

APPRENTICESHIPS
AND TRAINEESHIPS

AGRICULTURE AND
HORTICULTURE

ARCHITECTURAL
TECHNOLOGIES

AUTOMOTIVE

BUILDING AND
CONSTRUCTION

BUSINESS

COMMUNITY
SERVICES

CONSERVATION AND
LAND MANAGEMENT

EARLY CHILDHOOD
EDUCATION

ENGINEERING AND
MANUFACTURING

FOOD

GRAPHIC DESIGN

HAIRDRESSING
AND BEAUTY

NURSING
AND HEALTH

INFORMATION
TECHNOLOGY

LIVE PRODUCTION

OCCUPATIONAL
HEALTH AND SAFETY

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CRICOS PROVIDER NO. 001030 | RTO NUMBER 4909



Why study at FedUni TAFE?



FedUni TAFE offers a broad range of quality education and training programs that delivers skilled workers to industries including automotive, building and construction, manufacturing, engineering, business, IT, graphic design, food services, agriculture, nursing, hairdressing, beauty therapy, community and children's services.

Great career opportunities

Trades and traditional 'blue collar' careers have fast become a lucrative career option – with many out-earning some of the professional 'white collar' qualifications once considered to be the big money makers (think doctors, management, lawyers, accountants). Becoming a master of your trade can open your future career opportunities to a level you never thought possible.

Great teachers

Our teachers have worked in industry, and understand what it takes to become a successful tradesperson or professional. They have been apprentices and know what it's like to be starting out in the industry.

Great facilities

State-of-the-art trade training facilities include the Building and Construction Training Centre which houses our construction trades; fully operating commercial kitchens, hairdressing, and beauty salons; as well as the Rural Sciences Skills Centre – home to our Agriculture, Horticulture and Conservation & Land Management programs; and the new Manufacturing Engineering Skills Centre.

Great industry contacts

As our teachers have industry experience and because FedUni has a long history in the trade training business, we have close ties with local industries and businesses. This results in a very high placement rate of apprentices and graduates with local companies.

Great range of programs

We offer a wide range of quality TAFE vocational education and training courses, with a focus on apprenticeship and skills training. We are also home to Federation College, offering a range of VET and preparatory courses for those looking for alternative options for completing their education.

We offer Certificates, Diplomas and Advanced Diplomas. Which course you do will depend on your background, education level and interests. Each program in this guide lists its entry requirements and how to apply.

Programs which are listed as Apprenticeships or Traineeships require that you are employed in the relevant industry and have a training agreement with your employer.



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Information contained in this brochure was correct at the time of printing (November 2017). Federation University Australia reserves the right to alter any program, procedure or fee, as deemed necessary. Some programs and courses may be superseded due to changes to the relevant training package. Superseded programs are subject to Government and University approvals and will be replaced in 2016/17. For the most up-to-date program information, please visit our website at: federation.edu.au. The information contained in this brochure may not apply to international students. To find out more regarding International Education, please call +61 3 5327 9018. Produced by Federation University Australia, Marketing & Communications. Federation University Australia programs are delivered with Victorian and Commonwealth Government funding. CRICOS Provider No. 00103D. National RTO Code: 4909.

Prospective students should confirm program information by visiting federation.edu.au and vtac.edu.au or by contacting the University directly. CC_151116

Facilities



Unistyle Hair and Beauty – Hairdressing Salon



Rural Sciences Skills Centre, Mt Rowan



Prospects Restaurant – Commercial Kitchen



Manufacturing and Engineering Skills Centre

While many of our TAFE programs run alongside higher education programs at our Mt Helen and Camp Street campuses, we are also home to some of the best TAFE dedicated facilities in Victoria.

SMB Campus (Ballarat)

Lydiard Street South, Ballarat

Our SMB campus is right in the hub of Ballarat's CBD, and while centred around historic buildings dating back to 1870, it is also home to some of the best state-of-the-art facilities specifically designed to facilitate TAFE training needs.

Building and Construction Skills Centre

Opened in 2007, the Building and Construction Skills Centre was specifically designed for FedUni TAFE and is home to a range of weather proof learning environments designed to replicate on the job settings for all of the major building and construction trades.

Manufacturing Engineering Skills Centre

This state-of-the-art building is the newest addition to our TAFE facilities. This multi-million dollar facility houses the latest in engineering technology and will continue to adapt to the ever changing and improving technologies of this sector.

Prospects Training Restaurant

Housed in one of our historic buildings, Prospects Restaurant is home to two large commercial kitchens and is a fully functional restaurant staffed by our teachers and students – the perfect setting to showcase newly acquired culinary skills.

Unistyle Hair and Beauty

Unistyle Hair and Beauty is a commercial salon where we provide our students with high quality training. To develop their skills and experience we offer a range of discounted services to students, staff and the public. Our apprentices and students are supervised by hairdressers and beauticians who are industry leaders in their field.

Rural Sciences Skills Centre (Ballarat)

Gillies Street and Mt Rowan, Ballarat

With two locations, the Rural Sciences Skills Centre delivers programs for students interested in careers on the land and in conservation.

Surrounded by the Ballarat Botanical Gardens and backing onto a large wetlands area, our students make the most of their unique location while studying in our Horticulture and Conservation and Land Management programs at the Gillies Street site.

The Rural Sciences Skills Centre at Mt Rowan is where our Agriculture students learn the business of farming, using equipment and facilities they can expect to find in a modern and well equipped agricultural enterprise.

Camp Street Campus (Ballarat)

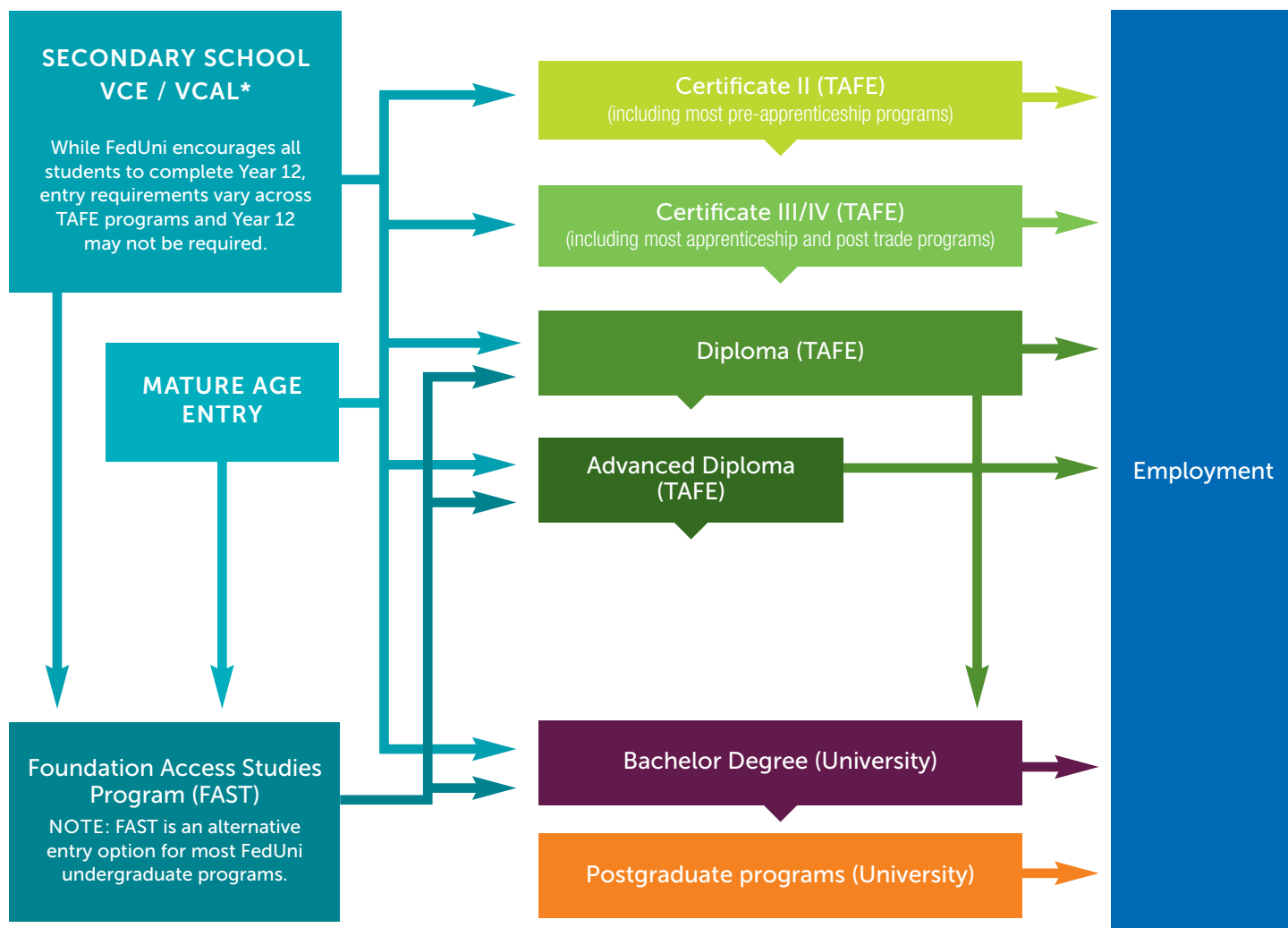
Camp Street, Ballarat

Located in the heart of Ballarat, our Camp Street Campus is home to our Arts Academy and is a vibrant setting for visual and performing arts education at both TAFE and Higher Education study levels. The campus is a unique integration of both old and new buildings which provides for a dynamic and vibrant arts and cultural environment.

Our Helen Macpherson Smith Theatre showcases the work of our performing arts students, as well as the Post Office Gallery for visual arts.

Study pathways

The most important thing to remember is that FedUni TAFE can be the beginning of your journey. Our programs are designed to help you into the workforce, but can also be used as part of a pathway to further study. See our pathways diagram to see how our programs fit together, so you can build the career you want.



*Note: Depending on subjects undertaken, VCAL may be an entry option to some FedUni Open Access degree programs.

Things you need to know

Study modes

Most TAFE students will study on campus – or at one of our various teaching locations. For full details on the various study modes at FedUni please visit:

[federation.edu.au/studymodes](https://www.federation.edu.au/studymodes)

Let's talk about money

Fees vary between each program.

