigo TAFE's Castlemaine campus contains modern learning facilities and services the Mount Alexander Shire and its surrounds.

Being one of Bendigo TAFE's smaller campuses, we can offer friendly and personal service to our diverse student population – whether young or mature age students or to our many industry clients.

# TRADES



**WORKPLACE DELIVERY  
WORK HEALTH & SAFETY  
ELECTRICAL  
ENGINEERING  
PLUMBING  
BUILDING & CONSTRUCTION**

If you are considering a job in trades and are the sort of person that enjoys hands-on training, then studying a trades course at Bendigo TAFE is the best place to start.

As a trades student, you will learn in-demand skills across the industry, vastly improving your career prospects. With some experience, you can even start your own business. We offer a range of qualifications that can be delivered in your workplace. Most of our trades courses are offered with rolling enrolments, so you can start at any time.

You will learn from our world-class teaching faculty with extensive industry experience and connections. We are focused on getting you the skills to make you work-ready. With practical training, industry projects and work placements you gain real experience and skills employers are looking for.

Bendigo TAFE has established a vast network of industry partners and enjoys a strong reputation with employers.

Our TAFE courses are developed in line with industry requirements. You will acquire the most relevant and up-to-date skills and we will connect you to real jobs.

**APPLY NOW | 13 TAFE | [BENDIGOTAFE.EDU.AU/TRADES](http://BENDIGOTAFE.EDU.AU/TRADES)**

# PATHWAYS TO YOUR CAREER

## WORK HEALTH & SAFETY

### Career opportunities:

- Site Supervisor
- Health and Safety Practitioner
- Health and Safety Supervisor
- Health and Safety Field Officer
- Work Health and Safety Coordinator

### Course to get you there:

- Certificate IV in Work Health and Safety (BSB41419)

## ELECTRICAL

### Career opportunities:

- Electrician
- Electrical Contracting Business Owner
- PLC Programmer

### Courses to get you there:

- Certificate II in Electrotechnology (Pre-vocational) (22499VIC)
- Certificate III in Electrotechnology Electrician (UEE30811)

## ENGINEERING

### Career opportunities:

- Mechanical Engineer (Fitting and Machining)
- Heavy Metal Fabrication (Welding)
- Light Metal Fabrication (Welding)
- Tool Maker

### Course to get you there:

- Certificate II in Engineering Studies (22470VIC)

### Career opportunities:

- Engineering Tradesperson (Mechanical)
- Fitter and Turner
- Mechanical Fitter
- Metal Machinist

### Course to get you there:

- Certificate III in Engineering (Mechanical) (MEM30205)

### Career opportunities:

- Engineering Tradesperson (Fabrication)
- Boilermaker/Welder
- Metal Finishing Technician
- Sheetmetal Worker

### Course to get you there:

- Certificate III in Engineering (Fabrication) (MEM30305)

### Career opportunities:

- Mechanical Engineering Supervisor
- Mechanical Engineering Draftsperson
- CAM Programmer
- Advanced Mechanical Maintenance Technician
- Mechanical Engineering Technician
- Fluid Power Systems Technician
- Pressure Welder
- Advanced Toolmaking Technician
- Advanced Fabrication Technician (Structural)

### Course to get you there:

- Certificate IV in Engineering (MEM40105)

## PLUMBING

### Career opportunities:

- Plumbing Apprenticeship
- Plumber
- Plumber and Drainer
- Plumber and Gasfitter
- Gasfitter
- Roof Plumber

### Courses to get you there:

- Certificate II in Plumbing (Pre-apprenticeship) (22569VIC)
- Certificate III in Plumbing (CPC32413)
- Certificate IV in Plumbing and Services (CPC40912)

## BUILDING & CONSTRUCTION

### Career opportunities:

- Carpenter
- Leading Hand
- Sub-foreman
- Foreman
- Project Manager

### Courses to get you there:

- Certificate II in Building and Construction Pre-apprenticeship (22338VIC)
- Certificate III in Carpentry (CPC30220)

### Career opportunities:

- Building Estimator
- Building Manager
- Building Contract Administrator
- Building Consultant
- Building Site Supervisor

### Course to get you there:

- Certificate IV in Building and Construction (Building) (CPC40120)

### Career opportunities:

- Building Estimator
- Building Advisor
- Building Manager
- Building Contract Administrator
- OHS Safety Officer
- Building Consultant
- Registered Builder Domestic/Commercial

### Course to get you there:

- Diploma of Building and Construction (Building) (CPC50220)

At Bendigo TAFE, we offer a range of qualifications that can be delivered in your workplace.

These courses are offered as a rolling enrolment, so you can start at any time.

**For more information on how we can tailor these courses for you, call the Workplace Delivery Team on 1300 321 322.**



## CERTIFICATE III IN PAINTING AND DECORATING

COURSE CODE CPC30611

### LOCATION

Workplace

### DURATION

Part-time: Apprenticeship 3-4 years  
(School-based apprenticeship available)  
Flexible: 3-4 years

### INTAKE

Direct entry / Australian Apprenticeship Support Network (AASN)  
Rolling enrolments

As the training component of an apprenticeship, you will learn the knowledge, skills and applications required as you begin your career as a Painter and Decorator. Learn about painting and decorative work in new and existing homes as well as commercial construction work. You may also have the opportunity to have some of your units assessed on-site.

### PREREQUISITES

Employed as an apprentice, under a training agreement or are mature age and have sufficient work experience to successfully undertake the course.

### SELECTION PROCESS

AASN registration

An assessor will conduct a site visit and interview.

### CAREER OPPORTUNITIES

Painter and Decorator, Colour Consultant, Interior Decorator, Paint Retailer, Set Designer, Leading Hand, Sub-foreman, Foreman or Project Manager.

### FURTHER STUDY OPPORTUNITIES

On successful completion of this course you may be eligible for entry and/or credits into Certificate IV in Building and Construction (CPC40120).

### CORE UNITS

Work effectively and sustainably in the construction industry	CPCCCM1012A
Plan and organise work	CPCCCM1013A
Conduct workplace communication	CPCCCM1014A
Carry out measurements and calculations	CPCCCM1015A
Read and interpret plans and specifications	CPCCCM2001A
Calculate and cost construction work	CPCCCM2003B
Work safely at heights	CPCCCM2010B
Apply OHS requirements, policies and procedures in the construction industry	CPCCOHS2001A
Operate elevated work platforms	CPCCCM3001C
Erect and maintain trestle and plank systems	CPCCPB3026B
Handle painting and decorating materials	CPCCPD2011A
Use painting and decorating tools and equipment	CPCCPD2012A
Remove and replace doors and door and window components	CPCCPD2013A
Prepare surfaces for painting	CPCCPD3021A
Erect and dismantle restricted height scaffolding	CPCCCM2008B
Apply paint by brush and roller	CPCCPD3022A
Apply texture coat paint finishes by brush, roller and spray	CPCCPD3023A
Apply paint by spray	CPCCPD3024A
Match specified paint colour	CPCCPD3025A
Apply stains and clear timber finishes	CPCCPD3026A
Apply wallpaper	CPCCPD3027A
Apply decorative paint finishes	CPCCPD3028A
Implement safe lead paint and asbestos work practices in the painting industry	CPCCPD3031A

Information about elective units can be found online

## CERTIFICATE III IN CARPENTRY

COURSE CODE CPC30220

### LOCATION

Workplace

### DURATION

Flexible: 1 year

### INTAKE

Direct entry / Rolling enrolments

This course aims to provide extensive training for carpenters employed in the construction industry. You will be provided with practical and theoretical knowledge of the carpentry trade.

### PREREQUISITES

To be eligible for this course you must be currently working in the industry as a carpenter, with a minimum 5 years experience and access to a live worksite. You must also satisfy the prerequisite numeracy and literacy skills.

### SELECTION PROCESS

An assessor will conduct a site visit and interview.

### CAREER OPPORTUNITIES

Upon completion, you will be a qualified carpenter allowing you to work nationally.

### FURTHER STUDY OPPORTUNITIES

On successful completion of this course, you are eligible for entry into the Certificate IV in Building and Construction (Building) (CPC40120).

### CORE UNITS

Use carpentry tools and equipment	CPCCCA2002B
Handle carpentry materials	CPCCCA2011A
Carry out general demolition of minor building structures	CPCCCA3001A
Carry out setting out	CPCCCA3002A
Carry out levelling operations	CPCCCA3023A
Work effectively and sustainably in the construction industry	CPCCCM1012A
Plan and organise work	CPCCCM1013A
Conduct workplace communication	CPCCCM1014A
Carry out measurements and calculations	CPCCCM1015A
Read and interpret plans and specifications	CPCCCM2001A
Carry out excavation	CPCCCM2002A
Use explosive power tools	CPCCCM2007B
Erect and dismantle restricted height scaffolding	CPCCCM2008B
Work safely at heights	CPCCCM2010B
Carry out concreting to simple forms	CPCCCO2013A
Apply OHS requirements, policies and procedures in the construction industry	CPCCOHS2001A
Install flooring systems	CPCCCA3003A
Construct wall frames	CPCCCA3004A
Construct ceiling frames	CPCCCA3005B
Erect roof trusses	CPCCCA3006B
Construct pitched roofs	CPCCCA3007C
Construct eaves	CPCCCA3008B

Information about elective units can be found online

## CERTIFICATE III IN WALL AND CEILING LINING

COURSE CODE CPC31220

### LOCATION

Workplace

### DURATION

Flexible: 1 year

### INTAKE

Direct entry / Rolling enrolments

This course is designed for those working in the construction trades as a plasterer or wall and ceiling liner. Delivered on-site in a flexible way that suits your work, we will come to your worksite and assess you while you are working. The delivery is designed to fit in with a modern working environment including online content and workplace simulations.

### PREREQUISITES

To be eligible for this course you must be currently working in the industry as a plasterer, with a minimum 5 years experience and access to a live worksite. You must also satisfy the prerequisite numeracy and literacy skills.

### SELECTION PROCESS

An assessor will conduct a site visit and interview.

### CAREER OPPORTUNITIES

Upon completion, you will be a qualified plasterer allowing you to work nationally.

### FURTHER STUDY OPPORTUNITIES

On successful completion of this course, you are eligible for entry into the Certificate IV in Building and Construction (Building) (CPC40120).

### CORE UNITS

Work effectively and sustainably in the construction industry	CPCCCM1012A
Plan and organise work	CPCCCM1013A
Conduct workplace communication	CPCCCM1014A
Carry out measurements and calculations	CPCCCM1015A
Read and interpret plans and specifications	CPCCCM2001A
Carry out excavation	CPCCCM2002A
Use explosive power tools	CPCCCM2007B
Erect and dismantle restricted height scaffolding	CPCCCM2008B
Work safely at heights	CPCCCM2010B
Carry out concreting to simple forms	CPCCCO2013A
Apply OHS requirements, policies and procedures in the construction industry	CPCCOHS2001A
Install flooring systems	CPCCCA3003A
Construct wall frames	CPCCCA3004A
Construct ceiling frames	CPCCCA3005B
Erect roof trusses	CPCCCA3006B
Construct pitched roofs	CPCCCA3007C
Construct eaves	CPCCCA3008B

Information about elective units can be found online

## CERTIFICATE III IN WALL AND FLOOR TILING

COURSE CODE CPC31320

### LOCATION

Workplace

### DURATION

Flexible: 1 year

### INTAKE

Direct entry / Rolling enrolments

This course is designed for those working in the construction trades as a tiler. Delivered on-site in a flexible way that suits your work, we will come to your worksite and assess you while you are working. The delivery is designed to fit in with a modern working environment including online content and workplace simulations.

### PREREQUISITES

To be eligible for this course you need to be currently working in the industry as a tiler, with a minimum 5 years experience and access to a live worksite. You must also satisfy the prerequisite numeracy and literacy skills.

### SELECTION PROCESS

An assessor will conduct a site visit and interview.

### CAREER OPPORTUNITIES

Upon completion, you will be a qualified tiler allowing you to work nationally.

### FURTHER STUDY OPPORTUNITIES

On successful completion of this course, you are eligible for entry into the Certificate IV in Building and Construction (Building) (CPC40120).

### CORE UNITS

Conduct workplace communication	CPCCOM1014
Carry out measurements and calculations	CPCCOM1015
Read and interpret plans and specifications	CPCCOM2001
Plan and organise work	CPCCOM1013
Work effectively and sustainably in the construction industry	CPCCOM1012
Handle wall and floor tiling materials	CPCCWF2001
Use wall and floor tiling tools and equipment	CPCCWF2002
Prepare surfaces for tiling application	CPCCWF3001
Install floor tiles	CPCCWF3002
Install wall tiles	CPCCWF3003
Repair wall and floor tiling	CPCCWF3004
Install decorative tiling	CPCCWF3005
Install mosaic tiling	CPCCWF3006
Tile curved surfaces	CPCCWF3007
Apply waterproofing for wall and floor tiling	CPCCWF3009
Apply basic levelling procedures	CPCCCM2006
Apply WHS requirements, policies and procedures in the construction industry	CPCCWHS2001

Information about elective units can be found online

Information about elective units can be found online

## CERTIFICATE III IN BRICKLAYING/BLOCKLAYING

COURSE CODE CPC33020

### LOCATION

Workplace

### DURATION

Flexible: 1 year

### INTAKE

Direct entry / Rolling enrolments

This course is designed for those working in the construction trades as a bricklayer. Delivered on-site in a flexible way that suits your work, we will come to your worksite and assess you while you are working. The delivery is designed to fit in with a modern working environment including online content and workplace simulations.

### PREREQUISITES

You need to be currently working in the industry as a bricklayer, with a minimum 5 years experience and access to a live worksite. You must also satisfy the prerequisite numeracy and literacy skills.

### SELECTION PROCESS

An assessor will conduct a site visit and interview.

### CAREER OPPORTUNITIES

Upon completion, you will be a qualified bricklayer allowing you to work nationally.

### FURTHER STUDY OPPORTUNITIES

On successful completion of this course, you are eligible for entry into the Certificate IV in Building and Construction (Building) (CPC40110).

#### CORE UNITS

Conduct workplace communication	CPCCOM1014
Carry out setting out	CPCCCA3002
Carry out measurements and calculations	CPCCOM1015
Read and interpret plans and specifications	CPCCOM2001
Plan and organise work	CPCCOM1013
Work effectively and sustainably in the construction industry	CPCCOM1012
Handle and prepare bricklaying and blocklaying materials	CPCCBL2001
Use bricklaying and blocklaying tools and equipment	CPCCBL2002
Carry out masonry veneer construction	CPCCBL3002
Carry out cavity brick construction	CPCCBL3003
Lay masonry walls and corners	CPCCBL3005
Lay multi-thickness walls and piers	CPCCBL3006
Install flashings and damp proof course	CPCCBL3009
Construct masonry arches	CPCCBL3010
Construct curved walls	CPCCBL3011
Construct masonry structural systems	CPCCBL3013
Erect and dismantle restricted height scaffolding	CPCCCM2008
Work safely at heights	CPCCCM2012
Apply basic levelling procedures	CPCCCM2006
Apply WHS requirements, policies and procedures in the construction industry	CPCCWHS2001

Information about elective units can be found online

## CERTIFICATE III IN CONCRETING

COURSE CODE CPC30320

### LOCATION

Workplace

### DURATION

Flexible: 1 year

### INTAKE

Direct entry / Rolling enrolments

This course is designed for those working in the construction trades as a concreter.

Delivered on-site in a flexible way that suits your work, we will come to your worksite and assess you while you are working.

The delivery is designed to fit in with a modern working environment including online content and workplace simulations.

### PREREQUISITES

To be eligible for this course you must be currently working in the industry as a concreter, with a minimum 5 years experience and access to a live worksite. You must also satisfy the prerequisite numeracy and literacy skills.

### SELECTION PROCESS

An assessor will conduct a site visit and interview.

### CAREER OPPORTUNITIES

Upon completion, you will be a qualified concreter allowing you to work nationally.

### FURTHER STUDY OPPORTUNITIES

On successful completion of this course, you are eligible for entry into the Certificate IV in Building and Construction (Building) (CPC40110).

#### CORE UNITS

Conduct workplace communication	CPCCOM1014
Determine concrete supply requirements	CPCCON3035
Carry out setting out	CPCCCA3002
Carry out hand excavation	CPCCCM2002
Carry out measurements and calculations	CPCCOM1015
Place concrete	CPCCON3041
Erect and dismantle formwork for footings and slabs on ground	CPCCCA3028
Read and interpret plans and specifications	CPCCOM2001
Handle concreting materials and components	CPCCON2021
Plan and organise work	CPCCOM1013
Cure concrete	CPCCON3043
Select, use and maintain concreting plant, tools and equipment	CPCCON2022
Work effectively and sustainably in the construction industry	CPCCOM1012
Finish concrete	CPCCON3042
Apply basic levelling procedures	CPCCCM2006
Place and fix reinforcement materials	CPCCSF2004
Apply WHS requirements, policies and procedures in the construction industry	CPCCWHS2001

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## CERTIFICATE III IN CONSTRUCTION WATERPROOFING

COURSE CODE CPC31420

### LOCATION

Workplace

### DURATION

Flexible: 1 year

### INTAKE

Direct entry / Rolling enrolments

This course is designed for those working in the construction industry as a waterproofer.

Delivered on-site in a flexible way that suits your work, we come to your worksite and assess you while you work. The delivery is designed to fit in with a modern working environment including online content and workplace simulations

### PREREQUISITES

To be eligible for this course you must be currently working in the industry as a waterproofer, with a minimum 5 years experience and access to a live worksite. You must also satisfy the prerequisite numeracy and literacy skills.

### SELECTION PROCESS

An assessor will conduct a site visit and interview.

### CAREER OPPORTUNITIES

This course may lead to employment in the construction industry as a waterproofer, it can also be used as an additional qualification for those in the construction industry carrying out associated waterproofing works.

### FURTHER STUDY OPPORTUNITIES

On successful completion of this course, you are eligible for entry into the Certificate IV in Building and Construction (Building) (CPC40110).

#### CORE UNITS

Conduct workplace communication	CPCCOM1014
Carry out measurements and calculations	CPCCOM1015
Read and interpret plans and specifications	CPCCOM2001
Plan and organise work	CPCCOM1013
Work effectively and sustainably in the construction industry	CPCCOM1012
Handle waterproofing materials and components	CPCCWP2001
Use waterproofing tools and equipment	CPCCWP2002
Prepare surfaces for waterproofing application	CPCCWP2004
Apply waterproofing system to below ground level wet areas	CPCCWP3001
Apply waterproofing process to external above-ground wet areas	CPCCWP3003
Apply waterproofing remedial processes	CPCCWP3004
Assess construction waterproofing processes	CPCCWP3005
Apply waterproofing process to internal wet areas	CPCCWP3002
Apply WHS	CPCCWHS2001

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## CERTIFICATE IV IN WORK HEALTH AND SAFETY

COURSE CODE BSB41419

### LOCATION

Online

### DURATION

Part-time: 1 year

### INTAKE

Direct entry / Rolling enrolments

This program is the new entry level qualification for Occupational Health and Safety (OHS) Coordinators or Supervisors with a major workload in OHS and people working in a Work Health and Safety (WHS) role.

### PREREQUISITES

There are no set prerequisites for this course however it is recommended that you have satisfactory language, literacy and numeracy skills to undertake this course.

### SELECTION PROCESS

Applicants are required to attend an information session, undertake a language, literacy and numeracy (LLN) assessment and complete a pre-training review.

### CAREER OPPORTUNITIES

Graduates may apply for entry level employment as Work Health and Safety (WHS) Practitioners.

### FURTHER STUDY OPTIONS

This course may lead to courses in:

- Diploma of Leadership and Management (BSB50420)
- Diploma of Human Resource Management (BSB50320)
- Diploma of Work Health and Safety (BSB51319).

### CORE UNITS

Assist with workplace compliance with WHS laws	BSBWHS412
Contribute to implementation and maintenance of WHS consultation and participation processes	BSBWHS413
Contribute to WHS risk management	BSBWHS414
Contribute to implementing WHS management systems	BSBWHS415
Contribute to workplace incident response	BSBWHS416

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6



## CERTIFICATE II IN ELECTROTECHNOLOGY (PRE-VOCATIONAL)

COURSE CODE 22499VIC

### LOCATION

Charleston Road

### DURATION

Full-time: 12 weeks

### INTAKE

Direct entry / Rolling enrolments

This course provides an introduction to working in the electrical or sustainable energy industry. You will learn the practical skills and the basics of electrical theory to help you gain an electrical apprenticeship.

### PREREQUISITES

You need to have satisfactory literacy and numeracy skills.

### SELECTION PROCESS

You will need to attend an interview and undertake a language, literacy and numeracy (LLN) assessment.

### CAREER OPPORTUNITIES

On completion of this course you may seek employment in the electrical field. Employers regularly contact us seeking successful pre-apprentices to fill apprenticeship roles within their organisations.

### FURTHER STUDY OPPORTUNITIES

Apprenticeship, Certificate III in Electrotechnology (UEE30811).

### CORE UNITS

Apply occupational health and safety regulations codes and practices in the workplace	UEENEEE101A
Carry out basic electrotechnology project	VU22672
Carry out basic network cabling for extra low voltage (ELV) equipment and devices	VU22673
Establish the basic operating conditions of air conditioning systems	UEENEEJ104A
Fabricate assemble and dismantle utilities industry components	UEENEEE102A
Fix and secure electrotechnology equipment	UEENEEE105A
Install a sustainable extra low voltage energy power system	VU21544
Perform intermediate engineering computations	VU22333
Prepare to work safely in the construction industry	CPCCWHS100
Provide an overview of the electrotechnology industry	VU22670
Provide first aid	HLTAID003
Solve problems in ELV single path circuits	UEENEEE103A
Use test instruments in the electrotechnology industry	VU22671

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN

COURSE CODE UEE30811

### LOCATION

Charleston Road

### DURATION

Part-time: 4 years

### INTAKE

Australian Apprenticeship Support Network (AASN) / Rolling enrolments

This apprenticeship course provides competencies to select, install, set up, test, fault find, repair and maintain electrical systems and equipment in buildings and premises. On completion, further assessment by EnergySafe Victoria is required to obtain an electrician's licence.

### PREREQUISITES

You must be employed as an apprentice, under a training agreement.

### SELECTION PROCESS

AASN registration

### CAREER OPPORTUNITIES

This course may lead to employment as an electrician and other facets of the electrical industry.

### FURTHER STUDY OPPORTUNITIES

You may continue your training by completing in a Certificate IV level at a TAFE.

### CORE UNITS

Participate in electrical work and competency development activities	UEENEEC020B
Apply occupational health and safety regulations, codes and practices in the workplace	UEENEEE101A
Fabricate, assemble and dismantle utilities industry components	UEENEEE102A
Solve problems in D.C. circuits	UEENEEE104A
Fix and secure electrotechnology equipment	UEENEEE105A
Use drawings, diagrams, schedules, standards, codes and specifications	UEENEEE107A
Document and apply measures to control OHS risks associated with electrotechnology work	UEENEEE137A
Solve problems in single and three phase low voltage machines	UEENEGG006A
Solve problems in single and three phase low voltage electrical apparatus and circuits	UEENEEGO33A
Arrange circuits, control and protection for general electrical installations	UEENEEGO63A
Solve problems in electromagnetic devices and related circuits	UEENEEGO101A
Solve problems in low voltage A.C. circuits	UEENEEGO102A
Install low voltage wiring and accessories	UEENEEGO103A
Install appliances, switchgear and associated accessories for low voltage electrical installations	UEENEEGO104A
Verify compliance and functionality of low voltage general electrical installations	UEENEEGO105A
Terminate cables, cords and accessories for low voltage circuits	UEENEEGO106A
Select wiring systems and cables for low voltage general electrical installations	UEENEEGO107A
Trouble-shoot and repair faults in low voltage electrical apparatus and circuits	UEENEEGO108A
Develop and connect electrical control circuits	UEENEEGO109A
Apply environmentally and sustainable procedures in the energy sector	UEENEEK142A

Information about elective units can be found online

## CERTIFICATE II IN ENGINEERING STUDIES

COURSE CODE 22470VIC

### LOCATION

Charleston Road / Echuca

### DURATION

Full-time: 15 weeks  
Flexible: 6 months

### INTAKE

Direct entry / Rolling enrolments

This course is designed for those wishing to enter the engineering industry. It can be considered a pre-apprenticeship/prevocational course for employment in the engineering industry with skills in CAD drafting.

You will gain hands on practical experience, work skills and a broad understanding of engineering competencies to assist you in selecting your desired engineering career path.

### PREREQUISITES

There are no set prerequisites however you will need to have satisfactory literacy and numeracy skills.

### SELECTION PROCESS

You will need to complete a language, literacy and numeracy (LLN) assessment.

### CAREER OPPORTUNITIES

This course is designed to provide you with a broad knowledge and skills in relation to the engineering field. It may lead to employment as an apprentice in the Engineering fields of CAD drafting, fabrication, welding, machining or maintenance fitting.

### FURTHER STUDY OPPORTUNITIES

This course is designed to provide you with a pathway into an Engineering apprenticeship qualification such as the Certificate III in Engineering. Credit transfers are available into the apprenticeship qualification.

#### CORE UNITS

Report on a range of sectors in the manufacturing, engineering and related industries	VU22329
Select and interpret drawings and prepare three dimensional (3D) sketches and drawings	VU22330
Perform basic machining processes	VU22331
Apply basic fabrication techniques	VU22332
Apply Principles of Occupational Health and Safety in The Work Environment	MEM13014A
Use Hand Tools	MEM18001C
Undertake a Basic Engineering Project	MEMPE006A

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## CERTIFICATE III IN ENGINEERING – MECHANICAL TRADE

COURSE CODE MEM30205

### LOCATION

Charleston Road

### DURATION

Apprenticeship 4 years (combined full-time work and study)

### INTAKE

Direct entry / Australian Apprenticeship Support Network (AASN)  
Rolling enrolments

You will gain hands-on practical experience and a broad understanding of engineering competencies.

### PREREQUISITES

You need to have satisfactory literacy and numeracy skills and be at least 16 years old when you apply. To start an apprenticeship, you need to find a job as an apprentice.

### SELECTION PROCESS

AASN registration

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Fitter/Machinist
- Maintenance Fitter
- Toolmaker

As a tradesperson you will generally be involved in the manufacture, design, installation and overhaul of mechanical plant and components.

