You are about to discover the huge range of opportunities waiting for you at the University of Ballarat (UB).

The University has many programs across a wide range of areas including business and commerce, human and community services, visual and performing arts, science, mathematics, information technology, engineering, nursing, paramedicine, biomedical sciences and food sciences, as well as teacher education, behavioural and social sciences, humanities, human movement, sport sciences, rural studies, hospitality and the various trades in manufacturing and construction services.

The University has announced the establishment of an Industry Skills Centre. From 2013 the new Centre will lead a more focused training operation for UB and will be explicitly targeting the skills needs of the region and employers.

In addition, the University has established a new UB College. This will incorporate the University’s Technical Education Centre and a range of training and preparatory programs including an English Language Centre.

At UB we place great emphasis on the quality of the learning and teaching our students receive as well as our research capability. We have developed a reputation nationally and internationally for delivering relevant, high quality programs that meet the needs of industry and employers.

We maintain a strong commitment to delivering our programs in a personalised learning environment with a student-centred approach. We are well known for our friendliness and “can-do” attitude.

At the University of Ballarat we are very proud of our graduates, who are highly sought after by employers and industry. As a result, we continue to experience high employment rates amongst our graduates.

I invite you to consider the study options offered by the University of Ballarat and to take advantage of the opportunity to become part of one of Australia’s oldest yet most progressive universities. I’m pleased to invite you to Learn to Succeed at UB.

David Battersby
Vice-Chancellor and President

www.ballarat.edu.au
Contents

Choosing the program that’s right for you… 2
Pathways 4
Australian Apprenticeships and Traineeships 5
Apply today 6
Let’s talk about money 8
Scholarships 10
Succeed @ UB – Student Learning Skills 12
Support Services 14
For the best start, Live on Res 16
Getting involved in your university experience 18
UB Campuses uncovered 21
Western Campuses 110
Index 112

Courses
- UB College 23
- UB Tec 26
- Industry Skills Centre
  - Automotive 27
  - Building and Construction 30
  - Cookery and Service Skills 34
  - Engineering (TAFE) 37
  - Hair and Beauty 41
  - Rural and Horticulture 43
- Applied and General Sciences 48
- Arts, Humanities, Social and Community Services 50
- Business and Sustainability 48
- Creative, Visual and Performing Arts 69
- Education and Children’s Services 73
- Engineering 79
- Exercise Science, PE and Sport 83
- Health Sciences and Nursing 88
- Information Technology and Mathematical Sciences 93
- Psychology 101
- VIOSH 103
- Higher Degrees by Research 104

A note on University of Ballarat terminology:
The University of Ballarat has adopted the following terminology
which is used throughout this guide.
Program – refers to the overall path of study.
(This was formerly known as ‘Course’.)
Course – refers to the individual areas of study that a student
completes within their program. (These were formerly known as
‘Units’ or ‘Subjects’.)
If you have any questions, please call us on 1800 811 711.
Choosing the program that’s right for you...

Step 1
Start with a self-assessment
To work out which program will suit you best, spend some time considering what you are interested in, what you are good at and what you enjoy. Get input from your parents, friends, teachers and family – your school careers practitioner will also have advice and resources to help you. Think about the type of career you can see yourself working in, and look at the qualifications required to work in those types of jobs. Arrange work experience and research occupations that interest you.

Step 2
Gather information and research the range of programs available
Once you’ve identified areas you’re interested in, start collecting information on the programs in those professions and industries.

Who you’re a Year 10 – Year 12 student, non-school leaver, or a parent of a prospective student, there’s a wealth of information and other UB publications to help you:

- Online www.ballarat.edu.au
  - other websites, and industry bodies.
- Course publications and brochures
- What every Year 10 student should know: A Guide to Tertiary Entrance Requirements in 2015 for Current Year 10 Students,
- Attend Open Day Sunday 25 August.
  The 2013 UB Open Day Program will give you times for information sessions where you can hear directly from UB staff about the programs and study options that might be of interest to you.

- A Parent’s Guide to Tertiary Study: Your guide to tertiary education; a great guide to help understand vocational and tertiary education.
- VTAC Guide (available from newsagents or online www.vtac.edu.au).

Step 3
Know your program options
This list of questions will help you understand more about the programs you are interested in.

- What does my program involve?
- What knowledge and skills I learn by choosing this course?
- Are there any prerequisites/extra requirements I need in order to apply for this program?
- How many days a week will I attend classes?
- Will I have much out-of-class work?
- Are there any work placements or practical placements?
- How can I apply, and what do I need to do to apply for my program?
- What dates are important to ensure my application is eligible?
- Is there anything in the selection process that I need to know?
- Can I defer my place if I want to postpone studying the program?
- Will I have the option of transferring from one program to another, or from one campus to another?
- How much will my study cost each year? (e.g. books, uniforms, other fees)
- Will I be eligible for any UB scholarships?
- What kind of jobs will I qualify for at the end of my studies? (Where have past graduates found jobs?)
- What will the employment prospects be like by the time I finish?

Ask UB students
Our students, both past and present, are one of the most valuable sources of information about the University. You can find out more about the unique UB study experience by asking someone who already knows. At Open Day – Sunday 25 August, there will be student ambassadors who will be available to meet and ask questions about what it is really like to study at UB.
I’ve missed Open Day. Can I visit the campus on another day?

Our school holiday campus tours are designed especially for those people who can’t attend our Open Day. They are the best way to get a feel for one of our campuses and learn about a particular program.

This year these tours will run in the September/October school holiday break at our Ballarat campuses. Bookings are essential, so please call 1800 811 711 or email us at info@ballarat.edu.au to confirm tour times.

Step 4
What kind of student are you?

Secondary school students

If you are a current secondary school student you may use this guide in the following way:

Year 11 or 12 students:
• Choose a program or programs that you are interested in and make sure they are right for you.
• Find out how long the program is, what kind of career opportunities are available and which campus you will be studying at.
• Refer to this guide in conjunction with the current VTAC Guide to confirm prerequisites and extra requirements for particular programs you may be interested in.
• Find out about your accommodation options.
• Look for additional support programs such as the UB Ready, UB PASS and the PASS for Writing & Study Skills that can assist you with succeeding in your studies.

Year 10 students:
• When you are making your subject selections for VCE, this guide and the VICTER 2016 Guide can help you figure out which prerequisites you will need to consider. Remember it is never too early to start thinking about your options, and this guide is the perfect place for you to start.

I’m having trouble choosing my VCE subjects. What should I do?

We have a range of publications on hand to help you research your program preferences, and ensure that you choose the correct pre-requisite subjects while you’re at school.

Check it out at www.ballarat.edu.au or call 1800 811 711 for the latest information and to order additional brochures.

Our Open Day is also an excellent way of getting a feel for university life, and you can speak directly with current students about the programs which interest you. UB Open Day is on the last Sunday of August each year; in 2013 it will be on Sunday, 25 August.

Non-Year 12 applicants:
‘Non-Year 12 applicants’ describes a wide range of people, such as:
• Mature aged applicants;
• Applicants who have previously completed part of a tertiary program; and
• Applicants who have not completed VCE.
• Look for additional support programs such as the UB Ready, UB PASS and the PASS for Writing & Study Skills that can assist you with succeeding in your studies.

If I am a Non-Year 12 applicant, and I have recently completed VCE, are my VCE results considered with my application?

If it has been less than two years since you completed your VCE, consideration for entry will be based on your VCE results.

If you have undertaken further study within the last two years, your consideration for entry will primarily be based on your most recent results. Some programs are selected predominantly on performance within an interview and/or audition. Please refer to the relevant program entry within this guide to find out more. In addition, your work or other life experiences are taken into account during selection.

Nervous about returning to study?

If it has been a while since you last studied and the idea of stepping back into a classroom is daunting, don’t let it stop you. UB has a number of returning to study programs to help make the process easier. Check out the programs available from UB College including FAST and other preparatory programs section on pages 23.

What type of program can I study?

When you are looking through this guide, pay special attention to the entry requirements for each particular program.

If you are having trouble meeting the entry requirements of a particular program, call the UB Infoline on 1800 811 711 to see how we can help.

Step 5
Make your decision and apply

After researching your options and narrowing them down, it’s time to make your decision and apply for your program. It’s a good idea to keep your options open when applying for programs, so make sure you apply for all the programs you’re interested in.

Call the UB Infoline on 1800 811 711 for information on applying or see page 6 of this guide.

Step 6
Choosing accommodation

UB Living provides a range of services and accommodation options for students. Please refer to page 16 for more information.

What if I don’t get into the program of my dreams?

If there is a particular program that you really want to study, it’s worth investigating alternative entry into that program. If it has been a while since you last studied and the idea of stepping back into a classroom is daunting, don’t let it stop you. UB has a number of returning to study programs to help make the process easier. Check out the programs available from UB College including FAST and other preparatory programs section on pages 23.

If you are having trouble meeting the entry requirements of a particular program, call the UB Infoline on 1800 811 711 to see how we can help.

Can I visit the campus on another day?

Our school holiday campus tours are designed especially for those people who can’t attend our Open Day. They are the best way to get a feel for one of our campuses and learn about a particular program.

This year these tours will run in the September/October school holiday break at our Ballarat campuses. Bookings are essential, so please call 1800 811 711 or email us at info@ballarat.edu.au to confirm tour times.
If you are looking to change employment, or don’t receive the ATAR that you had hoped for we can assist you in creating your own pathway to your future career. The diagram below outlines the progression through education at UB. For more information on credit transfer and specific programs of choice please visit [www.ballarat.edu.au/pathways](http://www.ballarat.edu.au/pathways)

**KEY**
- Program duration varies.
- † Duration of program may be reduced by obtaining credit from previous TAFE/VET studies.
- ‡ Program prerequisites may apply.
Apprenticeships and Traineeships are a great way to combine paid work and training to receive a national qualification. A fantastic way to balance achieving your goals with work and study, is to enrol in an apprenticeship or traineeship.

Australian Apprenticeships and Traineeships

There are hundreds of apprenticeship and traineeship pathways in most industries.

To do an apprenticeship or traineeship you must have a job with an employer. Apprentices and trainees learn valuable industry skills and gain workplace experience. The training can take place either in the workplace, or at the University of Ballarat. Over the time you are undertaking your apprenticeship or traineeship, you will experience a combination of training methods to achieve your qualification.

You will be required to sign a contract of training which is registered with the government.

The main difference between apprenticeships and traineeships is the level of commitment that both the apprentice and trainee make.

**Apprenticeships**
- An employer agrees to employ you for the term of the apprenticeship.
- You agree to follow instruction and attend required off-the-job and/or workplace-based training.
- 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.
- Once your probationary period of the training contract has passed, all parties must agree in order for the contract to be cancelled.
- Apprenticeships usually take 3–4 years of full-time employment and training.

**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.
- 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;
- receive nationally accredited qualifications;
- enjoy flexible training arrangements;
- receive workplace training and support; and
- benefit from the career opportunities generated by employer incentives.

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 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 program.
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!

Call us now about an apprenticeship or traineeship:

**SMB Campus (Ballarat)**
Apprenticeship Liaison Coordinator (03) 5327 8173

**Western Campus (Horsham/Stawell/Ararat)**
Apprenticeship Liaison Officer (03) 5362 2606
Your application
When you apply for your preferred program, you will be assessed on the basis of your formal qualifications or background and experience, and whether you meet specific requirements set for your program. Your selection can also depend on quotas set for each program.

All programs selected through VTAC are bound by entry requirements detailed in the most current VTAC Guide which can be found online or at most newsagents. Application methods may vary depending on the program you are applying for and your citizenship status.

It is important to double check the University of Ballarat website or VTAC website, for up-to-date VTAC course codes needed to successfully complete your application.

Please make sure you take all steps and carefully determine the appropriate application method for the program you wish to enter based on your current situation.

VTAC
The following applicants for TAFE programs are advised to apply through the Victorian Tertiary Admissions Centre (VTAC) for full-time programs published in the VTAC Guide at Certificate IV level and above: Australian citizens; New Zealand citizens; and holders of Australian Permanent Visas.

Direct Application
Apply direct to the University of Ballarat for: programs not listed in the VTAC Guide; part-time TAFE programs; and short programs.

Direct Application forms can be downloaded from www.ballarat.edu.au/apply or call 1800 811 711.

Apprenticeships and traineeships
Access to UB apprenticeship and traineeship programs is arranged in consultation with both the apprentice/trainee and the employer through an Australian Apprenticeship Centre (AAC) after employment in an apprenticeship or traineeship has commenced.

Applying to UB Tec
Download an application form from ubtec.ballarat.edu.au. Alternatively please telephone UB Tec on 5327 8386 to have an application form mailed to you. Return the completed application form in person or mail to: UB Tec, PO Box 668, Ballarat 3353. See page 26 for more information.

www.ballarat.edu.au

Higher Education programs
VTAC – Who should apply through VTAC?
The following applicants for Higher Education programs are advised to apply through VTAC for:
- undergraduate degree programs listed in the current VTAC Guide;
- Graduate Diploma of Education (Secondary*);
- Australian citizens;
- New Zealand citizens;
- holders of Australian Permanent Visas;
- international students studying the Victorian Certificate of Education (VCE) in the year of application; and
- Victorian Certificate of Applied Learning (VCAL) or the International Baccalaureate (IB) in Victoria.

Direct Application
The Higher Education Direct Application form may only be used by applicants who are an Australian or New Zealand citizen or a permanent resident of Australia who are:
- applying for programs not listed in the VTAC Guide;
- applying for mid-year entry (visit www.ballarat.edu.au/midyear for availability);
- applying for postgraduate programs by coursework, excluding Graduate Diploma of Education (Secondary*); or
- a current University of Ballarat student wishing to undertake another program within the University.

Download the Direct Application form: www.ballarat.edu.au/apply

Regional Education Entry Program (REEP)
UB’s Regional Education Entry Program (REEP) is an alternative entry pathway for regional and rural students into UB degree programs. If you are successful, you will receive a provisional offer by late November. REEP focusses on your demonstrated motivation to succeed rather than just your ATAR.

You can apply if you are a current Year 12 student studying VCE (or interstate equivalent) and you are from a school in an eligible region. You can find the full list of eligible schools at www.ballarat.edu.au/reep or call 1800 811 711

Application is via your VTAC application, under Category 6 of the VTAC Special Entry Access Scheme (SEAS).
Types of Higher Education places for domestic students

Commonwealth Supported Place (CSP) — VTAC ‘type 1’ program code, formerly known as a HECS place.

The Australian Government contributes towards the educational costs for Commonwealth-supported students. These students pay a ‘student contribution amount’. If eligible, students may defer their student contribution via a HECS Higher Education Loan Program (HECS-HELP) or Australian citizens may pay their student contribution upfront and receive a discount. To find out more on Commonwealth support and HELP Loans, including eligibility, please visit the Department of Education, Employment and Workplace Relations (DEEWR) at [www.goingtouni.gov.au](http://www.goingtouni.gov.au).


Postgraduate programs

Graduate Certificate, Graduate Diploma and Masters by Coursework

If you’re applying for a Graduate Certificate, Graduate Diploma (except the programs listed below) or Masters by Coursework program at UB, you must complete the University of Ballarat Higher Education Direct Application, downloadable from [www.ballarat.edu.au/apply](http://www.ballarat.edu.au/apply).

Graduate Diploma of Education (Secondary)*

If you’re applying for entry into the Graduate Diploma of Education (Secondary), you must apply through VTAC. VTAC Guides can be purchased from newsagents or via [www.vtac.edu.au](http://www.vtac.edu.au) *This program is under review.

Higher Degree by Research

Higher Degree by Research applicants should contact Research Services on (03) 5327 9508 or visit [www.ballarat.edu.au/research/hdr-forms](http://www.ballarat.edu.au/research/hdr-forms) for Candidature & Scholarship application forms. Applicants must complete sections A & B of the application form, and then return it – plus all associated documentation – to Research Services. Incomplete applications will not be considered. See page 104 for programs relating to Higher Degrees by Research.

International programs and non-resident students

If you are not currently an Australian citizen or a permanent resident of Australia or New Zealand, please contact the International Student Programs Office, University of Ballarat, Mt Helen Campus, (03) 5327 9018 or [www.ballarat.edu.au/international](http://www.ballarat.edu.au/international).

Consideration on equity grounds

We place a high importance on providing equal opportunities so everyone can enjoy our University. This value is upheld by offering a range of educational opportunities to students from disadvantaged circumstances.

VTAC Applications

If you apply via VTAC and you wish to be considered for entry based on any one of these categories please refer to the Special Entry Access Scheme (SEAS) information at [www.vtac.edu.au/seas.html](http://www.vtac.edu.au/seas.html).

Direct application

If you are required to apply directly to the University and feel that your eligibility for entry was lowered by circumstances during your education (such as having a disability, being from a non-English speaking background, being rural or isolated, being affected by financial hardship or having a major setback during your studies) you can ask for this to be taken into account when your application is considered.

Please attach an additional personal statement to your application. For more information contact the Manager, Equity and Equal Opportunity on (03) 5327 9357, or the Disability Liaison Coordinator on (03) 5327 9757 or the Admission Co-ordinator on (03) 5327 9552.

Working with Children Check

Students enrolling in Education/Childcare related programs are required to have a satisfactory Working with Children Check (WWCC) for confirmation of enrolment. The Working with Children Act 2005 requires that people who work or volunteer in certain child-related work apply for, and pass, a WWC Check. It aims to strike a balance between protecting children under 18 years of age, promoting volunteering and safeguarding the rights of individuals. For more information, visit [www.justice.vic.gov.au/workingwithchildren](http://www.justice.vic.gov.au/workingwithchildren).