There are a range of scholarships available for FedUni students – for a full list of scholarships available please visit **[federation.edu.au/scholarships](https://www.federation.edu.au/scholarships)**

Tip: For full details on TAFE fees please visit **[federation.edu.au/studentfees](https://www.federation.edu.au/studentfees)**

How to apply

How you apply to FedUni TAFE will depend on your circumstances, ie age, history, citizenship status.

Applications must be via VTAC or direct to FedUni TAFE.

Direct application means that you liaise directly with FedUni and complete a FedUni Application Form.

VTAC application means that you will apply via VTAC, referencing the program's VTAC number. Refer to: **[vtac.edu.au](https://www.vtac.edu.au)** for further information.

Tip: For further information on how to apply visit: **[federation.edu.au/apply](https://www.federation.edu.au/apply)**

Pre-Apprenticeships

The aim of a pre-apprenticeship is to teach you about your chosen career and to demonstrate to an employer that you have the skills and ability to succeed in an apprenticeship. Most pre-apprenticeship programs run for 14 to 18 weeks.

Successful completion of a pre-apprenticeship can reduce the time it takes to complete your apprenticeship by up to 6 months.



Tip:

Look for the 'Pre-Apprenticeship symbol' throughout this booklet.

Apprenticeships and Traineeships

Apprentices and Trainees are employed in their industry with a signed training agreement before they are able to enrol into their FedUni TAFE program. Most apprenticeships and traineeships are Certificate II or III level programs.

You can see a list of our apprenticeship and traineeship programs on page 5.

Certificates, Diplomas and Advanced Diplomas

Not all Certificates are apprenticeships or traineeships. You can apply for many of our programs straight from school. Think about the types of things you are interested in and what type of career attracts you. This booklet is full of Certificates, Diplomas and Advanced Diplomas you can apply for (depending on entry requirements being met).

Tip:

Check the **Entry Requirements** of each program to see if you are eligible to apply.

An apprenticeship or traineeship is a state training contract between an employer and an employee.



Want to get an apprenticeship or traineeship?

There are apprenticeship and traineeship pathways in most industries —where apprentices and trainees learn valuable industry skills and gain workplace experience for a particular occupation or trade. Training can take place either in the workplace, or at FedUni TAFE.

While you are an apprentice or trainee, you will experience a combination of training methods to achieve your qualification as designed in your training plan.

Apprenticeships

- An employer agrees to employ and train you until all competencies are achieved or for the term of the apprenticeship contract, if required.
- Apprenticeships usually take 3–4 years of full-time employment and training.
- You agree to follow instructions and attend required off-the-job and/or workplace-based training as outlined in your training plan.
- After the 3 month probationary period has passed, training contracts between the apprentice and the employer are legally binding. Once the probationary period of your training agreement has passed, all parties must agree in order for the contract to be cancelled.
- In the instance when the employer has an apprentice and sells the business, the apprentice's training contract is continued with the new business owners.

Pre-apprenticeships

Undertaking a pre-apprenticeship is a stepping stone to get into the trade of your choice. Completion of a pre-apprenticeship course will prepare you for the working environment, giving you a basic skill set that will give you an advantage over other applicants when an apprenticeship position becomes available.

Traineeships

- An employer agrees to employ you for the term of the traineeship.
- You agree to follow instruction and attend structured training.
- If an employer sells the business, the new owner is not obligated to keep you as a trainee.
- Mutual agreement is not required if you or your employer wish to end the traineeship contract.
- Traineeships usually take 12–18 months of full-time employment and training.

As an apprentice or trainee you will:

- Earn a wage as you train and develop your practical skills and knowledge.
- Receive a nationally accredited qualification.
- Enjoy flexible training arrangements.
- Receive workplace training and support.
- Benefit from the career opportunities generated by your employer.

What do I need to do next?

You must secure employment as an apprentice or trainee before any trade training can occur. You may also be able to start a part-time apprenticeship/traineeship while still at school. There are a number of ways this can be managed and may include working in industry two days a week and going to trade school three days a week.

How can I start an apprenticeship or traineeship?

1. Think about what areas you would like to work in (most careers now have apprenticeships and traineeships available).
2. Consider doing a pre-apprenticeship.
3. Update your resume.
4. Visit employers to drop off your resume and impress them with your enthusiasm. Speak to your local Group Training organisations, visit employment network providers, and check out local papers and employment websites.
5. Try volunteering your time and gain experience in the industry of your choice.
6. Be persistent!

Contact us to receive information about training as an apprentice or trainee on **1800 333 864** or **info@federation.edu.au**



Building and Construction

Bricklaying / Blocklaying

Certificate III in Bricklaying / Blocklaying (CPC30111)

Cabinet Making

Certificate III in Cabinet Making (MSF31113)

Carpentry

Certificate III in Carpentry (CPC30211)

Electrotechnology Electrician

Certificate III in Electrotechnology Electrician (UEE30811)

Joinery

Certificate III in Joinery (CPC31912)

Plumbing

Certificate III in Plumbing (CPC32413)

Painting and Decorating

Certificate III in Painting and Decorating (CPC30611)

Information Technology

Digital Media and Technology

Certificate III in Information, Digital Media and Technology – Traineeship (ICT30115)

Information Technology Support

Certificate IV in Information Technology Support – Traineeship (ICT40215)

Engineering, Manufacturing and Automotive

Automotive

Certificate III in Automotive Administration (AUR30112)

Certificate II in Automotive Air Conditioning Technology (AUR20212)

Certificate IV in Automotive Mechanical Diagnosis (AUR40212)*

Certificate III in Automotive Sales (AUR31012)*

Certificate II in Automotive Servicing Technology (AUR20512)*

Light Vehicle Mechanical Technology

Certificate III in Light Vehicle Mechanical Technology (AUR30616)

Engineering

Certificate III in Engineering – Fabrication Trade (MEM30305)

Certificate III in Engineering – Mechanical Trade (MEM30205)

Certificate III in Engineering – Production Systems (MEM30105)

Certificate III in Surface Preparation and Coating Application (MSA30309)*

Rural Sciences

Agriculture

Certificate III in Agriculture (AHC30116)

Certificate IV in Wool Classing (AHC41316)

Horticulture

Certificate III in Horticulture (AHC30710)

Certificate IV in Horticulture (AHC40410)*

Landscape Construction

Certificate III in Landscape Construction (AHC30910)*

Parks and Gardens

Certificate III in Parks and Gardens (AHC31010)*

Conservation and Land Management

Certificate III in Conservation and Land Management (AHC31416)

Food and Service Industries

Commercial Cookery

Certificate III Commercial Cookery (SIT30816)

Food Processing

Certificate III in Food Processing – Traineeship (FDF30111)*

Food Science

Certificate IV in Food Science and Technology (FDF40311)

Hairdressing

Certificate III in Hairdressing (SIH30111)*

Meat Processing

Certificate III in Meat Processing (Retail Butcher) (AMP30815)

Retail Baking

Certificate III in Retail Baking (Bread) (FDF30610)

Certificate III in Retail Baking (Cake and Pastry) (FDF30510)

Certificate III in Retail Baking (Combined) (FDF30710)

Health

Nursing

Diploma of Nursing (HLT54115)

* Superseded program – updated training package will be available in early 2017 subject to relevant approvals.

Non Apprenticeship programs

Non apprenticeship programs consist of study only. Unlike apprenticeship programs (refer pages 4–5) you do not need to be employed to undertake these programs.



Agriculture

Agriculture has been identified as one of the 'fantastic five' sectors that could be worth an extra \$250 billion to the Australian economy over the next 20 years.[^]

By 2050, world food demand is expected to have increased by up to 70% on today's production, while increasingly wealthy consumers will demand more and more diverse foods.[#] Careers and opportunities in food production are expected to grow in line with these figures.

National Course Code	AHC41316
Location	Rural Sciences Skills Centre, Mt Rowan (Ballarat)
Duration	1–2 years part-time via flexible delivery format or via block release
Application	Direct
Entry Requirements	
Minimum 2 weeks (80 hours) wool shed experience, or similar.	
Extra Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	

Certificate IV in Wool Classing

Whether you grew up on a livestock farm or want to add to your skills in the agriculture industry, this program will provide you with the skills required to become a Wool classer. You'll learn about clip preparation, shed management and wool marketing.

Plus, if you have a signed training agreement, you can undertake this certificate as a traineeship.

Career opportunities

- Wool classer
- Shearing contractor
- Roustabout

Upon successful completion of this program, you may apply to the Australian Wool Exchange Ltd for registration as an Australian Woolclasser (Professional).

National Course Code	AHC50116
Location	Rural Sciences Skills Centre, Mt Rowan
Duration	2 years part-time
Application	VTAC/Direct
VTAC Code	3701410474
Entry Requirements	
Applicants must provide evidence at an interview of prior knowledge and skills.	
Extra Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	

Diploma of Agriculture

Build on your existing experience to become a leader in Australia's agricultural industry.

Our program will set you up to confidently manage or supervise agricultural enterprises. We'll provide you with a practical style of training, where you'll learn business skills like managing staff and monitoring financial reports. You'll also hone in on tools to meet future agricultural challenges, by developing climate risk management strategies and drawing up whole farm plans.

Just a few years ago, the United Nations Food and Agriculture Organisation estimated that by 2050, food production worldwide needs to increase by 70 percent. Become part of the solution by leveraging emerging technologies and approaches in the multi-billion dollar agricultural industry.

Career opportunities

- Farm manager
- Farmer
- Livestock manager (dairy, poultry, cattle, sheep)
- Pasture and grain harvesting contractor

#Rural Industries Research and Development Corp – Australian Government. www.rirdc.gov.au

[^]Deloitte 2014

Further info:
federation.edu.au/agriculture

FedUni TAFE also offers a traineeship program in Agriculture, refer to page 5.



Short Courses in Agriculture

These courses run at various times through the year and vary in length from 1-5 days.

Call us on 1800 333 864 to find out more or visit federation.edu.au/agriculture.

- **Operate Quad Bikes*** (AHCMOM212A): Learn how to drive these bikes safely and how to get the most out of them.
- **Operate Tractors*** (AHCMOM202A): With this two-day course, you'll learn how to use tractors with skill.
- **Operate and Maintain Chainsaws*** (AHCARB205A): You'll learn a lot in two days, including preparing, using and looking after hand-held chainsaws, carrying out routine checks and preventing risks.
- **Farm Chemical Users Course#**: You'll need this industry-standard program to apply for the Victorian Agricultural Chemical Users Permit.