### FURTHER STUDY OPPORTUNITIES

You may continue on to further specialist studies or higher level studies, such as the certificate IV, diploma, advanced diploma or professional engineering qualifications at university.

#### CORE UNITS

Perform engineering measurements	MEM12023A
Perform computations	MEM12024A
Apply Principles of Occupational Health and Safety In The Work Environment	MEM13014A
Plan to undertake a routine task	MEM14004A
Plan a complete activity	MEM14005A
Apply quality systems	MEM15002A
Apply quality procedures	MEM15024A
Organise and Communicate Information	MEM16006A
Work with others in a manufacturing, engineering or related environment	MEM16007A
Interact with Computing Technology	MEM16008A
Assist in the provision of on the job training	MEM17003A
Participate in Environmentally Sustainable Work Practices	MSAENV272B

Information about elective units can be found online

## CERTIFICATE III IN ENGINEERING – FABRICATION TRADE

COURSE CODE MEM30305

### LOCATION

Charleston Road

### DURATION

Apprenticeship 4 years (Combined full-time work and study)

### INTAKE

Australian Apprenticeship Support Network (AASN) / Rolling enrolments

This is an Australian Apprenticeship course, combining paid work with training. This course includes the theory components in structural fabrication, sheet metal working or boiler making to begin your career as a fabrication tradesperson. Mature age people can also apply for apprenticeships.

### PREREQUISITES

You need to have satisfactory literacy and numeracy skills and be at least 16 years old when you apply. To start an apprenticeship, you need to find a job as an apprentice and sign a training contract with your employer.

### SELECTION PROCESS

AASN registration

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Welding Technician
- Sheet Metal Worker
- Boilermaker
- Structural Steel Fabricator

### FURTHER STUDY OPPORTUNITIES

You may continue on to further specialist studies or higher level studies, such as the certificate IV, diploma, advanced diploma or professional engineering qualifications at university.

#### CORE UNITS

Perform engineering measurements	MEM12023A
Perform computations	MEM12024A
Apply Principles Of Occupational Health And Safety In The Work Environment	MEM13014A
Plan to undertake a routine task	MEM14004A
Plan a complete activity	MEM14005A
Apply quality systems	MEM15002A
Apply quality procedures	MEM15024A
Organise And Communicate Information	MEM16006A
Work with others in a manufacturing, engineering or related environment	MEM16007A
Interact With Computing Technology	MEM16008A
Assist in the provision of on the job training	MEM17003A
Participate In Environmentally Sustainable Work Practices	MSAENV272B

Information about elective units can be found online



## CERTIFICATE IV IN ENGINEERING

COURSE CODE MEM40105

### LOCATION

Charleston Road

### DURATION

Full-time (day): 2 years  
Part-time: 4 years  
Flexible: 4 years

### INTAKE

Direct entry / Australian Apprenticeship Support Network (AASN)  
Rolling enrolments

This course is a continuation of a trade course at a higher level. The course will cover higher level post-trade skills such as computer controlled machining or advanced welding, fluid power and AutoCAD.

### PREREQUISITES

You need to have satisfactory literacy and numeracy skills and be at least 16 years old when you apply.

### SELECTION PROCESS

You will need to attend an interview and undertake a language, literacy and numeracy (LLN) assessment.

### CAREER OPPORTUNITIES

The advanced skills gained in this course will mean advanced trade qualifications leading to better career development possibilities in the relevant trade.

### FURTHER STUDY OPPORTUNITIES

The course can provide a pathway into the diploma, advanced diploma at TAFE or professional engineering qualifications at university. From here your career can take off in any number of directions.

### CORE UNITS

Perform engineering measurements	MEM12023A
Perform computations	MEM12024A
Apply principles of occupational health and safety in the work environment	MEM13014A
Plan to undertake a routine task	MEM14004A
Plan a complete activity	MEM14005A
Apply quality systems	MEM15002A
Apply quality procedures	MEM15024A
Organise and communicate information	MEM16006A
Work with others in a manufacturing, engineering or related environment	MEM16007A
Interact with computing technology	MEM16008A
Assist in the provision of on the job training	MEM17003A
Participate in environmentally sustainable work practices	MSAENV272B

Information about elective units can be found online

### FREE TAFE COURSE\*

Find out more on page 6

## CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP)

COURSE CODE 22569VIC

### LOCATION

Charleston Road / Echuca

### DURATION

Full-time: 14 weeks

### INTAKE

Direct entry

This course will prepare you for an apprenticeship in plumbing. It introduces students to all areas of the plumbing industry: water, gas, sanitary, drainage, mechanical services (heating/cooling) and roofing. You may also have the opportunity to undertake some work experience, which will give you the opportunity to observe how tasks are undertaken in the workplace.

### PREREQUISITES

You need to have literacy and numeracy skills to year 11 level and be at least 16 years old when you apply.

### SELECTION PROCESS

You will need to attend an interview and undertake a language, literacy and numeracy (LLN) assessment.

### CAREER OPPORTUNITIES

This course will prepare graduates with the skills and knowledge for entry into a plumbing apprenticeship.

### FURTHER STUDY OPPORTUNITIES

Once you have completed this course you will have the skills to apply for an apprenticeship, such as a Certificate III in Plumbing (CPC32413).

### CORE UNITS

Write simple documents	BSBWRT301
Carry out measurements and calculations	CPCCCM1015A
Read and interpret plans and specifications	CPCCCM2001A
Work safely in the construction industry	CPCCOHS1001A
Apply OHS requirements, policies and procedures in the construction industry	CPCCOHS2001A
Carry out interactive workplace communication	CPCPCM2039A
Produce technical drawings	CUVACD303A
Provide basic emergency life support	HLTAID002
Apply basic sheet metal practices	VU21789
Cut and penetrate building materials and structures	VU21790
Fabricate simple plumbing pipe systems	VU21791
Identify career pathways in the plumbing industry	VU21792
Perform basic oxy-acetylene welding and cutting	VU21793
Prepare to work in the plumbing industry	VU21794
Use and apply basic levelling equipment for plumbing	VU21795
Use basic electric welding equipment and techniques	VU21796
Use basic plumbing hand tools	VU21797
Use basic power tools	VU21798
Use plumbing pipes, fittings and fixtures to simulate plumbing installations	VU21799

Information about elective units can be found online

### FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## CERTIFICATE III IN PLUMBING

COURSE CODE CPC32413

### LOCATION

Charleston Road

### DURATION

Part-time: 4 years

### INTAKE

Australian Apprenticeship Support Network (AASN) / Rolling enrolments

This trade-level qualification for apprentices will teach you plumbing skills focused on installation practices for commercial and domestic buildings. You will learn about waste disposal, drainage, mechanical services, gas fitting, roof plumbing and water supply.

### PREREQUISITES

Employed as an apprentice, under a training agreement.

### SELECTION PROCESS

AASN registration

### CAREER OPPORTUNITIES

This course may lead to employment as a registered plumber.

### FURTHER STUDY OPPORTUNITIES

This course can provide a pathway into our Certificate IV in Plumbing and Services (CPC40912).

Information about elective units can be found online

## CERTIFICATE IV IN PLUMBING AND SERVICES

COURSE CODE CPC40912

### LOCATION

Charleston Road

### DURATION

Flexible: 4 years

### INTAKE

Australian Apprenticeship Support Network (AASN) / Rolling enrolments

This course is for appropriate specialist plumbing services tradespeople seeking to increase their technical competency. Gain the skills to plan and size the layout of plumbing in buildings up to six storeys high. This course also addresses the Victorian licence requirements for water, drainage, sanitary, roofing and gas fitting.

### PREREQUISITES

Currently hold employment in the industry and must hold Certificate III in Plumbing qualification

### SELECTION PROCESS

AASN registration

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Foreman
- Occupational Health and Safety (OHS) Representative
- Site Supervisor
- Estimator
- Plumbing Inspector

### FURTHER STUDY OPPORTUNITIES

Diploma of Building and Construction (CPC50210).

Information about elective units can be found online

### JOBTRAINER COURSE\*

Find out more on page 6

## CERTIFICATE II IN BUILDING AND CONSTRUCTION PRE-APPRENTICESHIP (CARPENTRY)

COURSE CODE 22338VIC

### LOCATION

Charleston Road / Echuca

### DURATION

Full-time: 13 weeks

### INTAKE

Direct entry / Rolling enrolments

This course is designed for people wanting to enter the building and construction industry to become apprentice carpenters. You will be provided with a basic carpenter's tool belt and learn the knowledge and practical skills needed to work in the industry.

### PREREQUISITES

You need to have satisfactory literacy and numeracy skills and be at least 15 years old when you apply. You may also apply if you have satisfactorily completed VCE or an approved equivalent course.

### SELECTION PROCESS

You will need to attend an interview and undertake a language, literacy and numeracy (LLN) assessment.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Leading Hand
- Sub-foreman
- Foreman
- Project Manager

### FURTHER STUDY OPPORTUNITIES

On successful completion of the course, you will be ideally placed to enter into a training agreement with an employer for an apprenticeship Certificate III in Carpentry (CPC30211).

### CORE UNITS

Work effectively and sustainably in the construction industry	CPCCCM1012A
Conduct workplace communication	CPCCCM1014A
Carry out measurements and calculations	CPCCCM1015A
Apply basic levelling procedures	CPCCCM2006
Apply OHS requirements, policies and procedures in the construction industry	CPCCOHS2001A
Prepare to work safely in the construction industry	CPCCWHS1001
Provide basic emergency life support	HLTAID002
Prepare for work in the building and construction industry	VU22014
Interpret and apply basic plans and drawings	VU22015
Erect and safely use working platforms	VU22016

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## CERTIFICATE III IN CARPENTRY

COURSE CODE CPC30220

### LOCATION

Charleston Road / Echuca

### DURATION

Part-time: 3 years

Full-time: 3 years

### INTAKE

Direct entry for workplace delivery  
Australian Apprenticeship Support Network (AASN) / Rolling enrolments

This course aims to provide extensive training for carpentry apprentices employed in the construction industry. You will be provided with practical and theoretical knowledge of the carpentry trade.

### PREREQUISITES

You will need to be employed as an apprentice, under a training agreement.

### SELECTION PROCESS

AASN registration

### CAREER OPPORTUNITIES

This course can lead to employment as a:

- Carpenter
- Leading Hand
- Sub-foreman
- Foreman
- Project Manager

### FURTHER STUDY OPPORTUNITIES

On successful completion of this course, you are eligible for entry into the Certificate IV in Building and Construction (Building) (CPC40110).

### CORE UNITS

Use carpentry tools and equipment	CPCCCA2002B
Handle carpentry materials	CPCCCA2011A
Carry out general demolition of minor building structures	CPCCCA3001A
Carry out setting out	CPCCCA3002A
Carry out levelling operations	CPCCCA3023A
Work effectively and sustainably in the construction industry	CPCCCM1012A
Plan and organise work	CPCCCM1013A
Conduct workplace communication	CPCCCM1014A
Carry out measurements and calculations	CPCCCM1015A
Read and interpret plans and specifications	CPCCCM2001A
Carry out excavation	CPCCCM2002A
Use explosive power tools	CPCCCM2007B
Erect and dismantle restricted height scaffolding	CPCCCM2008B
Work safely at heights	CPCCCM2010B
Carry out concreting to simple forms	CPCCCO2013A
Apply OHS requirements, policies and procedures in the construction industry	CPCCOHS2001A
Install flooring systems	CPCCCA3003A
Construct wall frames	CPCCCA3004A
Construct ceiling frames	CPCCCA3005B
Erect roof trusses	CPCCCA3006B
Construct pitched roofs	CPCCCA3007C
Construct eaves	CPCCCA3008B

Information about elective units can be found online

## CERTIFICATE IV IN BUILDING AND CONSTRUCTION

(BUILDING)  
COURSE CODE CPC401020

### LOCATION

Charleston Road / Echuca / Castlemaine

### DURATION

Part-time: 1 year

### INTAKE

Direct entry / Rolling enrolments

This course aims to meet the needs of builders and managers of small to medium sized building businesses. This course is designed to assist applications for registration with the Victorian Building Authority however, completion of this course does not guarantee registration.

### PREREQUISITES

You will need to have satisfactory literacy and numeracy skills or be of mature age with practical building industry experience.

### SELECTION PROCESS

You will need to attend an interview and undertake a language, literacy and numeracy (LLN) assessment.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Building Estimator
- Building Advisor
- Building Manager
- Building Contract Administrator
- OHS Safety Officer
- Building Teacher
- Building Consultant
- Building Site Supervisor

### FURTHER STUDY OPPORTUNITIES

On successful completion of this course you may be eligible for entry to the Diploma of Building and Construction (Building) (CPC50220).

### CORE UNITS

Manage small business finances	BSBSMB406A
Apply building codes and standards to the construction process for low rise building projects	CPCCBC4001A
Manage occupational health and safety in the building and construction workplace	CPCCBC4002A
Select and prepare a construction contract	CPCCBC4003A
Identify and produce estimated costs for building and construction projects	CPCCBC4004A
Produce labour and material schedules for ordering	CPCCBC4005A
Select, procure and store construction materials for low rise projects	CPCCBC4006B
Plan building or construction work	CPCCBC4007A
Conduct on-site supervision of building and construction projects	CPCCBC4008B
Apply legal requirements to building and construction projects	CPCCBC4009B
Apply structural principles to residential low rise constructions	CPCCBC4010B
Apply structural principles to commercial low rise constructions	CPCCBC4011B
Read and interpret plans and specifications	CPCCBC4012B

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

# DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING)

COURSE CODE CPC50220

## LOCATION

Charleston Road / Echuca

## DURATION

Full-time: 18 months

## INTAKE

Direct entry / Rolling enrolments

This course will assist you in developing the specialist skills in many different roles in the building industry.

## PREREQUISITES

To be eligible, you must have successfully completed year 12 (or the equivalent) or be of mature age, and possess sufficient literacy, numeracy and visual interpretation skills.

## SELECTION PROCESS

You will need to attend an interview and undertake a language, literacy and numeracy (LLN) assessment.

## CAREER OPPORTUNITIES

This course may lead to employment as a:

- Building Estimator
- Building Advisor
- Building (Manager)
- Building Contract Administrator
- OHS Safety Officer
- Building Consultant
- Registered Builder Domestic/Commercial

## FURTHER STUDY OPPORTUNITIES

You may continue on with full-time study in the advanced diploma areas of Building Design.

CORE UNITS	
Lead WHS risk management	BSBWHS513
Apply building codes and standards to the construction process for Class 1 and 10 buildings	CPCCBC4001
Select, prepare and administer a construction contract	CPCCBC4003
Identify and produce estimated costs for building and construction projects	CPCCBC4004
Produce labour and material schedules for ordering	CPCCBC4005
Supervise site communication and administration processes for building and construction projects	CPCCBC4008
Apply legal requirements to building and construction projects	CPCCBC4009
Apply structural principles to residential and commercial constructions	CPCCBC4010
Read and interpret plans and specifications	CPCCBC4012
Prepare and evaluate tender documentation	CPCCBC4013
Prepare simple building sketches and drawings	CPCCBC4014
Apply site surveys and set-out procedures to building and construction projects	CPCCBC4018
Apply building codes and standards to the construction process for Class 2 to 9 Type C buildings	CPCCBC4053
Apply building codes and standards to the construction process for Type B construction	CPCCBC5001
Monitor costing systems on complex building and construction projects	CPCCBC5002
Supervise the planning of on-site building and construction work	CPCCBC5003
Select and manage building and construction contractors	CPCCBC5005
Administer the legal obligations of a building and construction contractor	CPCCBC5007
Manage construction work	CPCCBC5010
Manage environmental management practices and processes in building and construction	CPCCBC5011
Manage professional technical and legal reports on building and construction projects	CPCCBC5013
Apply structural principles to the construction of buildings up to three storeys	CPCCBC5018
Manage building and construction business finances	CPCCBC5019
Manage business risk	BSBOPS504

Information about elective units can be found online



# AUTOMOTIVE



**PREPARATION  
AIR CONDITIONING  
ELECTRICAL  
OUTDOOR EQUIPMENT  
LIGHT VEHICLE  
HEAVY VEHICLE**

Bendigo TAFE has a rich history of providing education for local people and preparing them for work in local jobs.

Our state-of-the-art facilities and exciting programs create a dynamic and welcoming environment for productive learning. The automotive industry is an exciting and varied industry to work in, with a huge diversity of career positions available city and country wide.

Training at Bendigo TAFE's automotive department provides high-tech equipment and cutting edge technology to give you the skills you need to drive a rewarding career.

**APPLY NOW | 13 TAFE | [BENDIGOTAFE.EDU.AU/AUTOMOTIVE](http://BENDIGOTAFE.EDU.AU/AUTOMOTIVE)**

# PATHWAYS TO YOUR CAREER

## PREPARATION

**Career opportunities:**

- Automotive Trainee
- Automotive Technician
- Automotive Workshop Manager

**Course to get you there:**

- Certificate II in Automotive Vocational Preparation (AUR20720)

## AIR CONDITIONING

**Career opportunities:**

- Automotive Air Conditioning Technician

**Course to get you there:**

- Certificate II in Automotive Air Conditioning Technology (AUR20220)

## ELECTRICAL

**Career opportunities:**

- Automotive Electrician
- Automotive Electrical Technician
- Automotive Electrical Diagnostic Technician

**Course to get you there:**

- Certificate III in Automotive Electrical Technology (AUR30316)

## OUTDOOR EQUIPMENT

**Career opportunities:**

- Outdoor Power Equipment Technician

**Course to get you there:**

- Certificate III in Outdoor Power Equipment Technology (AUR30716)

## LIGHT VEHICLE

**Career opportunities:**

- Light Vehicle Mechanical Technician

**Course to get you there:**

- Certificate III in Light Vehicle Mechanical Technology (AUR30620)

## HEAVY VEHICLE

**Career opportunities:**

- Heavy Vehicle Technician
- Manufacturing

**Courses to get you there:**

- Certificate III in Agricultural Mechanical Technology (AUR30420)
- Certificate III in Mobile Plant Technology (AUR31220)
- Certificate III in Heavy Commercial Vehicle Mechanical Technology (AUR31120)



# PREPARATION | AIR CONDITIONING | ELECTRICAL

## CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

COURSE CODE AUR20720

### LOCATION

Charleston Road

### DURATION

Full-time: 13 weeks

### INTAKE

Direct entry / Rolling enrolments

In this course you will learn general knowledge and practical workshop skills in motor mechanics, auto electrical, parts interpreting, heavy vehicles, light engines or marine mechanics.

### PREREQUISITES

You need to have satisfactory literacy and numeracy skills and be at least 15 years old when you apply.

### SELECTION PROCESS

You will need to attend an information session and interview.

### CAREER OPPORTUNITIES

You will study part of the theory component of an automotive industry apprenticeship course, which may help you gain employment as an apprentice. Possible job outcomes include:

- Motor Mechanics
- Auto Electrical
- Parts Interpreting
- Heavy Vehicles
- Light Engines
- Engine Reconditioning
- Marine Mechanics
- Paint and Panel

### FURTHER STUDY OPPORTUNITIES

You will have the opportunity to apply for one of our certificate III in automotive programs. Further opportunities in the automotive industry may include certificate IV or diploma level courses

### CORE UNITS

Follow safe working practices in an automotive workplace	AURASA102
Use and maintain tools and equipment in an automotive workplace	AURTTK102
Identify automotive electrical systems and components	AURETR103
Identify automotive mechanical systems and components	AURLTA101
Resolve routine problems in an automotive workplace	AURAFA104
Communicate effectively in an automotive workplace	AURAFA103
Follow environmental and sustainability best practice in an automotive workplace	AURAEA002

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## CERTIFICATE II IN AUTOMOTIVE AIR CONDITIONING TECHNOLOGY

COURSE CODE AUR20220

### LOCATION

Charleston Road

### DURATION

Full-time: 6 months

Part-time: 1 year

### INTAKE

Direct entry / Australian Apprenticeship Support Network (AASN)

Rolling enrolments

This course trains you for employment in automotive air conditioning systems. You will learn specific skills to carry out repairs, installation and maintenance and diagnostic procedures on air conditioning units.

### PREREQUISITES

There are no set prerequisites however it is recommended that you have satisfactory numeracy and literacy skills to undertake this course.

### SELECTION PROCESS

You will need to attend an information session, self evaluation and interview.

### CAREER OPPORTUNITIES

You will be accredited and qualified to work on specialised automotive air conditioning systems.

This course may lead to employment as an:

- Automotive Air Conditioning Technician

### FURTHER STUDY OPPORTUNITIES

This course will lead to higher level studies at certificate III / apprenticeship level. Credit transfers may be available into related certificate III or IV courses.

### CORE UNITS

Follow safe working practices in an automotive workplace	AURASA102
Test and repair basic electrical circuits	AURETR112
Develop and carry out diagnostic test strategies	AURTTA118
Service air conditioning and HVAC systems	AURETU103
Diagnose and repair air conditioning and HVAC components	AURETU104
Follow environmental and sustainability best practice in an automotive workplace	AURAEA002

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6



# CERTIFICATE III IN AUTOMOTIVE ELECTRICAL TECHNOLOGY

COURSE CODE AUR30316

## LOCATION

Charleston Road

## DURATION

Part-time: 3 years

Flexible: 2 years

## INTAKE

Direct entry / Apprenticeship / Australian Apprenticeship Support Network (AASN)  
Rolling enrolments

This course is the nationally recognised qualification for becoming an Automotive Electrician. You will learn about health and safety, customer relations, using tools, repairing, servicing and testing all the elements of automotive electrical systems.

## PREREQUISITES

Satisfactory literacy and numeracy skills. You must be at least 15 years old at the time of application. This qualification is suitable for an Australian apprenticeship pathway. You may participate in this course while searching for suitable employment but you will need to complete extra practical work at further cost if you do not secure a workplace.

## SELECTION PROCESS

AASN registration or interview for non-apprentices.

## CAREER OPPORTUNITIES

On completion of this course you can find employment in the service, diagnosis and repair of vehicle electrical and electronic systems and components. This course may lead to employment as an:

- Automotive Electrician
- Automotive Electrical Technician
- Automotive Electrical Diagnostic Technician

## FURTHER STUDY OPPORTUNITIES

Credit transfers may be available into related courses such as the certificate IV or diploma courses.

### CORE UNITS

Follow environmental and sustainability best practice in an automotive workplace	AURAEA002
Follow safe working practices in an automotive workplace	AURASA002
Use and maintain electrical test equipment in an automotive workplace	AURETK002
Solder electrical wiring and circuits	AURETR006
Apply knowledge of automotive electrical circuits and wiring systems	AURETR007
Install vehicle lighting and wiring systems	AURETR009
Repair wiring harnesses and looms	AURETR010
Test and repair basic electrical circuits	AURETR012
Diagnose and repair spark ignition engine management systems	AURETR023
Diagnose and repair compression ignition engine management systems	AURETR024
Test, charge and replace batteries and jump-start vehicles	AURETR025
Install ancillary electronic systems and components	AURETR027
Diagnose and repair instruments and warning systems	AURETR028
Diagnose and repair charging systems	AURETR029
Diagnose and repair starting systems	AURETR030
Diagnose and repair ignition systems	AURETR031
Diagnose and repair automotive electrical systems	AURETR032
Apply knowledge of petrol and diesel engine operation	AURETR035
Diagnose and repair electronic body management systems	AURETR043
Carry out diagnostic procedures	AURTTA018

Information about elective units can be found online



## CERTIFICATE III IN OUTDOOR POWER EQUIPMENT TECHNOLOGY

COURSE CODE AUR30716

### LOCATION

Charleston Road

### DURATION

Part-time: 3 years  
Flexible: 3 years

### INTAKE

Direct Entry / Apprenticeship / Australian Apprenticeship Support Network (AASN)  
Rolling enrolments

This course trains you to work with outdoor power equipment, including small engines, mowers, chainsaws and trimmers, from theory to hands-on repairs of engine components to occupational health and safety.

### PREREQUISITES

Satisfactory literacy and numeracy skills. You must be at least 15 years old at the time of application. This qualification is suitable for an Australian apprenticeship pathway. You may participate in this course while searching for suitable employment but you will need to complete extra practical work at further cost if you do not secure a workplace.

### SELECTION PROCESS

AASN Registration or Interview for non-apprentices. Non-apprentices will be offered a position based on their past experience and ability to source additional skills practice.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Repair Technician
- Outdoor Power Equipment Technician

### FURTHER STUDY OPPORTUNITIES

This course leads to advanced study in automotive certificate IV or diploma courses.

#### CORE UNITS

Follow environmental and sustainability best practice in an automotive workplace	AURAEA002
Follow safe working practices in an automotive workplace	AURASA002
Service and repair rotary cutting systems	AURPTA003
Service and repair chainsaw cutting systems	AURPTA005
Inspect and service line trimming systems and components	AURPTA006
Service and repair post boring systems	AURPTA007
Service and repair post hole digging systems	AURPTA008
Service and repair reciprocating cutting systems	AURPTA009
Inspect and service pumping systems	AURPTA010
Diagnose and repair pumping systems	AURPTA011
Inspect and service outdoor power equipment engines	AURPTE002
Diagnose and repair outdoor power equipment engines	AURPTE003
Overhaul outdoor power equipment engines	AURPTE004
Carry out diagnostic procedures	AURTTA018
Use and maintain tools and equipment in an automotive workplace	AURTTK002

Information about elective units can be found online

## CERTIFICATE III IN LIGHT VEHICLE MECHANICAL TECHNOLOGY

COURSE CODE AUR30620

### LOCATION

Charleston Road

### DURATION

Part-time: 3 years  
Flexible: 3 years

### INTAKE

Direct entry / Apprenticeship / Australian Apprenticeship Support Network (AASN)  
Rolling enrolments

This course opens doors to employment within the automotive industry, specifically for light vehicles and business ownership.

### PREREQUISITES

This qualification is suitable for an Australian apprenticeship pathway. The course has high theory content and requires students to be dedicated to achieve the study portion as well as the skills component. You may participate in this course while searching for suitable employment but you will need to complete extra practical work at further cost if you do not secure a workplace.

### SELECTION PROCESS

AASN registration or interview for non-apprentices. Non-apprentices will be offered a position based on their past experience and ability to source additional skills practice.