Deferring programs

You can defer your offer for up to one year. Deferment will not be granted automatically. Deferment for some programs is not possible due to selection processes. If you have questions about deferring your program, please contact the Admissions office: 1800 811 711 or email admissions@ballarat.edu.au.

Contacting VTAC

VTAC: 40 Park Street, South Melbourne, VIC 3205.
1300 364 133
[www.vtac.edu.au](http://www.vtac.edu.au)

All VTAC applications are submitted online. Internet Access Points are available at UB’s Mt Helen campus to provide access to the VTAC website services. The online VTAC Guide is available from the VTAC website or hard copies can be purchased from newsagents.

ATAR

The ATAR is an overall measure of a student’s performance in VCE, and is the abbreviation for Australian Tertiary Admission Rank.

The ATAR is not the only mechanism used for selection at UB, and it is not used for all applications. A large number of programs use a range of other selection mechanisms such as interviews, performance auditions, assessment of folios and supplementary forms. It is advised that you check each program’s requirements to be eligible for entry. Entry into the University of Ballarat is based on the achievement of the prerequisites for your chosen degree. Although your ATAR is a consideration, the University places more emphasis on your potential to succeed at University study and on your achievement of the entry requirements for your chosen degree. As a regional University, we acknowledge that our students need to be assessed on their potential to succeed. As long as you have met the entry prerequisites, UB will consider your application.

All applicants applying through VTAC must refer to the current VTAC course guide for the course entry requirements used for VTAC selection. Other criteria may include performance in prerequisite studies or other studies relevant to the course. Applications for special consideration are also taken into account.
We’re here to help with financial advice and assistance to make your transition to university or TAFE a little less stressful for all our students.

TAFE Fees
If you’re a TAFE student who is eligible for Government Funded Training you will be required to pay a tuition contribution and any ancillary and material fees at the time of enrolment. You will also be required to supply original or certified copies of eligibility documents as evidence at the time of enrolment. For information on the eligibility criteria go to: [www.ballarat.edu.au/tafefees](http://www.ballarat.edu.au/tafefees)

Higher tuition contributions apply to students who are ineligible to access Government Funded Training. For higher fee rates please contact the relevant school or check UB’s website.

A concession tuition contribution is only available for Government funded students who are enrolling in a Certificate I to Certificate IV, and hold a Commonwealth Health Care Card, Pensioner Concession Card, or is a dependant spouse or dependant child of one of the above cardholders and is listed on the card; or is a Veteran’s Gold Card holder (but not their dependants).

Concessions will not apply for Diploma, Advanced Diploma, Vocational Graduate Certificate and Vocational Graduate Diploma.

Concession rates are calculated at 20% of the hourly fee that a non concession student would be charged for the same course.

Aboriginal/Torres Strait Islander students will pay 20% of the hourly fee that a non concession student would be charged for the same course including Diploma and Advanced Diploma courses.

It is recommended that prospective students ask about the level of fees prior to enrolment.

VET FEE-HELP assistance is available to eligible students enrolling in both government funded training and full fee paying Diploma and Advanced Diploma courses. VET FEE HELP can only be used to cover the tuition contribution.

Information Booklets on VET FEE-HELP, including eligibility and application requirements, are available at the Student Centre or at the school. To find out more please visit the Australian Government’s VET FEE-HELP web site at: [www.deewr.gov.au/vetfeehelp](http://www.deewr.gov.au/vetfeehelp)

Higher Education Fees
Commonwealth supported programs
All University of Ballarat undergraduate (bachelor’s degree) programs, and a small number of postgraduate programs, are Commonwealth supported programs (CSP). This means that domestic students enrolling in these programs will be in a Commonwealth supported place, with the Government (through payments directly to the University) and the student (through the Student Contribution Amount [SCA]) sharing the cost of undertaking these studies.

Your specific SCA is determined by both the number of courses you are enrolled in, and the discipline area of each course. Disciplines are banded into three broad groups, with maximum values for the 2013 academic year, as follows:

Band 1 (maximum SCA $5,868 per equivalent full-time student load [eftsl])
- Humanities, Behavioural Science, Social Studies, Clinical Psychology, Foreign Languages, Nursing, Education and Visual and Performing Arts

Band 2 (maximum SCA $8,363 per eftsl)

Band 3 (maximum SCA $9,792 per eftsl)
- Accounting, Administration, Economics, Commerce, Law, Dentistry, Medicine and Veterinary Science

Students are invoiced per semester, and you are only charged for the courses you are enrolled in during that teaching period. Full or partial payments may be made at the beginning of each teaching period or deferred until you complete your program. If you elect to make a full payment up-front by the census date of the applicable teaching period, and you meet the eligibility requirements, you are entitled to a 10% discount on fees.

Let’s talk about money
Starting at university can be a money-managing minefield. You need to budget for some fees, textbooks and the expenses associated with living away from home.

www.ballarat.edu.au
Eligible students may also defer payment of their SCA, until they have completed their program, gained employment and are earning more than the minimum threshold for compulsory repayment ($49,095 in 2012-13), through the HECS-HELP scheme. New Zealand citizens and holders of permanent resident visas (excluding holders of a permanent humanitarian visa) are not eligible for the Higher Education Loan Programs (HECS-HELP) and do not receive a discount for upfront payments.

Further information about student contribution amounts and the Higher Education Loan Program (HELP) schemes can be found at [www.studyassist.gov.au](http://www.studyassist.gov.au). Alternatively, contact Student Administration on (03) 5327 9564 or studentadmin@ballarat.edu.au.

### 2013 Program Detail and Cost

For program information and costs for all students, please visit the website [www.ballarat.edu.au/fees](http://www.ballarat.edu.au/fees).

#### Postgraduate Fees

If the program you are enrolling in is a fee paying (non-CSP), non-research, postgraduate program, and you are a domestic student, you have the option of taking out a FEE-HELP (Higher Education Loan Program) loan for your tuition fees. This Commonwealth loan is similar to the HECS-HELP loan and voluntary payments can be made to the Australian Taxation Office (ATO) at any time. Program fees for fee-paying students range from $15,500 to $22,000 per year per eftsl (equivalent full-time student load) depending on the program. Fees are subject to change without prior notification. Students are invoiced per semester, and are only charged for the courses they are enrolled in during that teaching period. Other costs for postgraduate students may include non-compulsory program or course charges.

Further information about the Higher Education Loan Program (HELP) schemes can be found at [www.studyassist.gov.au](http://www.studyassist.gov.au). Alternatively, contact Student Administration on (03) 5327 9564 or studentadmin@ballarat.edu.au.

#### Higher Degrees by Research

Domestic students enrolled in a Higher Degree by Research are provided with a Research Training Scheme (RTS) place, which covers course fees.

International students who have not been awarded a scholarship to cover course fees, will be required to pay full fees for their candidature.

#### Student Services and Amenities Fee

In accordance with the Higher Education Legislation Amendment (Student Services and Amenities) Bill 2011 the University of Ballarat charges the compulsory Student Services and Amenities Fee. For 2013 this fee was capped at $273 for full-time students, and $204 for part-time students. A full-time student is defined as a student with a study load of at least 75% of 1 equivalent full-time study load. A part-time student is defined as a student with a study load of less than 75% of 1 equivalent full-time study load. The Student Services and Amenities Fee (SSAF) is calculated and charged progressively for each semester, based on your enrolment (mode and study load) within a calendar year.

Australian citizens and permanent humanitarian visa holders are able to defer the payment through a new Commonwealth loan scheme, SA-HELP, which is similar to HECS-HELP and FEE-HELP. For more information on SA-HELP, including eligibility, go to [www.studyassist.gov.au](http://www.studyassist.gov.au). For more information on how the SSAF is applied at UB go to [www.ballarat.edu.au/current-students/tuition-fees-and-charges](http://www.ballarat.edu.au/current-students/tuition-fees-and-charges) and click on the ‘Student Services and Amenities Fee’ link.

#### Ancillary costs

As well as tuition fees, other charges may be incurred. Ancillary costs vary between TAFE, Higher Education and postgraduate programs. For example, TAFE programs are likely to have more materials costs because they tend to be more practical. Ask your Program Coordinator if there are any further charges required to complete your program.

Allowances should also be made for purchasing textbooks. Students living away from home will need to allow approximately $130 to $150 per week for day-to-day living expenses.

#### Financial assistance – student loans

We offer a loans scheme for currently enrolled students studying on campus, excluding those studying a full fee paying program. This scheme provides loans of up to $2,000 (limited to $1,000 for first year students). Loans are available for a variety of purposes to assist students to complete their studies (subject to eligibility).

To find out more contact the UB Counsellors who make referrals to loans staff or to other organisations offering financial assistance. To find out more visit [www.ballarat.edu.au/counselling](http://www.ballarat.edu.au/counselling). To make an appointment phone (03) 5327 9470.

#### Financial Information

For information and assistance with Youth Allowance or Austudy, Centrelink can be contacted on 13 32 76 or [www.centrelink.gov.au](http://www.centrelink.gov.au).

Counsellors at UB can assist with personal budgeting and referrals to organisations offering financial assistance. To find out more visit [www.ballarat.edu.au/counselling](http://www.ballarat.edu.au/counselling). To make an appointment phone (03) 5327 9470.

#### UB Book Bursary

Each year UB offers a Book Bursary Scheme which to supports participation of students from low socio-economic groups in Higher Education, it provides additional financial assistance through the provision of a $250 book voucher for the purchase of textbooks. There is only a limited number of bursaries available and eligibility requirements apply.
The University of Ballarat offers a range of scholarships to assist students and families on low incomes, who are Australian citizens, Australian Permanent Residents or holders of a Permanent Humanitarian Visa, with accommodation and education costs.

Commonwealth Scholarships
(for Indigenous Students)
1 Indigenous Commonwealth Education Costs Scholarships provide eligible students with $2,469 per year for up to four years (2013 value, indexed annually).
2 Indigenous Commonwealth Accommodation Scholarships provide eligible students from rural and regional areas with $4,939 per year for up to four years (2013 value, indexed annually) to assist with accommodation expenses, where they have to move to undertake their chosen higher education program.
3 Commonwealth Education Costs Scholarships – Indigenous Enabling provide eligible Indigenous students enrolled in the University of Ballarat’s FAST program with $1,234.50 for one semester (2013 value).
4 Commonwealth Accommodation Scholarships – Indigenous Enabling provide eligible Indigenous students enrolled in the University of Ballarat’s FAST program with $2,469.50 for one semester (2013 value) to assist with accommodation expenses where they have to move to undertake their chosen higher education program.
5 Indigenous Access Scholarships provide eligible commencing Indigenous students with a once only payment of $4,659 (2013 value) to assist with the expenses associated with Higher Education.

University of Ballarat Equity and Financial Aid Scholarships (UBEFAS)
1 University of Ballarat Education Costs Scholarships provide eligible students with $2,050 to assist with education costs for one year.
2 University of Ballarat Accommodation Scholarships provide eligible students with $4,048 for full accommodation scholarships, or $3,036 & $2,024 for partial scholarships (2013 values), for one year to assist with accommodation expenses where they have to move to undertake their chosen higher education program.
3 University of Ballarat School Based Financial Aid Scholarships. Most Higher Education Schools offer one year financial aid scholarships to eligible students enrolled with their school. TAFE students enrolled in selected Arts Academy programs are able to apply for the Arts Academy’s financial aid scholarships.
4 University of Ballarat Dr Mary Atkinson Scholarship, worth $5,400 for one year, is offered to assist an eligible Indigenous student with costs associated with studying at the University of Ballarat.
5 University of Ballarat Regional Relief Scholarships provide eligible students who have been affected by exceptional circumstances such as drought, flood or fire with $1,500 for one year to assist with the expenses of attending university.

For up-to-date information on the Commonwealth Scholarships or UB Financial Aid scholarships including information on how to apply please visit www.ballarat.edu.au/scholarships or contact the Equity Scholarships Office on (03) 5327 9340.
University of Ballarat Scholarships and Awards
The University of Ballarat awards scholarships to the value of $2,000 to Year 12 students within the Central Highlands, Wimmera, Barwon, Loddon, Mallee and Western District regions who enrol in a higher education, University of Ballarat program. The Scholarships are awarded on the basis of excellence in the areas of study, contributions to the community and to their school. Awards to the value of $500 are also available to Year 10 students who achieve the best results within their year level, in each of the secondary schools within the Central Highlands and Wimmera regions.

These awards will be presented at end of year Secondary School Speech Nights. For more information, visit www.ballarat.edu.au/scholarships or call 1800 811 711.

University of Ballarat Pipe Band Scholarships
The University of Ballarat Pipe Band is a highly successful Victorian Pipe Band with more than 50 members of all ages. Its aim is to promote the Highland Bagpipes and Drums.

In 2013, full scholarships are available to the value of $1,000 each or half scholarships may be awarded to the value of $500. To be eligible for a scholarship, students must be enrolled at the University of Ballarat and be interested in becoming playing members of the University of Ballarat Pipe Band. Applicants must also have had some tuition in playing bagpipes or drums.

For more information, call (03) 5331 9611.

Mick Young Scholarships
The eligibility criterion for a recipient of the Mick Young Scholarship is financial disadvantage combined with motivation and commitment to furthering education and improving life circumstances. Two $2,500 scholarships are available – one for Higher Education and one for the TAFE Division.

For more information, visit www.ballarat.edu.au/scholarships or call 1800 811 711.

RJ Young Scholarships
Value: $4,000 each

Eight scholarships are being offered. Students must enrol full-time or part-time in a Certificate IV, diploma or advanced diploma program at the University of Ballarat, SMB Campus. The RJ Young Scholarship is awarded based on financial circumstances, academic performance, commitment to educational achievement and objectives of study. Previous recipients of this Scholarship are not eligible to apply.

For more information, visit www.ballarat.edu.au/scholarships or call 1800 811 711.

Brian McLennan Scholarship
Value: $2,000

The Brian McLennan Art Scholarship was created in recognition of the contribution made by Brian McLennan to the teaching of arts at the School of Mines and Industries Ballarat, over the period of 1976–1999. For more information, call the Arts Academy on (03) 5327 8656.

The Business School
Value: range from $500 to $5,000

Up to thirty scholarships are being offered for new students commencing their undergraduate studies in selected higher education programs within The Business School. Eligible programs are Bachelor of Commerce, Bachelor of Business, Bachelor of Management and Bachelor of Commerce/ Bachelor of Management. To find out more, call The Business School on (03) 5327 9288.

School of Health Sciences
The School of Health Sciences offers scholarships forcommencing students in selected programs. To find out more, visit www.ballarat.edu.au/health or call the School of Health Sciences on (03) 5327 9662.

School of Science, Information Technology and Engineering
There are a variety of scholarships, ranging in value up to $12,000, available to students commencing a SITE program in 2014 (eligible programs are listed below). These scholarships are only available to current Year 12 students or students who completed Year 12 studies previously. Selection is based on a range of criteria including academic merit and in some cases, equity status. If you are successful in obtaining a scholarship, funds will be paid annually during your studies.

> Bachelor of IT (including Business Systems; Computer Games; Software Engineering)
> Bachelor of Engineering (including Civil, Mechanical and Mining)
> Bachelor of Engineering Technology (including Civil, Mechanical and Mining)
> Bachelor of Science
> Bachelor of Applied Science (including Extractive Metallurgy; Environmental Management and Geology)
> Bachelor of Mathematical Science
> Honours programs (Mathematical Science, Computing and Applied Science)

For more information, call the School of Science, Information Technology and Engineering on (03) 5327 9770 or visit: www.ballarat.edu.au/scholarships.

Higher Degree by Research Scholarships
Higher Degree by Research Scholarships are available, and are awarded via a competitive annual process. Applications for scholarships should be made using the appropriate Expression of Interest form found at www.ballarat.edu.au/research/hdr-forms

Applications for Scholarships close on 31 October each year. Late or incomplete applications are not considered.
Student Learning Skills

SLS provides free assistance in study skills, academic writing and English language for undergraduate degree students located on the Mt Helen, SMB, Horsham and Camp Street campuses. Learning Skills Advisers present academic skills workshops throughout the year, and can provide limited individual assistance at weekly drop-in sessions. The SLS website has a variety of resources and links to academic learning material to sharpen your academic learning skills.

UB Ready

www.ballarat.edu.au/ubready

UB Ready is an intensive preparatory course for first year students. This short course aims to help you develop the skills, knowledge and confidence to succeed at university. The program provides a range of learning opportunities and feedback on practical tasks. You will be able to undertake studies online as well as face-to-face and peer learning, collaboration and self-reflection. The course recognises that UB Ready students will go on to study in a diverse range of programs and courses, so the course content will focus directly on your future learning environment.

At the end of UB Ready, you should be able to:

- have a clear understanding of university academic conventions and values;
- effectively engage with your course content using active learning strategies;
- apply reading and research skills relevant to your discipline area;
- critically analyse information and ideas;
- understand and apply the process of preparing essays and assignments;
- use references and evidence accurately to support your arguments; and
- critically reflect on your own learning capabilities to develop independent learning strategies. UB Ready also provides you with the opportunity to improve your skills in:
  > using the UB Library effectively;
  > using computers effectively for your university study;
  > navigating the online environment at UB;
  > participating in tutorials; and
  > managing your time and study patterns.

Domestic students who have been offered a place in a University of Ballarat undergraduate degree program may undertake UB Ready at no cost. International students pay a small fee for UB Ready.