*Accredited #Non-accredited



Horticulture

Horticulture is one of Australia's fastest-growing industries, closely linked to urban development and lifestyle. It includes maintaining parks, gardens, golf courses, as well as plant nurseries and landscaping. If you like working outdoors, getting your hands dirty and have a passion for the environment, let us help you forge a career in the horticulture, parks and gardens or landscape construction industries.

National Course Code	AHC31010*
Location	Rural Sciences Skills Centre, Gillies Street Workplace
Duration	1 year full-time or part-time equivalent, or 3 year apprenticeship.
Application	Direct
Entry Requirements	
If undertaking as an apprenticeship, applicants must have a signed training contract between employer and apprentice lodged with an Australian Apprenticeship Support Network (AASN).	
Extra Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	

Certificate III in Parks and Gardens

Enjoy a career working in the fresh air and surrounded by nature as you put your design and construction skills to use. This skills-based certificate can be taken as part of an apprenticeship in your workplace or if you're not an apprentice, you can study in our specialised Rural Sciences Skills Centre on campus. You'll learn about a broad range of horticulture topics including controlling weeds, plant nutrition and inspecting park facilities and will graduate as an attractive employee for local councils, private contractors and more.

Career opportunities

- Gardener
- Horticulturist
- Landscaper

* Superseded program – updated training package will be available in 2017 subject to relevant approvals.

FedUni TAFE also offers apprenticeship programs in Horticulture, Landscape Construction and Parks & Gardens refer to page 5.



Conservation and Land Management

From working to restore and improve our environment to maximising and conserving water resources, careers within this field offer variety, challenge and fulfillment. Keep in mind that the Diploma of Conservation and Land Management offers a pathway with credit into one of FedUni's degree programs.

National Course Code	AHC31416
Location	Rural Sciences Skills Centre, Gillies St
Duration	1 year full-time or 2 years part-time
Application	Direct
Extra Requirements	Must complete a Language, Literacy and Numeracy assessment and pre-training review.

Certificate III in Conservation and Land Management

Gain the skills to create a career protecting our environment. This is the perfect way to learn about all areas of conservation and land management. You'll choose from electives like recognising fauna, collecting GPS data and operating chainsaws while also learning the important core skills like workplace safety and environmentally sustainable work practices. Then, you can take the next step in your career in roles like community field officer, wildlife officer, weeds operator and more.

This program can also be offered as a traineeship if you are employed in the industry with a signed training agreement.

Career opportunities

- Community field officer
- Field operator
- Project officer
- Vertebrate pest officer
- Weeds operator
- Wildlife and parks field officer

Further study options

- Diploma of Conservation and Land Management

National Course Code	AHC51116
Location	Rural Sciences Skills Centre, Gillies St
Duration	1 year full-time or 2 years part-time
Application	VTAC/Direct
VTAC Code	3700674754
Extra Requirements	Non Year 12 applicants must complete and submit the VTAC Personal Statement. Applicants required to attend an interview will be notified via telephone or email. Must complete a Language, Literacy and Numeracy assessment and pre-training review.

Diploma of Conservation and Land Management

Protect endangered species. Advise on bushfire prevention programs. Manage waterway redevelopment projects. Take your love for the environment and make it your career.

With this diploma, you will develop skills across science and management. This hands on program has an emphasis on practical learning. Upon completion, students have strong field experience underpinned by theoretical knowledge.

You will learn to develop management plans for designated areas, including pest management. You will also learn to sample soils and interpret results. Students study the management of fauna populations, conduct biological surveys, collect and classify plants and will develop sound scientific and critical analysis skills. This will prepare you for your career in the field as well as laboratory and management positions.

Career opportunities

Your skills will be sought by environmental and bush regeneration organisations, government and private water authorities, parks and waterways authorities, land care groups, catchment management authorities, contractors in land management and rehabilitation, and sustainable agricultural, forestry/fisheries or mining activities and departments concerned with vertebrate pest and weed management.

Successful completion of the program will allow up to one year's credit toward the Bachelor of Environmental and Conservation Science.

Further study options

- Bachelor of Environmental and Conservation Science

Further info:
federation.edu.au/ruralscience

Building and Construction

Building and construction is one of Australia's largest industries, with over 1 million men and women working in a wide range of trades. At our state of the art training facility, the Building and Construction Skills Centre, we deliver training which will equip you with the skills and knowledge to be productive and successful workers in this ever-changing industry.

National Course Code	22216VIC
Location	SMB Campus (Ballarat)
Duration	16 weeks full-time
Application	Direct
Entry Requirements	
Entry into this program will normally require you be 16 years of age or to have completed Year 10 or equivalent.	
Extra Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	

PRE
APP

Certificate II in Building and Construction (Bricklaying) Pre-apprenticeship

Become the already-skilled apprentice that every site manager wants to hire and work towards gaining your full apprenticeship. Our hands-on program is the perfect start for your career as a bricklayer. We'll show you how to use hand skills and power tools on residential and commercial building sites, while you learn important workplace skills to make you more confident and comfortable, like site induction, preparing for work in the construction industry and communication skills to help you work well in a team.

The skills and knowledge gained in this program will greatly improve your employment prospects within the building and construction industry. On completion of this program, you may go on to seek employment as a bricklaying apprentice.

Career opportunities

- Apprentice bricklayer

National Course Code	22216VIC
Location	SMB Campus (Ballarat)
Duration	16 weeks full-time
Application	Direct
Entry Requirements	
Entry into this program will normally require you be 16 years of age or to have completed Year 10 or equivalent.	
Extra Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	

PRE
APP

Certificate II in Building and Construction (Carpentry) Pre-apprenticeship

Secure that building position while becoming the apprentice that every site manager wishes they had. We'll set you up to become skilled and knowledgeable at carpentry, ready to take the next step in your training and work life. We'll also give you advice about succeeding at your apprenticeship, so you can jump straight into it after this certificate. Plus, your teachers have all been apprentices themselves, so they know what it's like starting out in a trade. They'll be your guide as you learn in our state-of-the-art Building and Construction Skills Centre.

The skills and knowledge gained in this program will greatly improve your employment prospects within the building and construction industry. On completion of this program, you may go on to seek employment as a carpentry apprentice.

Career opportunities

- Apprentice carpenter

Further info: [federation.edu.au/buildingandconstruction](https://www.federation.edu.au/buildingandconstruction)

FedUni TAFE also offers apprenticeship programs in Building and Construction, please refer to page 5.

National Course Code	22216VIC
Location	SMB Campus (Ballarat)
Duration	16 weeks full-time
Application	Direct
Entry Requirements	
Entry into this program will normally require you be 16 years of age or to have completed Year 10 or equivalent.	
Extra Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	

PRE
APP

Certificate II in Building and Construction (Painting and Decorating) Pre-apprenticeship

Give yourself a greater chance of securing an apprenticeship position with our hands-on program. You'll grow your creative side, while setting yourself up for a career as a qualified painter and decorator. Become skilled in the technicalities of painting and decorating, such as surface preparation and protective metal coatings as you learn about special processes like 3D effects, marbling, wood graining and rag rolling. Qualified painters and decorators are valued workers in the construction industry and if you follow up this certificate with an apprenticeship, you'll be an asset to any employer during your painting and decorating career.

Career opportunities

- Apprentice painter and decorator

National Course Code	CPC20211
Location	SMB Campus (Ballarat)
Duration	16 weeks full-time
Application	Direct
Entry Requirements	
Entry into this program will normally require you be 16 years of age or to have completed Year 10 or equivalent.	
Extra Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	

Certificate II in Construction Pathways

Get the ball rolling on your future as a joiner, carpenter or furniture-maker. This is a perfect way to find out which trade you're best suited to and will enjoy the most. Plus, you'll gain credits towards your construction industry apprenticeship, while becoming more appealing to employers. You'll learn skills to help you in whichever career you choose, like interpreting plans and organising work. Then you can pick subjects to start specialising in your favourite trade. Best of all, our teachers were apprentices themselves and know what it's like starting out in the industry. They'll support and guide you on your way to becoming a skilled tradesperson.

Career opportunities

- Apprentice joiner
- Apprentice furniture maker

National Course Code	UEE22011
Location	SMB Campus (Ballarat) Horsham Campus
Duration	14 weeks full-time
Application	Direct
Entry Requirements	
Entry into this program will normally require you be 16 years of age or to have completed Year 10 or equivalent. It is strongly recommended that applicants have a pass in year 11 maths.	
Extra Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	

PRE
APP

Certificate II in Electrotechnology (Career Start)

Prepare yourself for a career in the electrical industry – a career that will need both your brains and your hands. You'll be preparing for an industry where your skills will be in high demand and which offers a higher than average weekly full time wage. This pre-apprenticeship program will give you the foundation skills to kick-start an electrical apprenticeship, showing an employer that you're driven and knowledgeable; plus it will give you credits towards your Certificate III. When you finish, your qualification will be recognised nationwide.

You'll learn about electrical safety, industry standards and regulations, identifying and selecting components, accessories and materials, solving circuit problems, modern sustainable practices and much more, all in our state-of-the-art Building and Construction Skills Centre while you learn from our teachers who know what it's like starting out in a trade.

Career opportunities

- Apprentice electrician

Further info: federation.edu.au/buildingandconstruction

FedUni TAFE also offers apprenticeship programs in Building and Construction, please refer to page 5.

National Course Code	MSF20313
Location	SMB Campus (Ballarat)
Duration	10–12 weeks full-time
Application	Direct
Entry Requirements	
Entry into this program will normally require you be 16 years of age or to have completed Year 10 or equivalent.	
Extra Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	

Certificate II in Furniture Making

If you want to become a master furniture maker and take a step closer to securing an apprenticeship, this certificate is designed for you. You'll learn how to make free-standing furniture and built-in cabinets while also skilling up to install these structures on site. Once you finish this program, you'll be ready to work as an assistant maker, assistant installer and production operator in the cabinet world and can continue your training with an apprenticeship.