### CAREER OPPORTUNITIES

This course may lead to employment as a Light Vehicle Mechanical Technician.

### FURTHER STUDY OPPORTUNITIES

You may continue on to higher level studies, such as certificate IV or diploma studies.

#### CORE UNITS

Follow safe working practices in an automotive workplace	AURASA102
Test and repair basic electrical circuits	AURETR112
Test, charge and replace batteries and jump-start vehicles	AURETR125
Diagnose and repair charging systems	AURETR129
Diagnose and repair starting systems	AURETR130
Carry out servicing operations	AURTTA104
Develop and carry out diagnostic test strategies	AURTTA118
Diagnose and repair cooling systems	AURTC103
Inspect and service engines	AURTTE104
Use and maintain tools and equipment in an automotive workplace	AURTTK102
Inspect and service braking systems	AURTTB101
Diagnose and repair spark ignition engine management systems	AURETR123
Diagnose and repair ignition systems	AURETR131
Diagnose and repair light vehicle hydraulic braking systems	AURLTB103
Diagnose and repair light vehicle steering systems	AURLTD104
Diagnose and repair light vehicle suspension systems	AURLTD105
Diagnose and repair light vehicle engines	AURLTE102
Diagnose and repair light vehicle emission control systems	AURLTZ101
Inspect and service petrol fuel systems	AURTF101
Follow environmental and sustainability best practice in an automotive workplace	AURAEA002

Information about elective units can be found online

## CERTIFICATE III IN AGRICULTURAL MECHANICAL TECHNOLOGY

COURSE CODE AUR30420

### LOCATION

Charleston Road / Workplace

### DURATION

Part-time: 3 years  
Flexible: 3 years

### INTAKE

Direct entry / Apprenticeship / Australian Apprenticeship Support Network (AASN)  
Rolling enrolments

This course trains you for work with heavy vehicle agricultural equipment. You will gain the skills and knowledge to competently carry out service, repair and diagnostic procedures.

### PREREQUISITES

Satisfactory literacy and numeracy skills. You must be at least 15 years old at the time of application. This qualification is suitable for an Australian apprenticeship pathway. You may participate in this course while searching for suitable employment but you will need to complete extra practical work at further cost if you do not secure a workplace.

### SELECTION PROCESS

AASN registration or interview for non-apprentices. Compulsory information session and interview.

### CAREER OPPORTUNITIES

This course may lead to employment as an Agricultural Mechanical Technician.

### FURTHER STUDY OPPORTUNITIES

This course leads to advanced study in the automotive field in certificate IV or diploma courses.

#### CORE UNITS

Develop and carry out diagnostic test strategies	AURTTA118
Respond to customer needs and enquiries in an automotive workplace	AURACA101
Follow environmental and sustainability best practice in an automotive workplace	AURAEA002
Follow safe working practices in an automotive workplace	AURASA102
Test and repair basic electrical circuits	AURETR112
Test, charge and replace batteries and jump-start vehicles	AURETR125
Diagnose and repair charging systems	AURETR129
Follow safe working practices in an automotive workplace	AURASA102
Test and repair basic electrical circuits	AURETR112
Test, charge and replace batteries and jump-start vehicles	AURETR125
Diagnose and repair charging systems	AURETR129
Diagnose and repair starting systems	AURETR130
Diagnose and repair heavy vehicle compression ignition engines	AURHTE102
Diagnose and repair heavy vehicle diesel fuel injection systems	AURHTF102
Diagnose and repair mobile plant hydraulic systems	AURKTA011
Diagnose and repair mobile plant braking systems	AURKTB101
Diagnose and repair mobile plant steering systems	AURKTD102
Diagnose and repair mobile plant final drive assemblies	AURKTQ101
Diagnose and repair powershift transmissions	AURKTX101
Carry out servicing operations	AURTTA104
Inspect and service braking systems	AURTTB101
Diagnose and repair cooling systems	AURTTC103
Inspect and service engines	AURTTE104
Inspect and service diesel fuel injection systems	AURTF101
Use and maintain tools and equipment in an automotive workplace	AURTTK102

Information about elective units can be found online

## CERTIFICATE III IN MOBILE PLANT TECHNOLOGY

COURSE CODE AUR31220

### LOCATION

Charleston Road

### DURATION

Part-time: 3 years

Flexible: 3 years

### INTAKE

Direct entry / Apprenticeship / Australian Apprenticeship Support Network (AASN)  
Rolling enrolments

This course trains people who work with heavy vehicle mobile equipment plant and earthmoving. You will gain the skills and knowledge to competently carry out service, repair and diagnostic procedures.

This qualification is suitable for an Australian apprenticeship pathway.

There are three streams available in this qualification. Your Apprentice Training Advisor will discuss the most suitable stream with you and your employer.

Streams available are:

- Certificate III in Mobile Plant Technology (Forklift technology)
- Certificate III in Mobile Plant Technology (Mobile Plant Equipment)
- Certificate III in Mobile Plant Technology (Elevating Work Platform)

### PREREQUISITES

Satisfactory literacy and numeracy skills. You must be at least 15 years old at the time of application.

### SELECTION PROCESS

AASN registration or compulsory interview for non-apprentices.

### CAREER OPPORTUNITIES

This course prepares you to perform mechanical work in the automotive heavy vehicle service and repair sector. This course may lead to employment as a Mobile Plant Technician.

### FURTHER STUDY OPPORTUNITIES

You may continue on to higher level studies, such as certificate IV or diploma studies.

### CORE UNITS

Follow safe working practices in an automotive workplace	AURASA102
Test and repair basic electrical circuits	AURETR112
Test, charge and replace batteries and jump-start vehicles	AURETR125
Carry out servicing operations	AURTTA104
Develop and carry out diagnostic test strategies	AURTTA118
Use and maintain tools and equipment in an automotive workplace	AURTTK102
Select and use bearings, seals, gaskets, sealants and adhesives	AURTTA105
Follow environmental and sustainability best practice in an automotive workplace	AURAEA002
Inspect and service hydraulic systems	AURTTA006

Information about elective units can be found online

## CERTIFICATE III IN HEAVY COMMERCIAL VEHICLE MECHANICAL TECHNOLOGY

COURSE CODE AUR31120

### LOCATION

Charleston Road

### DURATION

Part-time: 3 years

Flexible: 3 years

### INTAKE

Direct entry / Apprenticeship / Australian Apprenticeship Support Network (AASN)  
Rolling enrolments

This course will train you to work in the heavy vehicle industry. You will gain the skills and knowledge to competently carry out service, repair and diagnostic procedures.

### PREREQUISITES

Satisfactory literacy and numeracy skills. You must be at least 15 years old at the time of application. This qualification is suitable for an Australian apprenticeship pathway. You may participate in this course while searching for suitable employment but you will need to complete extra practical work at further cost if you do not secure a workplace.

### SELECTION PROCESS

AASN registration or interview for non-apprentices. Non-apprentices will be offered a position based on their past experience and ability to source additional skills practice.

### CAREER OPPORTUNITIES

This course may lead to employment as a Heavy Commercial Vehicle Technician Service Advisor.

### FURTHER STUDY OPPORTUNITIES

This course leads to advanced study in the automotive field at certificate IV or diploma level automotive courses which could lead to employment opportunities as a service advisor or advanced diagnostician.

### CORE UNITS

Follow safe working practices in an automotive workplace	AURASA102
Test and repair basic electrical circuits	AURETR112
Diagnose and repair compression ignition engine management systems	AURETR124
Test, charge and replace batteries and jump-start vehicles	AURETR125
Diagnose and repair charging systems	AURETR129
Diagnose and repair starting systems	AURETR130
Diagnose and repair heavy vehicle compression ignition engines	AURHTE102
Diagnose and repair heavy vehicle emission control systems	AURHTZ101
Carry out servicing operations	AURTTA104
Develop and carry out diagnostic test strategies	AURTTA118
Diagnose and repair cooling systems	AURTC103
Inspect and service diesel fuel injection systems	AURTF102
Diagnose and repair engine forced-induction systems	AURTF105
Use and maintain tools and equipment in an automotive workplace	AURTTK102
Diagnose and repair vehicle dynamic control systems	AURETR122
Diagnose and repair heavy vehicle air braking systems	AURHTB101
Diagnose and repair heavy vehicle suspension systems	AURHTD103
Diagnose and repair heavy vehicle steering systems	AURHTD102
Diagnose and repair heavy vehicle drive shafts	AURHTQ103
Follow environmental and sustainability best practice in an automotive workplace	AURAEA002
Inspect and service hydraulic systems	AURTTA006
Inspect and service final drive assemblies	AURTTQ001

Information about elective units can be found online



**PATRICK KEATING**  
**GOLD MEDAL WINNER**  
**OF NATIONAL CHAMPIONSHIPS**

**“** I did some work experience while completing Year 12. I really enjoyed it and got a full-time job as an apprentice from there.

Information about elective units can be found online

# FOUNDATIONS, PATHWAYS & INDIGENOUS STUDIES



**ENGLISH LANGUAGE  
TRAINING & ASSESSMENT  
VETDSSS  
WORK EDUCATION  
LEARNING SUPPORT  
INDIGENOUS STUDIES  
VCAL**

Our strong partnerships with schools, youth focused service providers and the Indigenous community across Victoria provide a wide range of education options for young people. We provide a safe and nurturing environment that delivers a variety of education programs designed as an alternative to complement the traditional education framework.

We also work closely with schools to offer VET programs and deliver a large range of courses in a variety of industries. From VET Delivered to Secondary School Students, apprenticeships and certificates, through to advanced diplomas and undergraduate degree programs, we are able to work with schools and students alike to find their right fit.

We also offer adult literacy and basic education courses to improve reading and writing skills. Providing you with extra help to learn in a safe learning environment to improve your English skills.

Our teaching courses in Training and Assessment, and Vocational Education and Training enable you to transfer your knowledge, skills and experience in corporate or classroom settings.

**APPLY NOW | 13 TAFE | [BENDIGOTAFE.EDU.AU/FOUNDATION](http://BENDIGOTAFE.EDU.AU/FOUNDATION)**

# PATHWAYS TO YOUR CAREER

## ENGLISH LANGUAGE

### Designed for people learning English as a second language

- Study further in a course of your interest

### Courses to get you there:

- Course in Preliminary Spoken and Written English (10725NAT)
- Certificate I in Spoken and Written English (10726NAT)
- Certificate II in Spoken and Written English (10728NAT)
- Certificate III in Spoken and Written English (10729NAT)
- Certificate IV in Spoken and Written English – Further Studies (10730NAT)

## TRAINING & ASSESSMENT

### Career opportunities:

- Enterprise Trainer
- Enterprise Assessor
- Registered Training Organisation (RTO) Trainer
- RTO Assessor
- Training Advisor or Training Needs Analyst
- Vocational Education Teacher (VET)
- Development and Learning Officer
- Officer for Human Resources Specialising in Trainers

### Course to get you there:

- Certificate IV in Training and Assessment (TAE40116)

### Career opportunities:

- Senior/Lead Educator
- Education Manager
- Instructional Designer

### Courses to get you there:

- Diploma of Vocational Education and Training (TAE50116)

## WORK EDUCATION

### Courses designed for people with an intellectual or learning disability

### Career opportunities:

- Labourer
- Administration Assistant
- Sales
- Kitchen Hand
- Office Administrator
- Store Clerk
- Gardening Assistant

### Courses to get you there:

- Certificate I in Work Education (22566VIC)
- Certificate II In Work Education (22481VIC)
- Certificate II in Skills for Work and Vocational Pathways (FSK20119)
- Course in Initial Adult Literacy and Numeracy (22554VIC)
- Certificate I in Initial Adult Literacy and Numeracy (22555VIC)
- Certificate I in Transition Education (22567VIC)

## LEARNING SUPPORT

- Increase your employability
- Gain the language, literacy, and numeracy skills you need to join the Australian Defence Force

### Study further at Bendigo TAFE

### Courses to get you there:

- Literacy and Numeracy Support (LNSUPPORT)
- Certificate II in General Education For Adults (22473VIC)

## INDIGENOUS STUDIES

### Career Opportunities:

- Aboriginal or Torres Strait Islander Community Arts Workshop Assistant
- Aboriginal or Torres Strait Islander Ceramics Studio Assistant

### Courses to get you there:

- Certificate II in Aboriginal or Torres Strait Islander Cultural Arts (CUA20420)

## VCAL (VICTORIAN CERTIFICATE OF APPLIED LEARNING)

### Career opportunities:

- Pathway VCAL – Intermediate

### Courses to get you there:

- VCAL – Foundation (VCALFND001)

### Career opportunities:

- Pathway VCAL – Senior or further study in certificate courses, apprenticeships or traineeships.

### Course to get you there:

- VCAL – Intermediate (VCALINT001)

### Career opportunities:

- Pathways - Study further in a TAFE certificate or diploma then articulate into University or employment, apprenticeship or traineeship.

### Courses to get you there:

- VCAL – Senior (VCALSEN001)

In 2023, the VCAL curriculum will be changing to the Victorian Pathways Certificate and VCE Vocational Major.

For further information, please contact 8373 8987.

# ENGLISH LANGUAGE

We offer a range of English language courses to help build upon the student's skills to explore work options and access pathways for further studies. You may be eligible for AMEP funding for these courses.

The AMEP is a settlement and employment program funded by the Australian Government's Department of Education and Training. Eligible migrants can access unlimited hours of free English classes to help them successfully and confidently participate socially and economically in Australian society.

## SELECTION PROCESS

Interview and assessment.

## PREREQUISITES

You will need to attend an interview to determine that the course is suitable and appropriate for you.

## CAREER OPPORTUNITIES

These courses aim to prepare you with the English language skills needed to continue to other ESL or vocational courses at a higher level or to find work.

## FURTHER STUDY OPPORTUNITIES

On successful completion you may continue on to other English language courses at a higher level. Certificate III prepares you for entry to vocational education and training in TAFE or tertiary institutions and the Certificate IV prepares you for study at a tertiary level.

**ENROL NOW AT  
[BENDIGOTAFE.EDU.AU/AMEP](http://BENDIGOTAFE.EDU.AU/AMEP)**



AMEP: Adult Migrant Education Program

ESL: English as a Second Language



## COURSE IN PRELIMINARY SPOKEN AND WRITTEN ENGLISH

COURSE CODE 10725NAT

**LOCATION**

Bendigo City

**DURATION**

Full-time: 6 months

Part-time: 1 year (day)

**INTAKE**

Direct entry / Rolling enrolments

Eligible for the Adult Migrant English Program (AMEP) funding.

**CORE UNITS**

Begin to read and write the English alphabet	SWERWA001
Develop preliminary English vocabulary for settlement	SWEDEV001
Read a very limited range of words and very simple texts	SWERST001
Write a limited range of words and very simple sentences	SWEWWS001
Engage in very short dialogues	SWEESD001

Information about elective units can be found online

## CERTIFICATE II IN SPOKEN AND WRITTEN ENGLISH

COURSE CODE 10728NAT

**LOCATION**

Bendigo City

**DURATION**

Full-time: 6 months

Part-time: 1 year (day and evening)

**INTAKE**

Direct entry / Rolling enrolments

Eligible for the Adult Migrant English Program (AMEP) funding.

**CORE UNITS**

Deliver and comprehend basic procedural spoken texts	SWEDCT001
Develop basic English vocabulary for Work, Health and Safety	SWEDVV001
Engage in and listen to basic spoken dialogues	SWEELD001
Read and write basic story texts	SWERWT005
Read and write basic factual texts	SWERWT007

Information about elective units can be found online

## CERTIFICATE IV IN SPOKEN AND WRITTEN ENGLISH – FURTHER STUDIES

COURSE CODE 10730NAT

**LOCATION**

Bendigo City

**DURATION**

Full-time: 6 months

**INTAKE**

Direct entry / Rolling enrolments

Eligible for the Adult Migrant English Program (AMEP) funding.

**CORE UNITS**

Apply grammar skills for further study writing	SWEAGS001
Apply and modify pronunciation skills	SWEAMP001
Apply summarising and paraphrasing skills for further study	SWEASPO01
Listen and take notes in presentations for further study	SWEALNP001
Participate in a tutorial	SWEPAT001
Write reports for further study	SWEWF001

Information about elective units can be found online

## CERTIFICATE I IN SPOKEN AND WRITTEN ENGLISH

COURSE CODE 10727NAT

**LOCATION**

Bendigo City

**DURATION**

Full-time: 6 months

Part-time: 1 year (day)

**INTAKE**

Direct entry / Rolling enrolments

Eligible for the Adult Migrant English Program (AMEP) funding.

**CORE UNITS**

Listen to and engage in short simple social conversations	SWEELC001
Listen to and engage in short simple spoken transactions	SWEELT001
Read and write simple personal information	SWERWI001
Read and write simple social texts	SWERWT001
Read and write simple transactional texts	SWERWT002

Information about elective units can be found online

## CERTIFICATE III IN SPOKEN AND WRITTEN ENGLISH

COURSE CODE 10729NAT

**LOCATION**

Bendigo City

**DURATION**

Full-time: 6 months

Part-time: 1 year (day and evening)

**INTAKE**

Direct entry / Rolling enrolments

Eligible for the Adult Migrant English Program (AMEP) funding.

Certificate III SPLET-Employment focus.

**CORE UNITS**

Comprehend and participate in routine formal spoken exchanges	SWELPE001
Comprehend and participate in routine informal spoken exchanges	SWELPE002
Read and listen to the news	SWERLN001
Read and write routine social texts	SWERWT008
Read and write routine further study texts	SWERWT011

Information about elective units can be found online

## CERTIFICATE IV IN TRAINING AND ASSESSMENT

COURSE CODE TAE40116

### LOCATION

Bendigo City / Online

### DURATION

Part-time: 10 months  
Online: 6-12 months

### INTAKE

Direct entry  
February, April, July and September intake

If you love interacting with people and you're passionate about what you do, why not take the next step in your career and become a professional trainer? This training and assessment course is designed to develop your skills and knowledge to perform the role of trainer, facilitator or assessor in the workplace and in Registered Training Organisations (RTOs).

Achievement of this qualification or an equivalent by trainers and assessors is a requirement of the Standards for Registered Training Organisations (RTOs) 2015.

### SELECTION PROCESS

Apply online

To be selected for this course, you will need to attend a course information session, submit a pre-course interview document and undertake a pre-training review including language, literacy and numeracy (LLN) assessments to ensure that this training is suitable and appropriate for you.

### ENTRANCE REQUIREMENTS

Those entering this program must be able to demonstrate vocational competency in their proposed teaching and assessing area. Vocational competency is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification.

**To enable successful completion of the program, students are advised prior to enrolment to have:**

- At least 3 years' experience in a vocational area they intend to teach.
- Sufficient language and literacy skills to write a range of documentation - ASCF level 4.
- Good communication and interpersonal skills - ASCF level 4.
- A good working knowledge of computer programs eg: MS Office, email and internet research.

**For those potential students wanting to enrol in this course, you will need to:**

- Complete a pre-training review to determine your level in reading, writing, oral communication and numeracy skills. An ACSF level 4 is required to be achieved by students wishing to undertake the course.
- Have access to a training environment or simulated training environment to conduct your workplace projects.
- Have access to the internet and a knowledge of search engines.
- Have a minimum of 3 years vocational experience in your area of expertise.
- Applicants will also need to complete a 'pre-course interview' document and provide their current CV at the information session.
- People with prior experience in training and assessment should enquire about Recognition of Prior Learning (RPL).

### CAREER OPPORTUNITIES

This qualification provides the skills for workplace trainers in the delivery and assessment of a variety of courses including short courses.

Possible job titles and roles relevant to this qualification include:

- Enterprise Trainer
- Enterprise Assessor
- Registered Training Organisation (RTO) Trainer
- RTO Assessor
- Training Advisor or Training Needs Analyst
- Vocational Education Teacher.

### FURTHER STUDY OPPORTUNITIES

After completion of the Certificate IV in Training and Assessment (TAE40116) qualification, students willing to further their studies, can move onto the level 5 Diploma of Vocational Education and Training (TAE50116) qualification.

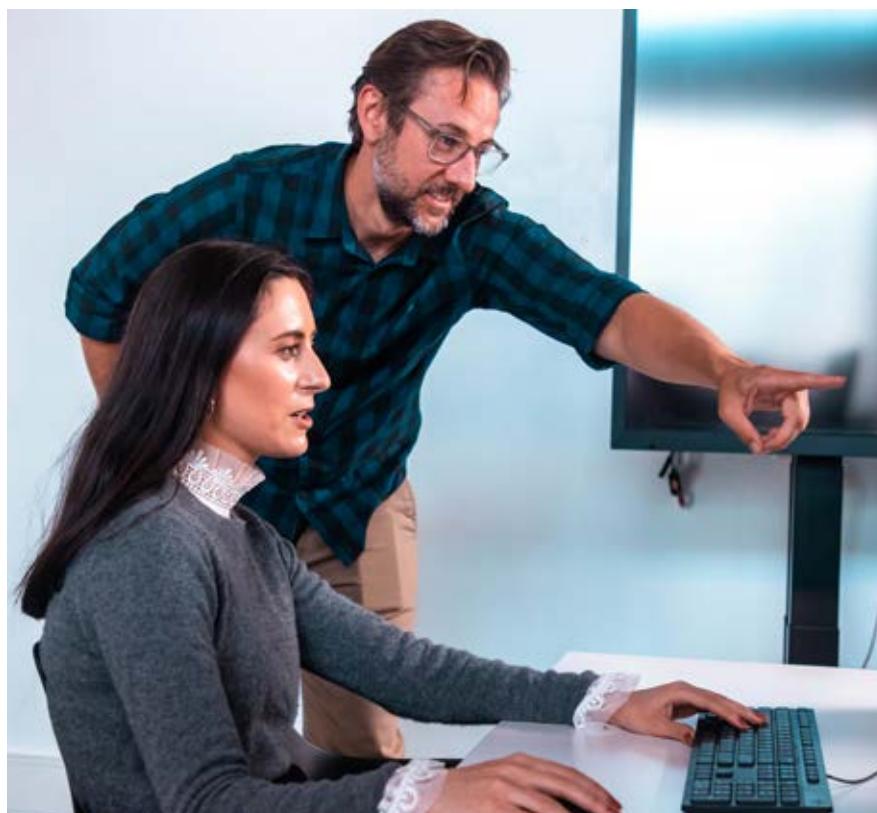
### CORE UNITS

Plan assessment activities and processes	TAEASS401
Assess competence	TAEASS402
Participate in assessment validation	TAEASS403
Design and develop assessment tools	TAEASS502
Plan, organise and deliver group-based learning	TAEDEL401
Plan, organise and facilitate learning in the workplace	TAEDEL402
Design and develop learning programs	TAEDES401
Use training packages and accredited courses to meet client needs	TAEDES402
Address Adult language, literacy and numeracy Skills	TAELLN411

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6



# DIPLOMA OF VOCATIONAL EDUCATION AND TRAINING

COURSE CODE TAE50116

## LOCATION

Bendigo City

## DURATION

Part-time: 15 months

## INTAKE

Direct entry / March and August intake

If you love being a trainer and assessor and want to take your career to the next level, this is the qualification for you!

This qualification reflects the roles of experienced practitioners delivering training and assessment services usually within Registered Training Organisations (RTOs) in the vocational education and training (VET) sector. They may have a role in leading other trainers and assessors and in providing mentoring or advice to new trainers or assessors as well as designing approaches to learning and assessment strategies across a significant area within the RTO.

## PREREQUISITES

While there are no formal training package requirements to enrol in this course it is a Bendigo TAFE requirement that students undertaking the Diploma of Vocational Education and Training (TAE50116) will be an experienced practitioner delivering training and assessment services usually within a Registered Training Organisation (RTO) in the vocational education and training (VET) sector.

Students must have access to a real vocational learning environment, learning and assessment resources, and real vocational learners.

Applicants will also need to complete a 'pre-course Interview' document and provide their current resume at the information session.

People with prior experience in training and assessment should enquire about Recognition of Prior Learning (RPL).

## SELECTION PROCESS

Apply online

To be selected for this course, you will need to attend a qualification information session, submit a Pre-Enrolment Interview document, and undertake a pre-training Review.

## CAREER OPPORTUNITIES

Graduates at this level will have specialised knowledge and skills for skilled/paraprofessional work and/or further learning as a:

- Senior/Lead Educator
- Education Manager
- Instructional Designer

## FURTHER STUDY OPPORTUNITIES

After completion of the Diploma of Vocational Education and Training (TAE50116) qualification, students willing to further their studies can move onto level 6+ qualifications including:

- Graduate Certificate in Digital Education (TAE80316)
- Graduate Diploma of Adult Language, Literacy and Numeracy Practice (TAE80113)
- Graduate Diploma of Adult Language, Literacy and Numeracy Leadership (TAE80213)
- Tertiary studies in VET (Qualification codes and titles dependent on the delivering tertiary institution)

## CORE UNITS

Provide advanced assessment practice	TAEASS501
Design and develop assessment tools	TAEASS502
Provide advanced facilitation practice	TAEDEL502
Design and develop learning strategies	TAEDES501
Support the development of adult language literacy and numeracy skills	TAELLN501
Maintain and enhance professional practice	TAEPDD501

Information about elective units can be found online VET Student Loans available.



## VET DELIVERED TO SECONDARY SCHOOL STUDENTS (VETDSSS)

### LOCATION

Bendigo City / Charleston Road / Echuca

### WHAT ARE VET PROGRAMS?

Vocational Education and Training (VET) studies combine general Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL) with vocational training and experience in the workplace.

A VET program offers students the opportunity to complete a nationally recognised qualification while providing credit towards the VCE or VCAL, just like other subject areas. The vocational qualification provides access to further training and could improve your chances of finding a job when you finish school.

### HOW DOES VET CONTRIBUTE TOWARDS VCE?

All VCE VET programs and most VET programs are fully recognised within the Unit 1-4 structure of the VCE and contribute towards the satisfactory completion of your VCE. Most VET programs require two years to complete.

A number of VCE VET programs also have a study score attached which contributes towards your ATAR score. Students who study VCE VET programs and receive a Unit 3-4 sequence will be eligible for a 10 percent increment towards their ATAR (10 percent of the average of the primary four scaled studies) or a direct contribution through an external exam, just like other VCE subjects.