UB Pass

Course specific PASS sessions

Peer Assisted Study Sessions (PASS) are designed to assist your transition to university life. PASS is a voluntary program that offers academic assistance through weekly guided study sessions. The PASS program targets traditionally difficult first year courses. PASS sessions are open to all students in these courses. You’ll meet weekly with a PASS Leader, a senior student who has excelled in the course previously. The PASS Leader has completed training in facilitation and will guide you through the academic requirements of the program. As PASS sessions are not tutorials, the Leader does not offer answers to problems, rather, promotes a coordinated group effort to find the solution.

How can PASS help me?

The purpose of PASS is to:

- provide an opportunity for group study to revise and discuss course material and potentially achieve better results;
- allow you to build a supportive network of friends;
- offer you extra support to aid your successful transition to university (particularly relevant in first semester courses);
- model effective learning and study techniques that can be applied to other courses,
- and to promote your growth as an independent learner.
How do I find out if PASS is running in one of my courses?
PASS is not available in all first-year courses. You can find which courses offer PASS on the PASS website where you will also find the current timetable of all PASS session times and locations.

Do I have to book to attend a PASS session?
PASS sessions are voluntary and you can turn up to any session for the course in a given week.

Do I have to attend PASS every week?
It has been shown that students who regularly attend PASS sessions usually perform better than students who attend only a few sessions or none at all. PASS programs conducted previously at other universities have shown decreased failure rates and improved results for students with regular attendance.

PASS for Writing and Study Skills
In addition to course specific PASS sessions, PASS for Writing & Study Skills will also be offered to undergraduate students enrolled at UB. Senior students, who have demonstrated abilities in academic writing, research and general study skills, have been trained to support first year students by offering drop-in sessions (individual or group) and workshops on academic skills.

Academic Skills covered in PASS for Writing & Study Skills sessions:
• interpreting assignment topics;
• essay and report structure;
• academic writing;
• referencing;
• exam preparation; and
• study skills (time management, oral presentations).

More information
For more information about PASS at UB, or any of our other Peer Led Learning Programs, please contact the Centre for Learning Innovation and Professional Practice (CLIPP) on (03) 5327 6151 or visit www.ballarat.edu.au/pass

University Library
The University of Ballarat Library collection includes over 252,000 books, 250,000 e-books, subscriptions to over 30,000 journal titles (print and unique electronic titles), as well as audio-visual material and equipment.

Services available include:
• help with accessing library resources including searching the library catalogue, online and full text databases, locating newspaper articles, reference and other materials. Students are able to search all of these resources using QuickSearch;
• Library Skills programs aimed at new and returning students. Programs are run during the first few weeks of each semester and include searching the library catalogue, searching online full text data-bases and how to use RefWorks;
• flexible study areas available at the Mt Helen and SMB campus libraries;
• help with student network and account queries and problems;
• photocopying;
• access to the library collections of other Australian Tertiary Institutions through the CAVAL Reciprocal Borrowing Program, the National Borrowing Scheme and through participating libraries in the BONUS+ Scheme; and
• provide a range of online resources to assist staff and students, including subject specific guides, online tutorials and videos.

Campus Libraries
Horsham Campus
(03) 5362 2649
Mt Helen Campus (Ballarat)
(03) 5327 9594
SMB Campus (Ballarat)
(03) 5327 8230

Email libinfo@ballarat.edu.au or visit www.ballarat.edu.au/library

UB Higher Education Mentor Program
www.ballarat.edu.au/studentmentors

The change to university life can be challenging. Whether you are coming to university from high school, TAFE, the work force or another path, there are common challenges to overcome, such as finding somewhere to live, building a new network of friends and managing a busy work/home/study life. To support your transition to university, we provide you with a mentor who is in the second or third year of your program. Having already experienced life at UB, mentors provide first-hand support to new students in the first six weeks of the university year – when it matters most. Starting in Orientation Week, your mentor introduces you to the support structures at UB, orientates you to the campus, the lingo and academic expectations. For more information on the Mentor Program, visit the website above.
Aboriginal Education Centre

The Aboriginal Education Centre at the University of Ballarat provides support to prospective and current Aboriginal and Torres Strait Islander students.

As a multi-sector institution delivering secondary school level, TAFE, higher education, further education and research programs and courses, the University is well placed to improve Aboriginal and Torres Strait Islander access and participation rates by strengthening its pathways and raising aspirations and confidence levels of Aboriginal and Torres Strait Islander students.

The Centre has a range of support for both Higher Education and TAFE students at Mt Helen, SMB and Horsham which any student is welcome to use. Students are able to receive a broad range of educational and community support at all campuses.

Services provided include:
- scholarship information;
- computer lounge;
- access to tutorial support;
- resource library;
- career advice;
- facilitation of involvement with local Aboriginal community;
- referrals to childcare, accommodation, financial and transport services.

For more information, call (03) 5327 9795
www.ballarat.edu.au/centres/aboriginal-education-centre

Counselling

Counselling can provide you with assistance for a range of academic and personal issues such as: program and career decisions, adjusting to student life, cultural issues, academic progress, financial hardship, relationships, anxiety, depression, and stress management. UB provides a free, professional and confidential counselling service in a supportive and welcoming environment. Where appropriate the counselor may put you in touch with other sources of assistance within and outside of the University.

To make an appointment, you can contact our counselling service on (03) 5327 9470.
www.ballarat.edu.au/counselling

Supporting you throughout your studies, and into your future.
Disability

UB has a Disability Liaison Unit (DLU) to assist people with permanent and temporary disabilities in gaining access to programs and facilities and in achieving their academic and training goals. If a physical, sensory or learning disability, or other disability or medical condition impacts on your ability to access the University – or in achieving your educational or training goals – then our DLU staff may be able to assist you through the provision of adjustments to the educational environment.

Apprentices and trainees with a disability undertaking training through the University of Ballarat may be eligible to receive assistance to help them learn their trade, through the DAAWS (Disabled Australian Apprentice Wage Support) scheme. The apprentice can receive off-the-job tutorial, interpreter or mentoring assistance.

Please contact the Disability Liaison Unit:
Email disability@ballarat.edu.au
the Disability Liaison Officer on (03) 5327 9757 or the Admission Co-ordinator on (03) 5327 9552.
www.ballarat.edu.au/student/disability

Health Services

Mt Helen Campus
Our Mt Helen Campus has a bulk-billing health service available to students from all campuses. This centre also includes a daily pathology service, pharmacy delivery service and a hire service for crutches. The Health Centre specialises in travel health, providing vaccinations to students and members of the public.

For more information, call the Health Centre on (03) 5327 9477.

SMB and Camp Street Campuses
The SMB and Camp Street campuses are within reach of a full range of health facilities adjacent to the CBD, including excellent public and private hospitals and other specialist providers. Similarly, professional counselling staff are able to arrange referrals to a comprehensive network of service providers.

Western Campuses
Our Horsham Campus (a five minute walk from the centre of town) is located close to the Wimmera Health Care Group and Horsham Hospital.

East Grampians Health, Ararat Hospital, is available to students at the Ararat Campus, and students at the Stawell Campus are within walking distance to private medical practices and the Stawell Hospital.

UB Children’s Centres
Centres for Early Childhood Education
www.ballarat.edu.au/childrens-centres

UB Children’s Centres at Mt Helen and SMB campuses provide a friendly, safe and caring environment for children from birth to six years.

We offer:
• high quality accredited centres working within the Early Years Learning Framework;
• qualified Early Childhood Educators;
• flexible, stimulating and inviting learning environments;
• play based learning with an emergent curriculum;
• on University campus for easy access;
• safety and security; and
• nutritional meals served daily.

Bookings are essential and places are limited. Please contact us for more information.

Mt Helen Campus (Building K) (03) 5327 9456
SMB Campus (Building X) (03) 5327 8183
ubchildrenscentres@ballarat.edu.au

www.ballarat.edu.au/childrens-centres
Our student surveys and research tell us that students who reside in UB accommodation are most satisfied with their ‘Res’ experience and speak positively in respect to their transition experience to University life. The increased opportunity to get to know peers, development of strong interpersonal relationships, an ability to study effectively and maintain a healthy ‘balanced’ lifestyle are key features of the residential experience at UB.

Residential staff and student residential advisers (RA’s) are available to assist in the transition process, as well as providing ongoing support and advice for residents.

Halls of Residences on and off campus provide fully furnished, single study-bedrooms along with easy access to the University’s facilities and computer network. Flexible catering arrangements are available to suit your needs. Residents also have access to communal living areas with TV/Lounge room, fully equipped kitchens and laundry facilities.

Competition to live in residential accommodation is often high. Be sure to investigate the options and apply early – applications open on Open Day (Sunday 25th August 2013). For current accommodation options, costs and criteria and to apply visit the UB Living website, or contact us.

First Year Guarantee
First year undergraduate students are guaranteed* accommodation during their first year of study. Eligibility and application criteria apply. Please visit www.ballarat.edu.au/ubliving for full details.

Halls of Residence

Peter Lalor Hall
Peter Lalor Hall is located at the Mt Helen campus and surrounded by natural bushland. Each multi-level unit houses 10-14 residents in single bedrooms with shared facilities. Residents living in Peter Lalor Hall dine together Monday to Thursday evening each week in the Mt Helen campus bistro, and are only a short walk to classes and campus facilities.

Bella Guerin Hall
Bella Guerin Hall is also located on the Mt Helen Campus in a pleasant native bushland setting, and within a few minutes walk of the University’s heated swimming pool, gymnasium and other on-campus services and facilities. The units in Bella Guerin Hall are separate two-storey buildings each housing 11 students. A central quadrangle with an undercover barbeque area is often widely used for recreation and unit functions.

Camp Street
Camp Street is situated in the Cafe/Arts district in the heart of Ballarat, just minutes from restaurants, nightclubs, shopping strips and the cinema. The apartments and ensuite studio rooms are located above the University’s lecture halls, studios and galleries and provide accommodation for 38 arts students. The residences include ensuite studio rooms with kitchenettes and four bedroom units with fully equipped kitchen and common area. Many rooms also have balcony access with breathtaking views over Ballarat and district. Residences have access to a large communal kitchen and living area, laundry and undercover parking.
Jemacra Place
This student community consists of 16, five and six bedroom houses each with 2 bathrooms, kitchen, laundry and living areas.
Located in Mt Clear, and only 5 minutes from the Mt Helen Campus, Jemacra Place is an ideal location, close to public transport as well as a shopping centre with supermarket, chemist, butcher and post office.

Elsworth Street
Situated a 15 minute walk to the CBD and on the direct bus route to Mt Helen Campus, Elsworth Street Residence offers easy access to all University of Ballarat Campuses.
Elsworth Street is a modern apartment complex offering a mix of one to four bedroom self-contained apartments. The property also boasts a large communal lounge area with cooking facilities for resident gatherings and recreation, as well as secure undercover parking, and landscaped courtyard.

Victoria Street
Victoria Street Residence is situated on the main entrance road to Ballarat from Melbourne and consists of the ‘Victoria Street House’ as well as the ‘Victoria Street Motel’. It is only 2.5 kilometres from the SMB Campus and the CBD and very close to public transport to the Mt Helen Campus.
Victoria Street House is a large historic mansion located in the heart of Ballarat and houses 10 students in large bed/study rooms. A well appointed self-catering kitchen, dining room, spacious TV room and laundry facilities are available for resident use.
Victoria Street Motel houses 10 students in large single rooms with ensuites. There is also a large fully equipped self catering kitchen and communal area for students.

Short-term Accommodation
Short term accommodation is available for postgraduate students, visiting staff members and TAFE block mode students as well as others. Well appointed shared kitchens, spacious TV/dining areas and laundry facilities are available for guest use. Please visit the website for further information and booking forms.

Inclusions
Living on Res not only provides the best possible start to your university experience, fantastic opportunities, invaluable memories and lifelong friends, it also represents great value when comparing different accommodation options. Visit our website to view a detailed living options comparison.
Your weekly rent includes all utilities, 24/7 access to residential support, various residential programs, events and activities, as well as regular cleaning of common areas and building and garden maintenance.

Emergency Accommodation
There may be occasions when you or your parents require emergency accommodation. Anyone needing emergency accommodation should contact UB Living on (03) 5327 9480.
UB Living
Website: www.ballarat.edu.au/ubliving
Phone: (03) 5327 9480
Email: ubliving@ballarat.edu.au

Accommodation Option | 2013 Cost per week*
--- | ---
**Mt Helen Campus**
Peter Lalor Hall | $232.20
(including $163 per week rent plus four evening meals at $17.30 each)
Bella Guerin Hall | $173

**Camp Street**
Room in a 4 bedroom apartment | $205
Ensuite Studio Room | $245

**Off Campus Residences**
Elsworth Street
Room in a 4 bedroom apartment | $208
Room in a 2 or 3 bedroom apartment | $221
Ensuite studio apartment | $294

Jemacra Place
$173

Victoria Street house
$137

Victoria Street motel (ensuite)
$185

*Prices subject to change for 2014 residents. Please check the website for the latest pricing information.*

www.ballarat.edu.au
Student Experience Office

The Student Experience Office enhances your University experience by providing sports, recreation, social and interest group activities. A large number of clubs, societies and interest groups operate on the Mt Helen and Camp Street campuses, these include:

- **Sporting Clubs**
  - e.g. Hockey, Netball, Rugby, Football etc;
- **Academic-based Societies**
  - e.g. Physical Education, Engineering, Arts Society etc;
- **Cultural and interest-based Clubs**
  - e.g. Gamers Guild, Environmental Club, UB Chinese Scholars and Students Association etc;
- **Social Clubs**
  - who organise social events, trips and recreational activities;
- **Student Leadership opportunities and volunteering**;
- **Student newsletter Hotch Potch**.

www.ballarat.edu.au/current-students/support-services

Sport and Recreation

**UniSports – Mt Helen**

www.ballarat.edu.au/unisports

Based at the University of Ballarat Mt Helen Campus, UniSports offer an exciting range of dynamic and innovative recreation, education and health programs and services run by fully qualified and experienced staff.

UniSports welcomes participation from students, staff and the community.

Some of the facilities offered at UniSports include a 25m swimming pool, a fully equipped gymnasium (‘The Toning Point’), gymnastics hall, get active studio and tennis courts.

Students can purchase a gym/swim membership at student membership prices. Keep an eye out for sales on memberships during enrolment days and O-Week!

Mt Helen Campus (Building P)
(03) 5327 9695
unisports@ballarat.edu.au

www.ballarat.edu.au

SMB Fitness Centre

You’ll find our Fitness Centre on the first floor of the Student Amenities Building in the Old Gaol. The centre is used by staff, students and our local community under the direction of staff and students in the fitness leadership programs.

Memberships may be taken for a term, a semester or the whole year and are offered at a discounted rate to encourage staff and students to improve their fitness and health.

Students who are studying the Certificate IV in Fitness and Massage are available to personally train clients who take out a yearly membership in the facility. This program includes fitness assessment, individual upstart program, program updates and exercise and technique explanation.

The Fitness Centre is open five days a week.
Monday/Wednesday/Friday 6.30 am to 5.30 pm and Tuesday/Thursday 8.30 am to 5.30 pm.

To find out more, call Physical Recreation Staff on (03) 5327 8461.

Events and Activities

Starting at university can be quite a learning curve, to assist your transition and to make the most of your university experience UB has a wide range of activities and events you can get involved in.

UB Golden Key Chapter

**Unlock your Potential**

Join some of the brightest and most driven people on campus. Achieve results in the top 15% of undergraduate or postgraduate students at the University of Ballarat and you could be invited to be a member of the University’s Golden Key Chapter, gain access to:

- members only scholarships;
- career assistance;
- leadership opportunities;
- members only jobs and internships;
- networking events;
- community service opportunities; and
- study abroad programs.

There’s no better incentive to succeed. Visit www.goldenkey.org to learn more or www.ubgoldenkey.com to view Chapter’s site.
ub)alumni

The University of Ballarat Alumni Association
www.ballarat.edu.au/alumni

The word ‘alumni’ is a Latin term meaning former pupil or student. For University of Ballarat graduates, it’s a ticket to lifelong learning and networking opportunities at the local, national and international level.

The University’s Alumni Association – fondly known as ub)alumni – was formed to bring together students, staff and graduates for the mutual benefit of alumni, the University and the extended community. Membership of ub)alumni is free and provides you with opportunities to keep in touch with friends, expand your social and professional networks and support the continuing development of the University.

ub)alumni is committed to ensuring that your connection with the University of Ballarat is fulfilling, active and lifelong. So find out how you can remain a part of the University’s future and check out the ub)alumni website.

Student representation

UB Student Senate

The UB Student Senate is concerned with the improvement of the student experience for all University of Ballarat students (Higher Education, TAFE, VET, VCAL) across all campuses of the University. This involves consulting with and providing an avenue for students to provide feedback in regards to:

- student amenities and services;
- UB’s policies and procedures in regards to student life;
- student life for students based on campus, studying online or via distance education;
- UB’s physical, cultural and technological learning environments.

Student Leadership Program

Expand your leadership potential and ‘giving back’ to your community.

The Student Leadership Program provides opportunities for students to develop their talents and potential, explore their own beliefs and values, while growing their leadership capacity. A number of training and skills development workshops provide opportunities for personal growth, development of skills for the workplace, and exploration of themes around leadership.

The UB Student Leadership & Volunteering Program has been established to provide you with avenues into leadership positions and to get involved in volunteering. Volunteering and leadership roles allow you to be recognized for your contributions to leadership. Examples of how you can get involved include:

- mentoring;
- PASS leader;
- student ambassador;
- student member on a UB Academic Board or committee;
- student senate member;
- Residential Advisor (RA);
- Regional Schools Outreach Program (RSOP) volunteer;
- sports team manager;
- clubs & societies committee member.