Career opportunities

- Assistant cabinet maker
- Assistant installer
- Production operator

National Course Code	22304VIC
Location	SMB Campus (Ballarat)
Duration	14 weeks full-time
Application	Direct
Entry Requirements	
Entry into this program will normally require you be 16 years of age or to have completed Year 10 or equivalent.	
Extra Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	

PRE
APP

Certificate II in Plumbing (Pre-Apprenticeship)

Plumbers are in high demand along with having the freedom to work for themselves or as a valued employee in construction companies. Prepare yourself for your plumbing apprenticeship with this 14 week full-time practical program. You'll take the first step towards your career, while showing your current or future employer that you have the drive and skills to succeed in your apprenticeship. You'll learn in our state-of-the-art Building and Construction Training Centre, gaining skills like reading and interpreting plans and specifications, producing technical drawings and using plumbing pipes, fitting and fixtures.

Career opportunities

- Apprentice plumber

National Course Code	CPC40110
Location	SMB Campus (Ballarat)
Duration	6 months part-time
Application	Direct
Entry Requirements	
There are no prerequisites for this program, however it is strongly recommended that students have at least 3 years of work experience in the building and construction industry.	
Extra Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	

Certificate IV in Building and Construction (Building)

Step up to the top of your game in the building and construction industry with our specialist, nation-wide recognised certificate. We'll prepare you to apply for your registration as a domestic builder and manage a successful construction site or residential building business. You'll learn how to choose contractors, oversee work, manage quality, timelines and budgets and liaise with clients. Best of all, you'll benefit from above average weekly full time earnings and higher than average job openings expected in the next few years for building technicians.

Career opportunities

- Building practitioner
- Foreman/Foreperson
- Site manager
- Construction manager
- Licenced builder

Further info: [federation.edu.au/buildingandconstruction](https://www.federation.edu.au/buildingandconstruction)

National Course Code	22268VIC
Location	SMB Campus (Ballarat)
Duration	3 years
Application	VTAC/Direct
VTAC Code	3700674004
Entry Requirements	
Successful completion of VCE; or interstate equivalent.	
Extra Requirements	
Selection is based on a range of criteria. Must complete a Language, Literacy and Numeracy assessment and pre-training review.	

Advanced Diploma of Building Design (Architectural)

Cutting edge designs. Sustainable building practices. Restoration of heritage buildings. Client advice from concept to final build.

If creating designs and seeing them brought to life is what makes you tick, FedUni's Advanced Diploma of Building Design (Architectural) will help you to forge your own career doing just that. Graduating from this advanced diploma will see you working alongside architects, manufacturers and building contractors as you develop working drawings and documentation for commercial developments, industrial structures and residential homes.

During your studies, you'll learn about digital design, construction technologies and detailed documentation and also get to visit real work sites. You'll have classes four to six hours per day, four days a week during your first and second year, whilst in your third year you'll be in classes one day each week, allowing for hands-on time spent within the industry.

Like architects, building designers design buildings and develop working drawings and documentation for all components in the construction of residential, commercial and industrial buildings.

Career opportunities

- Building designer
- Commercial kitchen designer
- Documentation technician

Further info: [federation.edu.au/buildingandconstruction](https://www.federation.edu.au/buildingandconstruction)

Short Courses in Building and Construction

These courses run at various times through the year and vary in length from 1-5 days.

Call us on 1800 333 864 to find out more or visit [federation.edu.au/buildingandconstruction](https://www.federation.edu.au/buildingandconstruction)

- **Conduct in-service safety testing of electrical cord connected equipment and cord assemblies*** (UEENEEP026A): 'Testing and Tagging' is a highly desired skill by employers who rely on portable plug-in appliances for their work, such as power tools, heaters and sound and light equipment.
- **Confined Spaces:** Offered by our Partner institution, Protector Alsafe – please contact directly on 132 832.
- **Licence to erect, alter and dismantle scaffolding basic level*** (CPCCLSF2001A): Learn the skills you need to sail through the Worksafe Scaffolding Licence Exam and add an extra talent to your skill-set.
- **Restricted Electrical*** (UEENEEP010A): Entitles holder to carry out electrical work in Victoria, if the person is primarily engaged in a work function that involves electrical work incidental to the person's primary work function.
- **Work safely in the construction industry*** (CPCCOHS1001A): Get your essential Construction Induction Card (White Card) to work on building construction sites with our six-hour course.
- **Working at Heights:** Offered by our Partner institution, Protector Alsafe – please contact directly on 132 832.

*Accredited





Engineering and Manufacturing

With ever greater skill levels demanded, opportunities abound for qualified people within engineering and advanced manufacturing technology fields. You might start your studies at Certificate II level (pre-apprenticeship), and build your skills through to a diploma and beyond.

National Course Code	22209VIC
Location	SMB Campus (Ballarat)
Duration	February to November, 2 days per week
Application	Direct
Extra Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	

PRE
APP

Certificate II in Engineering Studies

Learn the skills that will help you to find an apprenticeship. This pre-apprenticeship program will give you broad-based, foundation skills in a range of engineering areas such as basic machining, fabrication and the use of hand and power tools. This will enhance your job prospects, and make you more competitive when applying for an apprenticeship. This program may also give you credit towards a Certificate III (apprenticeship) qualification.

Career opportunities

Depending on the electives chosen, you can use this program as a pathway towards careers in general engineering, fabrication, machining or technical engineering.

National Course Code	MEM40105
Location	SMB Campus (Ballarat)
Duration	1 year part-time
Application	Direct
Entry Requirements	
A Certificate III qualification in the metals and engineering area.	
Extra Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	

Certificate IV in Engineering

If you have an apprenticeship and are looking to step up your career by becoming the highest level engineering tradesperson completion of this Certificate will enable you to work as a Higher Engineering Tradesperson or a Special Class Engineering Tradesperson – Level II in mechanical, electrical/electronic or fabrication trade disciplines. You'll gain credits for subject areas already covered and receive a nationally recognised qualification. Flexible options allow you to choose your area of study and complete the program at your own pace.

Career opportunities

CAD drafter, CNC machinist, computer aided drafting – 2D and 3D, hydraulics and pneumatics designer, maintenance and design in hydraulics and pneumatics, maintenance supervisor, NC machinist, NC/CNC machining/plasma profiling, plasma profiler, specialised maintenance and maintenance supervision, specialised welder, specialised welding and welding supervision, welder, welding supervisor.

Further info: federation.edu.au/eng

Further study options

- Diploma of Engineering – Technical

Short Courses in Manufacturing and Engineering

These courses run at various times through the year and vary in length.

Call us on 1800 333 864 to find out more or visit federation.edu.au/eng

- **Welding Certificate AS 1796, Cert 1-9*** (MEM40105): If you're aiming for a more senior welding position or want to take the first step towards your welding certificate, these units will prepare you for both.
- **Hydraulics, Pneumatics and Fluid Power*** (MEM40105/MEM50212): Expand your engineering skills with selected units from the Certificate IV and Diploma of Engineering. You may have a trade and are looking to take the next step in your career, whether it's in technical or management roles.
- **Create engineering drawings using computer aided systems*** (VU20916): This highly practical unit will turn you into an expert SOLIDWORKS 3D computer-aided design (CAD) user.
- **Welding Night Class*** (MEM40105): Learn basic welding skills such as gas metal arc welding (MIG), manual metal arc welding (Stick), gas tungsten arc welding (TIG), and oxyacetylene welding (Oxy).

*Accredited

National Course Code	MEM50212
Location	SMB Campus (Ballarat)
Duration	1 year full-time or 2 years part-time
Application	VTAC/Direct
VTAC Code	3700674234
Entry Requirements	
Certificate III in Engineering; or Year 12; or industrial training/experience.	
Extra Requirements	
It is recommended that year 12 applicants have completed a year 12 mathematics unit (any) and be proficient in basic algebra and trigonometry. Additional support in mathematics will be available.	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	

Diploma of Engineering – Technical

Are you interested in design and technology and would like to be part of the exciting future of new machines and devices?

FedUni's one-year Diploma of Engineering – Technical will make you a highly skilled technician in turning energy into power and motion, whether it's for your future career in hydraulic power, robotics, ergonomics or even teaching these skills.

During your studies, you'll experiment with plasma cutters, 3D printers and the latest technologies as they are developed. You'll also set up circuits, calculate force systems within structures and perform computations.

Your subjects will take you through the areas of robotics, industrial automation, control technologies, advanced manufacturing technology, 2D CAD drafting and 3D solid modelling; preparing you for work in automotive, aviation, food, mining sectors, manufacturing and fabrication sectors.

You will sample many areas and find where you would like to specialise. If you decide you'd like to further your studies, you'll have earned credits towards FedUni's Bachelor of Engineering degrees.

Career opportunities

Graduates are most suited to paraprofessional design work including:

- Engineering project officer
- Engineering development officer
- Engineering estimator
- Engineering technical officer
- CAD drafter
- Control systems engineer
- Mechanical engineer

Further study options

- Bachelor of Engineering Technology (Civil)
- Bachelor of Engineering Technology (Mining)
- Bachelor of Engineering Technology (Mechanical)

Completion may qualify you for credit of up to one year towards any of FedUni's Bachelor of Engineering Technology programs.

FedUni Course Code	M05
Location	Mt Helen Campus (Ballarat) SMB Campus (Ballarat)
Duration	3 years full-time or part-time equivalent
Application	Direct
Entry Requirements	
Successful completion the Diploma or Advanced Diploma of Engineering or Manufacturing or equivalent.	
Extra Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	

Bachelor of Manufacturing Management

This innovative degree, integrating applied and academic learning, has been developed to reflect the changing roles and responsibilities of manufacturing managers and supervisors. It is aimed towards candidates with skills ranging from post trade through to para professional levels, practicing within manufacturing/engineering environments and incorporates contemporary manufacturing industry and management concepts and theories.

There is a strong emphasis on applied learning through a range of integrated management and manufacturing industry focused projects. A range of assessment tasks will be undertaken during this program including written reports, assignments, group projects, case studies, oral presentations and formal examinations.

Management and vocational skills, knowledge and attributes will be further consolidated by completing an applied project in an area of vocational interest in the capstone year.

Career opportunities

- Engineer
- Maintenance engineer
- Manufacturing engineer
- Manufacturing manager
- Mechanical engineer
- Process analyst
- Process engineer
- Project engineer
- Research and development engineer
- Systems engineer
- Technical support engineer
- Validation engineer

Further info: federation.edu.au/eng

FedUni TAFE also offers apprenticeship programs in Engineering and Manufacturing, refer to page 5.