### HOW DOES VET CONTRIBUTE TOWARDS VCAL?

Within the VCAL certificate, VET programs satisfy the Industry Specific Skills Strand requirements. If a student completes a full VET program (Units 1-4) they should achieve 4 units of credit towards their VCAL certificate.

### FOR MORE INFORMATION

Phone 1800 914 161

or email [vetinschools@bendigotafe.edu.au](mailto:vetinschools@bendigotafe.edu.au)

VETDSSS provides you with the opportunity to complete a nationally-recognised qualification, whilst providing credit towards your VCE or VCAL. Many of our students chose to combine secondary school studies with a VET qualification to complement their existing studies or to try something that they are interested in. No matter what the motivation, VETDSSS can open up pathways to help you with your future career path.

VETDSSS options:

- Allied Health
- Animal Studies
- Automotive
- Building and Construction
- Business
- Engineering
- Electro-technology
- Hair and Beauty
- Hospitality
- Digital Technology
- Plumbing
- Visual Arts

## CERTIFICATE I IN WORK EDUCATION

COURSE CODE 22566VIC

### LOCATION

Bendigo City

### DURATION

Full-time: 2 years  
Part-time: 4 years

### INTAKE

Direct entry / February intake

This course will give you the practical skills required to work in the retail, logistics, warehousing, event management, customer service, graphic arts, healthcare, hospitality and administration industries. You will practice in our specialised training facilities, such as our Health and Community Centre of Excellence, which simulates a hospital environment and our 18eightyseven restaurant where you will learn food handling.

### PREREQUISITES

This entry-level course has been designed specifically for people who have a mild intellectual/learning disability. You will be successful if you are motivated to work and meet levels of independence required to study in an adult learning environment.

### SELECTION PROCESS

Interview

### CAREER OPPORTUNITIES

On completion of the course, we will assist graduates to find employment in any number of industry sectors in job roles including:

- Kitchen Hand
- Office Administration
- Store Clerk
- Gardening Assistant
- Retail Assistant

### FURTHER STUDY OPPORTUNITIES

You will be able to continue your studies and specialise in your chosen field by advancing to Certificate II level courses.

### CORE UNITS

Develop an individual vocational plan with support	VU23028
Develop personal management skills for work	VU23029
Participate in vocational activities	VU23030
Participate in practical placement with support	VU23031
Follow WHS procedures	MSMWHS100
Prepare for employment	VU22787
Develop workplace communication skills	VU23032

Information about elective units can be found online

## CERTIFICATE II IN WORK EDUCATION

COURSE CODE 22481VIC

### LOCATION

Bendigo City

### DURATION

Part-time: 1 year

### INTAKE

Direct entry / February and April intake

This course is designed to provide students with work placement and practical skills to complement their learnings in class. Additional units from accredited hospitality or retail services courses will be undertaken alongside job seeking, literacy and numeracy, workplace health and safety, and teamwork skills to further enhance employability skills.

### PREREQUISITES

This course is a progression from the Certificate I in Work Education (22566VIC) and is designed for students with special learning needs to help prepare them for employment. Credits will be given for the additional units if the student undertakes further study in the nominated industry area.

### SELECTION PROCESS

Interview

### CAREER OPPORTUNITIES

On completion of the course, graduates may have the opportunity to work in a variety of industries including Hospitality or Retail:

- Kitchen Hand
- Retail Assistant
- Office Administration
- Store Clerk

### FURTHER STUDY OPPORTUNITIES

This course will lead to higher level studies at a Certificate II or III level.

### CORE UNITS

Participate in safe work practices	SITXWHS001
Investigate job opportunities	VU22574
Identify workplace expectations	VU22575
Undertake a work placement	VU22576

Information about elective units can be found online

## CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS

COURSE CODE FSK20119

LOCATION

Online

DURATION

Flexible: 6 weeks

INTAKE

Direct entry / Rolling enrolments

There are three streams for this course:

**Preparation for Study:** This course is designed for those who have been referred by a Job Services Australia (JSA) agency and who are required by their obligation to Centrelink to participate in a Work For The Dole/ Work Experience activity.

**Preparation for Work:** This unique online program has been developed to facilitate both independent learning and supported online virtual classroom delivery. You will gain general knowledge in digital skills for work, finding a dream job, communication for work, dealing with maths, interacting with others and solving problems. This course is also available for Indigenous students. Please contact Alison McColl: 0435 276 054 for more information.

**Preparation for VCAL:** You will improve your literacy and numeracy skills, learn digital technology for study and work, develop a resume and prepare for a job interview, learn about jobs and careers, develop communication for work and feel confident about your future study and work.

### CAREER OPPORTUNITIES

This course may lead to employment in a variety of industries.

### FURTHER STUDY OPTIONS

This course will lead to higher level studies at any level.

Information about elective units can be found online

The following two certificates support the development of the literacy and numeracy skills of learners with intellectual disabilities. Content is related to everyday needs and interests and activities planned allow for practice and reinforcement.

## COURSE IN INITIAL ADULT LITERACY AND NUMERACY

COURSE CODE 22554VIC

LOCATION

Bendigo City

DURATION

Part-time: 1 year

INTAKE

Direct entry / Rolling enrolments

### PREREQUISITES

There are no set prerequisites or entry requirements for this course

### SELECTION PROCESS

Interview

### FURTHER STUDY OPPORTUNITIES

Students completing this course can apply for and undertake the Certificate I in Initial Adult Literacy and Numeracy (22555VIC).

### CORE UNITS

	Literacy units
Recognise and use letters of the alphabet	VU22892
Recognise pictures and symbols	VU22896
Read simple words	VU22897
Write simple words	VU22899
	Numeracy units
Recognise and use time	VU22904
Recognise coins and notes	VU22905
Identify and use basic mathematical symbols and processes	VU22906

Information about elective units can be found online

## CERTIFICATE I IN INITIAL ADULT LITERACY AND NUMERACY

COURSE CODE 22555VIC

LOCATION

Bendigo City

DURATION

Part-time: 1 year

INTAKE

Direct entry / Rolling enrolments

### PREREQUISITES

There are no set prerequisites or entry requirements for this course

### SELECTION PROCESS

Interview

### FURTHER STUDY OPPORTUNITIES

Students completing this course can apply for and undertake the Certificate I in Work Education (22566VIC) or the Certificate I in Transition Education (22567VIC).

	Literacy units	Numeracy units	
Read simple phrases	VU22907	Recognise and use time	VU22904
Write simple phrases	VU22908	Count and use numbers up to 100	VU22915
Communicate orally using simple phrases	VU22909	Use simple metric weights	VU22918
Read simple sentences	VU22910	Use simple liquid measures	VU22919
Write simple sentences	VU22911	Use simple linear measures	VU22920
Communicate orally using simple sentences	VU22912	Use coins and notes	VU22921
Give and follow simple directions	VU22913	Use simple addition skills	VU22922
Complete forms	VU22109	Use simple subtraction skills	VU22923
Create short simple texts for learning purposes	VU22349		

Information about elective units can be found online



## KWE KAW CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS - INSPIRATIONAL YOUNG ACHIEVER OF THE YEAR 2021

**“** The first day I was a little bit nervous, but the teacher gave me feedback that I did very well. I just kept trying again and again and my teacher gave me the inspiration not to give up. Find an English course and work with teachers one-on-one.

The Certificates I in Transition Education and Work Education are entry-level courses designed for people with an intellectual or learning disability. Class sizes are kept deliberately low to ensure students are effectively supported.

## CERTIFICATE I IN TRANSITION EDUCATION

COURSE CODE 22567VIC

### 📍 LOCATION

Bendigo City

### ⌚ DURATION

Full-time: 1 year

Part-time: 3 years

### 📅 INTAKE

Direct entry / February intake

This course will assist you to plan your future by improving your living skills by expanding your literacy, numeracy and computer operating skills. You are able to choose either the full-time or the part-time option depending on your preference.

You will also get the opportunity to work on producing and acting in your very own short film to be screened at our short film festival. We encourage you to apply whether you've just left school or are a mature aged student.

### PREREQUISITES

This entry-level course has been designed specifically for people who have a mild intellectual/learning disability. You will be successful as long as you are motivated and able to study independently in an adult learning environment.



### SELECTION PROCESS

Interview

### CAREER OPPORTUNITIES

This course can help you identify suitable paid and volunteer work opportunities as well as other ways that you can get involved and help the community. Possible job outcomes include:

- Labourer
- Administration Assistant
- Sales

### FURTHER STUDY OPPORTUNITIES

You will be able to move into the Certificate I in Work Education (22566VIC) or other mainstream vocational education courses with integration assistance.

### CORE UNITS

Develop personal goals with support	VU23034
Explore self development	VU23035
Participate in travel activities	VU23036
Explore future options for further training, work or community activities	VU23037
Participate in the community	VU23038
Use technology for a range of purposes	VU23039

Information about elective units can be found online

## AUSTRALIAN DEFENCE FORCE PREPARATION PROGRAM

### CERTIFICATE II IN GENERAL EDUCATION FOR ADULTS

COURSE CODE 22473VIC

### 📍 LOCATION

Online

### ⌚ DURATION

Flexible: 6 months

### 📅 INTAKE

Direct entry / Rolling enrolments

Don't have the high school grades required for joining the Australian Defence Force? You're not alone! We have set up a year 10 equivalency program, specialising in Maths, English and Science which will give you the confidence in preparation to help with your ADF application. This is a flexible program which allows you to complete your studies both online and through practical workshops. Attendance is based purely on your needs.

### SELECTION PROCESS

Individual interview. Minimum 15 years of age and not currently enrolled in school.

### CAREER OPPORTUNITIES

Entrance into the army, other defence/security organisations.

### FURTHER STUDY OPTIONS

This could lead to further study opportunities at a Certificate II level or above.

### CORE UNITS

Research pathways and produce a learning plan and portfolio	VU22411
Implement and review a project	VU22412

Information about elective units can be found online

## CERTIFICATE II IN ABORIGINAL AND TORRES STRAIT ISLANDER CULTURAL ARTS

COURSE CODE CUA20420

### LOCATION

Bendigo City / Echuca

### DURATION

Full-time: 1 year

Part-time: 2 years

### INTAKE

Direct entry / February intake

Explore your passion for Aboriginal and Torres Strait Islander cultural art, where you will develop the basic art-making skills underpinning the visual arts and craft practices, while learning more about your culture and community.

You'll learn techniques in Claywork, Painting, Printmaking, Sculpture and Textiles and how to use them to express your culture in art.

This course is suitable for the beginner artist and will assist to develop your personal strengths and connections as well as developing your language, literacy and numeracy.

If you wish to undertake further tertiary studies, you will also benefit from the folio preparation opportunities.

All materials for the course are supplied as part of the program.

### PREREQUISITES

You must be at least 15 years old to apply.

### SELECTION PROCESS

You will need to attend an interview.

### CAREER OPPORTUNITIES

- Indigenous art worker
- Artist

### FURTHER STUDY OPPORTUNITIES

Students completing this course can further their studies with the Certificate III in Aboriginal and Torres Strait Islander Cultural Arts (CUA30515).

### CORE UNITS

Contribute to health and safety of self and others	BSBWHS201
Use basic drawing techniques	CUAACD101
Develop understanding of own Aboriginal or Torres Strait Islander identity	CUAATS101
Make simple creative work	CUAPPR201
Source and use information relevant to own arts practice	CUARES202



## VCAL (VICTORIAN CERTIFICATE OF APPLIED LEARNING)

Our VCAL program is accredited and issued at three award levels:

- Victorian Certificate of Applied Learning (Foundation)
- Victorian Certificate of Applied Learning (Intermediate)
- Victorian Certificate of Applied Learning (Senior)

The three qualification levels cater for a range of students with different abilities and interests. They also provide a progression in the development of skills, knowledge and attributes (VCAA).

The qualification aims to enable students to make informed choices about employment and education pathways. Personal development, students' interests and pathways for senior secondary students in the context of applied learning, underpin the design of VCAL.

At Bendigo TAFE we want to understand our student's passions, their strengths, their aspirations, their achievements to build them a VCAL program that will strengthen a young person's knowledge, skills and abilities to confidently progress into their next step toward further study or employment.



## VCAL - VICTORIAN CERTIFICATE OF APPLIED LEARNING - FOUNDATION

COURSE CODE VCALFND001

### LOCATION

Bendigo City / Echuca / Castlemaine

### DURATION

Full-time: 1 year

Part-time: 2 years

### INTAKE

Direct entry / Rolling enrolments

VCAL Foundation level is designed to provide an engaging, relevant, and applied learning experience to young people. Projects, experiences, excursions, activities, is how we teach VCAL Foundation. It is applied learning. Students will do classroom work to develop knowledge then apply it to a real life activity - 'hands on learning'. You will develop your literacy and numeracy, practice and experiment, work on projects in the community and learn about the world of work.

At Foundation level students will be guided and supervised throughout this level of VCAL.

### SELECTION PROCESS

Individual interview

Minimum 15 years of age

Language, literacy and numeracy test

### CAREER OPPORTUNITIES

The skills developed in this course are aimed to assist with further study options or employment.

### FURTHER STUDY OPTIONS

Victorian Certificate of Applied Learning Intermediate (VCALINT001), TAFE courses, School based apprenticeships or traineeships.

### CORE UNITS

Literacy Skills Foundation Reading and Writing	LIT011
Literacy Skills Foundation Oral Communication	LIT012
Numeracy Skills Foundation	NUM011
Personal Development Skills Unit 1 (foundation)	PDS011
Personal Development Skills Unit 2 (foundation)	PDS012
Work Related Skills Unit 1 (foundation)	WRS011
Work Related Skills Unit 2 (foundation)	WRS012

In 2023, the VCAL curriculum will be changing to the Victorian Pathways Certificate and VCE Vocational Major

## VCAL - VICTORIAN CERTIFICATE OF APPLIED LEARNING - INTERMEDIATE

### LOCATION

Bendigo City / Echuca / Castlemaine

### DURATION

Full-time: 1 year

Part-time: 2 years

### INTAKE

Direct entry / Rolling enrolments

VCAL Intermediate level is designed to expand student's experiences and knowledge. Opportunities to undertake a VCAL Certificate and a VET course is a great option for students who know their pathway and are ready for the next step. Students will learn by working in the classroom, undertaking individual and team projects that provide a 'real life/work' experience to enable application of their knowledge and be involved in a variety of experiences. This level is about investigation and decision through activities such as Structured Workplace learning.

You will develop literacy and numeracy, experiment, practice, test and evaluate your learning and work on projects in the community.

### SELECTION PROCESS

Individual interview

Minimum 15 years of age

Language, literacy and numeracy test

### CAREER OPPORTUNITIES

The Skills developed in this course are aimed to assist with further study options or employment.

### FURTHER STUDY OPTIONS

Victorian Certificate of Applied Learning Senior (VCALSEN001), TAFE courses, School based apprenticeships or traineeships.

### CORE UNITS

Literacy skills intermediate reading and writing	LIT021
Literacy skills intermediate oral communication	LIT022
Personal development skills unit 1 (intermediate)	PDS021
Personal development skills unit 2 (intermediate)	PDS022
Work related skills unit 1 (intermediate)	WRS021
Work related skills unit 2 (intermediate)	WRS022
Numeracy skills intermediate unit 1	NUM021
Numeracy skills intermediate unit 2	NUM022

In 2023, the VCAL curriculum will be changing to the Victorian Pathways Certificate and VCE Vocational Major

## VCAL - VICTORIAN CERTIFICATE OF APPLIED LEARNING - SENIOR

### LOCATION

Bendigo City / Echuca / Castlemaine

### DURATION

Full-time: 1 year

Part-time: 2 years

### INTAKE

Direct entry / Rolling enrolments

VCAL Senior Level is designed and recognises the experience students bring to their learning and expands this by developing an environment where learning is student driven and autonomous for students to take control of their own learning. They will work collaboratively with teachers, peers, and project stakeholders.

Their learning is real-world and develops employability knowledge and skills. Students will undertake a complex project which will develop leadership skills. By the end of VCAL Senior students are well prepared for the next steps into employment, apprenticeship training or further education pathways.

If you are at least 16 years old and enjoy practical 'hands-on learning' to finish your secondary certificate this is the course for you.

### SELECTION PROCESS

Individual interview

Minimum 16 years of age

Language, literacy and numeracy test

### CAREER OPPORTUNITIES

The skills developed in this course are aimed to assist with further study options or employment.

### FURTHER STUDY OPTIONS

Study further in a TAFE certificate or diploma then articulate into University or employment, apprenticeship or Traineeship.

### CORE UNITS

Literacy skills senior reading and writing	LIT031
Literacy skills senior oral communication	LIT032
Personal development skills unit 1 (senior)	PDS031
Personal development skills unit 2 (senior)	PDS032
Work related skills unit 1 (senior)	WRS031
Work related skills unit 2 (senior)	WRS032
Numeracy skills senior - Unit 1	NUM031
Numeracy skills senior - Unit 2	NUM033

In 2023, the VCAL curriculum will be changing to the Victorian Pathways Certificate and VCE Vocational Major

# HEALTH & COMMUNITY



**HEALTH  
NURSING  
DENTAL  
EARLY CHILDHOOD  
EDUCATION & CARE  
DISABILITY  
COMMUNITY SERVICES**

Our Health and Community Centre of Excellence delivers high-quality teaching and provides you access to state-of-the-art facilities with a focus on applied learning. You will learn in varying environments including:

## **FACE-TO-FACE TRAINING**

You will have access to the latest information on industry trends and practices through regular contact with health professionals, guest speakers and industry projects within community and health education.

## **PRACTICAL TRAINING**

We place a strong focus on the application of education theory through work placement, training programs, simulated labs and operational environments that give you access to the latest technologies and work practices.

## **SIMULATED SITUATIONAL TRAINING**

Our focus is on promoting situational awareness through simulation-based learning allowing you to learn via guided and immersive real-life experiences.

**APPLY NOW | 13 TAFE | [BENDIGOTAFE.EDU.AU/HEALTH](http://BENDIGOTAFE.EDU.AU/HEALTH)**

# PATHWAYS TO YOUR CAREER

## HEALTH

### Career opportunities:

- Orderly
- Health Services Assistant
- Patient Services Assistant
- Health Support Services Worker

### Course to get you there:

- Certificate III in Health Services Assistance (HLT33115)

### Career opportunities:

- Specimen and Pathology Collector
- Pathology Specimen Receptionist

### Course to get you there:

- Certificate III in Pathology Collection (HLT37215)

### Career opportunities:

- Allied Health Assistant
- Physiotherapy Assistant
- Occupational Therapy Assistant
- Therapy Assistant
- Rehabilitation Assistant

### Course to get you there:

- Certificate IV in Allied Health Assistance (HLT43015)

### Career opportunities:

- Personal Care Worker
- Personal Care Assistant
- Community Care Worker
- Residential Care Worker

### Course to get you there:

- Certificate III in Individual Support (Ageing, Home and Community) (CHC33015)

## NURSING

### Career opportunities:

- Acute Care
- Sub-acute Care
- Rehabilitation
- Mental Health
- Aged Care
- Palliative Care
- General Practitioner Clinic
- Community Health Centres and other areas of nursing

### Course to get you there:

- Diploma of Nursing (HLT54115)

## DENTAL

### Career opportunities:

- Dental Assistant
- Dental Nurse

### Courses to get you there:

- Certificate III in Dental Assisting (HLT35015)
- Certificate IV in Dental Assisting (HLT45015)

## EARLY CHILDHOOD EDUCATION & CARE

### Career opportunities:

- Education Support Worker
- Teacher's Aide
- Integration Aide
- Education Assistant

### Course to get you there:

- Certificate III in Education Support (CHC30213)

### Career opportunities:

- Long Day Care Educator
- Family Day Care Educator
- Playgroup Facilitator
- Nanny
- Out-of-School Hours Care Educator

### Course to get you there:

- Certificate III in Early Childhood Education and Care (CHC30113)

### Career opportunities:

- Early Childhood Educator
- Team, Group or Program Leader
- Children's Service Manager
- Children's Service Director/Coordinator

### Course to get you there:

- Diploma of Early Childhood Education and Care (CHC50113)

## DISABILITY

### Career opportunities:

- Disability Support Worker
- Lifestyle Support Officer
- Behavioural Support Officer
- Residential Care Officer
- Case Manager

### Courses to get you there:

- Course in Introduction to the National Disability Insurance Scheme (22469VIC)
- Certificate IV in Disability (CHC43115)

## COMMUNITY SERVICES

### Career opportunities:

- Community Health Worker
- Family Support Worker
- Tenants Advisory Worker
- Welfare Rights Worker
- Case Support Worker

### Course to get you there:

- Certificate IV in Community Services (CHC42015)

### Career opportunities:

- Social Welfare Workers
- Case Worker/Manager
- Community Development/Engagement Worker
- Family Support Worker
- Early Intervention Worker
- Pastoral Care Counsellor or Manager
- Senior Youth Officer or Chaplain
- Community/Neighbourhood House Coordinator
- Local Government Community Development Worker
- Migrant Service Worker
- Community Housing Worker
- Domestic Violence Worker
- Outreach Officer
- Welfare Support Worker
- Youth Worker

### Course to get you there:

- Diploma of Community Services (CHC52015)

## CERTIFICATE III IN HEALTH SERVICES ASSISTANCE

COURSE CODE HLT33115

### LOCATION

Bendigo City

### DURATION

Full-time: 23 weeks

### INTAKE

Traineeship / Rolling enrolments

This qualification will provide you with the skills required in a health care setting and client patient support services including food services, bed making, general cleaning, work health and safety and patient movement.

Placement is a mandatory part of the course (120 hours) and this is organised by Bendigo TAFE.

### PREREQUISITES

- Satisfactory language, literacy and numeracy skills to undertake this course
- 18 years or over at the time of placement
- Current Police Check and Working with Children Check (WWCC)
- Evidence of current immunisation status within one month of starting this course

### SELECTION PROCESS

You will be assessed to ensure that you have the satisfactory language, literacy and numeracy (LLN), and the communication skills to undertake the course.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Patient Services Assistant
- Orderly
- Ward Assistant

### FURTHER STUDY OPPORTUNITIES

Go further with education pathways into the Certificate IV in Allied Health Assistance (HLT43015) or the Diploma of Nursing (HLT54115).

#### CORE UNITS

Communicate and work in health or community services	CHCCOM005
Work with diverse people	CHCDIV001
Recognise healthy body systems	HLTAAP001
Comply with infection prevention and control policies and procedures	HTLINFO01
Participate in workplace health and safety	HTLWHS001
Interpret and apply medical terminology appropriately	BSBMED301
Organise personal work priorities and development	BSBWOR301

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## CERTIFICATE IV IN ALLIED HEALTH ASSISTANCE

COURSE CODE HLT43015

### LOCATION

Bendigo City

### DURATION

Full-time: 9 months

### INTAKE

Direct entry / Rolling enrolments

Start working in public and private hospitals including the rehabilitation sector. With an Allied Health Assistance qualification you will be trained to provide therapeutic and program related support under the guidance of an Allied Health Professional.

Placement is a mandatory part of the course (120 hours) and is organised by Bendigo TAFE.

### PREREQUISITES

- Current Police Check and Working with Children Check (WWCC)
- Evidence of current immunisation status within one month of starting this course
- Emotional competence and physical mobility
- You will need to be over the age of 18 to complete the work placement/practical component of this course

### SELECTION PROCESS

You will be assessed to ensure that you have the satisfactory language, literacy and numeracy (LLN), and the communication skills to undertake the course.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Therapy Assistant
- Allied Health Assistant
- Physiotherapy Assistant
- Occupational Therapy Assistant

### FURTHER STUDY OPPORTUNITIES

Students who have completed the Certificate IV in Allied Health Assistance (HLT43015) can undertake further studies with the Diploma of Nursing (HLT54115).

#### CORE UNITS

Communicate and work in health or community services	CHCCOM005
Work with diverse people	CHCDIV001
Recognise healthy body systems	HLTAAP001
Comply with infection prevention and control policies and procedures	HTLINFO01
Participate in workplace health and safety	HTLWHS001
Interpret and apply medical terminology appropriately	BSBMED301
Follow safe work practices for direct client care	HTLWHS002
Identify and respond to clinical risks in pathology collection	HTLPAT001
Perform venous blood collections	HTLPAT002
Collect pathology specimens other than blood	HTLPAT004
Participate in workplace health and safety	HTLWHS001
Deliver a service to customers	BSBCUS201
Interpret and apply medical terminology appropriately	BSBMED301

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## CERTIFICATE III IN PATHOLOGY COLLECTION

COURSE CODE HLT37215

### LOCATION

Bendigo City

### DURATION

Full-time: 23 weeks

### INTAKE

Direct entry / Rolling enrolments

This qualification reflects the role of pathology collectors. You will learn the technical skills and be trained to follow routine procedures, use discretion and judgement in different situations and work under general supervision.

Placement is a mandatory part of the course (35 hours) and this is organised by Bendigo TAFE.

### PREREQUISITES

- Satisfactory level of numeracy, literacy
- You will need to be over the age of 18 to complete the work placement/practical component of this course

Within one month of commencing the course applicants must obtain:

- A current and valid National Police Record Check
- Working with Children Check (WWCC)
- Evidence of current immunisation status

### SELECTION PROCESS

You will be assessed to ensure that you have the satisfactory language, literacy and numeracy (LLN) and the communication skills to undertake the course.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Specimen Collector
- Pathology Collector
- Pathology Specimen Receptionist

### FURTHER STUDY OPPORTUNITIES

Students who have completed the Certificate III in Pathology Collection (HLT37215) can undertake the Certificate IV in Laboratory Techniques (MSL40108), Certificate IV in Allied Health Assistance (HLT43015) or the Diploma of Nursing (HLT54115).

#### CORE UNITS

Communicate and work in health or community services	CHCCOM005
Work with diverse people	CHCDIV001
Comply with infection prevention and control policies and procedures	HTLINFO01
Identify and respond to clinical risks in pathology collection	HTLPAT001
Perform venous blood collections	HTLPAT002
Collect pathology specimens other than blood	HTLPAT004
Participate in workplace health and safety	HTLWHS001
Deliver a service to customers	BSBCUS201
Interpret and apply medical terminology appropriately	BSBMED301

Information about elective units can be found online

## JOBTRAINER COURSE\*

Find out more on page 6

## CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING, HOME AND COMMUNITY)

COURSE CODE CHC33015

### LOCATION

Bendigo City

### DURATION

Full-time: 7 months

### INTAKE

Direct entry / Rolling enrolments

Get qualified to work in a variety of aged-care settings such as high and low care residential facilities, patient's homes and community groups. Our friendly and experienced teachers will equip you with the skills to help maintain patient's personal care, health and wellbeing.