Student Clubs and Societies

We encourage all UB students to get involved in an affiliated club, society or sports team on campus. Join a club or society, sign up at Market Day during O-Week or contact a The Student Experience Office.

Social Clubs and Special Interest Societies include:

- Adventure
- UB Singers
- Christian Union
- Chinese Students and Scholars Association
- Student Life
- Stone Cutterz
- Wolf Pack
- Education Society
- Geology Society
- PE Society
- Biomedical Club @ UB
- DPI Graphics Society
- Green Room
- Art Society
- Australian Football – Men’s & Women’s
- Baseball
- Basketball
- Football/Futsal
- Golf
- Handball
- Hockey
- Judo
- Mixed Martial Arts & Self Defence
- Netball
- Squash
- Ultimate Frisbee
- Volleyball

UB Exchange Program

A UB Exchange Program allows you to discover unique opportunities in a number of countries around the world. To study in another country is to invest in your academic, social, personal and professional growth. UB has connections with universities in all of these countries; Austria, Canada, China, Denmark, England, Finland, France, Germany, Japan, Lithuania, the Netherlands, Sweden and the USA.

Subjects undertaken at the host university may be credited to your UB transcript. For students studying a language, this would be of huge benefit in building your knowledge of the country and further developing the language you are learning.

Benefits include:

- being able to choose subjects at your host university that may not be offered at UB;
- being challenged by subjects which offer a non-Australian perspective;
- subjects undertaken at the host university may be credited to your UB transcript;
- enjoying the cultural diversity of mixing with other exchange and local students;
- forming lifetime friendships for future travel and business opportunities; and
- challenging yourself by venturing into the unfamiliar. For students studying a language, this would be of huge benefit in building your knowledge of the country and further developing the language you are learning.

www.ballarat.edu.au
Campus Life

Campus Life Rewards
Enjoy the member-only benefits and discounts of a Campus Life Rewards membership. Take advantage of special offers, instant rewards, exclusive events, promotions and competitions. Save every time you shop! Earn 5 points for every $1 spent at The Hub, UBuy or Ruby’s.

Find out more and register online at www.ballarat.edu.au/campuslife

The Hub
The Hub, located at the western end of the Ground Floor, Albert Coates Complex and Building E at the SMB Campus, provides a range of healthy, delicious meals and snacks made fresh daily. Sandwiches, wraps, rolls, yoghurt, hot food, pastries, salads, cakes, cold drinks, newspapers, coffee and more.

UBuy Store
www.ballarat.edu.au/merchandise
UBuy is located on the ground floor, T Building, Mt Helen, and stocks a wide range of products including grocery items, newspapers and magazines, UB merchandise, coffee, snacks, Australia post point and much more.

Phone  (03) 5327 9695
Email  ubuy.store@ballarat.edu.au

Student Careers and Employment – UB Career Hub
The Student Careers and Employment Service is a FREE service provided to students, assisting you to find part-time and casual work opportunities whilst you are studying, and that all important job for when you graduate. We can also assist with gaining valuable and relevant work experience to compliment your studies through internships, cadetships and vacation work.

The new Student Careerhub system allows students to check online for vacancies which meet your search criteria and is a gateway to other services offered by Student Careers and Employment. Book an appointment to see a Careers Counsellor, see what events and workshops are coming up, and access resources and useful job searching links through the system, and much more.

For more information:
Phone  (03) 5327 9910
Email  studentcareerhub@ballarat.edu.au
www.ballarat.edu.au/studentcareerhub

Ruby’s
Ruby’s is the new contemporary cafe located in the Albert Coates Complex at the Mt Helen Campus, and open to the entire University community. The Cafe features an innovative menu to suit all tastes and budgets with gourmet pizza, pasta and salads.

Phone  (03) 5327 9299
Email  rubys.mthelen@ballarat.edu.au

www.ballarat.edu.au
Did you know we are the only regionally based university in Australia offering TAFE, Higher Education and senior secondary education?

UB Campuses uncovered

This means we offer state-of-the-art facilities and a global reputation in producing world-class career opportunities. We also pride ourselves on our team spirit, innovative learning and industry links.

UB is regional Victoria’s largest institution, with six campuses providing easy access to programs, and approximately 1,500 staff committed to teaching excellence and the provision of student support. Our staff thrive on providing you with a fast-paced, dynamic and innovative environment where you are free to apply your talents, skills and creativity to any task at hand... and beyond.

We pride ourselves on the level of access that is available to you, and the resources we offer to support you in realising your goals. UB has three campuses in Ballarat, as well as campuses in Ararat, Stawell and Horsham and we are committed to providing high-quality services to students, the community and industry.

Mt Helen Campus (Ballarat)

University Drive,
Mt Helen 3350
Phone (03) 5327 9000
Fax (03) 5327 9704

Mt Helen is our Higher Education campus and is located 10 kilometres from the Ballarat city centre. 110 hectares of parkland and natural bushland surround the facility which is attended by more than 4,500 students specialising in programs from: the Business School; the School of Arts and Education; the School of Science, Information Technology and Engineering; and the School of Health Sciences.

Opening in 2013 UB’s $43 million Science and Engineering Precinct will provide a world-class regional learning, teaching and research facility with modern spaces and state-of-the-art equipment designed for the 21st Century.

Administrative operations are coordinated from the Mt Helen Campus. Facilities include lecture theatres, studios, sporting facilities, a library, residences plus informal and formal dining areas. Our Mt Helen Campus is home to the thriving and innovative University of Ballarat Technology Park.

SMB TAFE Campus (Ballarat)

Lydiard Street South,
Ballarat 3350
Phone (03) 5327 8000
Fax (03) 5327 8001

Right in the hub of Ballarat’s CBD, our SMB Campus incorporates an historic environment dating back to 1870. Quality TAFE vocational education and training programs are delivered from our SMB Campus.

New in 2013 is the UB Industry Skills Centre with a focus on apprenticeship and skills training; in addition to the UB College incorporating UBTec and a range of VET and preparatory programs (including Foundation, English Language and VCAL programs).

Other TAFE facilities within Ballarat include a new state-of-the-art Manufacturing Technology Training Centre, the Building and Construction Training Centre, Primary Industries Training Centre and Horticulture Centre.

The SMB Campus provides VET programs in a range of disciplines including agriculture, engineering, hospitality, automotive, food processing, manufacturing, baking, furniture, meat, conservation and land management, hair and beauty, plumbing, construction, horticulture, wool, electro-technology.

www.ballarat.edu.au
Camp Street Campus (Ballarat)

Camp Street, Ballarat 3350
Phone (03) 5327 8600
Fax (03) 5327 8601

Located in the heart of Ballarat, our Camp Street Campus is home to our Arts Academy and the majority of the University’s visual and performing arts students, staff and programs. Our Camp Street Campus is a unique integration of both old and new buildings which provides for a dynamic and vibrant arts and cultural environment. Programs offered in the performing arts include acting, theatre performance, music theatre, small companies and community theatre, lighting and sound, and music performance. In visual arts, students can study graphic art, visual arts, ceramics, fine arts and graphic design/multimedia.

Ararat Campus

Laby Street, Ararat 3377
Phone (03) 5355 3000
Fax (03) 5352 4616

Our Ararat Campus has provided first-class vocational education and training to Ararat and surrounding communities for many years. It provides a range of programs and contemporary teaching facilities. Programs are offered in computing, business studies, further education, social and community studies, and engineering. We have strong relationships with local industries providing services to trainees and apprentices within the immediate community. Students have access to video-conferencing equipment, and can access our library’s formidable range of study support resources via our online borrowing system.

Stawell Campus

Sloane Street, Stawell 3380
Phone (03) 5358 7200
Fax (03) 5358 7250

Centrally located in Sloane Street, our Stawell Campus offers a modern learning environment with seven training rooms, a technology area, our Learning Resource Centre and a Student Recreation area. Our purpose-built facilities provide students and staff with resources designed to enhance training. Programs are provided in business studies, computing, hospitality, further education, health, and social and community studies.

Horsham Campus

Baillie Street, Horsham 3400
Phone (03) 5362 2600
Fax (03) 5362 2610

Our Horsham Campus delivers training throughout the Wimmera and surrounding regions. Located in Baillie Street, it has modern facilities including a spacious Learning Resource Centre, videoconferencing facilities and specialised training rooms for childcare, computing, welfare and library studies. The campus also houses art and design workshops, nursing training facilities and three state-of-the-art computer training rooms.

At UB Horsham, we offer programs in business studies, computing, further education, industrial studies, hospitality, rural studies, vocational arts, health, social and community services, and nursing.
The FAST Program is designed to provide alternative entry to tertiary study for people who have a disadvantage because they are:

> from a low socio-economic background;
> from rural or isolated backgrounds;
> of Aboriginal or Torres Strait Islander descent;
> a woman in a non-traditional area;
> from a non-English speaking background;
> living with a disability.

### Career Opportunities
Successful completion of FAST guarantees you entry to a Higher Education program at the University of Ballarat. Your career options will depend on the program of study you wish to pursue following successful completion of FAST.

#### Application Method
Application is via the TAFE DirectApplication form. Forms are available at www.ballarat.edu.au/fast
Applicants will be contacted to make an appointment for a selection interview.

#### Entry Requirements
Applicants are required to have a minimum literacy and numeracy skills equivalent to CGEA Certificate III level or Year 10 equivalence. FAST is open to people returning to study, or Year 12 leavers who are considering alternative entry options into University. It is not intended for applicants of school age.

#### Extra Requirements
All applicants will be required to attend an interview and complete literacy and numeracy tests to assess their suitability for FAST. For the Mathematics Unit, Year 10 Mathematics (or equivalent) is a prerequisite. Further information is available at: www.ballarat.edu.au/fast. The FAST course is only open to domestic students (ie. Australian citizens, New Zealand citizens or students with permanent residency status).

### Preparation for Study

#### Preparation for Study (Non award)
Students study from April to November (2 days per week), or July to November (3 days per week)

#### Outline
This program is designed for people who are considering undertaking study in areas such as Nursing, Children’s Services or Community Services, and who have been out of the school system for some time or who did not complete their secondary education. This program will help students develop entry level skills and equip them with the preparatory academic skills in literacy, numeracy, oral communication and information technology specifically required for study in these fields.

The Nursing stream will specifically assist students to develop the English and maths skills required for the nursing entry test which is a prerequisite for entry into the Diploma of Nursing studies at UB TAFE. The teaching is specific, relevant and graduated so that students have the maximum opportunity to succeed. This program is accredited under the Certificate II and III in General Education for Adults. While the 3 subject areas above are the main focus of study, this program has electives and can be adapted to suit students preparing for further study in any field.

#### Career Opportunities
Completing this qualification will assist graduates to improve their general education skills to meet the entry requirements for further study in TAFE certificate and Diploma programs including programs in Nursing, Children’s Services and Community Services.

#### Application Method
Application is via the TAFE DirectApplication form. Forms are available at www.ballarat.edu.au/apply

#### Entry Requirements
There are no entry requirements.
Open Learning Program

Open Learning Program (Certificates I, II and III in General Education for Adults)
The program is offered on a part-time/ flexible delivery basis in both day and evening classes. The length of the program varies to suit the needs of the student.

SMB Campus (Ballarat)
Ararat Campus
Stawell Campus

Outline
The Certificates in General Education for Adults (CGEA) are designed for students who seek to improve their general education, literacy and/or numeracy skills. The programs are accredited throughout Australia, which means that parts can be studied at different learning centres and each of these parts will count towards the achievement of a certificate. The programs available are:

- Certificate I in General Education for Adults;
- Certificate II in General Education for Adults;
- Certificate III in General Education for Adults.

These certificates are suitable for students who have left school before completing Year 12, had a disrupted schooling or left school some time ago and now wish to improve their education level. This program is also used by current TAFE and Higher education students for assistance in completing their course work.

Career Opportunities
Completing these qualifications will assist graduates to improve their level of basic education and improve access to study options. They may also assist:

- to help gain a promotion;
- to gain entry into the services (army, navy, fire-brigade);
- to assist your children with schoolwork;
- to gain confidence.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
There are no formal academic requirements. Prospective students should be:

- capable of achieving success in the program (an educational assessment may be required to support this);
- willing to accept responsibility for their own learning;
- committed to follow the program regulations and University Regulations;
- aged over 16 years;
- wish to improve their general education skills up to Level 5 of the National Reporting System.

Extra Requirements
Applicants will be required to attend an initial interview and assessment to find out where they need to begin their studies. The content of this program is designed for mature students.

Victorian Police Education Entrance Examination

Course in Preparation for Entry to Police Exam
Study length to be determined at time of enrolment
SMB Campus (Ballarat)

Outline
This short course is designed to equip students with skills in literacy / numeracy as preparation to undertake the Victoria Police Education Entrance Exam which is an entry requirement for recruitment to the Victoria Police. This program is part of the Certificate in General Education for Adults (CGEA), concentrating specifically on the skills required to succeed in the Police Entrance Exam.

Career Opportunities
This short course is for people who may want a career in the Victoria Police. For further details about careers in the Victoria Police, potential students can access the website www.police.vic.gov.au

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Applicants should be interested in undertaking the 'Victoria Police Recruitment Examination'.

Police Recruitment Examination
The exam takes approximately three and a half hours to complete.
SMB Campus (Ballarat)
Horsham Campus

Outline
The Victoria Police Entrance Exam will cover five components to be completed at an initial one day sitting:

- Initial interview and assessment to find out where you need to begin your studies.
- The exam will include:
  - spelling and comprehension;
  - mathematics;
  - test of reasoning and ability;
  - English skills;
  - writing task.

The exam commences at 8.30 am and concludes at approximately 12.30 pm.

Career Opportunities
Applicants who successfully complete the exam will receive an application form from the Victorian Police with their results. Applicants will then be required to produce photo identification e.g. driver’s licence or a passport.

Extra Requirements
Applicants who have successfully completed the above test will receive an application form for the Victorian Police with their results. Applicants will then make an appointment with the Office in charge of their local Police Station to begin the second stage of interviews and testing.

General English Program

Certificates in Spoken and Written English
Students can commence classes throughout the year.

Newly arrived migrants or refugees eligible for the Adult Migrant English Program may be able to undertake a distance learning program, possibly with a volunteer tutor.

The length of courses varies to suit the needs of the student.

SMB Campus (Ballarat)
Ararat Campus
Horsham Campus
Stawell Campus.

Outline
The Certificates in Spoken and Written English provide a clear pathway for students who want to develop general English language and literacy skills and knowledge for participating effectively in the Australian community.
Levels of courses available:
> Course in Preliminary Spoken and Written English;
> Certificate I in Spoken and Written English;
> Certificate II in Spoken and Written English;
> Certificate III in Spoken and Written English;
> Certificate IV in Spoken and Written English – Employment;
> Certificate IV in Spoken and Written English – Further Studies.

Prospective students are those whose first language is not English, such as:
> newly-arrived migrants or refugees eligible for the Adult Migrant English Program;
> Australian citizens or permanent residents who wish to improve their English;
> short-term visitors who wish to upgrade their English skills without receiving certification.

Participation in these courses will provide participants with:
> improved English skills in reading, writing, speaking and listening;
> increased social, living and employment skills for Australian society;
> increased knowledge of Australian society.

Career Opportunities
The improved English skills gained from these courses will assist in accessing employment, further study or community activities.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
There are no formal academic requirements. Australian citizens or permanent residents will be required to provide their Australian passport or evidence of Residency Status. Other applicants will be required to verify their visa status.

Extra Requirements
Potential students are required to attend a pre-course interview to assess eligibility and language level.

Transition Education

Certificate I in Transition Education
Students can commence classes throughout the year and vary to suit the needs of the student.
SMB Campus (Ballarat)
Ararat Campus
Horsham Campus
Stawell Campus.

Outline
This course introduces participants to a wide range of academic, employment, further study or community activities.
This course is not industry-specific but focuses on enabling students to find the most appropriate option in the community after leaving school. Students will find this course suitable if they have:
> an intellectual disability;
> learning disabilities and/or difficulties;
> developmental delay;
> specific disorders, such as autism spectrum or ADHD, and are otherwise unable to meet entry requirements of accredited training.

This course aims to provide students with the skills to access a preferred option such as further education or training, entry into paid employment or voluntary work, or other adult activity.

Career Opportunities
The course is not industry-specific but introduces participants to a wide range of possible career paths.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Participants in the Certificate I in Transition Education course will have been identified as having a disability or disabilities. As a minimum, it is expected that learners will have emerging literacy and numeracy skills, and a degree of mobility which enables them to participate in all aspects of the course. It is anticipated that participants entering the course will be post-school age and in search of an adult option/s.

Extra Requirements
Potential students will be required to attend an interview to establish suitability of the course for their individual needs. Further information about the selection process is available from the contact people listed below.

Work Education

Certificate I in Work Education
2 years full-time or part-time equivalent
Horsham Campus
SMB Campus (Ballarat).

Outline
The Certificate I in Work Education is a post-school program for people with disabilities who have special learning needs. This program will provide students with vocational training, focusing specifically on vocational planning and work readiness skills. It will prepare students to gain mainstream employment involving routine, predictable, repetitive and proceduralised tasks under supervision, or undertake further vocational training. Students will find this course suitable if they have:
> an intellectual disability;
> learning disabilities and/or difficulties;
> developmental delay;
> specific disorders, such as autism spectrum or ADHD, and are otherwise unable to meet entry requirements of accredited training, and are going to move into employment following the course.

Career Opportunities
Completing this qualification assists graduates by providing basic work skills and education and improving access to employment, further study or community engagement.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Participants in the Certificate I in Work Education course will have been identified as having a disability or disabilities. It is appropriate that learners have skills at NRS Level 1, and a degree of mobility that will enable you to participate in all aspects of the program. Participants should have the motivation and desire for employment and/or further training. Where learners do not have skills at NRS Level 1 at entry, they should be provided with additional support to develop their literacy and numeracy skills to this level.