Automotive

You love the roar of an engine and tinkering under the bonnet. You also know that qualifying in today's automotive industry will start you in an industry at the forefront of technological change and advancement.

National Course Code	22015VIC
Location	SMB Campus (Ballarat)
Duration	23 weeks – 2 days per week
Application	Direct
Entry Requirements	Year 10 or equivalent.
Extra Requirements	Must complete a Language, Literacy and Numeracy assessment and pre-training review. All applicants will be required to attend an interview.

PRE
APP

Certificate II in Automotive Studies (Pre-vocational)

This pre-apprenticeship program will give you the hands on skills and basic mechanical knowledge which will help you to find an automotive apprenticeship. It will help to make you job ready, and will give you the opportunity to pursue a career in automotive mechanics, engine reconditioning, automotive electrician and electronics, and vehicle body repair.

Career opportunities

- Apprentice motor mechanic

National Course Code	AUR40212*
Location	SMB Campus (Ballarat) External Teaching Location
Duration	3 years
Application	Direct
Entry Requirements	An automotive mechanical Certificate III qualification or be able to demonstrate equivalent competency.
Extra Requirements	Must complete a Language, Literacy and Numeracy assessment and pre-training review.

Certificate IV in Automotive Mechanical Diagnosis

With just one core subject and the rest electives, you'll shape this program to suit your career goals. You'll study with us under an arrangement with your employer as you work towards becoming an automotive lead, master technician or automotive technical adviser. Choose from subjects to do with spark ignition engine management systems, motorcycle engines and electrical components in hybrid electric vehicles while you become skilled at advanced diagnostic operations.

Career opportunities

- Automotive lead or master technician
- Automotive technical adviser

*Superseded program – updated training package will be available in 2017 subject to relevant approvals.

Further info: federation.edu.au/auto

FedUni TAFE also offers apprenticeship programs in Automotive, please refer to page 5.



Business

Our focus within FedUni TAFE Business is to provide industry aligned programs with a contemporary curriculum. Use us to enhance your current career or as a springboard to your next one.

National Course Code	BSB50215
Location	Mt Helen (Ballarat) Wimmera Campus (Horsham)
Duration	One year full-time
Application	VTAC/Direct
VTAC Code	3700510494 (Mt Helen) 3700310494 (Horsham)
Entry Requirements	
Successful completion of VCE/VCAL or equivalent; or mature age entry.	
Extra Requirements	
All applicants must complete a Language, Literacy and Numeracy assessment and pre-training review.	

Diploma of Business

This qualification will not only give you contemporary business skills and knowledge but will also allow you to explore and discover your own business vision and interest. In this program you will learn to: determine administrative priorities, design and develop workplace documents, undertake a business project, manage business HR systems and manage financial processes.

Career opportunities

- Executive officer
- Program consultant
- Program co-ordinator

National Course Code	BSB50415
Location	Mt Helen (Ballarat) Wimmera Campus (Horsham)
Duration	One year full-time
Application	VTAC/Direct
VTAC Code	3700510504 (Mt Helen) 3700310504 (Horsham)
Entry Requirements	
Successful completion of VCE/VCAL or equivalent; or mature age entry.	
Extra Requirements	
All applicants must complete a Language, Literacy and Numeracy assessment and pre-training review.	

Diploma of Business Administration

This Diploma is designed to meet your needs. On successful completion you will have a nationally recognised qualification. In this program you will learn to: manage your own time and professional development effectively, implement superior customer service, plan and manage meetings and projects including events and conferences, manage administrative systems, manage people by reviewing performance, rewarding excellence, and providing feedback.

Career opportunities

- Accounts supervisor
- Administration officer
- Executive personal assistant
- Office administrator
- Project assistant

National Course Code	BSB51915
Location	Mt Helen (Ballarat) Wimmera Campus (Horsham)
Duration	One year full-time
Application	VTAC/Direct
VTAC Code	3700510444 (Mt Helen) 3700310444 (Horsham)
Entry Requirements	
Successful completion of VCE/VCAL or equivalent; or mature age entry.	
Extra Requirements	
All applicants must complete a Language, Literacy and Numeracy assessment and pre-training review.	

Diploma of Leadership and Management

This qualification will give you and your employer or prospective employer confidence in your ability to be an effective team leader. In this program you will learn to: understand and develop emotional intelligence and superior communication skills, develop policy, manage operations and work place practice.

Career opportunities

- Accounts supervisor
- Administration officer
- Executive personal assistant
- Office administrator
- Project assistant

National Course Code	BSB51415
Location	Mt Helen (Ballarat) Wimmera Campus (Horsham)
Duration	Dependent on location, generally 1 year
Application	VTAC/Direct
VTAC Code	3700510534 (Mt Helen Campus) 3700310534 (Horsham)
Entry Requirements	
Successful completion of VCE/VCAL or equivalent; or mature age entry.	
Extra Requirements	
All applicants must complete a Language, Literacy and Numeracy assessment and pre-training review.	

Diploma of Project Management

This course will develop your skills and knowledge to be an aspiring project leader. This qualification is also suitable for those already working in a project role and who are looking for a qualification to continue their journey as project managers. This diploma is suitable for all industries such as manufacturing, IT, finance, education, and services. In this program you will learn to manage all aspects of a project including scope, time, cost, quality, project management information systems, how to manage project teams and project stakeholders.

Career opportunities

- Project team leader
- Project manager
- Project leader

Completing, or have completed, a Diploma?
You might like to consider an Advanced Diploma or Bachelor degree.

Further study options upon completion of a business diploma

- Advanced Diploma of Leadership and Management
- Advanced Diploma of Management (Human Resources)
- Bachelor of Applied Management
- Master of Business Administration

National Course Code	BSB61015
Location	Mt Helen (Ballarat) Wimmera Campus (Horsham)
Duration	Dependent on location, generally 1 year
Application	VTAC/Direct
VTAC Code	3700510444 (Mt Helen) 3700310444 (Horsham)
Entry Requirements	
Successful completion of VCE/VCAL or equivalent; or mature age entry.	
Extra Requirements	
All applicants must complete a Language, Literacy and Numeracy assessment and pre-training review.	

Advanced Diploma of Leadership and Management

FedUni's Advanced Diploma of leadership and management is a specialised course suited to existing managers or senior employees who want to move into the next level of management. In this program you will develop a greater understanding of strategic planning, business planning, managing change, efficient and effective management of resources and finances, social responsibility, and planning for the future.

Career opportunities

- Area manager
- Regional manager
- Department manager

Further study options

- Bachelor of Applied Management
- Master of Business Administration

National Course Code	BSB60915
Location	Mt Helen (Ballarat) Wimmera Campus (Horsham)
Duration	One year full-time
Application	VTAC/Direct
VTAC Code	3700510464 (Mt Helen) 3700310464 (Horsham)
Entry Requirements	
Successful completion of VCE/VCAL or equivalent; or mature age entry.	
Extra Requirements	
All applicants must complete a Language, Literacy and Numeracy assessment and pre-training review.	

Advanced Diploma of Management (Human Resources)

This program is ideal for those aspiring to provide leadership and strategic direction in human resource activities with an organisation. You will develop skills and knowledge to deliver a 21st century workforce. You will focus on organisational development, strategic planning, leadership skills including communicating with influence, and managing finances and diversity.

Career opportunities

- Human resources manager
- Human resources strategist
- Area manager

Further study options

- Bachelor of Applied Management
- Master of Business Administration

Further info:
federation.edu.au/businessprograms

FedUni TAFE also offers traineeship programs in Business, please refer to page 5.



Graphic Design

You will learn in an intimate environment with ready access to professional staff while gaining the knowledge, creative and technical skills required for employment in the design industry. You will complete this program ready and equipped to enter straight into industry or into the Bachelor of Communication Design.

National Course Code	CUA50715
Location	Camp Street Campus (Ballarat)
Duration	1 year full-time
Application	Direct/VTAC
VTAC Code	3700274254
Entry Requirements	
Satisfactory completion of the VCE, or equivalent is preferable; or Mature age entry.	
Extra Requirements	
Applicants must request an application pro-forma for an interview, or download the following link: federation.edu.au/extra-application-requirements	
Interview and folio presentation: Applicants will be notified of a date/time for an interview/folio presentation on receipt of the application proforma.	
Applicants must attend an interview/folio presentation before enrolment.	

Further info: federation.edu.au/vis-arts

Diploma of Graphic Design

Take the first step in your career in the design industry. You will be introduced to the theory and practice of image based communication and the principles of design, whilst building a verbal and visual vocabulary through research, experience and critical analysis. Technical skills are developed in both analogue and digital media in a studio environment via lectures, projects, individual experience and peer interaction. With an emphasis on visual thinking, creative process and idea generation, skills are developed in drawing, graphic design, typography and image making using both illustrative and photographic techniques. You will also study developments in visual culture to better understand the foundations of today's design trends. Classes will be held in a studio environment similar to what would be experienced in a professional design studio where you will also have access to a wide range of sophisticated facilities including photography studio, drawing studio and digital imaging equipment.

Career opportunities

- Graphic designer
- New media
- Printer
- Website designer
- Illustrator
- Advertising

Further study options

- Bachelor of Communication Design

National Course Code	CUA40415
Location	SMB Campus (Ballarat) Camp Street Campus (Ballarat)
Duration	1 year full time
Application	Direct/VTAC
VTAC	3700674094
Entry Requirements	
Completion of CUSOHS301A Follow occupational health and safety procedures or equivalent; Applicants must have experience and knowledge in a range of areas including technical production skills and knowledge of current industry standards.	
Satisfactory completion of the VCE, while not compulsory, would be advantageous.	
Extra requirements	
Interview; must complete a Language, Literacy and Numeracy assessment and pre-training review	
Full details on entry and extra requirements are available at: federation.edu.au/liveprod	

Further info: federation.edu.au/liveprod

Certificate IV in Live Production and Technical Services

Become a versatile and skilled worker in the entertainment industry. You love live events but you don't want to be the centre of attention. You'd like to spend your career behind the scenes in theatres, at music concerts, festivals, major sporting events and at corporate functions. You'll learn to work as a technician in the entertainment industry with special emphasis on the areas of lighting, sound and vision. This is a nationally recognised, intensely practical qualification designed by the industry. You will become involved in providing technical support for a range of 'in-house' productions. While we expect students to get a broad range of skills there is also room for individual specialisation in areas of interest. At FedUni, we have fully-equipped theatres as well as digital and analogue sound studios, offline lighting editors, vision mixers, computers and full production facilities. You can take advantage of these throughout your classes.