Placement is a mandatory part of the course (120 hours) and this is organised by Bendigo TAFE.

### PREREQUISITES

- A current Police Check, Working with Children Check (WWCC) and a Commonwealth of Australia Statutory Declaration (Aged Care).
- You will need to be over the age of 18 to enrol in this course and complete the work placement/practical component.
- Evidence of current immunisation status within one month of starting this course.

NOTE: Placement providers reserve the right to refuse you for placement based on the results of the above mentioned declarations.

### SELECTION PROCESS

You will be assessed to ensure that you have the satisfactory language, literacy and numeracy (LLN) and the communication skills to undertake the course. You will also be required to attend an information session.

### CAREER OPPORTUNITIES

This course may lead to employment as an:

- Accommodation Support Worker
- Community Care Worker
- Personal Care Assistant
- Residential Care Worker
- Home and Community Care Worker

When you study the Certificate III in Individual Support (CHC33015) you will complete skill sets in Ageing, Home and Community.

### FURTHER STUDY OPPORTUNITIES

Further your career in healthcare with our Diploma of Nursing (HLT54115).

### CORE UNITS

Provide individualised support	CHCCCS015
Support independence and well being	CHCCCS023
Communicate and work in health or community services	CHCCOM005
Work with diverse people	CHCDIV001
Work legally and ethically	CHCLEG001
Recognise healthy body systems	HLTAAP001
Follow safe work practices for direct client care	HLTWHS002

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## DIPLOMA OF NURSING

COURSE CODE HLT54115 | CRICOS 093795A

### LOCATION

Bendigo City

### DURATION

Full-time: 2 years

### INTAKE

Direct entry  
February, May and August intake

This course will allow you to pursue a career in nursing as an Enrolled Nurse. As an Enrolled Nurse you will work under the direction and supervision of a registered nurse to assist in the provision of preventive, curative and rehabilitative nursing care in hospitals, aged-care facilities, the community and other health care settings.

Placement is a mandatory part of the course (440 hours) and this is organised by Bendigo TAFE and may be in Metropolitan Melbourne or regional Victoria.

### PREREQUISITES

- You must be 18 years of age or older to enrol in this course
- You must have successfully completed VCE or equivalent, or be of mature age and have related work experience
- You must sit a pre-entry test or present results of a pre-entry test within 12 months of course commencement. You must achieve the minimum score or higher to be considered for enrolment
- You must meet the English Language Skills requirement as specified by the Australian Nursing and Midwifery Accreditation Council. To find out more visit: [https://www.anmac.org.au/sites/default/files/documents/20200713communication\\_re\\_els\\_to\\_eps\\_tacs\\_migrationagents.pdf](https://www.anmac.org.au/sites/default/files/documents/20200713communication_re_els_to_eps_tacs_migrationagents.pdf)

Within one month of course commencement, you must provide:

- A current and valid National Police Record Check
- Working with Children Check (WWCC)
- Evidence of current immunisation status
- A Commonwealth of Australia Statutory Declaration (Aged Care).
- Mandatory COVID-19 and Fluvax immunisations
- A valid NDIS Worker Screening Check valid for 5 years

### English Language Requirement

- Undertake a BKS Assessment AND achieve the following results: Literacy (Level 4) or above, Numeracy (Level 4) or above and English Writing Skills (Level 4) or above. Valid for 12 months.
- Meet the Nursing and Midwifery Board of Australia (NMBA) English Language requirements.

### SELECTION PROCESS

You will be assessed to ensure that you have the satisfactory language, literacy and numeracy (LLN) and the communication skills to undertake the course. You will also be required to attend an information session and interview.

### CAREER OPPORTUNITIES

This course will qualify you to work in acute, sub-acute, rehabilitation, mental health, aged care, palliative care, GP clinics and community health centres. After completing the course you need to apply to AHPRA for registration to work as an Enrolled Nurse.

### FURTHER STUDY OPPORTUNITIES

Students who have completed the Diploma of Nursing (HLT54115) can undertake further studies in the Bachelor of Nursing at the University level.

### CORE UNITS

Work with diverse people	CHCDIV001
Promote Aboriginal and/or Torres Strait Islander cultural safety	CHCDIV002
Reflect on and improve own professional practice	CHCPRP003
Confirm physical health status	HLTAAP002
Analyse and respond to client health information	HLTAAP003
Practise nursing within the Australian health care system	HLTENN001
Apply communication skills in nursing practice	HLTENN002
Perform clinical assessment and contribute to planning nursing care	HLTENN003
Implement, monitor and evaluate nursing care plans	HLTENN004
Contribute to nursing care of a person with complex needs	HLTENN005
Apply principles of wound management in the clinical environment	HLTENN006
Administer and monitor medicines and intravenous therapy	HLTENN007
Apply legal and ethical parameters to nursing practice	HLTENN008
Implement and monitor care for a person with mental health conditions	HLTENN009
Implement and monitor care for a person with acute health problems	HLTENN011
Implement and monitor care for a person with chronic health problems	HLTENN012
Implement and monitor care of the older person	HLTENN013
Apply nursing practice in the primary health care setting	HLTENN015
Comply with infection prevention and control policies and procedures	HLTINF001
Follow safe work practices for direct client care	HLTWHS002

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6



## CERTIFICATE III IN DENTAL ASSISTING

COURSE CODE HLT35015

### LOCATION

Workplace

### DURATION

Full-time: 1 year  
Part-time: 1 year

### INTAKE

Traineeship / Rolling enrolments

This qualification provides the knowledge and skills needed to assist a Dentist, Dental Hygienist or Dental Therapist during all dental care procedures. Delivery combines work experience and structured training to competently and safely assist the dental professional during oral health care procedures.

### PREREQUISITES

Must be employed in a dental practice.

### SELECTION PROCESS

- Minimum age of 18 years
- Pre-training interview and language, literacy and numeracy (LLN) assessment
- Completion of the HLTAID003 Provide First Aid certificate within four weeks of course commencement.

### CAREER OPPORTUNITIES

This course may lead to employment as a Dental Assistant

### FURTHER STUDY OPPORTUNITIES

You can further your study with a Certificate IV in Dental Assisting (HLT45015).

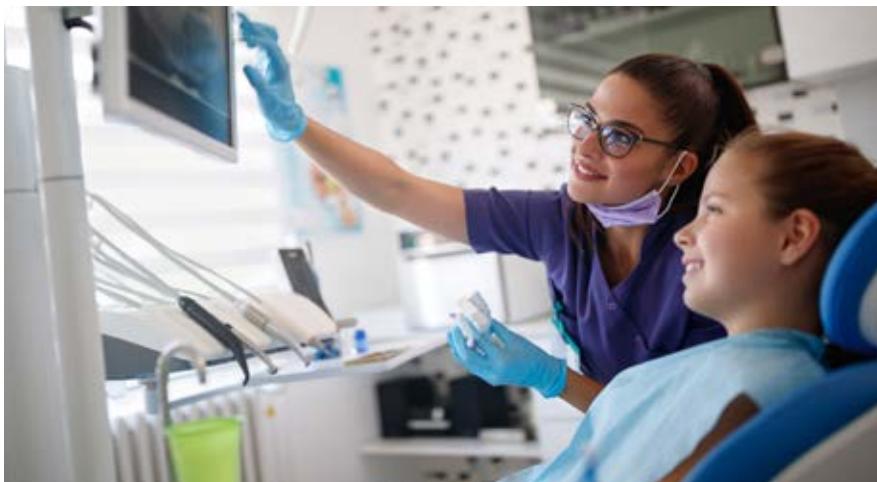
### CORE UNITS

Communicate and work in health or community services	CHCCOM005
Work with diverse people	CHCDIV001
Provide first aid	HLTAID003
Prepare for and assist with oral health care procedures	HLTDENO01
Assist with dental radiography	HLTDENO02
Assist with administration in dental practice	HLTDENO03
Comply with infection prevention and control policies and procedures	HLTINF001
Process reusable medical devices and equipment	HLTINF002
Participate in workplace health and safety	HLTWHS001

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6



## CERTIFICATE IV IN DENTAL ASSISTING

COURSE CODE HLT45015

### LOCATION

Workplace

### DURATION

Full-time: 1 year  
Part-time: 2 years

### INTAKE

Traineeship / Rolling enrolments

This qualification provides the knowledge and skills needed to provide an advanced level of assistance to a Dentist, Dental Hygienist, Dental Prosthetist or Oral Health Therapist, which contributes to the quality of oral health care.

Delivery combines work experience and structured training to competently and safely assist the dental professional during oral health care procedures.

There are two streams available in this qualification. Your teacher will discuss this with you and your employer.

- Radiography Specialisation
- Oral Health Specialisation

### PREREQUISITES

You should be experienced at working in a dental practice for a minimum of 12 months.

In your role, you should be:

- Mentoring and inducting new employees
- Implementing and monitoring infection control and Work Health and Safety (WHS) policies and procedures
- Monitoring compliance for WHS and infection control
- Conducting workplace risk assessments.

### SELECTION PROCESS

- Minimum age of 18 years
- Pre-training interview and language, literacy and numeracy (LLN) assessment
- Completion of the HLTAID003 Provide First Aid certificate within four weeks of course commencement.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Dental Assistant
- Dental Hygienist
- Dental Therapist
- Oral Health Specialist

### FURTHER STUDY OPPORTUNITIES

You can further your study with a Diploma of Dental Technology (HLT55115).

### CORE UNITS

Communicate and work in health or community services	CHCCOM005
Work with diverse people	CHCDIV001
Provide first aid	HLTAID003
Prepare for and assist with oral health care procedures	HLTDENO01
Assist with dental radiography	HLTDENO02
Assist with administration in dental practice	HLTDENO03
Comply with infection prevention and control policies and procedures	HLTINF001
Process reusable medical devices and equipment	HLTINF002
Implement and monitor infection prevention and control policies and procedures	HLTINF003
Maintain work health and safety	HLTWHS003

### RADIOGRAPHY SPECIALISATION\*

Learn to apply the principles of radiation biology and protection to prepare and produce radiographic images in a dental health practice. Successful completion of this skill set meets the requirements to apply to be licenced through the Department of Health (Victoria).

### CORE UNITS

Apply the principles of radiation biology and protection in dental practice	HLTDENO07
Prepare to expose a prescribed dental radiographic image	HLTDENO08
Produce a prescribed dental radiographic image	HLTDENO09

\*If you select to undertake the Radiography specialisation you must have access to radiography equipment and staff in your workplace.

### ORAL HEALTH SPECIALISATION

Develop the skills and knowledge to implement an oral hygiene program (individualised as well as specific for older people) and implement an oral health promotion program.

### CORE UNITS

Implement an individualised oral hygiene program	HLTDENO04
Implement an oral hygiene program for older people	HLTDENO10
Implement an oral health promotion program	HLTDENO11

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## CERTIFICATE III IN EDUCATION SUPPORT

COURSE CODE CHC30213

### LOCATION

Bendigo City

### DURATION

Full-time: 6 months

### INTAKE

Direct entry / February and July intake

Start working as an education support worker in primary and secondary schools, specialist schools and community education environments.

As part of this course, you will be required to complete a work placement component of 100 hours in a school setting during your studies.

### PREREQUISITES

- Be 18 years of age by course completion (This is the minimum age for work in this field).
- You will need to have a current Working with Children Check (WWCC).

### SELECTION PROCESS

You will be assessed to ensure that you have the satisfactory language, literacy and numeracy (LLN) and the communication skills to undertake the course. You will also be required to attend an information session.

### CAREER OPPORTUNITIES

This course may lead to employment as an:

- Education Support Worker
- Teacher's Aide
- Integration Aide
- Education Assistant

### FURTHER STUDY OPPORTUNITIES

Continue your studies in education or disability.

### CORE UNITS

Work with diverse people	CHCDIV001
Promote Aboriginal and/or Torres Strait Islander cultural safety	CHCDIV002
Support behaviour of children and young people	CHCECE006
Comply with legislative, policy and industrial requirements in the education environment	CHCEDS001
Assist implementation of planned educational programs	CHCEDS002
Contribute to student education in all developmental domains	CHCEDS003
Contribute to organisation and management of classroom or centre	CHCEDS004
Support the development of literacy and oral language skills	CHCEDS005
Support the development of numeracy skills	CHCEDS006
Work effectively with students and colleagues	CHCEDS007
Contribute to the health and safety of students	CHCEDS017
Support students with additional needs in the classroom environment	CHCEDS018

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

COURSE CODE CHC30113

### LOCATION

Bendigo City

### DURATION

Full-time: 9 months

### INTAKE

Direct entry / February and July intake

Work while you get qualified in an early childhood service. We will provide you with the skills and knowledge to best enhance and enrich the growth, learning and development of children.

### PREREQUISITES

- Applicants must be able to demonstrate appropriate language, literacy and numeracy skills
- Applicants should be over 18 years of age. Those under 18 years must provide parental/guardian consent

### SELECTION PROCESS

You will be assessed to ensure that you have the satisfactory language, literacy and numeracy (LLN), and the communication skills to undertake the course.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Family Day Care Educator
- Playgroup Educator
- Nanny
- Early Childhood Educator
- Out-of-school Hours Care Educator

### FURTHER STUDY OPPORTUNITIES

Go further with our Diploma of Early Childhood Education and Care (CHC50113).

### CORE UNITS

Promote Aboriginal and/or Torres Strait Islander cultural safety	CHCDIV002
Develop cultural competence	CHCECE001
Ensure the health and safety of children	CHCECE002
Provide care for children	CHCECE003
Promote and provide healthy food and drinks	CHCECE004
Provide care for babies and toddlers	CHCECE005
Develop positive and respectful relationships with children	CHCECE007
Use an approved learning framework to guide practice	CHCECE009
Establish and maintain a safe and healthy environment for children	CHCECE016
Foster the holistic development and wellbeing of the child in early childhood	CHCECE017
Nurture creativity in children	CHCECE018
Facilitate compliance in an education and care services	CHCECE019
Establish and implement plans for developing cooperative behaviour	CHCECE020
Implement strategies for the inclusion of all children	CHCECE021
Promote children's agency	CHCECE022
Analyse information to inform learning	CHCECE023
Design and implement the curriculum to foster children's learning and development	CHCECE024
Embed sustainable practices in service operations	CHCECE025
Work in partnership with families to provide appropriate education and care for children	CHCECE026
Work legally and ethically	CHCLEG001
Identify and respond to children and young people at risk	CHCPRT001
Provide an emergency first aid response in an education and care setting	HLTAID004
Participate in workplace health and safety	HLTWHS001

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

COURSE CODE CHC50113

### LOCATION

Bendigo City

### DURATION

Full-time: 1.5 years

### INTAKE

Direct entry / February and July intake

Work and get qualified in early childhood education and care and be responsible for educating children and families, developing curriculum, supervising staff and volunteers.

### PREREQUISITES

- Be 18 years of age by course completion. (This is the minimum age for work in this field).
- You will need to have a current Working with Children Check (WWCC).

### SELECTION PROCESS

You will be assessed to ensure that you have the satisfactory language, literacy and numeracy (LLN) and the communication skills to undertake the course.

### CAREER OPPORTUNITIES

This course may lead to employment as an:

- Early Childhood Educator
- Team, Group or Program Leader
- Children's Service Manager
- Children's Service Director/Coordinator

### CORE UNITS

Promote Aboriginal and/or Torres Strait Islander cultural safety	CHCDIV002
Develop cultural competence	CHCECE001
Ensure the health and safety of children	CHCECE002
Provide care for children	CHCECE003
Promote and provide healthy food and drinks	CHCECE004
Provide care for babies and toddlers	CHCECE005
Develop positive and respectful relationships with children	CHCECE007
Use an approved learning framework to guide practice	CHCECE009
Establish and maintain a safe and healthy environment for children	CHCECE016
Foster the holistic development and wellbeing of the child in early childhood	CHCECE017
Nurture creativity in children	CHCECE018
Facilitate compliance in an education and care services	CHCECE019
Establish and implement plans for developing cooperative behaviour	CHCECE020
Implement strategies for the inclusion of all children	CHCECE021
Promote children's agency	CHCECE022
Analyse information to inform learning	CHCECE023
Design and implement the curriculum to foster children's learning and development	CHCECE024
Embed sustainable practices in service operations	CHCECE025
Work in partnership with families to provide appropriate education and care for children	CHCECE026
Work legally and ethically	CHCLEG001
Identify and respond to children and young people at risk	CHCPRT001
Provide an emergency first aid response in an education and care setting	HLTAID004
Participate in workplace health and safety	HLTWHS003

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

# DISABILITY | COMMUNITY SERVICES

## COURSE IN INTRODUCTION TO THE NATIONAL DISABILITY INSURANCE SCHEME

COURSE CODE 22469VIC

### LOCATION

Bendigo City

### DURATION

Part-time: 10 weeks

### INTAKE

Direct entry / Rolling enrolment

This program is designed to assist potential workers for the disability industry. It allows students to make an informed choice whether the disability sector is for them. It provides a pathway into the Certificate III in Individual Support (Disability) (CHC33015) or the Certificate IV in Disability (CHC43115).

### PREREQUISITES

There are no pre-requisites for this course.

### SELECTION PROCESS

You will need to attend an interview and undertake a pre-training review including a language, literacy and numeracy (LLN) assessment.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Disability Support Worker
- Personal Care Assistant
- Personal Support Worker
- Disability Officer

### FURTHER STUDY OPPORTUNITIES

You can further your study at Certificate III, Certificate IV and Diploma level across the Health and Community Sectors.

#### CORE UNITS

Work effectively with a national disability insurance scheme participant | VU22448

Information about elective units can be found online

## CERTIFICATE IV IN DISABILITY

COURSE CODE CHC43115

### LOCATION

Bendigo City

### DURATION

Full-time: 9 months

### INTAKE

Direct entry / Rolling enrolments

Make a genuine difference to the lives of people with disabilities. From helping others achieve greater levels of independence to enjoying an enhanced quality of life, this course will give you the skills needed to attend to those under your care. As part of your studies, you are also required to complete a work placement component of 120 hours which often leads to future employment and job opportunities.

### PREREQUISITES

A current Police Check and Working with Children Check (WWCC).

### SELECTION PROCESS

You will be assessed to ensure that you have the satisfactory language, literacy and numeracy (LLN) and the communication skills to undertake the course. You will also be required to attend an information session.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Disability Support Worker
- Lifestyle Support Officer
- Behavioural Support Officer
- Employment Coordinator (Disability)
- Residential Care Officer

### FURTHER STUDY OPPORTUNITIES

You can further your study in our Diploma of Community Services (CHC52015).

#### CORE UNITS

Provide individualised support	CHCCCS015
Follow established person-centred behaviour supports	CHCDIS002
Develop and provide person-centred service responses	CHCDIS005
Facilitate the empowerment of people with disability	CHCDIS007
Facilitate community participation and social inclusion	CHCDIS008
Facilitate ongoing skills development using a person-centred approach	CHCDIS009
Provide person-centred services to people with disability with complex needs	CHCDIS010
Work with diverse people	CHCDIV001
Manage legal and ethical compliance	CHCLEG003
Recognise healthy body systems	HLTAAP001
Follow safe work practices for direct client care	HTLWHS002

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6



## COURSE IN IDENTIFYING AND RESPONDING TO FAMILY VIOLENCE RISK

COURSE CODE 22510VIC

### LOCATION

Bendigo City

### DURATION

Part-time: 10 weeks

### INTAKE

Direct entry / Rolling enrolments

This course is an accredited training program designed for people who are currently working or seeking work with universal service providers to identify the risk of family violence for service users. Universal service professionals do not assess or prevent risk of family violence primarily in their role, however they may encounter victim survivors and/or perpetrators of violence through their work and subsequently their role requires essential knowledge about the State's legislated response to family violence.

### PREREQUISITES

There are no prerequisites for this course. Participants undertaking this course are likely to be professionals who do not have family violence as a core function of their role. These professionals may encounter victim survivors (including children and young people) and perpetrators through their interactions with children, families and/or adults within their work. It also provides the foundational understanding of family violence and risk needed for further levels of specialisation.

### SELECTION PROCESS

You will need to attend an interview and undertake a pre-training review including a language, literacy and numeracy (LLN) assessment.

### CAREER OPPORTUNITIES

There are no further career opportunities associated with this course.

### FURTHER STUDY OPPORTUNITIES

There are no further study opportunities associated with this course.

### CORE UNITS

Identify and provide initial response to family violence risk | VU22733

Information about elective units can be found online



**CAROLINE TARRAN**  
**DIPLOMA OF COMMUNITY SERVICES**

**“** I came back to study after years of work. For me, it's grabbing every opportunity that presents itself and seeing where that pathway leads.

## CERTIFICATE IV IN COMMUNITY SERVICES

COURSE CODE CHC42015

### LOCATION

Bendigo City

### DURATION

Full-time: 9 months

### INTAKE

Direct entry / Rolling enrolments

The qualification reflects the role of community service workers who design and deliver person-centred services to individuals and/or groups. Workers may provide support, advocacy or interventions to individual clients, groups or communities across a range of services.

### PREREQUISITES

You will be assessed to ensure that you have proficient oral and written communication.

### SELECTION PROCESS

You will be assessed to ensure that you have the satisfactory language, literacy and numeracy (LLN) and the communication skills to undertake the course.

You will also be required to attend an information session.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Case Worker
- Homelessness Support Worker
- Mental Health Support Worker

### FURTHER STUDY OPPORTUNITIES

Go further with our Diploma of Community Services (CHC52015).

### CORE UNITS

Facilitate the interests and rights of clients	CHCADV001
Assess co-existing needs	CHCCCS004
Use communication to build relationships	CHCCOM002
Work with diverse people	CHCDIV001
Work legally and ethically	CHCLEG001
Develop and maintain networks and collaborative partnerships	CHCPRP001
Maintain work health and safety	HLTWHS003

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## DIPLOMA OF COMMUNITY SERVICES

COURSE CODE CHC52015 | CRICOS 094073E

### LOCATION

Bendigo City

### DURATION

Full-time: 18 months

### INTAKE

Direct entry / February and July intake

Learn counselling skills, group work skills, human rights, cultural inclusion and strategies for effective service delivery, all skills you will need to start working in individual and family case work and group work. Work placement is a compulsory part of this course.

This course is also ACWA (Australian Community Workers Association) Accredited, which requires the completion of 400 hours of practical placement hours within a Community Service setting.

### PREREQUISITES

You need to have completed VCE (or equivalent) or be at least 20 years of age and have sufficient work experience. You need to have a high level of language, literacy and numeracy skills following completion of an LLN assessment. You also need to have a clear police record and a Working with Children Check (WWCC).

### SELECTION PROCESS

You will be assessed to ensure that you have the satisfactory language, literacy and numeracy (LLN) and the communication skills to undertake the course. You will also be required to attend an information session.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Social Welfare Worker
- Case Worker/Manager
- Community Development/Engagement Worker
- Family Support Worker
- Project Officer
- Early Intervention Worker
- Pastoral Care Counsellor or Manager
- Senior Youth Officer

### CORE UNITS

Develop and implement service programs	CHCCCS007
Develop workplace communication strategies	CHCCOM003
Analyse impacts of sociological factors on clients in community work and services	CHCDEV002
Manage and promote diversity	CHCDIV003
Manage legal and ethical compliance	CHCLEG003
Facilitate workplace debriefing and support processes	CHCMGT005
Reflect on and improve own professional practice	CHCPRP003
Manage work health and safety	HLTWHS004

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

# HAIR, BARBERING, BEAUTY & CREATIVE



**HAIR  
BARBERING  
BEAUTY  
DESIGN  
VISUAL ARTS  
PROFESSIONAL WRITING**

At Bendigo TAFE, we bring together the latest in industry education and trends with some of the world's finest professional brands to give you a complete learning experience in our range of creative courses.

Our world-class faculty with extensive industry experience and connections cater to the needs of the ever-changing and highly-competitive creative industry, delivering training programs in hair, barbering, beauty, design, visual arts and professional writing.

You will have access to the latest technology, equipment and facilities in our purpose-built campuses providing a holistic approach to training in a supportive learning environment.

What sets our graduates apart are the well-rounded skills they learn to give them the competitive edge to stand out from the crowd.

**APPLY NOW | 13 TAFE | [BENDIGOTAFE.EDU.AU/CREATIVE](http://BENDIGOTAFE.EDU.AU/CREATIVE)**

# PATHWAYS TO YOUR CAREER

## HAIR

### Career opportunities:

- Hair Salon Assistant
- Qualified Hairdresser
- Hair Stylist

### Courses to get you there:

- Certificate II in Salon Assistant (SHB20216)
- Certificate III in Hairdressing (SHB30416)

## BARBERING

### Career opportunities:

- Barber

### Course to get you there:

- Certificate III in Barbering (SHB30516)
- Certificate II in Salon Assistant (SHB20216)

## BEAUTY

### Career opportunities:

- Salon Manager or Owner
- Beauty Advisor
- Waxing Technician
- Beauty Therapist
- Resort or Spa Manager
- Spa Therapist
- Freelance Therapist
- Beauty Sales Representative

### Courses to get you there:

- Certificate III in Beauty Services (SHB30115)
- Diploma of Beauty Therapy (SHB50115)

## DESIGN

### Career opportunities:

- Junior Design Assistant
- Freelance Designer
- Graphic Design Coordinator
- Branding and Packaging Designer

### Courses to get you there:

- Certificate IV in Design (CUA40720)
- Diploma of Graphic Design (CUA50720)

### Career opportunities:

- Building Designer
- Business Owner
- Employment in the building industry
- Draftsperson

### Courses to get you there:

- Advanced Diploma of Building Design (Architectural) (22477VIC)

## VISUAL ARTS

### Career opportunities:

- Multimedia Artist
- Illustrator
- Printmaker
- Freelance Artist

### Courses to get you there:

- Certificate IV in Visual Arts (CUA41320)

## PROFESSIONAL WRITING

### Career opportunities:

- Journalism
- Technical writing
- Corporate writing
- Writing online content
- Speech writing
- Educational writing
- Copy editing
- Freelance writer

### Courses to get you there:

- Certificate IV in Professional Writing and Editing (CUA40118)
- Diploma of Professional Writing and Editing (CUA50118)



## CERTIFICATE II IN SALON ASSISTANT

COURSE CODE: SHB20216

### LOCATION

Bendigo City

### DURATION

Full-time: 9 weeks

### INTAKE

Direct entry / February intake

If your goal is to work as a hairdresser, this course can give you a head start.