Extra Requirements
Applicants will be required to attend an interview to establish suitability of the course for their individual needs.
UB Tec students gain apprenticeships, find employment, or go on to further study.

UB Tec is a successful option for senior secondary education in Ballarat. It provides accredited, hands-on learning for Years 10, 11 and 12 students in an adult learning environment. UB Tec is funded by the Victorian Government and enrols students who are less than 20 years of age and who have not completed Year 12. Students who enrol in UB Tec will be interested in going on to further training at TAFE, starting a pre-apprenticeship, apprenticeship, or getting a job. UB Tec students will be enrolled as students of the University of Ballarat.

UB Tec is a successful program for Year 10, 11 and 12 hands-on learners aged 15 –19 years.

Overview

Students can complete the Victorian Certificate of Applied Learning (VCAL) at Intermediate or Senior level as well as a VET qualification (see programs). Students may also achieve Certificates I and II in General Education for Adults at Year 10 level and a Certificate I in Vocational Preparation. Students are enrolled at the University of Ballarat and benefit from training by experienced trade teachers in the TAFE environment. UB Tec is located at the SMB Campus in central Ballarat.

UB Tec students are interested in gaining an apprenticeship, employment or going on to further study. The flexibility of VCAL is ideal for School-Based Apprenticeships and Traineeships.

Contact UB Tec

SMB Campus
Lydiard Street South, Ballarat
Phone: 1800 811 711
Web: ubtec.ballarat.edu.au
Email: ubtec@ballarat.edu.au

www.ballarat.edu.au

Industry Specific Skills:

> Automotive
> Beauty Services
> Community Services
> Construction
> Engineering
> Hairdressing
> Health
> Electrotechnology
> Media
> Painting and Decorating
> Plumbing

School-Based Apprenticeships

See program brochures for full details. Alternatively talk with UB Tec staff about your individual interests.

Eligibility

Students are eligible to apply for enrolment at UB Tec if they are aged 15–19 years, and have not completed Year 12.

How to Apply

1. Applicants can download an application form from the UB Tec website. Alternatively please telephone UB Tec on 5327 8386 to have an application form mailed to you.
2. Return the completed application form in person or mail to:
   UB Tec
   PO Box 668  Ballarat  VIC 3353
3. UB Tec staff will then contact you to arrange an interview.
4. A letter of offer will be posted within two weeks of the interview. Unsuccessful applicants will be contacted by telephone in the first instance. Enrolment details are included with the letter of offer.

VCAL

At UB Tec the VCAL program integrates employability skills and work related skills into all areas of learning.

VCAL at UB Tec is offered at Intermediate or Senior level. There are four compulsory strands:

1. Literacy and Numeracy Skills
2. Personal Development Skills
3. Work Related Skills
4. Industry Specific Skills (VET course)

Students participate in Structured Workplace Learning (work placement) throughout the year. Work placement is an essential part of the UB Tec program that provides students with real-life experience in the workplace and applying the skills they have learnt.

CGEA Youth

Certificate I & II in General Education for Adults

Certificate I in Vocational Preparation

The CGEA Youth program is designed to develop literacy, numeracy, vocational preparation and general education skills.

How to Apply

1. Applicants can download an application form from the UB Tec website. Alternatively please telephone UB Tec on 5327 8386 to have an application form mailed to you.
2. Return the completed application form in person or mail to:
   UB Tec
   PO Box 668  Ballarat  VIC 3353
3. UB Tec staff will then contact you to arrange an interview.
4. A letter of offer will be posted within two weeks of the interview. Unsuccessful applicants will be contacted by telephone in the first instance. Enrolment details are included with the letter of offer.

Industry Specific Skills:

> Automotive
> Beauty Services
> Community Services
> Construction
> Engineering
> Hairdressing
> Health
> Electrotechnology
> Media
> Painting and Decorating
> Plumbing

School-Based Apprenticeships

See program brochures for full details. Alternatively talk with UB Tec staff about your individual interests.

Eligibility

Students are eligible to apply for enrolment at UB Tec if they are aged 15–19 years, and have not completed Year 12.

How to Apply

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Industry Specific Skills:

> Automotive
> Beauty Services
> Community Services
> Construction
> Engineering
> Hairdressing
> Health
> Electrotechnology
> Media
> Painting and Decorating
> Plumbing

School-Based Apprenticeships

See program brochures for full details. Alternatively talk with UB Tec staff about your individual interests.

Eligibility

Students are eligible to apply for enrolment at UB Tec if they are aged 15–19 years, and have not completed Year 12.

How to Apply

1. Applicants can download an application form from the UB Tec website. Alternatively please telephone UB Tec on 5327 8386 to have an application form mailed to you.
2. Return the completed application form in person or mail to:
   UB Tec
   PO Box 668  Ballarat  VIC 3353
3. UB Tec staff will then contact you to arrange an interview.
4. A letter of offer will be posted within two weeks of the interview. Unsuccessful applicants will be contacted by telephone in the first instance. Enrolment details are included with the letter of offer.

Industry Specific Skills:

> Automotive
> Beauty Services
> Community Services
> Construction
> Engineering
> Hairdressing
> Health
> Electrotechnology
> Media
> Painting and Decorating
> Plumbing

School-Based Apprenticeships

See program brochures for full details. Alternatively talk with UB Tec staff about your individual interests.

Eligibility

Students are eligible to apply for enrolment at UB Tec if they are aged 15–19 years, and have not completed Year 12.

How to Apply

1. Applicants can download an application form from the UB Tec website. Alternatively please telephone UB Tec on 5327 8386 to have an application form mailed to you.
2. Return the completed application form in person or mail to:
   UB Tec
   PO Box 668  Ballarat  VIC 3353
3. UB Tec staff will then contact you to arrange an interview.
4. A letter of offer will be posted within two weeks of the interview. Unsuccessful applicants will be contacted by telephone in the first instance. Enrolment details are included with the letter of offer.

Industry Specific Skills:

> Automotive
> Beauty Services
> Community Services
> Construction
> Engineering
> Hairdressing
> Health
> Electrotechnology
> Media
> Painting and Decorating
> Plumbing

School-Based Apprenticeships

See program brochures for full details. Alternatively talk with UB Tec staff about your individual interests.

Eligibility

Students are eligible to apply for enrolment at UB Tec if they are aged 15–19 years, and have not completed Year 12.

How to Apply

1. Applicants can download an application form from the UB Tec website. Alternatively please telephone UB Tec on 5327 8386 to have an application form mailed to you.
2. Return the completed application form in person or mail to:
   UB Tec
   PO Box 668  Ballarat  VIC 3353
3. UB Tec staff will then contact you to arrange an interview.
4. A letter of offer will be posted within two weeks of the interview. Unsuccessful applicants will be contacted by telephone in the first instance. Enrolment details are included with the letter of offer.
Industry Skills Centre
Automotive

Automotive Studies

Certificate II in Automotive Technology Studies
11 weeks
SMB Campus (Ballarat)
Horsham (VETis only)

Outline
This course will suit you if you are looking for a career in the automotive industry. It covers the competency to carry out research activities and perform the generic mechanical tasks that are encountered in the automotive industry sector (light vehicle). Work in this industry also requires you to prepare for and plan tasks, carry out planned tasks to industry standards and produce a technical report. The units selected are from the pre-apprenticeship descriptor for motor mechanics. Students who complete the Certificate II in Automotive Technology Studies will be eligible to pursue a three-year apprenticeship. The program is undertaken over 5 x 7 hour days per week running approximately 11 weeks.

Career Opportunities
On completion of this course, you will have the opportunity to pursue a career in such areas as automotive mechanics, engine reconditioning, automotive electrician and electronics, vehicle body repair, painting, panel beating and trimming.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Entry to this course requires you to have completed Year 10 or equivalent and having completed a literacy and numeracy assessment. All applicants will be required to attend an interview.

Air Conditioning

Certificate II Automotive Mechanical – Air Conditioning
Part-time
Horsham Campus
SMB Campus (Ballarat).

Outline
This course is designed to ‘gap train’ motor mechanics and Auto electricians to meet the licencing requirements of the Australian Refrigeration Council. You will gain the skills required to repair, service or install air-conditioning systems in cars, trucks, busses, agricultural and heavy plant equipment.

Career Opportunities
This course may lead to specialty work on air conditioners within the automotive industry.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
There are no formal educational prerequisites for this course.

Automotive – Light Vehicle

Certificate III in Automotive Mechanical Technology – Light Vehicle
3 years.

The course uses a self-paced objective-based syllabus that allows you to progress at your own rate and to start the course at any time throughout the year without being disadvantaged. Apprentices can complete all of their training in this course at either the SMB Campus (Ballarat) or Horsham Campus. Total Nominal hours – 1000 ($40 per year for three years).

Horsham Campus
SMB Campus (Ballarat)
Melton (classes held at Kurranjang Secondary College)

Outline
This course will teach you to service and repair mechanical parts of motor vehicles such as engine, transmission (clutch, gear box and differential) and suspension system (springs, steering, brakes, wheels and tyres), cooling systems, fuel systems, air conditioning and emission control systems. As part of this course, you will learn diagnostic procedures that will enable you to diagnose, repair and service any mechanical problems. The repair of ignition, electronic engine management, electrical systems and safety/roadworthy inspections will also be covered in this course.

Career Opportunities
On completion of this course and your apprenticeship, you will be able to work as a qualified Motor Mechanic, which can lead you into careers such as owning your own business, management, sales/retail and teaching in the automotive field.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Entry into this course requires you to be employed as an apprentice Motor Mechanic at the time of enrolment.

www.ballarat.edu.au
Automotive – Heavy Vehicle Mobile Equipment

Certificate III in Automotive Mechanical Technology – Heavy Vehicle Mobile Equipment
1 year
This course uses a self-paced objective-based syllabus, which allows you to progress at your own rate and to start the course at any time throughout the year without being disadvantaged. Apprentices attend training at either the Horsham Campus or the SMB Campus (Ballarat) for four (Ballarat) or five (Horsham/Melton) consecutive days for up to eight weeks each year over a twelve month period. Total hours – 415 Hrs
Horsham Campus
SMB Campus (Ballarat)
Melton (classes held at Kurranjang Secondary College)

Outline
The Certificate III in Automotive (Mechanical – Heavy Vehicle Road Transport) – Apprenticeship course will teach you how to overhaul, service and repair the mechanical parts of road transport vehicles such as engine, transmission (clutch, gear box and differential) and suspension system (springs, steering, brakes, wheels and tyres). As part of this course, you will be taught diagnostic procedures that will enable you to diagnose problems. The repair of electronic engine management, electrical systems and safety/roadworthy inspections will also be covered in this course. The University of Ballarat only delivers the 1st year of this course; students are then referred onto other providers to complete their training.

Career Opportunities
On completion of this course and your apprenticeship, you will be able to work as a qualified Motor Mechanic, which can lead you into such careers as owning your own business, management, sales/retail and teaching in the automotive field.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Entry into this course requires you to be employed as an apprentice Motor Mechanic at the time of enrolment.

Automotive – Heavy Vehicle Road Transport

Certificate III in Automotive Mechanical Technology – Heavy Vehicle Road Transport
1 year
This course uses a self-paced objective-based syllabus, which allows you to progress at your own rate and to start the course at any time throughout the year without being disadvantaged. Apprentices attend training at either the Horsham Campus or the SMB Campus (Ballarat) for four (Ballarat) or five (Horsham/Melton) consecutive days for up to eight weeks each year over a twelve month period. Total hours – 415 Hrs
Horsham Campus
SMB Campus (Ballarat)
Melton (classes held at Kurranjang Secondary College)

Outline
The Certificate III in Automotive (Mechanical – Heavy Vehicle Road Transport) – Apprenticeship course will teach you how to overhaul, service and repair the mechanical parts of road transport vehicles such as engine, transmission (clutch, gear box and differential) and suspension system (springs, steering, brakes, wheels and tyres). As part of this course, you will be taught diagnostic procedures that will enable you to diagnose problems. The repair of electronic engine management, electrical systems and safety/roadworthy inspections will also be covered in this course. The University of Ballarat only delivers the 1st year of this course; students are then referred onto other providers to complete their training.

Career Opportunities
After completing this course, you will be able to work as a qualified Motor Mechanic, which can lead you into such careers as owning your own business, management, sales/retail and teaching in the automotive field.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Entry into this course requires you to be employed as an apprentice Motor Mechanic at the time of enrolment.

Automotive Sales and Parts Interpreting

Certificate III in Automotive Sales – Parts Interpreting
3 years Apprenticeship within a workplace
Approximately 4 hours per week undertaken on the job or at the SMB Campus.
Horsham Campus
SMB Campus (Ballarat)

In the workplace.

Outline
This course will prepare you for work as a sales parts interpreter in a retail or wholesale environment. Parts interpreters provide parts for cars, trucks, vans, trailers and agricultural, industrial and marine equipment or specialise in one make of vehicle. This course will introduce you to the skills needed in this work, such as the sale, stock control and administration in relation to automotive replacement parts such as engine, brake and transmission components, cargo barriers, headlights and tyres and accessories such as seat covers, tow bars and car cleaning equipment. Specific duties would include identifying automotive parts/components including consulting catalogues, microfiche or computer databases, carrying out storage and stock control procedures, materials handling, customer advice and sales activities, receiving and filling orders and organising dispatch.

Career Opportunities
After completing this course, you will be able to work as a sales parts interpreter managing a sales team in a retail or wholesale environment.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Entry into this course requires you to be employed as a trainee in Certificate III in Automotive (Sales – Parts Interpreting) at the time of enrolment.

www.ballarat.edu.au
Automotive Technology

Certificate IV in Automotive Technology
Flexible – subject to availability of classes
SMB Campus (Ballarat)
Horsham Campus

Outline
This program will provide you with advanced technical skills to service, repair and diagnose modern motor passenger vehicles. There are two mandatory units: Carry out diagnosis of complex system faults and an environmental cluster unit – usually Plan and manage compliance with environmental regulations in the mechanical repair industry. There are eight elective units required to complete the qualification. You may choose from the units on offer to make up the eight that suit your interests best. This course is run in a night school format to enable existing workers to access further training.

Career Opportunities
This qualification can help you become a better diagnostic technician and typically would suit a workshop foreman / leading technician.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Entry to this program requires that you have completed a Certificate III from a similar discipline. Generally a Certificate III in Automotive Technology is the accepted standard but other qualifications can be considered on a case by case basis.

Automotive Management

Certificate IV in Automotive Management
Primarily On The Job training by negotiation between the employer and trainee

Outline
The course is designed for front line managers, team leaders, supervisors and other people who require a solid foundation in automotive management skills. It provides managers with a range of proven skills and techniques, which will enable them to manage their business and their employees effectively. The leadership and management skills essential for this role are the main focus of the course. A further 9 units of study can qualify you for the Diploma of Automotive Management.

Career Opportunities
Dealership Manager, Dealer Principle, Spare Parts Manager

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Must be currently employed within the industry.

Diploma of Automotive Management
Flexible
SMB Campus (Ballarat)

Outline
The course is designed for front line managers, team leaders, supervisors and other people who require a solid foundation in automotive management skills. It provides managers with a range of proven skills and techniques, which will enable them to manage their business and their employees effectively. The leadership and management skills essential for this role are the main focus of the course.

Career Opportunities
Dealership Manager, Dealer Principle, Spare Parts Manager

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Must be currently employed within the industry.
Industry Skills Centre
Building and Construction

Certificate II in Building and Construction (Bricklaying, Carpentry, Painting and Decorating)
16 weeks full-time.
Horsham Campus – Carpentry stream only
SMB Campus (Ballarat).

Outline
Applicants will need to choose which stream they wish to work in before they enrol. This Certificate II in Building and Construction (Bricklaying, Carpentry, Painting and Decorating) – Pre Apprenticeship incorporates pre-apprenticeship training in the building and construction industry. The course will provide you with up-front training on full-size work in Carpentry, Bricklaying, or Painting and Decorating. The course will also offer you assessment and advice on gaining an apprenticeship. After completing this course you will be eligible to pursue an apprenticeship in joinery, cabinet making or furniture making.

Career Opportunities
This program will prepare you to apply for an apprenticeship. Successful completion of this program may give the student eligibility for some credit towards a Certificate III (apprenticeship) qualification.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Students must be 16 years of age or completed year 10 or equivalent.

Certificate II in Plumbing (Pre-Apprenticeship)
14 weeks full-time: four days per week at SMB campus, one day per week industry experience.

Outline
This course will provide you with the knowledge and skills to enhance your employment prospects within the building and construction industry. On completion of this course, you may go on to an apprenticeship.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Entry into this course will require you be 16 years of age or to have completed Year 10 or equivalent.

Certificate II in Electrotechnology (Career Start)
Duration – 12 weeks (approx) this is nominally 600 hours
SMB Campus (Ballarat)

Outline
This qualification is derived from the Certificate III (Electrician) training package. Successful completion of this course gives the participants a number of credits towards the Certificate III (Electrician) qualification. The qualification is well regarded in the Electrotechnology industry and provides an enhanced opportunity when seeking an apprenticeship.