Career opportunities

- AV technician
- Duty technician
- Event manager
- Follow spot operator
- Lighting desk operator
- Lighting technician
- Production manager
- Sound mixer
- Sound technician
- Stage manager
- Technical supervisor
- Tour manager
- Venue manager

Further study options

- Diploma of Live Production and Technical Services



Information Technology

Information Technology is present in nearly all aspects of our daily lives; our work, communication, education, how we socialise and our entertainment.

FedUni TAFE can give you the skills for a career in IT, which continues to be one of the fastest-growing areas of employment in the Australian economy.

National Course Code	ICT30115
Location	Mt Helen Campus (Ballarat)
Duration	1 year full-time or part-time equivalent
Application	Direct
Entry Requirements	
Secondary school studies in the relevant area or Certificate II in Digital Media Technology or equivalent. Note: May also be undertaken as a Traineeship.	
Extra Requirements	
Minimum 18 years of age; must complete a Language, Literacy and Numeracy assessment and pre-training review; interview; and be able to participate in group environments.	

Certificate III in Information, Digital Media and Technology

Become competent in a wide range of general information and communications technology technical functions. Increase your knowledge of industry-standard applications, learn about more advanced features in operating systems, fault-finding, creating basic web pages, customising packaged software applications and more. Get to know more advanced features in operating systems, and develop your troubleshooting skills. This certificate can lead you to work in basic personal computer support, network/system administration or in first level help desk roles. This program also carries additional certification through the CISCO IT Essentials Program.

Career opportunities

- Information technology support
- Help desk officer
- Help desk assistant
- ICT operations support
- ICT user support
- PC support
- Technical support

Further study options

- Certificate IV in Information Technology

National Course Code	ICT40815
Location	Mt Helen Campus (Ballarat)
Duration	1 year full-time or part-time equivalent
Application	VTAC/Direct
VTAC Code	3700574014
Entry Requirements	
Completion of Certificate III in Information, Digital Media and Technology or equivalent, or demonstrated relevant vocational experience.	
Extra Requirements	
Minimum 18 years of age; and must complete a Language, Literacy and Numeracy assessment and pre-training review; interview.	

Certificate IV in Digital Media Technologies

You'll learn how to design, develop and refine digital media technologies. You'll learn about animation, digital imaging, digital video product, games development and more, using Adobe and Autodesk suites. When you graduate, you'll be ready for a career developing the latest digital technologies for experts and everyday people alike. Your classes will be hands-on and interactive, working with the most recent technologies. We also ensure you have the business skills needed to cut it in the workplace. You'll study important topics like project management, working with clients and presenting your work.

This qualification provides you with the skills and knowledge to be competent in design, development and use of digital media technologies as an assistant information and communications technology (ICT) specialist, working independently or as part of a larger development team.

Career opportunities

- Assistant animator/designer
- Assistant digital media author/designer
- Assistant digital media developer/programmer
- Assistant web designer
- Interactive media developer
- Support digital media developer
- Support digital media development technician

Further study options

- Diploma of Digital Media Technologies

Further info: federation.edu.au/it

FedUni TAFE also offers traineeship programs in Information Technology, please refer to page 5



National Course Code	ICT40115
Location	Mt Helen Campus (Ballarat)
Duration	1 year full-time or part-time equivalent
Application	VTAC/Direct
VTAC Code	3700574334
Entry Requirements	
Completion of Certificate III in Information, Digital Media & Technology or relevant area is preferred; basic IT knowledge.	
Extra Requirements	
Minimum 18 years of age; must complete a Language, Literacy and Numeracy assessment and pre-training review; interview; and be able to participate in group environments.	

Further info: [federation.edu.au/it](https://www.federation.edu.au/it)

Certificate IV in Information Technology

You would like a varied ICT career and the choice to work across security and defence, the entertainment industry, sporting industry and more.

You're interested in learning more about the latest information and communication technologies. You'll learn about software development, how to produce and edit digital media, how to design websites and more.

This qualification teaches you to apply a wide range of skills and knowledge in basic networking, IT support, database development, programming and web development support. You will also learn to work in a safe, ethical and sustainable way in the work environment.

The Certificate IV in Information Technology will provide students with an introduction to network protocols, setup and maintenance of a network server as well as desktop environments (SOE). There is also a focus on programming fundamentals and system analysis and design. This qualification combines aspects of the CISCO CCNA curriculum with practical teacher led learning.

Upon completion you may choose to build upon your Certificate IV in Information Technology, or experience developed in the workplace, with further study in programming, software apps and systems testing.

Career opportunities

- Computer/network operations technician
- Customer/PC support
- Customer support professional
- Systems administrator/operator
- Systems/technical support
- User support technician

Further study options

- Diploma of Information Technology

National Course Code	ICT50915
Location	Mt Helen Campus (Ballarat)
Duration	1 year full-time or part-time equivalent
Application	VTAC/Direct
VTAC Code	3700574014
Entry Requirements	
Satisfactory completion of VCE and studies in the relevant area; Certificate IV in Digital Media Technology or equivalent, or demonstrated relevant vocational experience.	
Extra Requirements	
Minimum 18 years of age; and must complete a Language, Literacy and Numeracy assessment and pre-training review; interview.	

Diploma of Digital Media Technologies

Be a digital video editor. A mobile app developer. An online game designer. Digital media is an exciting and evolving industry. You'll learn how to design, develop and refine digital media technologies, about animation, digital imaging, digital video product, games development and more, using Adobe and Autodesk suites. This qualification provides the skills and knowledge for you to be competent in designing, developing and compiling digital media technologies as an independent ICT specialist or as part of a team. And when you graduate, you'll be ready for a career developing the latest digital technologies for experts and everyday people alike.

You will work with new and emerging digital media technology areas in hand-on classes, including e-design and interactive design development, and with tools and equipment such as industry standard software, Web 3 tool technologies and mobile devices. We teach the business skills you will need beyond the classroom, such as project management, working with clients and presenting your work.

Career opportunities

- Digital media designer/developer
- Digital media developer/engineer
- Digital media authoring specialist
- Digital media producer

Further study options

- Bachelor of Information Technology
- Bachelor of Information Technology (Games Development)
- Bachelor of Information Technology (Mobile App Development)

National Course Code	ICT50115
Location	Mt Helen Campus (Ballarat)
Duration	1 year full-time or part-time equivalent
Application	VTAC/Direct
VTAC Code	3700574334
Entry Requirements	
Completion of Certificate IV in Information Technology or relevant area is preferred; Interview; resume; basic IT knowledge.	
Extra Requirements	
Minimum 18 years of age; must complete a Language, Literacy and Numeracy assessment and pre-training review; interview; and be able to participate in group environments.	

Diploma of Information Technology

Learn about software development, how to produce and edit digital media, how to design websites and more. Your subjects are hands-on and include programming, software apps and systems.

This qualification provides you with skills and knowledge to be competent to administer and manage information and communications technology (ICT) support small to medium enterprises (SMEs) using a wide range of general ICT technologies. This program combines aspects of the CISCO CCNA curriculum with practical teacher led learning.

Graduates from this qualification could work in areas that provide a broader rather than specialised ICT support function, applying a wide range of higher level technical skills in ICT areas such as networking, IT support, database development, programming and web development.

Career opportunities

- Information systems office manager
- Office systems administrator
- IT office manager
- IT systems administrator
- Systems manager

Further study options

- Bachelor of Information Technology

Further info: [federation.edu.au/it](https://www.federation.edu.au/it)



Community and Children's Services

Your caring nature and ability to connect with people are the starting point for a career in the community and children's services sectors. These pathway programs will prepare you for immediate entry into the workforce, as well as offer you the opportunity to take a pathway to degree programs and further.

National Course Code	CHC30113
Location	Mt Helen Campus (Ballarat)
Duration	30 weeks (Mon–Thurs) and 4 week placement
Application	VTAC/Direct
VTAC C0de	3700574114
Entry Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	
Extra Requirements	
Applicants must have successfully obtained a Working with Children Check (WWCC) prior to undertaking their first work placement or any work based experiences.	

Certificate III in Early Childhood Education and Care

Do you enjoy working with children? With this qualification you can begin your career in early childhood. As a Qualified Early Childhood professional, you can manage and motivate other staff and volunteers and put into practice programs you've created. You'll spend much of your time during this course in children's services, watching and learning from other professionals. Once you graduate, you can work in pre-school centres, family day care centres and more, or even go on to further your career in early childhood education.

Career opportunities

- Aides for children with additional needs
- Centre based care
- Family day care and other related areas of children's services
- Occasional care
- Out of school hours programs
- Out-of-school carer
- Pre-school centres
- Teacher's aide

Depending on the setting, educators may work under direct supervision or autonomously.

Further study options

- Diploma of Early Childhood Education and Care
- Bachelor of Education (Birth – Year 6)
- Bachelor of Education (Primary)

National Course Code	CHC50113
Location	Mt Helen Campus (Ballarat)
Duration	2 years full-time or part-time equivalent
Application	VTAC/Direct
VTAC Code	3700574114
Entry Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	
Extra Requirements	
Applicants must have successfully obtained a Working with Children Check (WWCC) prior to undertaking their first work placement or any work based experiences.	

Diploma of Early Childhood Education and Care

An educator. A leader. A person of comfort and trust who supports children's wellbeing, learning and development. With this diploma, you'll develop the skills and knowledge you need to provide programs and care for children from birth up to 12 years old. As a Qualified Early Childhood professional, you can manage and motivate other staff and volunteers and put into practice programs you've created.* You'll spend much of your time in this program in children's services, watching and learning from other professionals.

Once you graduate, you can work in pre-school centres, family day care centres, long day care centres and more. You can even go on to study our Bachelor of Education (Birth–Year 6).

Career opportunities

- Day care educator
- Early childhood educator
- Out-of-school carer
- Room leader
- Teacher's aide

Further study options

- Bachelor of Education (Birth – Year 6)
- Bachelor of Education (Primary)

*A Bachelor level qualification is necessary to facilitate a four year old kinder program however delivery of an activity based three year old kinder program is possible.