This nationally recognised qualification will give you the basic knowledge and skills required to commence work in a hairdressing salon as a salon assistant. You will gain genuine hands-on experience working with real clients in our on-campus training salon.

### PREREQUISITES

You need to have satisfactory literacy and numeracy skills and be at least 15 years of age when you apply.

### SELECTION PROCESS

You will be required to complete an assessment to evaluate your language, literacy and numeracy (LLN) skills. This helps to ensure that you enrol in a course that is the right level of study for you.

### CAREER OPPORTUNITIES

This qualification may help you to find employment as an apprentice hairdresser. A hairdressing qualification can lead to many work opportunities, from owning your own salon to working at fashion shows or in film and television.

### FURTHER STUDY OPPORTUNITIES

Graduates of this course can go onto study the Certificate III in Hairdressing (SHB30416) or the Certificate III in Barbering (SHB30516).

### CORE UNITS

Contribute to health and safety of self and others	BSBWHS201
Provide shampoo and basin services	SHBHBAS001
Dry hair to shape	SHBHDES001
Maintain and organise tools, equipment and work areas	SHBHIND001
Conduct salon financial transactions	SHBXCCS001
Greet and prepare clients for salon services	SHBXCCS003
Comply with organisational requirements within a personal services environment	SHBXIND001
Communicate as part of a salon team	SHBXIND002

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6



## CERTIFICATE III IN HAIRDRESSING

COURSE CODE SHB30416

### LOCATION

Bendigo City

### DURATION

Apprenticeship: Varies from 2-3 years based on your competency  
Non-apprentice: Flexible: 1 year

### INTAKE

Direct entry / Australian Apprenticeship Support Network (AASN) / February and July intake for non-apprentice students and Rolling enrolments for apprentices

This course will get you started in your dream career in hairdressing. You will learn industry current techniques to confidently work in a dynamic salon environment.

### PREREQUISITES

To apply for the apprenticeship stream you must be currently employed as an apprentice in a hairdressing salon. New apprentices will first need to be employed and signed up to a contract of training by an Australian Apprenticeship Support Network (AASN).

### SELECTION PROCESS

Compulsory interview and AASN registration.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Hairdresser
- Hair Stylist
- Salon Manager

### CORE UNITS

Participate in environmentally sustainable work practices	BSBSUS201
Provide shampoo and basin services	SHBHBAS001
Colour and lighten hair	SHBHCLS002
Provide full and partial head highlighting treatments	SHBHCLS003
Neutralise unwanted colours and tones	SHBHCLS004
Provide on scalp full head and retouch bleach treatments	SHBHCLS005
Design haircut structures	SHBHCUT001
Create one length or solid haircut structures	SHBHCUT002
Create graduated haircut structures	SHBHCUT003
Create layered haircut structures	SHBHCUT004
Cut hair using over-comb techniques	SHBHCUT005
Create combined traditional and classic men's haircut structures	SHBHCUT007
Cut hair using freehand clipper techniques	SHBHCUT009
Design and maintain beards and moustaches	SHBHCUT011
Shave heads and faces	SHBHCUT012
Provide men's general grooming services	SHBHCUT013
Dry hair to shape	SHBHDES001
Maintain and organise tools, equipment and work areas	SHBHIND001
Develop and expand a client base	SHBHIND003
Straighten and relax hair with chemical treatments	SHBHREF002
Identify and treat hair and scalp conditions	SHBHTRI001
Conduct salon financial transactions	SHBXCCS001
Provide salon services to clients	SHBXCCS002
Comply with organisational requirements within a personal services environment	SHBXIND001
Communicate as part of a salon team	SHBXIND002
Apply safe hygiene, health and work practices	SHBXWHS001

Information about elective units can be found online

## JOBTRAINER COURSE\*

Find out more on page 6

## CERTIFICATE III IN BARBERING

COURSE CODE SHB30516

### LOCATION

Bendigo City

### DURATION

Apprenticeship:  
Full-time: 2-3 years  
On campus (non-apprenticeship):  
Full-time: 7 months  
Evening classes also available (21 months).

### INTAKE

Direct entry / Australian Apprenticeship Support Network / February and July intake for college-based students and Rolling enrolments for Apprentices

The mens' grooming industry is thriving creating a high demand for skilled barbers.

This course is designed to give you the knowledge and expertise to get started in this creative and dynamic field.

The qualification focuses on the craft of barbering and teaches the traditions of 'old school' barbering and specialist urban barbering techniques.

You'll learn from industry experts and hone your skills working on real clients in our modern training facilities.

There are three streams available:

- On Campus
- Apprenticeship
- RPL (Recognition of Prior Learning)

### CAREER OPPORTUNITIES

This program will give you the skills to work as a qualified barber in the industry.

### CORE UNITS

Participate in environmentally sustainable work practices	BSBSUS201
Provide shampoo and basin services	SHBHBAS001
Design haircut structures	SHBHCUT001
Create one length or solid haircut structures	SHBHCUT002
Create graduated haircut structures	SHBHCUT003
Create layered haircut structures	SHBHCUT004
Cut hair using over-comb techniques	SHBHCUT005
Create combined traditional and classic men's haircut structures	SHBHCUT007
Cut hair using freehand clipper techniques	SHBHCUT009
Design and maintain beards and moustaches	SHBHCUT011
Shave heads and faces	SHBHCUT012
Provide men's general grooming services	SHBHCUT013
Dry hair to shape	SHBHDES001
Maintain and organise tools, equipment and work areas	SHBHIND001
Develop and expand a client base	SHBHIND003
Identify and treat hair and scalp conditions	SHBHTRI001
Conduct salon financial transactions	SHBXCCS001
Provide salon services to clients	SHBXCCS002
Comply with organisational requirements within a personal services environment	SHBXIND001
Communicate as part of a salon team	SHBXIND002
Apply safe hygiene, health and work practices	SHBXWHS001

Information about elective units can be found online

## JOBTRAINER COURSE\*

Find out more on page 6

## CERTIFICATE III IN BEAUTY SERVICES

COURSE CODE SHB30115

### LOCATION

Bendigo City

### DURATION

Full-time: 6 months

### INTAKE

Direct entry / February and July intake

This qualification will give you the confidence to interact with customers, and provide a range of beauty services including waxing, makeup, nail technology, lash and brow treatments, cosmetic tanning as well as selling retail skin care and other cosmetic products. This course will get you ready for employment in beauty salons and the wider beauty industry.

### SELECTION PROCESS

You will be required to attend a compulsory interview.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Beauty Therapist/Consultant
- Waxing Technician
- Freelance Beauty Consultant

### FURTHER STUDY OPTIONS

This course leads into the Diploma of Beauty Therapy (SHB50115).

### CORE UNITS

Apply cosmetic tanning products	SHBBBOS001
Advise on beauty products and services	SHBBCCS001
Provide lash and brow services	SHBBFAS001
Provide waxing services	SHBBHRS001
Design and apply makeup	SHBBMUP002
Provide manicure and pedicare services	SHBBNL001
Research and apply beauty industry information	SHBBRES001
Conduct salon financial transactions	SHBXCCS001
Provide salon services to clients	SHBXCCS002
Comply with organisational requirements within a personal services environment	SHBXIND001
Apply safe hygiene, health and work practices	SHBXWHS001

Information about elective units can be found online

## JOBTRAINER COURSE\*

Find out more on page 6

## DIPLOMA OF BEAUTY THERAPY

COURSE CODE SHB50115

### LOCATION

Bendigo City

### DURATION

Full-time: 1 year

### INTAKE

Direct entry / March and July intake

The Diploma of Beauty Therapy is the highest and most sought after qualification in the industry. This course will provide you with the knowledge, experience and advanced skills you need to start your career as a qualified Beauty Therapist. Students will learn to perform facial treatments, massage and body treatments (including aromatherapy, hot stone therapy and Indian head massage), waxing, manicure and pedicure treatments, while working with the best salon brands like Thalgo, CND and Dermalogica.

### PREREQUISITES

You need to have a high level of literacy and numeracy skills.

### SELECTION PROCESS

You will be required to attend a compulsory interview.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Salon Beauty Therapist
- Salon Manager/Owner
- Freelance Therapist
- Beauty Sales Representative

### FURTHER STUDY OPTIONS

Graduates of this course, are eligible for guaranteed entry into the Bachelor of Dermal Sciences at Victoria University.

### CORE UNITS

Provide body massage	SHBBBOS002
Provide body treatments	SHBBBOS003
Provide lash and brow services	SHBBFAS001
Provide facial treatments and skin care recommendations	SHBBFAS002
Provide specialised facial treatments	SHBBFAS003
Provide waxing services	SHBBHRS001
Design and apply makeup	SHBBMUP002
Provide manicure and pedicare services	SHBBNL001
Research and apply beauty industry info	SHBBRES001
Conduct salon financial transactions	SHBXCCS001
Provide salon services to clients	SHBXCCS002
Comply with organisational requirements within a personal services environment	SHBXIND001
Apply safe hygiene, health and work practices	SHBXWHS001

Information about elective units can be found online



## CERTIFICATE IV IN DESIGN

COURSE CODE CUA40720

### LOCATION

Bendigo City

### DURATION

Full-time: 6 months

### INTAKE

Direct entry / February intake

This course provides a starting point for a career in graphic design, you will learn about design briefs, creative thinking and design solutions. Key study areas include basic design principles and elements, drawing, typography, colour theory, 2D and 3D exploration and techniques, use of design software and creative thinking skills.

### DURATION

Full-time: 1 year

### PREREQUISITES

You need to have satisfactory literacy and numeracy skills to undertake this course and be at least 15 years of age.

### SELECTION PROCESS

Individual interview

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Junior Design Assistant
- Graphic Design Coordinator

### FURTHER STUDY OPTIONS

Students completing this course can study further with the Diploma of Graphic Design (CUA50715) at Bendigo TAFE.

### CORE UNITS

Develop and extend critical and creative thinking skills	BSBCRT301
Source and apply information on the history and theory of design	BSBDES305
Generate design solutions	BSBDES401
Interpret and respond to a design brief	BSBDES402
Contribute to health and safety of self and others	BSBWHS201
Integrate colour theory and design processes	CUAACD401
Realise a creative project	CUAPPR401

Information about elective units can be found online

## JOBTRAINER COURSE\*

Find out more on page 6



## DIPLOMA OF GRAPHIC DESIGN

COURSE CODE CUA50720

### LOCATION

Bendigo City

### DURATION

Full-time: 1 year

### INTAKE

Direct entry / February intake

This qualification reflects the role of Graphic Designers at the beginning of their professional careers. They combine technical, creative and conceptual skills to create designs that meet client requirements and solve a range of visual communication challenges.

### PREREQUISITES

You need to have completed VCE (or equivalent) or be of mature age and have sufficient work experience. You also need to have a high level of literacy and numeracy skills following completion of an LLN assessment. Some art and design skills are necessary.

### SELECTION PROCESS

Assessment of portfolio and individual interview. Successful completion of Certificate IV in Design (CUA40715) gives automatic entry.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Freelance Designer
- Branding and Packaging Designer

### FURTHER STUDY OPTIONS

Graduates are eligible for credits towards a degree and guaranteed entry in to a leading Australian university.

### CORE UNITS

Develop and extend design skills and practice	BSBDES403
Refine drawing and other visual representation tools	CUAACD501
Research visual communication history and theory	CUAGRD501
Produce graphic designs for 2-D and 3-D applications	CUAGRD502
Produce typographic design solutions	CUAGRD503
Create and manipulate graphics	CUAGRD504
Design and manipulate complex layouts	CUAGRD505
Present a body of own creative work	CUAPPR503
Develop graphic design practice to meet industry needs	CUAGRD506

Information about elective units can be found online

## ADVANCED DIPLOMA OF BUILDING DESIGN (ARCHITECTURAL)

COURSE CODE 22477VIC

### LOCATION

Charleston Road

### DURATION

Full-time: 2.5 years

### INTAKE

Direct entry / February intake

If you have always wanted a career in architecture, this course will give you the skills, knowledge and application of industry specific software to deliver innovative design solutions for residential and commercial projects. You will have the opportunity to follow a project from conception to completion.

### PREREQUISITES

You need to have completed VCE (or equivalent) or be of mature age and have sufficient work experience. You also need to have a high level of literacy and numeracy skills following completion of an LLN assessment.

### SELECTION PROCESS

Please apply directly to Bendigo TAFE. All students will be expected to attend an interview.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Building Designer
- Business Owner
- Employment in the building industry
- Draftsperson

### FURTHER STUDY OPPORTUNITIES

Graduates can earn credits towards a degree and guaranteed entry in to a leading Australian university.

### CORE UNITS

Prepare to work safely in the construction industry	CPCCWHS1001
Undertake site survey and analysis to inform design process	VU22454
Apply structural and construction technology to the design of residential buildings	VU22455
Apply structural and construction technology to the design of commercial buildings	VU22456
Comply with relevant legislation in the design of residential buildings	VU22457
Comply with relevant legislation in the design of commercial buildings	VU22458
Design safe buildings	VH22459
Design sustainable buildings	VU22460
Integrate services layout into design documentation	VU22461
Produce preliminary and working drawings for residential buildings	VU22462
Produce preliminary and working drawings for commercial buildings	VU22463
Select construction materials for building projects	VU22464
Provide design solutions for residential and commercial buildings	VU22465
Integrate digital applications into architectural workflows	VU22466
Present architectural designs	VU22467
Manage architectural project administration	VU22468
Undertake complex architectural projects	VU22469
Conduct, interpret and apply a Bushfire Attack Level (BAL) assessment	VU22470
Apply risk-management techniques	BSBPMG407A
Undertake small business planning	BSBSMB404A

Information about elective units can be found online

## CERTIFICATE IV IN VISUAL ARTS

COURSE CODE CUA41320

### LOCATION

Bendigo City

### DURATION

Full-time: 10 months

### INTAKE

Direct entry / February intake

A practical studio-based course designed for students beginning to develop their own artistic voice and command of techniques in a range of art forms. You will learn the fundamentals of the industry: art theory, drawing, creative thinking, digital photography, painting, printmaking and sculpture.

### PREREQUISITES

You need to have satisfactory literacy and numeracy skills to undertake this course and be at least 15 years of age.

### SELECTION PROCESS

Applicants are required to attend an interview with teaching staff, complete a literacy and numeracy assessment, and present a portfolio of their creative work.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Multimedia Artist
- Illustrator
- Printmaker
- Freelance Artist

### FURTHER STUDY OPTIONS

Students completing this course can study further with the Diploma of Visual Arts (CUA51115).

### CORE UNITS

Contribute to health and safety of self and others	BSBWHS201
Produce drawings to communicate ideas	CUAACD301
Realise a creative project	CUAPPR401
Develop self as artist	CUAPPR404
Develop and discuss ideas for own creative work	CUAPPR405
Research history and theory to inform own arts practice	CUARES403

Information about elective units can be found online

### JOBTRAINER COURSE\*

Find out more on page 6



**LACHLAN MCKERN**  
ADVANCED DIPLOMA OF BUILDING DESIGN (ARCHITECTURAL)

**“**The teachers at Bendigo TAFE have been of massive help to me, especially during the tough period of COVID restrictions. They have inspired me to do better throughout my studies.

## CERTIFICATE IV IN PROFESSIONAL WRITING AND EDITING

COURSE CODE CUA40118

### LOCATION

Bendigo City

### DURATION

Full-time: 1 year

### INTAKE

Direct entry / February intake

This industry standard course has been designed to introduce participants to the skills required in the contemporary writing and editing industry and will suit the needs of a range of writing industry professionals.

### PREREQUISITES

Basic computer skills. Literacy and numeracy skills to the Australian Core Skills Framework level 3 (assessed at interview). A portfolio of three pieces of work as well as a summary of career goals in the writing and editing industry.

### SELECTION PROCESS

Assessment of portfolio and individual interview

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Advertiser
- Corporate or Freelance Writer
- Journalist, Poet
- Public Relations Consultant
- Reviewer or Editor
- Publisher (traditional and e-book/digital)

### FURTHER STUDY OPTIONS

Students completing this course can study further with the Diploma of Professional Writing and Editing (CUA50118).

### CORE UNITS

Develop writing and editing skills	VU20880
Design and produce text documents	BSBITU303A
Write fiction material	VU20881
Write short narratives	VU20883
Write non-fiction material	VU20882
Work effectively in the creative arts industry	CUAIND301A
Implement copyright arrangements	CUFCMP301A

Information about elective units can be found online

## DIPLOMA OF PROFESSIONAL WRITING AND EDITING

COURSE CODE CUA50118

### LOCATION

Bendigo City

### DURATION

Full-time: 1 year

### INTAKE

Direct entry / February intake

This course is designed to help you build the skills and knowledge required to work as a professional writer and editor.

You will develop a portfolio of your original written work and have an opportunity to be published in our annual, professionally produced anthology of student writing.

### PREREQUISITES

Applicants need to provide evidence of their technical skills in writing and editing and ability to:

- Write short works (1,000 words) suitable for publication in any media
- Edit other people's written work for grammar, punctuation and appropriate use of language
- Provide an objective critique of other people's written work in a positive manner to assist re-writing.
- Skills may have been acquired through personal or work experience, or through formal study.

### SELECTION PROCESS

Applicants are required to attend an interview with teaching staff, complete a literacy and numeracy assessment, and present a portfolio of their writing.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Journalist
- Technical writer
- Corporate writer
- Online Content Writer
- Speech Writer
- Educational Writer
- Copy Editor
- Freelance Writer

### FURTHER STUDY OPTIONS

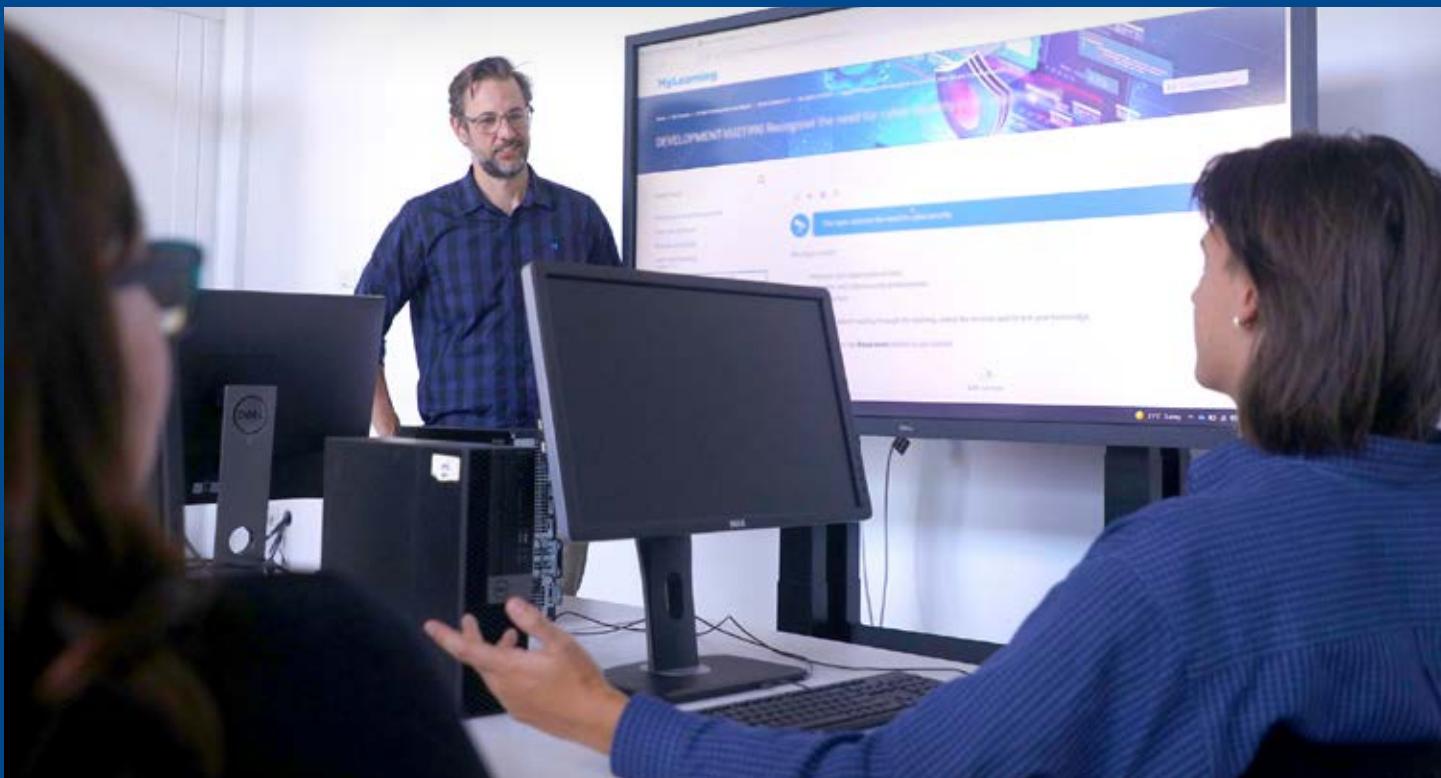
Graduates are eligible for credits towards a degree and guaranteed entry into a leading Australian university.

### CORE UNITS

Undertake project work	BSBPMG522
Provide freelancing services	CUAIND402
Maintain and apply creative arts industry knowledge	CUAIND502
Perform advanced editing tasks	CUAWRT504
Perform advanced writing tasks	CUAWRT505
Develop nonfiction works for publication	CUAWRT506

Information about elective units can be found online

# BUSINESS, ACCOUNTING & IT



**ADMINISTRATION  
MANAGEMENT  
ACCOUNTING  
LEGAL  
REAL ESTATE  
JUSTICE  
INFORMATION TECHNOLOGY**

Getting a qualification in business, accounting and IT can be one of the best ways to expand your career options. It could be the ticket to your dream job, management role or pathway into a university degree.

Our unique mix of classroom learning, work placement and industry networking opportunities mean that you'll graduate with practical work-ready skills and connections, placing you well ahead of the pack.

**APPLY NOW | 13 TAFE | [BENDIGOTAFE.EDU.AU/BUSINESS](http://BENDIGOTAFE.EDU.AU/BUSINESS)**

# PATHWAYS TO YOUR CAREER

## ADMINISTRATION

**Career opportunities:**

- Administrative Officer
- Receptionist
- Data Entry Operator
- Office Manager or Supervisor
- Personal or Executive Assistant

**Course to get you there:**

- Certificate III in Business (BSB30120)

## MANAGEMENT

**Career opportunities:**

- Supervisor
- Team Leader
- Human Resources Officer

**Courses to get you there:**

- Certificate IV in Leadership and Management (BSB40520)
- Certificate IV in Human Resource Management (BSB40420)

**Career opportunities:**

- Manager

**Courses to get you there:**

- Diploma of Leadership and Management (BSB50420)

## ACCOUNTING

**Career opportunities:**

- Bookkeeper
- Accounts Payable or Receivable Officer
- Payroll Officer

**Courses to get you there:**

- Certificate IV in Accounting and Bookkeeping (FNS40217)
- Diploma of Accounting (FNS50217)

## LEGAL

**Career opportunities:**

- Legal Assistant
- Assistant Paralegal
- Legal Secretary
- Legal Receptionist
- Legal Support Officer
- Senior Law Clerk

**Course to get you there:**

- Certificate IV in Legal Services (BSB40620)

## REAL ESTATE

**Career opportunities:**

- Property Manager
- Body Corporate Manager
- Real Estate Agent
- Real Estate Representative
- Real Estate
- Real Estate Salesperson
- Real Estate Sub-agent
- Property Portfolio Officer
- Buyer's Agent

**Course to get you there:**

- Certificate IV in Real Estate Practice (CPP41419)

## JUSTICE

**Career opportunities:**

- Court Registrar
- Australian Customs or Prison Officer
- Police and Law Enforcement Agency Worker
- Legal Assistant
- Investigator
- Loss Prevention Work

**Course to get you there:**

- Diploma of Justice (22320VIC)

## INFORMATION TECHNOLOGY

**Career opportunities:**

- Help Desk Officer
- Technical Support

**Course to get you there:**

- Certificate III in Information Technology (ICT30120)

**Career opportunities:**

- Network Support Administrator
- Network Support Technician
- Level 1 Help Desk Support
- Desktop Deployment Technician

**Course to get you there:**

- Certificate IV in Information Technology (ICT40120)

**Career opportunities:**

- Network Technician
- Network Administrator
- IT Administrator
- Systems Developer
- Enterprise Systems Administrator
- Computing Network Professional
- Web-based Programmer
- Business Analyst
- Project Manager

**Courses to get you there:**

- Diploma of Information Technology (ICT50220)
- Advanced Diploma of Computer SystemsTechnology (ICT60220)

## CERTIFICATE III IN BUSINESS

COURSE CODE BSB30120

### LOCATION

Online

### DURATION

Full-time: 6 months

### INTAKE

Direct entry / February and July intake

If you have a flair for organisation and are a great communicator, a career in administration could be perfect for you.

This qualification will help you to develop the skills required to work in an office environment, along with the additional skill set required to manage some aspects of accounting and bookkeeping within a business.

### PREREQUISITES

There are no set prerequisites for this course however it is recommended that you have satisfactory language, literacy and numeracy skills to undertake this course.

### SELECTION PROCESS

Applicants are required to attend an information session and undertake a language, literacy and numeracy assessment and complete a pre-training review.

### CAREER OPPORTUNITIES

This course may lead to employment as an:

- Administrative Officer
- Accounts Payable or Receivable Officer
- Payroll Officer
- Customer Service Advisor
- Data Entry Operator
- Clerk

### FURTHER STUDY OPPORTUNITIES

Graduates can apply to study the:

- Certificate IV in Human Resource Management (BSB40420)
- Certificate IV in Leadership and Management (BSB40520)
- Certificate IV in Work Health and Safety (BSB41419)
- Certificate IV in Real Estate Practice (CPP41419)
- Certificate IV in Legal Services (BSB40620)

### CORE UNITS

Apply critical thinking skills in a team environment	BSBCRT311
Support personal wellbeing in the workplace	BSBPEF201
Participate in sustainable work practices	BSBSUS211
Use inclusive work practices	BSBTWK301
Assist with maintaining workplace safety	BSBWHS311
Engage in workplace communication	BSBXCM301

Information about elective units can be found online

## CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

COURSE CODE BSB40520

### LOCATION

Online

### DURATION

Part-time: 1 year

### INTAKE

Direct entry / Rolling enrolments

If you consider yourself to be a born leader and are currently working in or towards a management role, then this course is the perfect way to formalise your skills.