Career Opportunities
The Electrotechnology industry encompasses activities in Electrical (Commercial, Domestic and Industrial), Security, Telecommunications, Office Equipment Maintenance and related fields.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Entry into this course will require you be 16 years of age or to have completed Year 10 or equivalent.

www.ballarat.edu.au
Electrotechnology

Certificate III in Electrotechnology Electrician
1100 hours of study, normally taken over three years.
Access to off-the-job training is available for school leavers or adults who have obtained employment and entered a training contract within a relevant industry.
SMB Campus (Ballarat)
Horsham Campus

Outline
The Certificate III in Electrotechnology course will give you the competence to install and maintain electrical components, wiring, equipment and systems, and have the possibility of working in specialised areas of the electrical industry. In this course you will learn to:
> carry out electrical work safely;
> ensure that electrical systems worked-on are safe to use;
> ensure measures for protection against faults are in place and will operate as intended;
> select approximately rated equipment and cables

Undertaking this course will give you the following benefits:
> greater openings for career progress due to the broad-based nature of the program;
> the ability to select, with the support of your employer, your own program of elective modules, only acquiring skills directly relevant to your work and interests;
> a qualification to apply for an electrical license.

Career Opportunities
On completion of this course, you will be able to seek employment in all facets of the electrical industry upon gaining an Electrical Licence.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Applicants must be currently employed as an apprentice electrician.

Painting and Decorating

Certificate III in Painting and Decorating
On-site training and assessment will be negotiated with apprentices and employers, to provide a flexible and inclusive training program. Competency based completion (CBC) means that the 3 year program may be completed more quickly.
SMB Campus (Ballarat)

Outline
This course will provide you with up-front training in the Building and Construction industry and the relevant training to become a qualified Painter and Decorator. Students must be employed as an apprentice Painter and Decorator.

Career Opportunities
On completion of this course, you will be qualified to pursue a career in this field in a variety of positions including business owner, building contractor, site supervisor, qualified tradesperson, subcontractor. In addition, you have the opportunity to continue further studies in specific fields such as building inspection, teaching, builder registration, architectural drafting and many other building-related areas.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Satisfactory completion of Year 10 or equivalent or Mature Age entry. The applicant must be employed as an apprentice Bricklayer/Blocklayer and have entered a training agreement.

Building and Construction

Certificate IV in Building and Construction (Building)
Part-time course run over 6 month period
SMB Campus (Ballarat)

Outline
This course is recognised by the Building Practitioners Board as a qualification towards registration as a domestic builder. The Builders Registration Course is designed to develop the knowledge and skills of builders so that they can:
> fully prepare for registration as a builder (this includes Building Practitioners Board application preparation);
> compile an individual folio of evidence to be used at the building Practitioners Board interview;
> successfully manage and operate a registered building business;
> gain recognition for nationally recognised training.

Career Opportunities
Licensed builder, supervising, building design, construction management

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Participants seeking Domestic Builder Unlimited Registration with the Building Practitioners Board are required to have a minimum of three years practical experience in the building industry. If you want to become a Domestic Builder Unlimited or a Domestic Builder Limited completion of this course along with a certificate issued by the Building Practitioners Board after examination is required to verify that the applicant has adequate knowledge.

www.ballarat.edu.au
Cabinet Making

Certificate III in Cabinet Making
3 years study. This is a blended program offered with a combination of workplace and trade school training and assessment. Competency based completion (CBC) means that study may be completed more quickly.
SMB Campus (Ballarat)

Outline
The Certificate III in Cabinet Making describes the trade level outcomes for those working in furniture making and those involved in the manufacture and installation of fitted furniture typically in a kitchen, bathroom and related context. Installation of skills may be applied to new or renovation works. All cabinet maker outcomes require customer communication skills in order to ensure customer requirements are met.

Career Opportunities
This course has been created to encourage the Furniture Tradesperson to be cross-skilled. Completion of the course will demonstrate that you are competent to undertake a wide range of skills within the industry.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Satisfactory completion of Year 10 or equivalent or Mature Age entry. The applicant must be employed as an apprentice and have entered a training agreement.

Certificate III in Joinery
3 years part-time – 24 weeks trade training on campus spread over three years (8 blocks per year).
SMB Campus (Ballarat)

Outline
The Certificate III in Joinery is designed to provide apprentices with the competency training that is appropriate for a qualified tradesperson working in a joinery workshop, ranging from basic hand skills and joints, through to cupboards and windows and their installation. You will also be trained in specific areas, such as the construction and installation of staircases, curved work, partitions and showcases.

Career Opportunities
Completion of this course will give you the opportunity to gain employment in your chosen field or the opportunity to undertake further trade study.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Students must be employed as an apprentice Joiner and have entered a training agreement.

Carpentry and Joinery

Certificate III in Carpentry
3 years study. This is a blended program offered with a combination of workplace and trade school training and assessment. Competency based completion (CBC) means that study may be completed more quickly.
SMB Campus (Ballarat)

Outline
This course will provide you with up-front training in the building and construction industry and the relevant training to become a qualified carpenter. Students must be employed as an apprentice carpenter.

A Pre-apprenticeship program (Certificate II in Building and Construction) is also available for people who are not currently employed as an apprentice carpenter.

Career Opportunities
On completion of this course, you will be qualified to pursue a career in this field in a variety of positions including business owner, building contractor, site supervisor, qualified tradesperson, sub-contractor. In addition, you have the opportunity to continue further studies in specific fields such as building inspection, teaching, builder registration, architectural drafting and many other building-related areas.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Applicants need to be employed as an apprentice Cabinet Maker.

Certificate III in Joinery
3 years part-time – 24 weeks trade training on campus spread over three years (8 blocks per year).
SMB Campus (Ballarat)

Outline
The Certificate III in Joinery is designed to provide apprentices with the competency training that is appropriate for a qualified tradesperson working in a joinery workshop, ranging from basic hand skills and joints, through to cupboards and windows and their installation. You will also be trained in specific areas, such as the construction and installation of staircases, curved work, partitions and showcases.

Career Opportunities
Completion of this course will give you the opportunity to gain employment in your chosen field or the opportunity to undertake further trade study.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Students must be employed as an apprentice Joiner and have entered a training agreement.

Certificate III in Construction Pathways
Satisfactory completion of Year 10 or equivalent or Mature Age entry. The applicant must be employed as an apprentice and have entered a training agreement.

Plumbing

Certificate III in Plumbing
3 years, delivered over 9 one week blocks per year.
SMB Campus (Ballarat)

Outline
The Certificate III in Plumbing course will provide you with the training in 6 streams of the Plumbing Industry. The course will equip you with the knowledge and skills to recognise fittings, fixtures, tools, physically install in simulated on-site conditions the various fixtures and their associated pipework. You will follow an integrated Theory – Practical program on the installation procedures to your particular task. When you have completed the program, the installation is inspected to see if it meets the standards in the program. The installation assessments are audited by representatives from industry to enable them to maintain Industry Standards. After the successful completion, you will be eligible to sit for the Plumbing Industry Commission & Registration level examinations.

Career Opportunities
Completion of this course is a Pre-requisite for the Certificate IV units in Plumbing.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Applicants need to be employed as an apprentice and have entered a training agreement.

Certificate III in Plumbing
3 years, delivered over 9 one week blocks per year.
SMB Campus (Ballarat)

Outline
This course will provide you with up-front training in the building and construction industry and the relevant training to become a qualified plumber. Students must be employed as an apprentice plumber.

A Pre-apprenticeship program (Certificate II in Building and Construction) is also available for people who are not currently employed as an apprentice plumber.

Career Opportunities
Completion of this course will qualify you to work in the plumbing industry as an employee plumber.
To gain a licence in specialist areas of plumbing e.g.: gasfitting, roofing, mechanical services, sanitary, drainage and water you require three core Certificate IV units.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Satisfactory completion of Year 10 or equivalent or Mature Age entry. The applicant must be employed as an apprentice and have entered a training agreement.
Plumbing and Services
Certificate IV in Plumbing and Services
This course will be delivered in varied formats, both day and night
SMB Campus (Ballarat)
Outline
This course prepares the participants for an industry examination in each unit of competence. The examination in most cases will be conducted on behalf of the Plumbing Industry Commission by the University of Ballarat. Successful completion of the core units and then any of the industry specific unit will allow the participant to be eligible to become licenced in that industry specific field after application to the Plumbing Industry Commission. Participants may choose to complete one or more of the industry specific units to enhance their employment prospects as a licenced plumber.
At the end of the course the applicant will be ready for a 2.8hr external exam for each unit of competency
Career Opportunities
Completion of this course will qualify you to work in the Plumbing Industry as an employee plumber or self-employed plumber.
Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply
Entry Requirements
The applicant must have a Certificate III level Plumbing accreditation (e.g. Certificate III in Plumbing, Certificate III in Plumbing & Gasfitting etc)
Building Design (Architectural)
Advanced Diploma of Building Design (Architectural)
2 years full-time study, 3rd year by part-time study (the equivalent of 2.5 years of full-time study or 2086 hours)
SMB Campus (Ballarat)
Outline
Building designers design buildings and develop working drawings and documentation for all components in the construction of residential, commercial and industrial buildings. This involves, construction technologies, their application and associated detailing, documentation accuracy, safe building design and the legal responsibilities of the building designer, the application of the National Construction Code and Ecological and Environmentally Sustainable Building. Digital applications including Building Information Modelling (BIM) for integrated design and documentation practice. It is intended that the course will give graduates the skills and knowledge required to make a valuable contribution to the industry, employers and the community well into the future.
This study is required for the purpose of registration the Building Practitioners Board in the category of Draftsperson Building Design-Architectural (DP-AD).
Career Opportunities
Graduates of this program are working for building design organisations, architects and building contractors in either large and small commercial enterprises or government departments.
This could include restoration of old buildings, commercial kitchen design and as documentation technicians for specialists, manufacturers and suppliers. Work as a sole practitioner after registration with the Building Practitioners Board.
Application Method
Application, in the first instance, must be made through VTAC www.vtac.edu.au
TAFE Direct Application: Direct applicants that use the TAFE Direct Application Form, and will only be accepted after VTAC applications close. TAFE Direct Application Forms are available at www.ballarat.edu.au/apply
Entry Requirements
VCE students – by ATAR score (or equivalent), Mature age applicants seeking a place in this program should call 1800 811 711 to make an appointment for an interview/audition. Please also complete the TAFE Direct Application Form or register on VTAC.
Building Surveying
Diploma of Building Surveying
Self-paced learning with a maximum of 4 years to complete the 24 units
SMB campus (Ballarat)
Outline
The curriculum of twenty four unit modules provides training theory and practical surveying skills for both residential and commercial buildings. Graduates will have developed skills and applied knowledge in:
- working drawing preparation;
- energy efficiency;
- structural and construction technology;
- estimating, cost management and development control;
- supervising of site surveying;
- applied occupational health and safety;
- surveying;
- small business planning and management;
- procedures and professional practice;
- building materials and fire assessment;
- building codes and standards.
This program is suitable for people with a building or trade background and to school leavers.
Career Opportunities
This qualification will allow graduates to work as Building Inspectors, Building Surveyors and Building Certifiers with local councils or privately, and as contractors working with Architects or Building Designers and others within the design industry.
Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply
Entry Requirements
There are no formal entry requirements.
Short Courses
Course in Construction (OH&S Induction)
Allow the participant or holder whose name appears on the Construction Induction Card (White Card) to work on Building Construction sites.
Restricted Electrical Licence
Completion of this course will entitle you to perform certain limited electrical work associated with your primary occupation, which would otherwise require the services of a licensed electrician.
Course in Portable Appliance Safety Testing
This course is designed for people who are – or will be – involved in working situations where safe condition of equipment is important for personal and public safety. The aim of this course is to provide applicants with knowledge and the skill in testing, tagging and reporting as required by industry Codes of Practice and Australian Standard: AS3760. The course covers the inspection, testing and tagging of portable plug-in appliances generally used in industrial workshops, hire industries and domestic situations, such as power tools, extension leads and heaters.
Course in Scaffolding (Basic)
This course will provide you with basic training in scaffolding and prepare for the WorkSafe Scaffolding Licence Exam.
Installation of Grid Connect Photovoltaic Systems
This course is for Fully Qualified A class Electricians only and covers the installation of PV arrays and grid connection to Australian standards.
www.ballarat.edu.au
Industry Skills Centre
Cookery and Service Skills

Hospitality and Service Skills

Certificate II in Hospitality (Kitchen Operations)
The program runs up to 17 weeks
SMB Campus (Ballarat)

Outline
The Certificate II in Hospitality (Kitchen Operations) will provide students with the skills and knowledge to start their hospitality career. The qualification covers basic kitchen skills, which include knife handling, cutting techniques, food preparation and cooking and presentation of food. By gaining current qualifications in food hygiene, coffee making and Responsible Service of Alcohol (RSA), students can step into entry level roles within the industry.

This course will give credit towards:
> Certificate III in Hospitality (Commercial Cookery)
> Certificate III in Hospitality (Patisserie).

Career Opportunities
Successful completion of the Certificate II in Hospitality (Kitchen Operations) will provide students with the skills and knowledge to work as a cook, assistant chef or a kitchen hand, in cafes, restaurants and hotels. Graduates of the Certificate II in Hospitality (Kitchen Operations) are sought after by local employers, and often progress to our apprenticeship program.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Students in this course will require literacy and numeracy skills equivalent to Year 10. Selection is made via interview.

Certificate III in Hospitality (Commercial Cookery)
This program is delivered in 2 stages:
Stage 1: Certificate II in Kitchen Operations (Approximately 17 weeks)
Stage 2: Delivered through individual flexible timetables which are embedded within the apprenticeship program (up to 2 years)
SMB Campus (Ballarat)

Outline
Successful completion of this program will provide you with the skills and knowledge to open the kitchen door to your career as a cook. Study areas include the preparation and presentation of food, cultural and dietary requirements, menu construction and costing, communication and food safety.

Commercial cookery is a dynamic and critical part of any hospitality business, from 5-star hotel kitchens through to restaurant and café settings. The professional environment is fast, exciting and provides a dynamic, fun and constantly challenging workplace where skilled operators are highly sought after and valued. It prepares students with industry ready skills taught by talented industry trainers in state-of-the-art commercial kitchen facilities, with the latest equipment and industry standard technology.

This course will give credit towards:
> UB Certificate IV in Hospitality (Commercial Cookery);
> UB Certificate III in Hospitality (Patisserie).

Career Opportunities
Successful completion of the UB Certificate III in Hospitality (Commercial Cookery) will provide you with the skills and knowledge to launch your career as a cook. Study areas include parker technology.

This course will give credit towards:
> UB Certificate IV in Hospitality (Commercial Cookery);
> UB Certificate III in Hospitality (Patisserie).

Certificate II in Hospitality (Kitchen Operations) – Traineeship
Apprenticeship Program: One-to-two years part-time. This Traineeship program is offered as a combination of on-campus and workplace training and assessment.

External Site
Outline
The Certificate II in Hospitality (Kitchen Operations) course will provide you with the skills and knowledge to get your foot in the kitchen door. The focus of this course is on basic kitchen skills, including knife handling, cutting techniques and preparation, cooking and presentation of food.

Career Opportunities
Successful completion of the Certificate II in Hospitality (Kitchen Operations) will provide you with the skills and knowledge to work as a cook, cooks assistant and kitchen hand, in cafes, restaurants, hotels or any catering venue.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Students seeking a place in this program should contact 1800 811 711 to obtain more information and/or make an appointment for interview/audition.

Entry Requirements
Students in this course will be required to have at least Year 10 literacy and numeracy levels. Selection is merit-based.

Apprenticeship Program: Students must be employed as a Hospitality Apprentice (Apprentice or Trainee) to enrol in this program.
Certificate III in Retail Baking (Bread) – Apprenticeship

Certificate III in Retail Baking (Cake & Pastry) – Apprenticeship

All training and assessments are conducted in the workplace by experienced workplace assessors. The training is for 3 years and is:

> suitable for new entrants and existing workers in the industry;
> conducted at times that are suitable for the worker and the employer;
> practical and related to skills needed for the job and matched to meet the requirements of the job;
> completed at a pace suitable for the worker.

Training and assessment in this course is delivered in the workplace.

Outline (Bread)
The Certificate III in Retail Baking (Bread) is a workplace-based training program that will provide you with the skills and knowledge needed to become competent in many areas of food processing. The course is packaged to a qualification level according to the needs of the industry. On completion of this Certificate, you will receive a qualification that is recognised Australia-wide. The advantages you will gain from this course will be that your knowledge of the industry you work in will be increased, and your value as an employee in the food industry will be enhanced.

Career Opportunities
Completion of this course will qualify you to be employed in the bread-baking sector in a retail franchise or an in-store situation.

Outline (Cake & Pastry)
The Certificate in III in Retail Baking (Cake and Pastry) is a workplace-based training program that will provide you with the skills and knowledge needed to become competent in many areas of food processing. On completion of a Certificate you will receive a qualification that is recognised Australia-wide. Some of the advantages for you are an improved knowledge of the industry you work in and your value as an employee in the food industry will be increased.

Career Opportunities
Completion of this course will allow you to choose any role from self-employed to senior management in the baking industry. Participants must be employed as an apprentice in the baking industry.

Certificate III in Hospitality (Patisserie) – Apprenticeship

This program will provide you with the skills and knowledge needed to become competent in many areas of food processing. The course is packaged to a qualification level according to the needs of the industry. On completion you will receive a qualification that is recognised Australia-wide. Some of the advantages for you are an improved knowledge of the industry you work in and your value as an employee in the food industry will be increased.

Career Opportunities
Completion of this course will give you a formal qualification in baking within the food industry and can be employed as bakers. Bakers work in large organisations, franchises and in small independent bakeries.

Application Method
After sign-up with an Australian Apprenticeship Centre, the apprentice and employer will be invited to complete an application and enrolment package.

Entry Requirements
Participants must be employed as an apprentice in the baking industry.