Further info:
[federation.edu.au/earlychildhood](https://www.federation.edu.au/earlychildhood)

National Course Code	CHC43115
Location	Mt Helen Campus (Ballarat)
Duration	1 year full time
Application	Direct
Entry Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training interview.	
Extra Requirements	
Police Check, Working with Children Check (WWCC)	

Certificate IV in Disability

If you love interacting with a wide range of people and making a real difference in others' lives, a career in the disability services sector could be the one for you. The jobs are varied and the days rewarding. You can work in community settings, visit clients in their homes or base yourself in residential homes. Working together with other health professionals will be a central part of your career, as you learn how to help people with their physical and mental wellbeing. You'll guide your clients towards greater independence and self-confidence as they become more engaged with their community.

Career opportunities

- Accommodation services worker
- Adult day training centre worker
- Advocacy services worker
- Employment services worker
- Peer support programs worker
- Respite service worker
- Recreation services worker

Further study options

- Diploma of Community Services
- Bachelor of Community and Human Services

National Course Code	CHC42015
Location	Mt Helen Campus (Ballarat)
Duration	1 year full-time
Application	VTAC/Direct
VTAC Code	3700510514
Entry Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training interview.	
Extra Requirements	
Working with Children Check (WWCC)	

Certificate IV in Community Services

We'll help you to perfect your skills at providing advice, support and care for people in difficult situations. You'll become confident working with different client groups, while knowing the best intervention processes to apply in residential and community settings. You'll also learn about indigenous culture and history and how to excel in your work with local communities. Choose from your favourite interest areas like disability, mental health and youth work as you tailor your program through our electives.

Career opportunities

- Community support worker
- Family support worker
- Residential care worker
- Welfare support worker

Further study options

- Diploma of Community Services
- Bachelor of Community and Human Services
- Bachelor of Social Science

National Course Code	CHC52015
Location	Mt Helen Campus (Ballarat)
Duration	2 years full-time
Application	VTAC/Direct
VTAC Code	3700510514
Entry Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training interview.	
Extra Requirements	
Police Check, Working with Children Check (WWCC)	

Diploma of Community Services

You'll learn how to create community development strategies, how to successfully manage cases and clients and how to analyse impacts of sociological factors on your clients along with much more. You can focus on a particular interest area through electives, like working with clients affected by drugs and alcohol, young people, people with a disability and people with mental health issues. Plus, because hands-on experience is key to your confidence and career success, we'll help you gain 400 hours in real community organisations. This course will give you the industry-recognised qualification to work in a wide range of community service sectors, particularly social welfare in government departments, not-for-profit or community-based organisations and for private employers.

Areas of study include:

Case management, intake assessment and referral, counselling, group work, mental health, reflective practice.

Career opportunities

- Local, state and federal Government departments
- Voluntary organisations, community-based organisations
- Private employers in the Social and Community Services (SACS) industry

Professional recognition

Australian Community Workers Association (ACWA)

Further study options

- Bachelor of Community and Human Services
- Bachelor of Social Science

Further info: federation.edu.au/arts

National Course Code	CHC43215
Location	Mt Helen Campus (Ballarat)
Duration	1 year full-time
Application	VTAC/Direct
VTAC Code	3700510484
Entry Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training interview	
Extra Requirements	
Police Check, Working with Children Check (WWCC)	

Certificate IV in Alcohol and Other Drugs

You'll learn how to manage cases, help clients with complex needs and provide intervention strategies. Your work may focus on engaging people with alcohol and other drug issues in the community, helping people at times of relapse or promoting recovery through residential, clinical or home-based programs. Career paths include health education officer, family support worker and drug and alcohol worker. With our training you'll be on your way to changing people's lives for the better.

Career opportunities

- Alcohol and/or other drug worker
- Alcohol worker
- Case worker
- Community support worker
- Detoxification worker
- Drug worker
- Family support worker
- Health education officer
- Outreach worker
- Residential care officer
- Support worker
- Welfare support worker

Further study options

- Diploma of Alcohol and Other Drugs
- Bachelor of Community and Human Services

National Course Code	CHC53215
Location	Mt Helen Campus (Ballarat)
Duration	2 years full-time
Application	VTAC/Direct
VTAC Code	3700510484
Entry Requirements	
Applicants must have a Certificate IV qualification or above in a Community or Health related area and/or relevant experience. It is expected that students will be employed in or entering into a position within the community services industry.	
Extra Requirements	
Police Check, Working with Children Check (WWCC)	

Diploma of Alcohol and Other Drugs

Alcohol and drug abuse are major health problems in Australia. If you are a dedicated, supportive and empathetic person, you can make a real difference to peoples' lives. With our Diploma, you'll learn how to provide advanced interventions, build working relationships, create strategies to prevent relapses and more. You'll become highly skilled and confident at counselling, referring, advocating for and educating your clients. You'll also learn detailed information about laws affecting your clients and the range of services on offer to help them.

Areas of study include:

Case management, mental health, clients with complex needs, alcohol and other drugs sector, interventions, withdrawal services, research, work health and safety.

Career opportunities

- Alcohol and drugs worker
- Case manager
- Community rehabilitation and support worker
- Community support worker
- Health promotion officer

Further study options

- Bachelor of Community and Human Services

Further info: federation.edu.au/arts

National Course Code	BSB41415
Location	Mt Helen Campus (Ballarat)
Duration	Six day block workshop on-campus and approx. 12 hours per week independent/workplace study
Application	Direct
Entry Requirements	
Be in employment or have access to a workplace for completion of assessment. A suitable level of literacy, basic understanding of mathematics and science, and sufficient computer skills to complete work online with minimal support.	
Extra Requirements	
Interview	

Certificate IV in Work Health and Safety

Do you need a work health and safety qualification? The Certificate IV in Work Health and Safety will enable you to develop the knowledge and skills to contribute to the implementation and maintenance of Work Health and Safety (WHS) management systems, and consultation and participation processes. This includes applying the hazard management process in identification, assessment and control of WHS risks.

You will be able to apply solutions to a defined range of unpredictable problems, and to analyse and evaluate information from a variety of sources. The achievement of a Certificate IV in Work Health and Safety reflects a capacity for roles which use well-developed skills and a broad knowledge base in a wide variety of contexts.

Career opportunities

- Work health and safety officer

WorkSafe approved short courses also available, refer to: federation.edu.au/ohs



Health

Benefiting from our long established connections with healthcare providers across the state, our Nursing and Individual Support graduates are ready to begin their career, or continue on a nursing pathway through further study.

National Course Code	HLT54115
Location	Mt Helen Campus (Ballarat) Wimmera Campus (Horsham) External Teaching Location
Duration	2 years part-time
Application	VTAC/Direct
VTAC Code	Mt Helen: 3700510524 Horsham: 3700310524
Entry Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training interview.	
Extra Requirements	
<ul style="list-style-type: none"> Attend an information session Police Check Working With Children Check (WWCC) 	

Further info:

federation.edu.au/healthprograms

Diploma of Nursing

Begin your career in nursing. With the Diploma of Nursing you will gain hands-on learning experience in our nursing labs as well as clinical experience through placements in residential aged care, acute, mental health and community settings. This program will provide you with the competencies, skills and knowledge to gain registration as an Enrolled Nurse with the Australian Health Practitioner Registration Authority (AHPRA). On completion, you will work under the direct or indirect supervision of Registered Nurses. Program is available to eligible applicants including those employed as a trainee within the health industry.

Areas of study include:

- Health information
- Nursing care plans
- Wound management
- Administer and monitor medications

Career opportunities

You will be eligible to apply for Enrolled/ Division 2 nursing positions in public and private health sectors including: Aged/extended care facilities, mental health, community, general practice.

Industry experience

Minimum of 400 hours of clinical placement. These placements take place in a variety of settings, predominantly in regional centres.

Professional recognition

Australian Health Practitioner Registration Authority (AHPRA)

Further study options

- Bachelor of Nursing

National Course Code	CHC33015
Location	Mt Helen Campus (Ballarat) Wimmera Campus (Horsham)
Duration	Up to 9 months full time.
Application	Direct
Entry Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	
Extra Requirements	
<ul style="list-style-type: none"> Attend an information session Police check Working With Children Check (WWCC) Immunisations according to health industry requirements for the nursing workforce 	

Certificate III in Individual Support

Your caring nature and love of working with people will give you the opportunity to start a career where you can make a real difference in your community.

Become an aged care/support worker, and learn the entry level skills to provide person-centred aged, disability and other support to people in the community and/or residential settings. You will start your career ahead of other graduates, with the 'Assist with medications' and safe food handling skills required by most employers in the health sector. Our teachers are experienced registered nurses, who all have current industry experience and will train you to be work ready as a health support worker, or to take the next step into a nursing qualification.

If your goal is to continue your studies, this program will give you a pathway with credit into our Diploma of Nursing. You will gain the academic background and support to succeed in studies to become an Enrolled Nurse, which in turn, will open the opportunity to continue study in the Bachelor of Nursing. Whichever pathway you choose, our strong relationships with public and private health care providers across Western Victoria will set you up to start a career which can take you as far as you want to go.

Career opportunities

- Aged care worker
- Disability care worker
- Community care worker

Further study options

- Diploma of Nursing

Industry experience

120 hours (3 weeks) of supervised practice in an aged care/community environment.



Food

The Accommodation and Food Services sector has recorded strong employment growth over the past 20 years, with over 260,000 new jobs created. This has largely been driven by strong growth in the Café, Restaurant and Take-Away Food Services sector.[^] Qualifying in commercial cookery, patisserie, baking or butchery can allow your creative side to grow, as well as set you up for a satisfying career.

National Course Code	Cert III in Patisserie: SIT31016 Cert IV in Patisserie: SIT40713*
Location	SMB Campus (Ballarat)
Duration	Cert III in Patisserie: 1 year full-time Cert IV in Patisserie: 2 years full-time
Application	Direct
Entry Requirements	Cert III in Patisserie: No formal entry requirements.# Cert IV in Patisserie: Certificate III in Patisserie, or equivalent.#
Extra Requirements	Must complete a Language, Literacy and Numeracy assessment and pre-training review.
#Students undertaking their study as an apprentice must have a signed training contract between employer and apprentice lodged with an Australian Apprenticeship Support Network (AASN). Information on Government employment incentives/subsidies and wages is also available from AASN.	