### PREREQUISITES

There are no set prerequisites for this course however it is recommended that you have satisfactory language, literacy and numeracy skills to undertake this course.

### SELECTION PROCESS

Applicants are required to attend an information session and undertake a language, literacy and numeracy assessment and complete a pre-training review.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Team Leader
- Supervisor
- Line Manager

### FURTHER STUDY OPPORTUNITIES

Graduates can apply to study the Diploma of Leadership and Management (BSB50420).

### CORE UNITS

Demonstrate leadership in the workplace	BSBLDR411
Lead effective workplace relationships	BSBLDR413
Coordinate business operational plans	BSBOPS402
Apply communication strategies in the workplace	BSBXCM401
Lead and facilitate a team	BSBTWK401

Information about elective units can be found online

## DIPLOMA OF LEADERSHIP AND MANAGEMENT

COURSE CODE BSB50420

### LOCATION

Online

### DURATION

Part-time: 1 year

### INTAKE

Direct entry / Rolling enrolments

Advance your career and play a significant role in the workplace by gaining skills to create a high performance environment and make a positive impact on the bottom line with the Diploma of Leadership and Management.

### PREREQUISITES

You need to have completed VCE (or equivalent) or be of mature age and have work experience. You also need to have a high level of language, literacy and numeracy skills.

### SELECTION PROCESS

Applicants are required to attend an information session and undertake a language, literacy and numeracy assessment and complete a pre-training review. Applicants should have workplace experience and be looking to upskill for a leadership role.

### CAREER OPPORTUNITIES

On completion of the course, graduates can find employment in a range of organisations coordinating and managing people or services, or build their own business.

### FURTHER STUDY OPPORTUNITIES

Graduates can apply to study the Advanced Diploma of Leadership and Management (BSB60420) and may be eligible for credits towards a degree and guaranteed entry into a leading Australian university.

### CORE UNITS

Communicate with influence	BSBCM511
Develop critical thinking in others	BSBCRT511
Lead and manage effective workplace relationships	BSBLDR523
Manage business operational plans	BSBOPS502
Develop and use emotional intelligence	BSBPFE502
Manage team effectiveness	BSBTWK502

Information about elective units can be found online



# CERTIFICATE IV IN HUMAN RESOURCE MANAGEMENT

COURSE CODE BSB40420

## LOCATION

Online

## DURATION

Virtual workshops: Part-time: 12 months  
On campus: Full-time: 6 months

## INTAKE

Direct entry / Rolling enrolments

Take your first step towards a rewarding career in human resources.

This unique course will equip you with a wide range of cognitive, technical, functional and communication skills preparing you for entry into the human resources sector.

## PREREQUISITES

There are no set prerequisites for this course however it is recommended that you have satisfactory language, literacy and numeracy skills to undertake this course.

## SELECTION PROCESS

Applicants are required to attend an information session and undertake a language, literacy and numeracy assessment and complete a pre-training review.

## CAREER OPPORTUNITIES

This course may lead to employment as a:

- Human Resources Officer
- Human Resources Coordinator
- Payroll Officer

## FURTHER STUDY OPPORTUNITIES

Graduates can pathway to Diploma of Human Resource Management (BSB50320).

## CORE UNITS

Administer performance development processes	BSBHRM411
Support employee and industrial relations	BSBHRM412
Support the learning and development of teams and individuals	BSBHRM413
Coordinate recruitment and onboarding	BSBHRM415
Support human resource functions and processes	BSBHRM417
Implement and monitor WHS policies, procedures and programs	BSBWHS411

Information about elective units can be found online



## CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

COURSE CODE FNS40217

### LOCATION

Bendigo City

### DURATION

Full-time: 6 months  
Part-time: 1 year

### INTAKE

Direct entry / Rolling enrolments

If you have a head for numbers, great organisational skills and are a good communicator, an accounting or bookkeeping career could be just what you're looking for.

The Certificate IV in Accounting and Bookkeeping is designed to help you gain the skills and knowledge that employers are looking for in this field. The course is nationally accredited and meets the qualification requirements needed to become a registered Business Activity Statements (BAS) Agent.

### PREREQUISITES

There are no prerequisites for this course. Applications from mature-aged students with work experience in a related field are encouraged.

### SELECTION PROCESS

All applicants for this course complete an assessment to evaluate their language, literacy and numeracy (LLN) skills.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Small Business Bookkeeper
- BAS Agent
- Contract or Staff Bookkeeper
- Assistant Accountant
- Finance Administration Officer

### FURTHER STUDY OPPORTUNITIES

Graduates can apply to study the Diploma of Accounting (FNS50217).

#### CORE UNITS

Prepare financial reports	BSBFIA401
Introduce cloud computing into business operations	BSBSMB412
Process financial transactions and extract interim reports	FNSACC311
Administer subsidiary accounts and ledgers	FNSACC312
Work effectively in the accounting and bookkeeping industry	FNSACC408
Set up and operate a computerised accounting system	FNSACC416
Complete business activity and instalment activity statements	FNSTPB401
Establish and maintain payroll systems	FNSTPB402

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## DIPLOMA OF ACCOUNTING

COURSE CODE FNS50217

### LOCATION

Bendigo City

### DURATION

Full-time: 6 months  
Part-time: 1 year

### INTAKE

Direct entry / February and July intake

If you have an analytical mind and enjoy problem solving, a career in accounting could be perfect for you!

The Diploma of Accounting is designed to give you the training and knowledge for a range of career pathways in the accounting, business and finance sectors.

The course is nationally accredited and will give you some of the educational units required to become a registered Tax Agent.

### PREREQUISITES

To apply for this course you will need a high level of numeracy and literacy skills and to have successfully completed the Certificate IV in Accounting and Bookkeeping (FNS40217) or the Accounting Principles Skill Set (FNSS00014) or an equivalent course.

### SELECTION PROCESS

You will be required to complete an assessment to evaluate your language, literacy and numeracy (LLN) skills.

### CAREER OPPORTUNITIES

This course may lead to employment as an:

- Assistant Accountant
- Accounts Payable Officer
- Accounts Receivable Officer
- Payroll Officer
- Junior Auditor
- BAS Agent
- Cost Accountant
- Trainee Financial Accountant

### FURTHER STUDY OPPORTUNITIES

Graduates can apply to study the Advanced Diploma of Accounting (FNS60217) and are eligible for credits towards a degree and guaranteed entry into a leading Australian university.

#### CORE UNITS

Provide financial and business performance information	FNSACC511
Prepare tax documentation for individuals	FNSACC512
Manage budgets and forecasts	FNSACC513
Prepare financial reports for corporate entities	FNSACC514
Implement and maintain internal control procedures	FNSACC516
Provide management accounting information	FNSACC517

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## CERTIFICATE IV IN LEGAL SERVICES

COURSE CODE BSB40620

### LOCATION

Bendigo City

### DURATION

Full-time: 6 months (online)  
Part-time: 1 year (online)

### INTAKE

Direct entry  
February, April, July and October intake

This course is designed to provide you with the skills necessary to work in a range of legal service settings. You will learn how to use well developed skills and a broad knowledge base to provide support in a range of legal services. Your education and training will also enable you to apply solutions to a range of unpredictable problems while analysing and evaluating information from a variety of environmental and legal sources.

### PREREQUISITES

There are no set prerequisites for this course however it is recommended that you have satisfactory language, literacy and numeracy skills to undertake this course.

### SELECTION PROCESS

Applicants are required to attend an information session and undertake a language, literacy and numeracy assessment and complete a pre-training review

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Legal Assistant
- Assistant Paralegal
- Legal Secretary
- Legal Receptionist
- Legal Support Officer

### FURTHER STUDY OPPORTUNITIES

Graduates can apply for further studies in:

- Diploma of Human Resource Management (BSB50320)
- Diploma of Leadership and Management (BSB50420)
- Diploma of Justice (22320VIC)
- Advanced Diploma of Legal Practice (22565VIC).

### ADDITIONAL INFORMATION

The course is delivered online and requires extensive self-directed learning. All learning materials are available via Bendigo TAFE's online student portal, MyLearning. Students need to be comfortable in a digital study environment.

#### CORE UNITS

Protect information in a legal services environment	BSBLEG314
Apply understanding of the Australian legal system	BSBLEG421
Conduct simple legal research	BSBLEG423
Support the drafting of complex legal documents	BSBLEG424
Apply communication strategies in the workplace	BSBXCM401

Information about elective units can be found online

## CERTIFICATE IV IN REAL ESTATE PRACTICE

COURSE CODE CPP41419

### LOCATION

Bendigo City

### DURATION

Full-time: 6 months  
Part-time: 9 months

### INTAKE

Direct entry / Rolling enrolments

If you enjoy selling, communicate well and have a passion for providing excellent customer service, a career in the exciting field of real estate could be right for you. This qualification reflects the role of real estate professionals who apply knowledge of real estate practice, legal agency and compliance requirements, ethical standards and consumer preferences to conduct real estate functions. This qualification applies to people working in both residential and commercial property, including business broking, and stock and station transactions.

Licensing, legislative, regulatory or certification requirements apply to real estate practices in all states and territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

### PREREQUISITES

There are no set prerequisites for this course. However, it is recommended that you have satisfactory numeracy and literacy skills to undertake this course. You must be 18 in order to register with the Business Licensing Authority.

### SELECTION PROCESS

Applicants are required to attend an information session and undertake a language, literacy and numeracy assessment and complete a pre-training review.

### CAREER OPPORTUNITIES

This course may lead to employment as an:

- Auctioneer
- Property Manager
- Body Corporate Manager
- Real Estate Representative
- Real Estate Salesperson
- Real Estate Sub-agent
- Property Portfolio Officer
- Buyer's Agent

To work in the Victorian real estate industry you need to be registered with the Business Licensing Authority (BLA). You can check to see if you're eligible for registration at [consumer.vic.gov.au/licensing-and-registration/estate-agents/agents-representatives](http://consumer.vic.gov.au/licensing-and-registration/estate-agents/agents-representatives)

### FURTHER STUDY OPPORTUNITIES

Graduates can pathway to Diploma of Property (Agency Management) for further learning and career.

### CORE UNITS

Prepare for professional practice in real estate	CPPREP4001
Access and interpret ethical practice in real estate	CPPREP4002
Access and interpret legislation in real estate	CPPREP4003
Establish marketing and communication profiles in real estate	CPPREP4004
Prepare to work with real estate trust accounts	CPPREP4005

Information about elective units can be found online

## DIPLOMA OF JUSTICE

COURSE CODE 22320VIC

### LOCATION

Bendigo City

### DURATION

Full-time: 1 year  
Part-time: 1.5 years

### INTAKE

Direct entry  
February and July intake

This course will train you for work within the justice industry. This includes justice careers in the state or federal police forces, customs service, sheriff's department, local government, correctional services, courts, youth justice, community corrections and various non-government organisations. Upon completion, you will be equipped to join a range of entry-level careers or move into further qualifications such as the Advanced Diploma of Justice (22321VIC) or a Bachelor's degree.

### PREREQUISITES

You need to have completed VCE (or equivalent) or be of mature age and have sufficient work experience. You also need to have a high level of language, literacy and numeracy skills following completion of a LLN assessment.

### SELECTION PROCESS

Apply online. You will need to attend an information session and complete a written test.

### CAREER OPPORTUNITIES

This course may lead to employment as an:

- Australian Customs Officer
- Legal Assistant with legal firms, government departments, law enforcement agencies and legal aid agencies
- Local and Municipal Law Enforcement Officer
- Investigator
- Loss Prevention work
- Court Services work

### FURTHER STUDY OPPORTUNITIES

Graduates are eligible for credits towards a degree and guaranteed entry in to a leading Australian university.

### CORE UNITS

Apply Foundation Legal Principles	VU21909
Work Within the Criminal Justice System	VU21910
Apply Writing and Presentation Skills Within a Justice Environment	VU21911
Support The Management of Adult Offenders Within the Victorian Correctional Framework	VU21912
Uphold and Support the Ethics and Values of Working Within a Justice Environment	VU21913
Apply Criminal Law Within Justice Environments	VU21914
Work with Family Violence Contexts Within Justice Environments	VU21915
Work with Culturally Diverse Clients Within Justice Environments	VU21916
Work with Conflict Resolution and Mediation Processes Within Justice Environments	VU21917
Apply Self-management and Workplace Safety In The Justice Environment	VU21918

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6



Information about elective units can be found online

## CERTIFICATE III IN INFORMATION TECHNOLOGY

COURSE CODE ICT30120

### LOCATION

Bendigo City

### DURATION

Full-time: 6 months

### INTAKE

Direct entry  
February and July intake

Developing and building on basic computer skills and literacy, this course provides you with the skills and knowledge to perform and undertake a series of IT support tasks within an organisation.

You will develop competencies in a wide range of ICT technical functions and achieve a degree of self-sufficiency as a developing ICT professional.

### PREREQUISITES

There are no set prerequisites for this course however it is recommended that you have satisfactory language, literacy and numeracy skills to undertake this course.

### SELECTION PROCESS

Applicants are required to attend an information session and undertake a language, literacy and numeracy assessment and complete a pre-training review.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Help Desk Officer
- Help Desk Assistant
- ICT User Support

### FURTHER STUDY OPPORTUNITIES

On successful completion you can further your studies by undertaking the Certificate IV in Information Technology (ICT40120) and/or Certificate IV in Cyber Security (22334VIC) at a TAFE.

### CORE UNITS

Develop and extend critical and creative thinking skills	BSBCRT301
Securely manage personally identifiable information and workplace information	BSBXCS303
Work in a team	BSBXTW301
Identify IP, ethics and privacy policies in ICT environments	ICTICT313
Apply introductory programming techniques	ICTPRG302
Provide ICT advice to clients	ICTSAS305

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## CERTIFICATE IV IN INFORMATION TECHNOLOGY

COURSE CODE ICT40120

### LOCATION

Bendigo City

### DURATION

Full-time: 6 month

### INTAKE

Direct entry  
February and July intake

Further your IT skills and career with this course that will provide you with the knowledge to install and administer simple networks and client desktop deployments either as an independent information and communications technology (ICT) specialist or as part of a team within an organisation.

### PREREQUISITES

You need to have satisfactory language, literacy and numeracy skills to undertake this course. It is recommended that you have previous studies in ICT or are mature age with sufficient work experience.

### SELECTION PROCESS

Applicants are required to attend an information session and undertake a language, literacy and numeracy assessment and complete a pre-training review

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Network Support Administrator
- Network Technician
- Level 1 Help Desk Support

### FURTHER STUDY OPPORTUNITIES

On successful completion you can further your studies by undertaking the Diploma of Information Technology (ICT50220) and/or Certificate IV in Cyber Security (22334VIC) at a TAFE.

### CORE UNITS

Apply advanced critical thinking to work processes	BSBCRT404
Contribute to cyber security risk management	BSBXCS404
Identify and evaluate emerging technologies and practices	ICTICT426
Work collaboratively in the ICT industry	ICTICT443
I Comply with IP, ethics and privacy policies in ICT environments	CTICT451
Apply introductory programming techniques	ICTPRG302
Identify and resolve client ICT problems	ICTSAS432

Information about elective units can be found online

## JOBTRAINER COURSE\*

Find out more on page 6

## DIPLOMA OF INFORMATION TECHNOLOGY

COURSE CODE ICT50220

### LOCATION

Bendigo City

### DURATION

Full-time: 1 year

### INTAKE

Direct entry  
February and July intake

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function. Individuals in these roles carry out moderately complex tasks in a specialist field, working independently, as part of a team or leading a deliverable with others. They may apply their skills across a wide range of industries, business functions and departments, or as a business owner (sole trader/contractor).

### PREREQUISITES

You need to have satisfactory language, literacy and numeracy skills to undertake this course. It is recommended that you hold the Certificate IV in Information Technology or similar; or are mature age with sufficient work experience.

### SELECTION PROCESS

Applicants are required to attend an information session and undertake a language, literacy and numeracy assessment and complete a pre-training review

### CAREER OPPORTUNITIES

ICT office manager, ICT systems administrator, Information systems office manager, Office systems administrator or Systems manager.

### FURTHER STUDY OPTIONS

On successful completion you can further your studies by undertaking the Advanced Diploma of Information Technology (ICT60220).

### CORE UNITS

Originate and develop concepts	BSBCRT512
Promote workplace cyber security awareness and best practices	BSBXCS402
Lead and facilitate a team	BSBXTW401
Match ICT needs with the strategic direction of the organisation	ICTICT517
Apply IP, ethics and privacy in ICT environments	ICTICT532
Manage client problems	ICTSAS527

Information about elective units can be found online

# ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

COURSE CODE ICT60220

## LOCATION

Bendigo City

## DURATION

Full-time: 6 months

## INTAKE

Direct entry

February and July intake

Gain the skills and knowledge to coordinate and administer solutions as an independent information and communications technology (ICT) specialist or as part of a team. You will specialise in the installation, commissioning and ongoing maintenance of a range of networks, enterprise servers and systems, including internet working, security and e-business solutions.

## PREREQUISITES

You need to have satisfactory language, literacy and numeracy skills to undertake this course. It is recommended that you hold the Diploma of Information Technology (ICT50220) or similar; or are mature age with demonstrated vocational experience in a range of work environments in senior network support roles, including Administration, Operations Analyst, Technician, Operations or Support Coordinator/Technician.

## SELECTION PROCESS

Applicants are required to attend an information session and undertake a language, literacy and numeracy assessment and complete a pre-training review.

## CAREER OPPORTUNITIES

This course may lead to employment as a:

- Network Administrator
- Network Engineer
- Enterprise Systems Administrator
- Systems Developer
- Network Operations Analyst

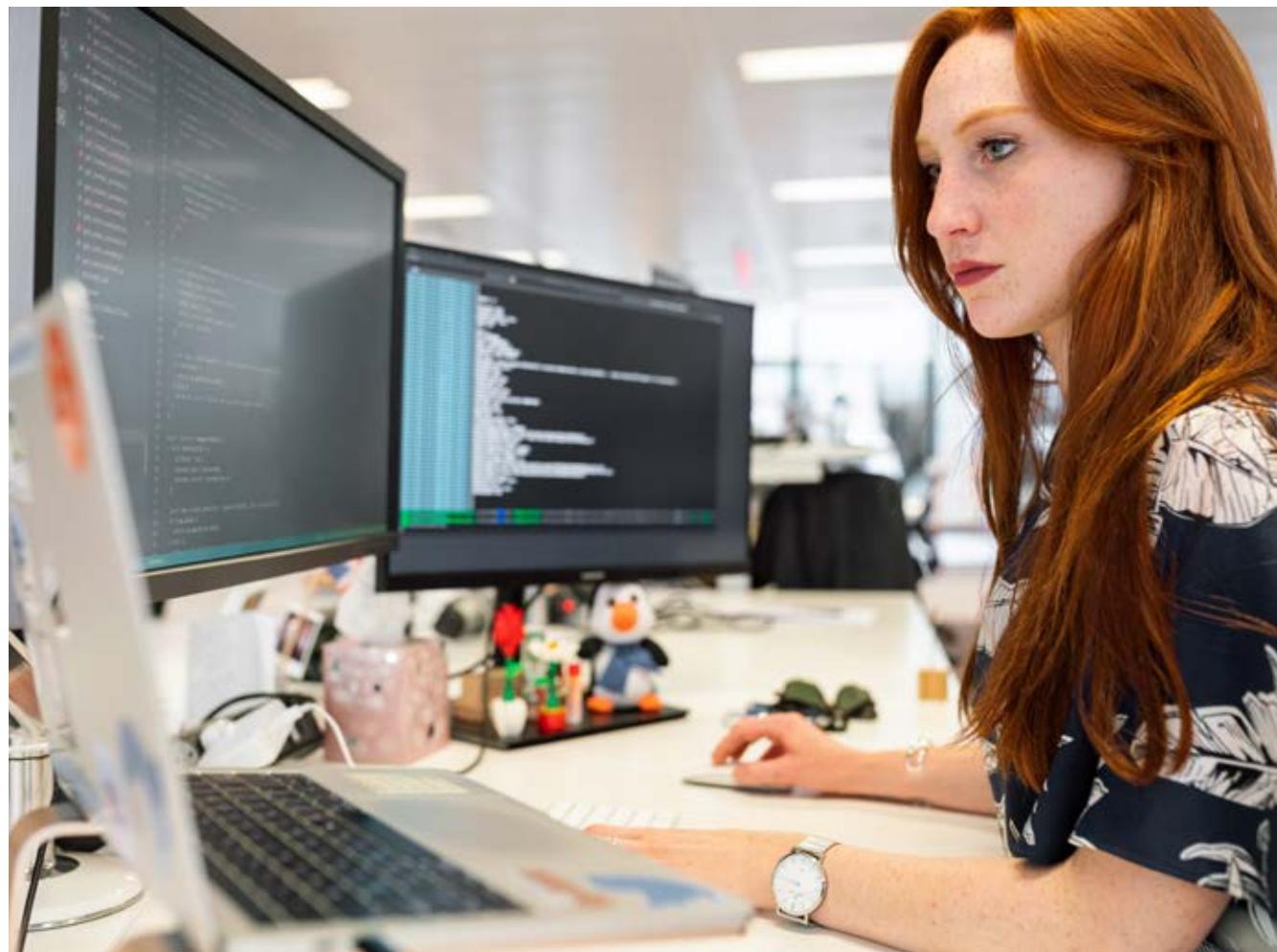
## FURTHER STUDY OPPORTUNITIES

Graduates are eligible for credits towards a degree and guaranteed entry in to a leading Australian university.

### CORE UNITS

Apply critical thinking for complex problem solving	BSBCRT611
Manage team effectiveness	BSBTWK502
Promote workplace cyber security awareness and best practices	BSBXCCS402
Interact with clients on a business level	ICTICT608
Manage IP, ethics and privacy in ICT environments	ICTICT618
Plan and monitor business analysis activities in an ICT environment	ICTSAD609

Information about elective units can be found online



# HOSPITALITY, COOKERY & BAKING



## HOSPITALITY COOKERY BAKING

Our teachers have extensive industry experience and can help you prepare for work in the dynamic hospitality industry.

Learn in our brand new facilities with state-of-the-art kitchens, training restaurant, a commercial cafe and barista training zone. As a hospitality, cookery or bakery student, you will learn the latest techniques in this in-demand industry and will be able to showcase your skills on real customers.

Our nationally accredited courses are designed to help you gain the practical skills and knowledge needed to secure employment in this exciting field.

**APPLY NOW | 13 TAFE | [BENDIGOTAFE.EDU.AU/HOSPITALITY](http://BENDIGOTAFE.EDU.AU/HOSPITALITY)**

# PATHWAYS TO YOUR CAREER

## HOSPITALITY

**Career opportunities:**

- Espresso Coffee Machine Operator
- Food and Beverage Attendant
- Front Desk Receptionist
- Front Office Assistant
- Function Attendant
- Function Host
- Gaming Attendant
- Guest Services Agent
- Housekeeper
- Restaurant Host
- Senior Bar Attendant
- Waiter

**Course to get you there:**

- Certificate III in Hospitality (SIT30616)

## COOKERY

**Career opportunities:**

- Chef
- Assistant Chef

**Course to get you there:**

- Certificate III in Commercial Cookery (SIT30816)

## BAKING

**Career opportunities:**

- Bakery Shift Leader
- Baker
- Pastry Chef
- Pastry Cook
- Pie Maker
- Cake Decorator

**Course to get you there:**

- Certificate III in Baking (FBP30521)



## CERTIFICATE III IN HOSPITALITY

COURSE CODE SIT30616

### LOCATION

Bendigo City

### DURATION

Full-time: 6 months

### INTAKE

Direct entry / February and July intake

If working with people in a fast-paced environment appeals to you, a career in the thriving hospitality industry could be just what you're looking for.

With the tourism sector's continued growth, there are many job openings in Australia and overseas. There's lots of variety too with employment opportunities in restaurants, resorts, five-star hotels and on cruise ships.

This course has been designed to help you develop the practical skills needed to secure an entry-level position in this exciting field.

### PREREQUISITES

There are no set pre-requisites for this course however you will need to have satisfactory literacy and numeracy skills and be at least 15 years of age when you apply.

### SELECTION PROCESS

All applicants for this course complete an assessment to evaluate their language, literacy and numeracy (LLN) skills.

### CAREER OPPORTUNITIES

This course may lead to employment as an:

- Espresso Coffee Machine Operator
- Food And Beverage Attendant
- Front Desk Receptionist
- Front Office Assistant
- Function Attendant or Host
- Guest Service Agent
- Housekeeper
- Restaurant Host
- Senior Bar Attendant
- Waiter

### CORE UNITS

Work effectively with others	BSBWOR203
Source and use information on the hospitality industry	SITHIND002
Work effectively in hospitality service	SITHIND004
Provide service to customers	SITXCCS006
Show social and cultural sensitivity	SITXCOM002
Coach others in job skills	SITXHRM001
Participate in safe work practices	SITXWHS001

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## CERTIFICATE III IN COMMERCIAL COOKERY

COURSE CODE SIT30816

### LOCATION

Bendigo City

### DURATION

Full-time: 1 year (Non-apprenticeship)  
Part-time: 2 years (Non-apprenticeship)  
Part-time: 3 years (Apprenticeship)

### INTAKE

Direct entry / Australian Apprenticeship Support Network (AASN) / February and July intake for on-campus students and Rolling enrolments for apprentices

If you've got a passion for cooking, this course will get you industry ready with the skills, knowledge and experience you need to start working in a commercial kitchen environment. Our expert teachers will help you transition from the classroom into real jobs with confidence and flair. You'll also gain real skills and an industry edge whilst training in our on-campus and fully licensed 1887 restaurant.

### PREREQUISITES

There are no pre-requisites for the course.

### SELECTION PROCESS

Interview or AASN registration, information session as well as a literacy and numeracy assessment.