Certificate III in Hospitality (Commercial Cookery) – Apprenticeship

This Certificate is delivered in partnership with an industry employer. Successful completion of the Certificate in Hospitality (Commercial Cookery) will provide you with the skills and knowledge to open the door to your career as a chef. Study areas include the preparation and presentation of food, cultural and dietary requirements, menu construction and costing, communication and food safety. Commercial cookery is a dynamic and critical part of any hospitality business, from 5-star hotel kitchens through to restaurant and cafe settings. The professional environment is fast, exciting and provides a dynamic, fun and constantly challenging workplace where skilled operators are highly sought after and valued.

This program will give credit towards:
> Certificate IV in Hospitality (Commercial Cookery);
> Certificate III in Hospitality (Patisserie).

Career Opportunities
Chefs are in high demand and successful completion of the Certificate III in Commercial Cookery will allow you to choose any role from self-employment to following a career path through international hospitality business.

www.ballarat.edu.au
Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
It is recommended that the applicant has literacy and numeracy levels at year 10 standard or equivalent. Applicants need to be a registered apprentice with an Australian Apprenticeship Centre. Out of trade apprentices may continue studying for the duration of their registration.

Certificate IV in Food Science and Technology
Flexible over 1 year
Rural Sciences Skills Centre, Gillies Street

Outline
Food technology deals with the storage, processing, preservation, packaging and distribution of foods. It is about how best to process and store foods safely and hygienically to increase their shelf-life and to retain their best qualities. This program provides an initial qualification in food technology for leading hands, supervisors, technical assistants (including quality control technicians), and food operators with relevant experience.

Career Opportunities
This course offers people employed in the industry an opportunity to gain a formal qualification related to work, and improve career opportunities. Graduates can pursue to a career as a Food Technologist in the areas of research and development, quality control, laboratory testing, production supervision, technical services, or in marketing and management within the food manufacturing industry.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Students seeking a place in this program should contact 1800 811 711 to obtain more information and/or make an appointment for interview/audition.

Certificate IV in Hospitality (Commercial Cookery)
Timetable is tailored to suit student needs.
SMB Campus (Ballarat); Stawell Campus.

Outline
The focus of this course is on management and leadership and will provide skills for the graduate to work at a supervisory level.

Career Opportunities
This program allows you the freedom to be the best you can be within your chosen style and business area. Cooks are in high demand and successful completion of the UB Certificate IV in Hospitality (Commercial Cookery) will allow you to choose any role, from self-employment to management and supervisory roles within catering to following a career path in international hospitality businesses.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
A prerequisite to this program is Certificate III in Hospitality (Commercial Cookery).

Certificate II in Food Processing – Traineeship
18 months
All training and assessments are conducted in the workplace by experienced workplace assessors.

Certificate III in Food Processing – Traineeship
All training and assessments are conducted in the workplace by experienced workplace assessors. The training is for 3 years and is:
> suitable for new entrants and existing workers in the industry;
> conducted at times that is suitable for the worker and the employer;
> practical and related to skills needed for the job and matched to meet the requirements of the job;
> completed at a pace suitable for the worker.

External Site

Food Safety Plan

Follow Workplace Hygiene Procedures
Horsham and Stawell – Attend two classes at night from 6.30pm-9.30pm or one daytime class.

Food Safety Supervisor
Short Course – Duration: 1 day
Rural Sciences Skills Centre, Dennis Street

Prepare and serve espresso coffee
SMB Campus (Ballarat); Stawell Campus.

Short Courses
Do you want to gain skills in the Hospitality industry? Are you looking for part-time work? Do you want to earn some extra cash while you are studying? Hospitality short courses will provide you with the skills and qualities you need to gain various positions within the hospitality industry.

Responsible Service of Alcohol
SMB: Prospects Restaurant, Horsham Campus
Stawell Campus – TBA

Follow Workplace Hygiene Procedures
Horsham and Stawell – Attend two classes at night from 6.30pm-9.30pm or one daytime class.

Implement Food Safety Procedures
SMB (Ballarat) – 10.00am to 4.00pm – Prospects Restaurant
Horsham and Stawell – offered as evening or day classes.

Application Method for Short Courses
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply
Engineering Studies

Certificate II in Engineering Studies
15 weeks
SMB Campus (Ballarat)

Outline
The Certificate II in Engineering Studies is a pre-apprenticeship course which will provide you with broad-based foundation competencies in a range of engineering skills such as basic machining, fabrication and use of hand and power tools. This will enhance your entry-level employment prospects into apprenticeships and traineeships. You will gain experience and knowledge of a range of occupations at engineering trade level which will enable you to make more informed choices in the selection of vocational career paths. This course will also allow you to gain a recognised credential and credits for further training as an apprentice or trainee.

Career Opportunities
On completion of this course, you will have increased opportunities to gain an engineering apprenticeship or traineeship leading into a range of careers as an engineering tradesperson.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
You will be best-equipped to achieve the course outcomes if you have language, literacy and numeracy skills that are equivalent to a minimum educational level of Year 9 (highly recommended).

Extra Requirements
Applicants for this course may be required to attend a compulsory information session or interview to secure their place in the course.

Engineering

Certificate II in Engineering
1 year full-time or 3 years part-time.
This program is largely delivered in flexible work-based mode as nationally recognised traineeships.

External Site

Outline
The Metal Industry Award provides for an integral career structure that allows people in this industry to progress through 14 graded classifications from the Basic Operative Level to Professional Engineer Level. This certificate is part of an articulated course structure that will allow you to gain full recognition of the studies you undertake at each stage. Units of competency include broad-based skills desirable for most people to follow a career path in engineering. Mandatory and specialist units are then chosen for the course to meet the requirements of the enterprise in which you are employed. Depending on the units achieved and stream undertaken, you may transfer with credits applied to Certificate III in Engineering. All competencies achieved are recognised nationally.

This new program will provide you with at least three major benefits:
> greater opportunities for career progression due to the more broadly-based training;
> the ability to select (with the support of your employer) your own program of study, meaning you need only acquire those skills directly relevant to your work and interests;
> the opportunity to proceed through the program at your own pace, due to the course design.

Career Opportunities
Completion of this course will allow you to pursue an apprenticeship in this field or, depending on the units achieved and stream undertaken, you may wish to undertake further study by transferring (with credits applied) to Certificate III in Engineering.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
There are no entry requirements although a minimum educational level of Year 9 is highly recommended.

Engineering – Fabrication

Certificate III in Engineering – Fabrication Trade
3 years
Combination of classroom delivered theory and practice plus ‘On The Job’ training
SMB Campus (Ballarat)

Outline
‘Fabrication’ refers to the full scope of work previously known as ‘Boilermaking’, ‘Structural Steel’, ‘Metal Fabrication’ and ‘Sheet Metal’. This course covers all aspects of fabrication including the use of hand tools, portable power tools, metal working machinery, the use of all current welding and cutting processes, training in reading and interpretation of working drawings, developmental drawing, marking out and job planning and associated theory required to compliment all tasks.

Undertaking this course includes:
> competency based progression / completion;
> training plan developed in consultation with employers; based on occupational and enterprise outcomes;
> opportunity to train in advanced manufacturing technologies.

Career Opportunities
Training completed under the new competency system is recognised nationally. On completion of this certificate you will be a qualified Fabricator which will enable you to work as a Fabricator / Welder (if Heavy Stream chosen) or Sheetmetal worker / Boiler maker (Light Stream) in many industries.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Applicants must be employed as a Certificate III in Engineering – Fabrication

www.ballarat.edu.au
Engineering – Technical

Certificate III in Engineering – Technical (Traineeship)
2 years part-time
SMB Campus (Ballarat)

Outline
The Metal Industry Award provides for an integrated career structure that allows people in this industry to progress through 14 graded classifications from the Basic Operative Level to the professional Engineer Level.

The Certificate III in Engineering – Technical is part of an articulated course structure that allows people entering this industry to progress to the highest level with full recognition of studies undertaken at each stage either on the job, within the TAFE sector, or at Industry Training Centres. This course, together with on-the-job training, provides the educational and training needs required by the Metal and Engineering Industry Award for Mechanical Technicians.

Undertaking this course will offer you:
> greater openings for career progression due to the broad-based nature of the program;
> the opportunity to select your own program of study, with the support of your employer, meaning you need only acquire those skills directly relevant to your work and interests;
> the ability to proceed through the program at your own pace. Note that similar training is available through the Certificate IV in Manufacturing Technology for non-trainees.

Career Opportunities
Certificate III in Engineering – Technical is the beginning of a pathway to the Diploma and Advanced Diploma of Engineering for those people in the non-trade or technical areas and can lead to roles such as Technicians, Supervisors and/or Middle Management within Engineering and associated organisations.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Students seeking a place in this program should contact 1800 811 711 to obtain more information and/or make an appointment for interview/audition.

Entry Requirements
There are no entry requirements, although a minimum educational leave of Year 11 is highly recommended. Access to off-the-job training is available for school leavers or adults who have obtained employment and entered a training contract within a relevant industry.

Engineering

Certificate IV in Engineering

Study length varies depending on experience and previous training. To complete full training in 1 year after completion of trade qualifications would require a commitment of approximately 8 hours per week.

Outline
The Metal Industry Award provides for an integrated career structure that allows people in this industry to progress through 14 graded classifications from the Basic Operative Level to the professional Engineer Level. The Certificate IV in Engineering is part of an articulated course structure that allows people entering this industry to progress to the highest level with full recognition of studies undertaken at each stage either on the job, within the TAFE sector, or at Industry Training Centres.

This course, together with on-the-job training, provides the educational and training needs required by the Metal and Engineering Industry Award for Mechanical Technicians.

Undertaking this course will offer you:
> greater openings for career progression due to the broad-based nature of the program;
> the opportunity to select your own program of study, with the support of your employer, meaning you need only acquire those skills directly relevant to your work and interests;
> the ability to proceed through the program at your own pace.

The aim of the course is to provide post-trade training to those who have completed an approved trade training program and wish to access the career path identified by the Federal Metal Industry Award. Credits will be given for each level of competence achieved. Training undertaken under the new competency system will be recognised nationally.

Career Opportunities
Certificate IV offers entry into high tech and specialist areas such as:
> NC/CNC machining/plasma profiling;
> Computer Aided Drafting – 2D and 3D;
> specialised welding and welding supervision;
> maintenance and design in hydraulics and pneumatics;
> specialised maintenance and maintenance supervision.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
This course is offered as post trade study so the participant would need to have a Certificate III qualification in the Metals and Engineering area.
Engineering Technology – Mechanical

Diploma of Engineering Technology
1 year full-time or part-time equivalent
The program will be delivered by a combination of TAFE class room based activities and Higher Education lectures. Some units will be offered each year for those students who prefer to undertake the whole course, or selected units on a part-time basis.

The course has potential for off-campus/ flexible delivery for those currently working in the industry.

SMB Campus (Ballarat)

Outline
The Diploma of Engineering Technology develops technician level knowledge and skills in the engineering field. Typically, mechanical engineering has the widest application of the engineering fields and has increasingly been complimented with computer software tools for design and analysis. On completion, graduates will be able to practically apply their skills in a wide range of contexts within the engineering industry, for example – mechanical systems, mechanical design, robotic programming, industrial automation, control technologies, advanced manufacturing technology and 2D/3D CAD drafting. This program provides an articulated pathway of up to one year credit towards each stream within the University of Ballarat Bachelor of Engineering programs.

Career Opportunities
The skills gained from completing this program may be used in positions including: drafts person, technical officer, technician or in robotics. This program offers a pathway into the UB degree level studies in Engineering.

Application Method
Application is via VTAC at www.vtac.edu.au Direct applications will only be accepted after the VTAC close date using the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
The majority of students entering the Diploma of Engineering Technology are expected to have one or a combination of the following educational backgrounds:
> Certificate III in Engineering;
> year 12 education;
> industrial training/experience.

It is recommended that year 12 applicants have completed a year 12 maths (any) and be proficient in basic algebra and trigonometry. Additional support in mathematics will be available.

Extra Requirements
There are no extra requirements for entry into this course although a minimum educational level of Year 12 or Certificate III in Engineering qualification is highly recommended.

Manufacturing Technology

Certificate IV in Manufacturing Technology
9 months full-time or 1.5 years part-time
SMB Campus (Ballarat)

Outline
This qualification is comprised of fifteen units and may be undertaken as part of a contract of training or direct entry enrolment. The following specialist streams are offered:
> CAD/drafting;
> technical officer.

Each stream offers an opportunity for significant choice in electives and each stream requires the same core units to be completed.

Career Opportunities
Technical officer and CAD drafts person. Pathway to further study, including degree programs.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
There are no entry requirements, although a minimum educational level of Year 11 is recommended.

Civil Construction

Certificate III in Civil Construction (Plant Operations)
The course runs for a maximum of 3 years depending on previous experience or qualifications.

This course is offered for on the job trainees in the region from the SMB campus.

Outline
This qualification reflects the role of a skilled operator working with civil construction plant, who applied a broad range of skills in varied work context, using some discretion and relevant theoretical knowledge. The individual may provide theoretical advice and support a team.

Career Opportunities
Completion of this certificate would provide the person with skills to work on their own or within a group in general civil construction and in the specialised areas of plant operation. The person should be able to work with minimal or no supervision.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
This course is for on the job trainees employed in the industry.

Civil Construction Supervision

Certificate IV in Civil Construction Supervision
Maximum time for course is 3 years, course consists of off the job workshops with projects and assessments on the job.

Outline
This qualification reflects the role of employees working in supervisory positions in civil construction. They perform tasks involving a broad range of varied activities most of which are complex and non-routine. They are responsible for the quantity and quality of the output of others, contribute to the development of technical solutions to non-routine problems and apply management plans to the workplace.

Career Opportunities
This course would give the participant the skills and knowledge to act as team leader or supervisor for large firms on large infrastructure projects, the person would act with a significant degree of responsibility.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
This course is for people already employed in the industry and have considerable experience.

Civil Construction Management

Diploma of Civil Construction Management
Course can run for a maximum of 3 years and is conducted with off the job workshops on the job projects and assessments.

Outline
The Diploma of Civil Construction Management (RII50409) reflects the role of personnel working on a single or a group of Civil Construction sites, who perform tasks involving a high level of autonomy and require the application of significant judgement in planning and determining the selection of equipment/roles/techniques for themselves and others.

They are required to develop site specific work instructions and practices to ensure the implementation of the site management systems, plans and policies. They demonstrate the application of a broad range of technical, managerial, coordination and planning skills.

Career Opportunities
This course would be for someone working as Site Supervisor, Site Manager or Middle Level Management in a construction firm involved in a number of sites.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

www.ballarat.edu.au
Entry Requirements
Participants in this course will already be working in the industry and have a high level of experience and responsibility.

Hydraulics

Course in Hydraulics, Pneumatics and Fluid Power
Part-time – each unit is 40 nominal hours in length.
SMB Campus (Ballarat)

Outline
The units of this short course provide students with the fundamental principles of hydraulic and pneumatic systems, components and symbolic representation as applied in maintenance, technical sales, and technical environments. Through a ‘hands on’ approach, this program will develop knowledge, skills, and a practical understanding of fluid power technology. Work undertaken in these units will follow industry standards of safety, quality and work procedures.

The units will cover:
> identify hydraulic and pneumatic symbols;
> maintain basic hydraulic and pneumatic components;
> design and construct basic hydraulic and pneumatic circuits;
> troubleshoot basic hydraulic and pneumatic circuits.

The aim of the course is to provide post-trade training to those who have completed an approved trade training program and wish to access this program.

Entry Requirements.
Some of the career opportunities are to work in a variety of maintenance situations involving hydraulic or pneumatic applications, and those seeking knowledge for technician work in middle level management employment jobs also undertake this program.

Application Method
Application is via the TAFE Direct Application form.
Forms are available at www.ballarat.edu.au/apply

Application Requirements
The aim of the course is to provide post-trade training to those who have completed an approved trade training program.

These are the specific prerequisite entry requirements recommended, these would normally be covered in normal engineering trade training.

Trade entry prerequisite subjects include:
> MEM09002B Interpret technical drawings;
> MEM12023A Perform engineering measurements;
> MEM18001C Use hand tools;
> MEM18002C Use power tools/hand held operations;
> MEM18003C Use tools for precision work;
> MEM18006C Repair and fit engineering components;
> MEM18055B Dismantle, replace and assemble engineering components.

Non trade entrants should contact the 1800 811 711 for information regarding Entry Requirements.

3D CAD Autodesk Inventor
This unit applies to the production of three dimensional models using computer aided design and drawing software and associated equipment. This will include the use of region and solid modelling techniques, section views, and pre-drawn library files. Work also includes extraction of properties and application of basic rendering techniques. Depending on prior skills, completion of this short course will allow the student to operate as a drafter/shopper, with applications in advanced manufacturing technologies.

Completion of this short course provides credit toward engineering diplomas and degrees.

Solidworks – Non award short course
This short course will provide the skills to operate 3D Solidworks computer aided drafting (CAD) package. This entails the generation of solid models and other manufactured parts, sheetmetal, weldments and assemblies. This program is comprised of units from Certificate IV and Diploma level programs and includes 2 dimensional CAD.

Units include:
> MEM16006A Use computer aided drafting knowledge;
> MEM16008A Use computer aided drafting systems to produce basic engineering drawings;
> MEM30004A Use CAD to create and display 3D models.

Career Opportunities
Depending on prior skills, completion of this short course will allow the student to operate as a drafter/shopper, with applications in advanced manufacturing technologies.