Certificate III/IV in Patisserie

Decadent, luxurious, opulent and enticing – properly prepared pastry goods are more than just food. They bring joy, excitement and romance to an occasion. Yet there is something secret about the craft of the patisserie chef. Working with precise detail and exceptional margins, an effective patisserie section can add immense value and attraction to a kitchen operation. The ingredients are challenging, the expectations of customers are high and the popularity of a good patisserie chef is based on an understanding of heat and ingredients that goes well beyond the knowledge of a normal cook.

These programs open the door to the world of baked goods, pastries and desserts. You will learn sophisticated international patisserie styles and techniques for the preparation and decoration of exotic cakes, comforting pastries and excitingly intuitive desserts.

Successful completion will provide you with the skills and knowledge to work as a commercial/professional patisserie chef. Employment opportunities include restaurants, bakeries and cafes.

Career opportunities

- Chocolatier
- Commercial patisserie chef
- Confectioner
- Dessert chef
- Pastry chef
- Patisserie chef
- Professional patisserie chef
- Patisserie chef

National Course Code	SIT40413*
Location	SMB Campus (Ballarat)
Duration	Varies. Most students complete within 2 years. Must be completed within 3 years of commencement.
Application	Direct
Entry Requirements	Certificate III in Commercial Cookery (or equivalent).
Extra Requirements	Must complete a Language, Literacy and Numeracy assessment and pre-training review.

Certificate IV in Commercial Cookery

Invest in yourself and become a qualified cook or chef, where you can work in five-star hotel kitchens, restaurants around the world, cruise ships, boutique cafes and more.

The fast, challenging and dynamic hospitality industry spans the globe, and these programs will give you a chance to be part of it. You'll learn how to prepare and present food, about dietary and cultural requirements, creating and costing menus, communicating well with your team and food safety. Most of our students are apprentices who have an employer in the industry and would like to open the doors towards becoming a chef.

If you want to take the next step, the Certificate IV will allow you to become a supervisor or manager at your work. Along with mastering your craft through classes like creating appetisers, producing stocks and dreaming up desserts, you'll focus on subjects to make you a confident and supportive manager. You'll learn about managing conflict and diversity and to coach the people around you to bring out their best. As well, choose from fun and challenging electives like producing intricate petit fours, show-stopping sweet buffets and top-notch espresso coffee as you make the most of our fully equipped and modern commercial kitchens during your studies.

Career opportunities

- Caterer
- Chef
- Cook
- Sous chef

*Superseded program – updated training package will be available in 2017 subject to relevant approvals.

[^]Industry Outlook – Accommodation and Food Services. Australian Government, Dept of Employment. Aug 2014. <https://cica.org.au/wp-content/uploads/2014-Accommodation-and-Food-Services-Industry-Outlook.pdf>

National Course Code	FDF40311
Location	Mt Helen Campus (Ballarat), Online Learning
Duration	4 year workplace traineeship or 1 year part-time
Application	VTAC/Direct
VTAC Code	3700674294
Entry Requirements	
Applicants will be considered for eligibility on the basis of previous life experience, work history and educational background.	
Extra Requirements	
Non Year 12 VTAC applicants must complete and submit the VTAC Personal Statement. Applicants required to attend an interview will be notified via telephone or email.	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	

Certificate IV in Food Science and Technology

Create the next chocolate taste sensation. Help prevent food contamination. Start a career in wine production.

Our one-year certificate will give you the skills you need to step up your career or break into the food technology industry. You can work in research and development, quality control, laboratory testing, production supervision, technical services, marketing and management within the huge food manufacturing industry here in Australia or overseas.

You'll use your scientific and analytical skills to learn about storing, processing, preserving, packing and distributing food so that it is safe and hygienic. You'll be responsible for protecting the health of many Australians and you may wish to work overseas to assist with food programs in developing countries.

Career opportunities

Students who successfully complete the program can look forward to a rewarding career as a food technologist. Food technologists work in a wide range of areas including research and development, quality control, laboratory testing, production supervision, technical services, marketing and management within the food manufacturing industry.

Further study options

- Bachelor of Food and Nutritional Sciences

Further info: federation.edu.au/food

FedUni TAFE also offers apprenticeship and traineeship programs in the Food and Service Industries, please refer to page 5.

Short Courses

These courses run at various times through the year and vary in length from 1-5 days.

Call us on 1800 333 864 to find out more or visit federation.edu.au/agriculture

- **Food Safety Supervisor – SITXFSA201:** You'll learn about hygiene and sanitation along with preparing and rolling out your food safety plan so you can safely handle food at all time and help others to as well.
- **Responsible Service of Alcohol – SITHFAB201:** Boost your chances of getting that job in a hotel, restaurant or other hospitality venue with our Liquor Licensing Victoria-approved one-day program.
- **Use Hygienic Practices for Food Safety – SITXFSA101:** This one-day course could help you secure that job in the hospitality industry while giving you helpful skills for life.



Hairdressing and Beauty

Innovation is central to our hair and beauty course delivery. A career in the hair and beauty industry can take you around the world, working on film sets, cruise ships or salons in the world's largest cities.

National Course Code	SHB50115
Location	SMB Campus (Ballarat)
Duration	1 year full-time or part-time equivalent
Application	VTAC / Direct
VTAC Code	3700674284
Entry Requirements	
No formal prerequisites, however preference is given to those with previous study or experience in the industry.	
Extra Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	

Diploma of Beauty Therapy

You'll learn about a huge range of body and facial treatments and will graduate qualified to manage your own beauty salon. You will learn the latest practices being used in the beauty field such as temporary epilation, lash and brow treatments and cosmetic chemistry using FedUni's modern equipment to perfect your skills. You will also find out how to run a successful beauty business with subjects like 'Business Planning' and 'Salon Services'.

This qualification reflects the role of individuals who are competent in a broad range of beauty therapy treatments and services which may include facial massage, body massage, hair removal, cosmetic tattooing, spa treatments, lash and brow treatments, nail technology services, make-up, aromatherapy, providing advice on beauty treatments and services, selling retail skin care and cosmetic products and coordinating a work team.

Career opportunities

- Beauty therapist
- Freelance stylist
- Makeup artist
- Nail technician
- Pharmaceuticals and cosmetics
- Sales representative
- Beauty salon owner
- Stylist / Cruise ships, resorts
- Stylist / Film and television
- Stylist / Modelling agencies

National Course Code	Certificate III: SIH30111* Certificate IV: SHB40216
Location	SMB Campus (Ballarat)
Duration	Apprenticeship Alternative students: 18 months part-time (on campus)
Application	Direct
Entry Requirements	
Certificate III: No formal entry requirements. Certificate IV: Certificate III in Hairdressing.	
Extra Requirements	
Must complete a Language, Literacy and Numeracy assessment and pre-training review.	

Certificate III/IV in Hairdressing

Get to the top of your game with our advanced training course (Certificate IV). Whether your dream is to start your own salon, become a technical haircare consultant or coordinate your team at work, the Certificate IV will see you become a senior and specialist hairdresser.

The Certificate III is suitable for a person wishing to gain the standard trade training qualification for hairdressing, which will allow you to work in salons, hotels, cruise ships and resorts.

Set yourself up for a career creating and styling, surrounded by people in our modern program. Earn while you learn by studying our certificate and completing your apprenticeship alongside it, or you can treat our program as an authentic alternative to an apprenticeship. Whichever option you choose, you'll be mentored by masters of the craft in real salon environments.

You'll learn the tricks of the trade including the latest trends to turn you into a stand-out hairdresser. We'll make you business-minded too so you're confident consulting with clients and working as part of a team. Plus, focus on your favourite areas by choosing from our electives like working with hair extensions, planning services for special events and designing creative haircuts.

Career opportunities

- Colourist
- Hairdresser
- Stylist
- Freelance stylist
- Technical advisor

*Superseded program – updated training package will be available in 2017 subject to relevant approvals.



Professional Writing and Editing

Writers are on the front line of a revolution in information which demands an ability to communicate in print, on the web and in social media. A great writer can inspire, instruct and influence. In an age where clear and engaging information is the key, good writers are in demand more than ever before.

National Course Code	22203VIC
Location	Mt Helen Campus (Ballarat)
Duration	1 year full-time or 2 years part-time
Application	VTAC/Direct
VTAC Code	3700574654
Entry Requirements	
Year 12: satisfactory completion of Year 12.	
Extra Requirements	
There are no minimum entry requirements but candidates are required to submit a 500-word piece or collection of writing with their application.	

Certificate IV in Professional Writing and Editing

Take the first step towards a writing career which can take you around the world, or allows you to work from home. You will learn about copyright, how to establish your career in the creative arts industry and to design and produce professional text documents. But most importantly, you will enhance your writing skills across fiction and non-fiction, short scripts and narratives and writing for children. You will also learn to conduct research and to write for a range of media and gain knowledge of the markets available to professional writers and editors.

Career opportunities

Creative writer, design and production trainee, editing and proofreading assistant/trainee, editing assistant/trainee, freelance writer, journalist trainee, marketing and public relations assistant, proofreading assistant/trainee, publicity assistant, publishing assistant.

Further study options

- Diploma of Professional Writing and Editing
- Bachelor of Arts

National Course Code	22091VIC
Location	Mt Helen Campus (Ballarat)
Duration	1 year full-time or 2 years part-time
Application	VTAC/Direct
VTAC Code	3700574654
Entry Requirements	
Year 12: satisfactory completion of Year 12.	
Extra Requirements	
Applicants for the course will be asked to provide a small folio of their work (approximately 1000 words) as well as evidence of any qualifications relevant to their application.	

Diploma of Professional Writing and Editing

The Diploma of Professional Writing and Editing will provide you with skills in writing and editing for employment or for further study. You will develop an awareness of industry standards and demands, and gain knowledge of the markets relevant to writers and editors. Units cover writing and editing skills for novels, short stories and popular fiction, industry laws and regulations, designing and developing text documents, advertising and writing for the alternative publications.

Career opportunities

Advertiser, advertising coordinator, copywriter, corporate writer, editor, fiction writer, freelance writer, journalist, media officer, non-fiction writer, proof-reader, publisher, publishing officer, writer.

Further study options

- Bachelor of Arts

Further info: federation.edu.au/arts



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Last Sunday in August | Ballarat, Gippsland and Berwick

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Our graduates have rated us ★★★★★ for
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That's why success stories start here.

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1. The Good Uni Guide 2010–2016; 2. myuniversity.gov.au

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