### CAREER OPPORTUNITIES

This course may lead to employment as a Hotel, Motel, Restaurant, Café, Bistro, Reception Centre or a Resort Worker in Australia or around the world.

### EXTRA REQUIREMENTS

As part of your course you will need to purchase a uniform and knife kit.

### CORE UNITS

Participate in environmentally sustainable work practices	SBSBUS201
Work effectively with others	BSBWOR203
Use food preparation equipment	SITHCCC001
Prepare dishes using basic methods of cookery	SITHCCC005
Prepare appetisers and salads	SITHCCC006
Prepare stocks, sauces and soups	SITHCCC007
Prepare vegetable, fruit, egg and farinaceous dishes	SITHCCC008
Prepare poultry dishes	SITHCCC012
Prepare seafood dishes	SITHCCC013
Prepare meat dishes	SITHCCC014
Prepare food to meet special dietary requirements	SITHCCC018
Produce cakes, pastries and breads	SITHCCC019
Work effectively as a cook	SITHCCC020
Clean kitchen premises and equipment	SITHKOP001
Plan and cost basic menus	SITHKOP002
Produce desserts	SITHPAT006
Use hygienic practices for food safety	SITXFSA001
Participate in safe food handling practices	SITXFSA002
Coach others in job skills	SITXHRM001
Maintain the quality of perishable items	SITXINV002
Participate in safe work practices	SITXWHS001

To successfully complete this course, students must undertake mandatory work placement of 48 service periods.

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6



## CERTIFICATE III IN BAKING

COURSE CODE FBP30521

### LOCATION

Bendigo City

### DURATION

Full-time 1 year

### INTAKE

Direct entry / Australian Apprenticeship Support Network (AASN) / February and July intake

Life is what you bake it. If you're passionate about creating great food and thrive in a fast paced environment, studying commercial baking could offer you a fulfilling career. Designed to help you gain the skills and knowledge required to work as a baker producing breads, cakes, pastries and biscuits in a commercial baking environment.

### PREREQUISITES

You must be at least 15 years of age.

### SELECTION PROCESS

Interview or AASN registration and information session. Applicants will need to undertake a literacy and numeracy assessment.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Bakery Shift Leader
- Baker
- Pastry Chef
- Pastry Cook
- Pie Maker
- Cake Decorator

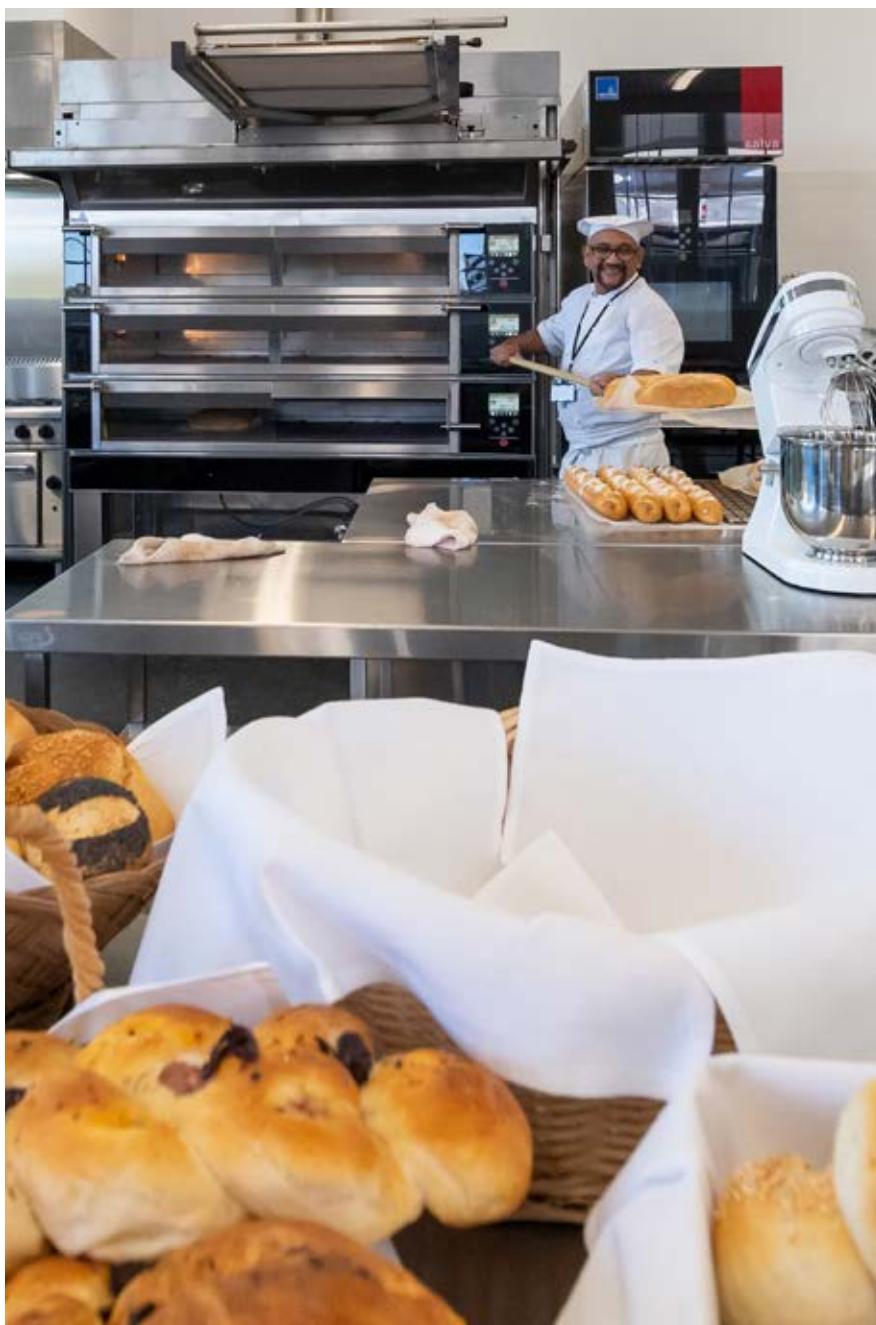
### FURTHER STUDY OPPORTUNITIES

Graduates can go on to study further related courses.

### CORE UNITS

Apply food safety procedures	FBPFSY2002
Use numerical applications in the workplace	FBPOPR2069
Participate in work health and safety processes	FBPWHS2001
Use food preparation equipment to prepare fillings	FBPRBK2002
Produce laminated pastry products	FBPRBK3001
Produce non laminated pastry products	FBPRBK3002
Produce basic bread products	FBPRBK3005
Produce savoury bread products	FBPRBK3006
Produce specialty flour bread products	FBPRBK3007
Produce sponge cake products	FBPRBK3008
Produce biscuit and cookie products	FBPRBK3009
Produce cake and pudding products	FBPRBK3010
Produce sweet yeast products	FBPRBK3014
Schedule and produce bakery production	FBPRBK3015
Produce basic artisan products	FBPRBK3018

Information about elective units can be found online



# ANIMALS, PLANTS & SCIENCES



**ANIMAL CARE  
VETERINARY NURSING  
AGRICULTURE  
HORTICULTURE  
CONSERVATION  
LAB SCIENCES**

Our Animals, Plants and Sciences department has a strong background in the delivery of environmental programs such as Agriculture, Horticulture, Conservation and Land Management as well as Animal Studies and Laboratory Sciences.

Our teachers have the passion, qualifications and industry experience to provide the latest knowledge and support.

Take your first step into a truly fulfilling profession with Bendigo TAFE.

**APPLY NOW | 13 TAFE | [BENDIGOTAFE.EDU.AU/ANIMALS](http://BENDIGOTAFE.EDU.AU/ANIMALS)**

# PATHWAYS TO YOUR CAREER

## ANIMAL CARE

**Career opportunities:**

- Animal Care Attendant
- Animal Shelter Attendant or Manager
- Kennel Hand or Cattery Attendant
- Pet Shop Attendant
- Assistant Dog Groomer
- Companion Animal Trainer
- Dog Groomer

**Courses to get you there:**

- Certificate II in Animal Care (ACM20121)
- Certificate III in Animal Studies (ACM30121)

## VETERINARY NURSING

**Career opportunities:**

- Veterinary Nursing Manager
- Veterinary Nurse
- Veterinary Clinic Practice Manager

**Course to get you there:**

- Certificate IV in Veterinary Nursing (ACM40418)

## AGRICULTURE

**Career opportunities:**

- Farm Production Manager
- Agronomist
- Station or Property Manager

**Course to get you there:**

- Certificate IV in Agriculture (AHC40116)

## HORTICULTURE

**Career opportunities:**

- Horticulture Assistant
- Horticultural Tradesperson
- Grounds Keeper
- Landscape Gardener or Designer
- Self-Employed Gardener
- Landscaper
- Vegetable Farm Worker
- Orchard Farm Worker

**Courses to get you there:**

- Certificate III in Horticulture (AHC30716)
- Certificate III in Landscape Construction (AHC30916)
- Certificate III in Parks and Gardens (AHC31016)
- Diploma of Horticulture (AHC50416)

## CONSERVATION

**Career opportunities:**

- Biodiversity Officer
- Catchments Officer
- Conservation Reserve Officer
- Environmental Officer
- Fire Crew Supervisor
- Fisheries Officer
- Flora and Fauna Officer
- Forest Management

**Course to get you there:**

- Certificate IV in Conservation and Ecosystem Management (AHC40920)

## LABORATORY SCIENCES

**Career opportunities:**

- Technical Assistant in Animal Science
- Technical Assistant in Environmental Monitoring
- Technical Assistant in Food Processing
- Homebrewer or Craft Brewer
- Brewer with Victorian breweries
- Assistant Brewer
- Beer Sales Representatives
- Draft Beer Technician

**Courses to get you there:**

- Certificate III in Food Processing (Micro-Brewing) (FBP30121)
- Certificate IV in Laboratory Techniques (MSL40118)

## CERTIFICATE II IN ANIMAL CARE

COURSE CODE ACM20121

### LOCATION

Charleston Road

### DURATION

Full-time: 6 months

### INTAKE

Direct entry / February and July intake

Have you always cared for your pets and had an interest in being able to give more to animals in general? This entry level course into the animal care and management industry is highly recommended to coincide with work placement or work experience of up to 40 hours in an animal care environment and/or workplace.

### PREREQUISITES

You must be at least 15 years old at the time of application and have satisfactory literacy and numeracy skills.

### SELECTION PROCESS

Interview and a literacy and numeracy assessment.

### CAREER OPPORTUNITIES

This course may lead to employment as an:

- Animal Care Attendant
- Animal Shelter Attendant
- Kennel Hand
- Cattery Attendant
- Assistant Dog Groomer

### FURTHER STUDY OPPORTUNITIES

You may wish to go on to complete studies in the Certificate III in Animal Studies (ACM30117), Certificate IV in Veterinary Nursing (ACM40418) or Certificate IV in Companion Animal Services (ACM40317).

### CORE UNITS

Work in the animal care industry	ACMGEN201
Complete animal care hygiene routines	ACMGEN202
Feed and water animals	ACMGEN203
Assist in health care of animals	ACMGEN204
Participate in environmentally sustainable work practices	ACMSUS201
Participate in workplace health and safety processes	ACMWHS201
Apply communication skills	BSBCMM211

Information about elective units can be found online

## CERTIFICATE III IN ANIMAL STUDIES

COURSE CODE ACM30121

### LOCATION

Charleston Road

### DURATION

Full-time: 6 months

### INTAKE

Direct entry / February intake

Love caring for your pets and thinking of pursuing a career in this area? This course can lead to working with a range of animals providing basic care, maintenance and monitoring the health care and wellbeing of animals.

It is highly recommended that whilst undertaking this course, you should have access to a companion animal workplace through either paid employment or substantial periods of 80 hours work placement.

### PREREQUISITES

You must be at least 15 years old at the time of application and have satisfactory literacy and numeracy skills.

### SELECTION PROCESS

Interview and a literacy and numeracy assessment.

### CAREER OPPORTUNITIES

This course may lead to employment as an:

- Animal Care Receptionist
- Animal Control and Regulation Assistant
- Animal Shelter Assistant
- Assistant Animal Welfare Officer

### FURTHER STUDY OPPORTUNITIES

You may want to go on to complete studies in the Certificate IV in Veterinary Nursing (ACM40418) or Certificate IV in Companion Animal Services (ACM40317).

### CORE UNITS

Identify behaviours and interact safely with animals	ACMBEH301
Assess the welfare status of an animal	ACMGEN303
Promote positive wellbeing in self and others in animal care workplaces	ACMGEN304
Provide basic animal first aid	ACMGEN309
Communicate effectively with clients and team members	ACMGEN315
Comply with infection control policies and procedures in animal care work	ACMINF301
Contribute to workplace health and safety processes	ACMWHS301

Information about elective units can be found online



## JESSICA STONE

CERTIFICATE IV IN ANIMAL STUDIES - YOUNG ACHIEVER AWARD FINALIST 2021

**“** For anyone living with a disability that wants to get into TAFE, I want to say, don't dis our ability, we can do anything we put our minds to.

# CERTIFICATE IV IN VETERINARY NURSING

COURSE CODE ACM40418

## LOCATION

Charleston Road

## DURATION

Full-time: 2 years

## INTAKE

Direct entry / February and July intake

Do you enjoy working with animals and have the patience and confidence to care for them? Taking care of animals is just one step away from becoming a veterinary nurse. You will provide support to veterinarians in the management and care of animals receiving medical and surgical treatment.

You will be required to undertake work placement in a veterinary setting of 120 hours each year, throughout the duration of the course.

## PREREQUISITES

You must have completed the Certificate II in Animal Studies or have equivalent industry experience to undertake this course.

## SELECTION PROCESS

Interview and a literacy and numeracy assessment.

## CAREER OPPORTUNITIES

This course may lead to employment as a:

- Veterinary Nurse

## FURTHER STUDY OPPORTUNITIES

You may want to consider further study in a Diploma of Veterinary Nursing (ACM50219).

### CORE UNITS

Identify animal anatomy and physiology for animal care work	ACMGAS307
Communicate effectively with clients and team members	ACMGAS308
Carry out daily practice routines	ACMVET202
Carry out medical nursing routines	ACMVET407
Nurse animals	ACMVET406
Provide specific animal care advice	ACMVET409
Provide nutritional advice and support for animals	ACMVET408
Perform practice office procedures	ACMVET404
Coordinate veterinary reception duties	ACMVET401
Comply with infection control policies and procedures in animal care work	ACMINF301
Contribute to workplace health and safety processes	ACMWHS301
Coordinate and perform surgical nursing routines	ACMVET405
Carry out veterinary dental nursing procedures	ACMVET410
Prepare for anaesthesia and monitor animal anaesthesia and analgesia	ACMVET413
Apply imaging routines	ACMVET402
Perform clinical pathology procedures	ACMVET403
Assist with the preparation of veterinary drugs and poisons	ACMVET416

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6



## CERTIFICATE IV IN AGRICULTURE

COURSE CODE AHC40116

### LOCATION

Workplace / Online

### DURATION

Full-time: 1 year  
Flexible: 2 years

### INTAKE

Direct entry / Rolling enrolments

This qualification allows individuals to develop post-trade skills and knowledge to become specialists within the agriculture industry. It is designed to meet the needs of supervisors or team leaders in the agriculture industry. The principles learnt in this course are focused on smaller intensive farms and take into account the importance of risk management, quality assurance around food security and how to best use technology to scale your business and/or prepare for the changing agricultural landscape.

Blended delivery: Theory Classes are delivered via video conferencing 2 evenings per week. Monthly visits by a workplace assessor.

### PREREQUISITES

You will need to have an appropriate level of literacy and numeracy skills following completion of an LLN assessment. You will need to be at least 15 years old.

This course is Workplace Based, you must have employment in the relevant industry before commencing the course.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Precision Agriculture Analyst
- Crop and Livestock Nutrition Advisor
- Farm Production and Supervisor
- Agricultural Economist
- Agro-ecology Facilitator
- Farming Infrastructure and Logistics
- Biosecurity and or IPM Consultant, Integrated Pest (weed and disease) Management
- Leading Hand / Stock Hand
- Farm Operations Manager
- Water and Irrigation Specialist
- Soils and Agronomy Specialist

### FURTHER STUDY OPPORTUNITIES

You may want to go on to complete studies in a diploma level program.

### CORE UNITS

Maintain work health and safety processes	AHCWHS401
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Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## CERTIFICATE III IN HORTICULTURE

COURSE CODE AHC30716

### LOCATION

Charleston Road

### DURATION

Full-time: 6 months  
Part-time: 1 year

### INTAKE

Direct entry / February and July intake

This course will provide you with the necessary knowledge and skills on which to build a successful career in the horticulture, landscape or parks and gardens sector. Training focuses on practical skills required including: landscape construction methods, plant selection, soils and nutrition, as well as safety with chemicals.

### PREREQUISITES

You will need to undertake a language, literacy and numeracy (LLN) assessment. This course involves outdoor/garden activities.

### SELECTION PROCESS

You will need to attend an interview. A pre-training review (PTR) will take place during the application process.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Parks and Gardens Officer
- Landscape Gardener

### FURTHER STUDY OPPORTUNITIES

Upon successful completion graduates can apply for the Diploma of Horticulture (AHC50416).

### CORE UNITS

Provide information on plants and their culture	AHCPCM302
Control weeds	AHCPMG301
Control plant pests, diseases and disorders	AHCPMG302
Implement soil improvements for garden and turf areas	AHCSOL303
Contribute to work health and safety processes	AHCWHS301

Information about elective units can be found online

## FREE TAFE & JOBTRAINER COURSE\*

Find out more on page 6

## DIPLOMA OF HORTICULTURE

COURSE CODE AHC50416

### LOCATION

Charleston Road

### DURATION

Full-time: 18 months

### INTAKE

Direct entry / February and July intake

This course is suitable if you currently work in the Horticulture industry at a level requiring higher technical skills. This course reflects the roles of those who manage amenity horticultural enterprises where a range of knowledge and skills are required.

### PREREQUISITES

You need to have completed VCE (or equivalent) or be of mature age and have sufficient work experience. You also need to have a high level of literacy and numeracy skills following completion of an LLN assessment. It is desirable to hold a Certificate III in Horticulture (AHC30716).

### SELECTION PROCESS

Compulsory interview

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Manager

### FURTHER STUDY OPPORTUNITIES

Graduates can earn credits towards a degree and guaranteed entry in to a leading Australian university.

Information about elective units can be found online



## CERTIFICATE III IN LANDSCAPE CONSTRUCTION

COURSE CODE AHC30916

### LOCATION

Charleston Road

### DURATION

Full-time: 4 years

### INTAKE

Direct entry / Australian Apprenticeship Support Network (AASN)  
Rolling enrolments

This course provides the necessary knowledge and skills to build a successful career in the landscape sector. Your training will focus on practical skills like: landscape costing, construction methods, and plant and soil selection and care.

### PREREQUISITES

You will need to undertake a language, literacy and numeracy (LLN) assessment. This course involves outdoor/garden activities.

All Apprentice applicants must have an appropriately signed apprentice agreement (Contract of Training) and be employed in this trade.

### SELECTION PROCESS

Informal interview for on-campus students and through AASN Registration for Apprentices.

### CAREER OPPORTUNITIES

There is a strong demand for tradespeople in this industry and you will have a wide range of employment opportunities.

This course may lead to employment as a:

- Landscape Gardener
- Landscaper

### FURTHER STUDY OPPORTUNITIES

Upon successful completion graduates can study the Diploma of Horticulture (AHC50416).

### CORE UNITS

Install drainage systems	AHCDRG301
Set out site for construction works	AHCLSC301
Construct landscape features using concrete	AHCLSC302
Construct brick and block structures and features	AHCLSC303
Construct stone structures and features	AHCLSC305
Implement a paving project	AHCLSC306
Implement a retaining wall project	AHCLSC307
Provide information on plants and their culture	AHCPCM302
Implement a plant establishment program	AHCPGD301
Implement soil improvements for garden and turf areas	AHCSOL303
Contribute to work health and safety processes	AHCWHS301

Information about elective units can be found online

## CERTIFICATE III IN PARKS AND GARDENS

COURSE CODE AHC31016

### LOCATION

Charleston Road

### DURATION

Full-time: 3 years

Flexible: 2 years

### INTAKE

Direct entry / Australian Apprenticeship Support Network (AASN)  
Rolling enrolments

This course provides appropriate workshop training for all students and apprentices and includes some workplace training and assessment for apprentices in this industry sector.

You will gain the necessary skills and knowledge to maintain landscaped areas in parks and gardens and the practical skills of plant selection and nutrition, pest and disease identification, weed control and work health and safety.

### PREREQUISITES

You will need to undertake a language, literacy and numeracy (LLN) assessment. This course involves outdoor/garden activities.

All apprentice applicants must have an appropriately signed apprentice agreement (Contract of Training) and be employed in this trade.

### SELECTION PROCESS

Informal interview process for on-campus students or AASN registration for Apprentices.

### CAREER OPPORTUNITIES

There is a strong demand for tradespeople in this industry and you will have a wide range of employment opportunities.

This course may lead to employment as a:

- Gardener
- Horticulturist

### FURTHER STUDY OPPORTUNITIES

Upon successful completion graduates can study the Diploma of Horticulture (AHC50416).

### CORE UNITS

Implement a plant nutrition program	AHCPCM301
Provide information on plants and their culture	AHCPCM302
Control weeds	AHCPMG301
Control plant pests, diseases and disorders	AHCPMG302
Contribute to work health and safety processes	AHCWHS301

Information about elective units can be found online

## CERTIFICATE IV IN CONSERVATION AND ECOSYSTEM MANAGEMENT

COURSE CODE AHC40920

### LOCATION

Charleston Road

### DURATION

Full-time: 1 year

### INTAKE

Direct Entry / February intake

Deepen your understanding of key conservation and land management issues such as environmental law, animal and plant pest control, biodiversity and more. This course comprises of flexible classroom based study with participation in a wide range of industry projects.

### PREREQUISITES

You need to have satisfactory literacy and numeracy skills. You must also be physically fit and be prepared to work in an outdoor environment.

### SELECTION PROCESS

Attend a compulsory interview.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Landcare Supervisor
- Parks and Wildlife Supervisor
- Senior Conservation Worker
- Community Coordinator (Conservation)
- Soil Conservation Specialist
- Weed Management Supervisor
- National Parks Worker
- Pest Control Supervisor (Feral Animals)

### FURTHER STUDY OPPORTUNITIES

You may go on to study a diploma course or pathway to a university level course.

### CORE UNITS

Maintain work health and safety processes	AHCWHS401
Conduct a site inspection for ecological restoration	AHCECR308

Information about elective units can be found online

## CERTIFICATE III IN FOOD PROCESSING (MICRO-BREWING)

COURSE CODE FBP30117

### LOCATION

Charleston Road

### DURATION

Part-time: 1 year

### INTAKE

Direct entry / February intake

This course is for those wishing to enter the food processing industry with a focus in micro-brewing. This course is also designed for those wanting to start up their own microbrewery and brewers seeking to employ entry level staff, and those wishing to work in any other stream of food processing which is a high demand industry.

### PREREQUISITES

You must be a minimum 18 years of age as you will be working with alcohol. It is recommended that you have satisfactory numeracy and literacy skills to undertake this course or are mature age and have sufficient work experience.

### SELECTION PROCESS

Interview and a literacy and numeracy assessment.

### CAREER OPPORTUNITIES

You may seek employment opportunities within Victorian breweries, Independent Brewers association and/or other industry partners in various fields of Food Processing.

### FURTHER STUDY OPPORTUNITIES

Graduates can earn credits towards a degree in a leading Australian university.

### CORE UNITS

Monitor the implementation of quality and food safety programs	FDFFS3001A
Contribute to OHS Processes	FDFOHS3001A
Provide and apply workplace information	fdfop2064A
Implement the food safety program and procedures	FDFFS2001A
Participate in environmentally sustainable work practices	MSMENV272

Information about elective units can be found online



## CERTIFICATE IV IN LABORATORY TECHNIQUES

COURSE CODE MSL40118

### LOCATION

Charleston Road

### DURATION

Full-time: 1 year

### INTAKE

Direct entry / February and July intake

Learn how to process and interpret data, plan and conduct laboratory work, culture media, aseptic technique, sampling, testing and more. Gain the skills and knowledge needed for technical assistants or similar personnel to conduct scientific tests and analysis in a diverse range of workplaces.

### PREREQUISITES

You must have year 11 standard literacy and numeracy skills or equivalent. You will also be required to attend an information session.

### SELECTION PROCESS

Interview and literacy and numeracy assessment.

### CAREER OPPORTUNITIES

This course may lead to employment as a:

- Technical Assistant
- Technician

### FURTHER STUDY OPPORTUNITIES

Graduates may consider studies in a diploma level program.

#### CORE UNITS

Process and interpret data	MSL924003
Maintain and calibrate instruments and equipment	MSL934004
Apply quality system and continuous improvement processes	MSL934006
Maintain laboratory or field workplace safety	MSL944002
Receive and prepare samples for testing	MSL953003

Information about elective units can be found online

### JOBTRAINER COURSE\*

Find out more on page 6



## CAMPUSES

### BENDIGO CITY CAMPUS

154 Hargreaves Street

### BENDIGO, CHARLESTON ROAD CAMPUS

62-104 Charleston Road

### ECHUCA CAMPUS

Corner of Hare and Darling Streets

### CASTLEMAINE CAMPUS

65 Templeton Street

## NEED MORE INFO?

We have services providing you the support that you need

### SKILLS & JOBS CENTRE

[skillsandjobs.com.au](http://skillsandjobs.com.au)

### EMPLOYMENT CENTRE

[bendigotafe.edu.au/employment-centre](http://bendigotafe.edu.au/employment-centre)

The information in this publication is correct at the time of release (June 2022).

Every effort has been made to ensure details are correct and accurate, however Bendigo TAFE reserves the right to change information with respect to course costs, timing and selection criteria without notice. Conduct of courses and service offerings are dependent on student numbers and sufficient funding.

Some or all of this training is delivered with Victorian and Commonwealth Government funding.

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\*Free TAFE and JobTrainer on selected courses only. Eligibility criteria apply. Other fees and charges may apply.

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**OUR HEROES ARE MADE AT BENDIGO TAFE**