Computer Numerical Control
The units within this provide the student/s with a basic understanding of setting and operating NC/CNC machines and processes. Completion will provide the basis for the students to gain skills for a range of NC/CNC machines and processes in a production environment. The aim of the course is to provide post-trade training to those who have completed an approved trade training program and wish to access this qualification from the Metal & Engineering Training Package. Credits will be given for each level of competence achieved. Training undertaken will be recognised nationally.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

www.ballarat.edu.au
Industry Skills Centre
Hair and Beauty

Hair and Beauty

Certificate II in Hairdressing
12 weeks in total
Horsham Campus
SMB Campus (Ballarat)

Outline
This Certificate provides students with the skills and knowledge to work as salon assistants and the competencies to communicate in the workplace, interact with and provide service to clients and assistance to colleagues. Students will be able to perform routine functions under direct supervision as part of a hairdressing team.

Career Opportunities
Completion of this program gives you a pre-vocational qualification prior to obtaining full-time employment as a hairdressing apprentice or full-time student in the hairdressing industry.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
All applicants must attend an information session and complete a literacy and numeracy evaluation at the information session.

Certificate III in Hairdressing – Apprenticeship
Apprenticeship – 1 day per week for 2–3 years
Horsham Campus
SMB Campus (Ballarat)

Outline
This course provides the competences required by individuals employed as hairdressers working as part of a team in a hairdressing environment, and who are competent in communicating in the workplace, consulting with clients, selling products and services, and designing and applying a broad range of technical hairdressing services.

Career Opportunities
Certificate III in Hairdressing is appropriate for a person wishing to gain the standard trade training qualification for Hairdressing. Working in salons, hotels, cruise ships and resorts.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
There are no pre requisites for entry into this program.

Extra Requirements
Applicants of this course will be required to:
> complete an Application Form;
> complete a numeracy and literacy selection exercise;
> provide a current resume.

Certificate IV in Hairdressing
Certificate III graduates with no further experience or study, the program may take up to 2 years.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
There are no pre requisites for entry into this program.

Extra Requirements
Applicants of this course will be required to:
> complete an Application Form;
> attend the information session;
> complete a numeracy and literacy selection exercise;
> provide a current resume.

Certificate IV in Hairdressing
This program provides the competencies of a highly skilled hairdresser who develops complex technical skills and knowledge working as part of or coordinating a salon team. It includes senior hairdressers who work as technical advisors with a hairdressing products company, or independently as a free-lance session stylist. Functions at this level include the self-directed application of a broad range of knowledge and skills and the provision of technical leadership, training and support to colleagues. A hairdresser at this level may provide specialist services including haircutting, hair design, hair colouring, complex colour correction, hair extensions, chemical reformation, trichology and make-up application.

www.ballarat.edu.au
Industry Skills Centre

Hair and Beauty

Career Opportunities
Hairdressing salons, hotels, cruise ships, resorts, home businesses, technical advisors, freelance stylist, specialist cut, colour and design.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Certificate III in Hairdressing

Extra Requirements
Applicants of this course will be required to:
> complete an Application Form;
> attend the information session;
> provide a current resume.

Certificate III in Hairdressing

Applicants of this course will be required to:
> complete an Application Form;
> attend the information session;
> provide a current resume.

Diploma of Beauty Therapy
full-time 12 months
SMB Campus (Ballarat)

Outline
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
Successful participants may seek work as a Beauty Therapist working in a beauty salon, or specialist business such as a day spa or resort. The Beauty Therapist will be qualified to own or manage a salon or business or travel and work on board a cruise ship.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
There are no formal prerequisites, however preference is given to those with previous study or experience in the industry.

Extra Requirements
Applicants of this course will be required to:
> complete an Application Form;
> attend the information session;
> complete a numeracy and literacy selection exercise;
> attend an interview.

Short Courses

Course in Waxing – Short Course
SMB Campus (Ballarat)

Outline
A short course designed to introduce the skills and knowledge required to analyse the temporary hair removal/bleaching needs of clients and provide the necessary service/s in a safe hygienic manner. Direct credits are offered from this course into the Certificate IV in Beauty Therapy and the Diploma of Beauty Therapy.

Career Opportunities
Entry into beauty industry providing core waxing services, working in salons or commencing your own business.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
There are no formal prerequisites, however preference is given to those with previous study or experience in the industry.

Extra Requirements
Applicants of this course will be required to:
> complete an Application Form;
> attend the information session;
> complete a numeracy and literacy selection exercise;
> attend an interview.

Course in Make-Up
One evening per week for 10 weeks
SMB Campus (Ballarat)

Participants of this course will be introduced to the application and design of make-up techniques to a variety of skin types for a range of occasions such as weddings, photo shoots and other special moments where makeup can set the mood. Direct credits are offered from this course into the Diploma of Beauty Therapy.

Career Opportunities
Entry into beauty industry providing core make up services.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Course in Spray Tanning
1 evening per week for 5 weeks
SMB Campus (Ballarat)

A short course designed to introduce the student to the skills and knowledge required to apply cosmetic tanning in a safe and hygienic manner. Direct credits are offered from this course into the Diploma of Beauty Therapy.

Career Opportunities
This course will enhance your skills to apply tanning treatments for work within the beauty industry.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Gel and Acrylic Nails – Short Course in Nail Technology
Wednesday evenings throughout one semester
SMB Campus (Ballarat)

Outline
To gain the knowledge and skills to apply manicure and pedicures, and gel and acrylic nail applications.

Career Opportunities
The units offered in this course are from the fully accredited Certificate II in Nail Technology and will enable you to offer your services independently or from a salon.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply
Agriculture

Certificate II in Agriculture – Traineeship
12 months (maximum).
This course is designed for flexible delivery with a combination of on-job and off-job training designed to suit the needs of the workplace, the RTO and the trainee.
Rural Sciences Skills Centre, Mt Rowan

Outline
The Certificate II in Agriculture is a skills-based training program that will provide participants with the skills and knowledge to operate effectively in various agricultural enterprises. The course is offered in the following commodity industries:
> beef production;
> grain production;
> sheep and wool production;
> dairy production;
> milk harvesting.

Career Opportunities
The course is designed to meet the competency requirements of a farm tradesperson, stationhand or farmhand.

Application Method
After sign-up with an Australian Apprenticeship Centre, the apprentice and employer will be invited to complete an application and enrolment package.

Entry Requirements
Traineeship/Apprenticeship Requirements:
All trainees must have a signed training contract between employer and trainee lodged with an Australian Apprenticeship Centre (AAC). Information on Government employment incentives/subsidies and wages is also available from the Australian Apprenticeship Centres (AAC). Contact program co-ordinator to assist with information regarding appropriate entry level.

Certificate III in Agriculture – Traineeship
Course duration up to 36 months.
This course is offered in a flexible mode using a combination of on job and off job training, designed to suit the needs of workplace RTO and trainee centred at Rural Sciences Skills Centre, Mt Rowan

Outline
The Certificate III in Agriculture – Traineeship course is a skills-based training program that will provide you with the skills and knowledge to operate effectively in a wide variety of agricultural enterprises. Skills include such areas as stock management and husbandry, machinery operations, fencing, pastures and chemicals.
Completion of the Certificate II in Agriculture will reduce the time required to complete the Certificate III.

Career Opportunities
On completion of this course, you will be qualified to apply for many positions within agriculture, including:
> stud manager;
> stallion handler;
> horse breeder;
> mare and foal carer;
> farm hand.

Application Method
After sign-up with an Australian Apprenticeship Centre, the apprentice and employer will be invited to complete an application and enrolment package.

Entry Requirements
Applicants must be employed in the industry and have a signed training agreement.

Diploma of Agriculture
Course duration approximately 36 months (48 months maximum). This course is offered in a flexible mode using a combination of on-job recognition and off-job training, designed to suit the needs of individuals in both full-time and part-time work. Majority of classes are conducted of an evening at Rural Sciences Skills Centre, Mt Rowan by specialist lecturers.
Rural Sciences Skills Centre, Mt Rowan

Outline
This course is structured for persons with practical agriculture experience and will equip you with the knowledge and skills to operate effectively within the agricultural sector, thus enabling you to manage or supervise agriculture enterprises. It will also

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further enhance those wishing to upgrade their qualifications within agriculture.

Career Opportunities
On completion of this course you can expect to work in the agriculture sector associated with managing farming operations or employment related agribusiness fields.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Students must provide evidence at an interview of prior knowledge and skills (i.e., trade qualifications, industry experience). If sufficient foundation knowledge is not demonstrated, enrolment at lower certificate levels may be required. Most students entering this program will have completed a Certificate III in Agriculture, and met the academic standard required. Contact the Program Co-ordinator for more information regarding appropriate entry level.

Conservation and Land Management

Certificate III in Conservation and Land Management
This course is delivered over 12 months.
Rural Sciences Skills Centre, Gillies Street

Outline
This course is designed to offer you entry level training for work in the many sectors across the conservation and land management industry. Sector specifications include: general land management, conservation earthworks, community coordination and facilitation, indigenous land management, lands, parks and wildlife, natural area restoration, weed management and vertebrate pest management.

Career Opportunities
Successful completion of this course will give you the opportunity to pursue a career within the different sectors of the conservation and land management industry as a Community Field Officer, Project Officer, Conservation Earthworks Operator, Wildlife and Parks Field Officer, Field Operator, Vertebrate Pest Operator or Weeds Operator.

Diploma of Conservation and Land Management
1 year full-time or equivalent part-time or a combination of full-time/part-time. Evening classes may be conducted subject to enrolment quotas. Some units may also be available in a flexible delivery mode.
Rural Sciences Skills Centre, Gillies Street

Outline
This course is a component of the Conservation and Land Management National Training Package. It provides the participants with the skills and knowledge to work in Community Co-ordination and Facilitation; Conservation Earthworks; Indigenous Land Management; Lands, Parks and Wildlife; Natural Area Restoration; Vertebrate Pest Management and Weed Management. This course aims at giving students a mainly hands on approach through field trips and expeditions with industry professionals to transfer knowledge in a broad based, technical and practical area.

Career Opportunities
On completion of this course, you will be eligible to work as a supervisor in land management for local government, National Parks and Wildlife, other state government agencies, bush regeneration organisations, and Landcare and other environmental organisations.

Your employment options may depend on the specialisation stream undertaken. You will find this course suitable if you are already employed or wishing to be employed in the following areas:
> Department of Natural Resources and environment;
> government and private water authorities;
> Melbourne Parks and Waterways;
> Landcare;
> catchment management authorities;
> contractors in land management and rehabilitation.

Application Method
Application is via VTAC at www.vtac.edu.au
TAFE Direct Application (Accepted Only After VTAC close date).
TAFE Direct Application form: Forms are available at www.ballarat.edu.au/apply

Entry Requirements
The course is available to people who have successfully completed Year 12 or equivalent, or who meet mature age entry criteria. Recommended studies at VCE include at least one VCE unit in each of English and General Mathematics.

Extra Requirements
It will be a requirement that all students find and complete work placement during this course, more information regarding this will be brought to attention at the information evening.

Horticulture

Certificate III in Horticulture
12 months full-time. Part-time study is offered for selected units. May include flexible workplace training and assessment. Traineeship study is available for students with a valid training agreement.
Rural Sciences Skills Centre, Gillies Street

Outline
This skills-based training program will provide you with the basic knowledge and skills to operate effectively within various horticultural industries.

Career Opportunities
Work within the horticultural industry performing a wide range of gardening and horticulture tasks.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
There are no formal entry requirements, however students must demonstrate via personal or telephone interview the ability to achieve the outcomes of the course.

Certificate IV in Horticulture
18 months full-time basis or a part-time equivalent in the day or evening.
Rural Sciences Skills Centre, Gillies Street

Outline
This program is designed to further develop the horticultural skills and knowledge of students in order to enable them to be eligible for middle management and supervisory positions in the horticulture industry. The course would ideally suit new owners of horticulture businesses, those looking for work in the horticulture industry and suppliers of horticultural materials or services.

Career Opportunities
On completion of this course, you can expect to gain middle management and supervisory positions within varying areas of the horticultural industry and may also establish their own business.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Students must provide evidence at interview of prior knowledge and skills (i.e., trade qualifications, industry experience) that would demonstrate sufficient underpinning knowledge to gain entry at Level 4. If sufficient underpinning knowledge cannot be demonstrated, enrolment in Levels 2 or 3 would be necessary.

Extra Requirements
All applicants required to attend an interview will be contacted by the Rural Sciences Skills Centre.
Landscaping

Certificate III in Landscape Construction – Apprenticeship
3 to 4 years. May include flexible workplace training and assessment.
Rural Sciences Skills Centre, Gillies Street
Some units are available at Horsham.

Outline
This course is a skills-based apprenticeship training program that will provide you with the basic knowledge and skills to operate effectively within various horticultural industries.

Career Opportunities
On completion of this course, you will be qualified to work within the horticultural industry performing a wide range of gardening and horticulture tasks under supervision. Potential employers may include, among others, local councils and landscaping contractors.

Poultry Production

Certificate II in Poultry Production (Traineeship)
18 months

Certificate III in Poultry Production (Traineeship)
3 years
All training and assessments are conducted in the workplace by experienced workplace assessors, and is:
> suitable for new entrants and existing workers in the industry;
> conducted at times that are suitable for the worker and the employer;
> practical and related to skills needed for the job and matched to meet the requirements of the job;
> completed at a pace suitable for the worker.

Outline
Poultry production is a specialist industry with production dominated by a relatively small number of businesses specialising in meat or egg production. These sectors are serviced by hatcheries producing chickens for either the meat trade or for layers. These courses will suit a worker in the industry who is likely to be involved in a wide range of production operations such as operating specialist poultry plant, operating machinery and equipment and cleaning out sheds. Sectors of the industry include commercial egg production, chicken meat production, breeder rearing operations, pullet rearing operations, boiler and layer breeders, hatchery management, duck production and turkey production.

Career Opportunities
Possible roles relevant to the Certificate II:
> boiler farm employee;
> egg farm poultry hand;
> free range egg/boiler farm worker;
> breeder farm worker;
> hatchery worker.
Possible roles relevant to the Certificate III:
> owner/manager boiler farm;
> egg farm supervisor;
> free range/boiler egg farm supervisor;
> hatchery supervisor.

Meat Processing

Certificate II in Meat Processing (Abattoirs) – Traineeship
1 year
All training and assessments are conducted in the workplace by experienced workplace assessors, and is:
> suitable for new entrants and existing workers in the industry;
> conducted at times that are suitable for the worker and the employer;
> practical and related to skills needed for the job and matched to meet the requirements of the job;
> completed at a pace suitable for the worker.

Outline
This course prepares students for entry to the general technical level of the abattoir sector of the meat industry. It is a workplace-based training program that will provide trainees with skills and knowledge needed to become competent in many areas of processing meat, whether it be sales, preparation or packaging. On completion you will receive a qualification that is recognised Australia-wide. Some of the advantages are an improved knowledge of the industry worked in and the value of an employee in the Meat Processing Industry will be increased.

Career Opportunities
Boner and Slicer, Renderer, Slaughterer.

Application Method
After sign-up with an Australian New Apprenticeship Centre, the trainee and employer will be invited to complete an application and enrolment package.

Entry Requirements
Must be working within the Meat Industry.

Certificate III in Meat Processing (Food Services) – Traineeship
2 years
All training and assessments are conducted in the workplace by experienced workplace assessors, and is:
> suitable for new entrants and existing workers in the industry;
> conducted at times that are suitable for the worker and the employer;
> practical and related to skills needed for the job and matched to meet the requirements of the job;
> completed at a pace suitable for the worker.

Outline
This is a workplace-based training program that will provide you with the skills and knowledge to become competent in many areas of meat processing. On completion you will receive a qualification that is recognised Australia-wide. Some of the advantages for you are an improved knowledge of the industry you work in and your value as an employee in the meat industry will be increased.
Assistant on the job will be provided either by your employer, manager as workplace coach or another employee who has the appropriate skills, knowledge and expertise required.

Career Opportunities
Opportunities include: boner, renderer, lab assistant, slaughterman and meat inspector.

Application Method
After sign-up with an Australian Apprenticeship Centre, the apprentice and employer will be invited to complete an application and enrolment package.

Entry Requirements
Must be employed within the Meat Industry.

Certificate III in Meat Processing (Retail Butcher) – Apprenticeship
4 years full-time or 72 months part-time.
All training and assessments are conducted in the workplace by experienced workplace assessors, and is:
> suitable for new entrants and existing workers in the industry;
> conducted at times that are suitable for the worker and the employer;
> practical and related to skills needed for the job and matched to meet the requirements of the job;
> completed at a pace suitable for the worker.

Outline
This is a workplace-based training program that will provide you with skills and knowledge needed to become competent in many areas of meat processing. On completion you will receive a qualification that is recognised Australia-wide. Some of the advantages for you are an improved knowledge of the industry you work in and your value as an employee in the meat industry will be increased.

Career Opportunities
Opportunities include: boner, renderer, lab assistant, slaughterman and meat inspector.

Application Method
After sign-up with an Australian Apprenticeship Centre, the apprentice and employer will be invited to complete an application and enrolment package.

Entry Requirements
Must be employed within the Meat Industry.

Certificate III in Meat Processing (Boning Room) – Traineeship
2 years.
All training and assessments are conducted in the workplace by experienced workplace assessors, and is:
> suitable for new entrants and existing workers in the industry;
> conducted at times that are suitable for the worker and the employer;
> practical and related to skills needed for the job and matched to meet the requirements of the job;
> completed at apace suitable for the worker.

Workplace delivery
Outline
This is a workplace-based training program that will provide you with skills and knowledge needed to become competent in many areas of meat processing. On completion you will receive a qualification that is recognised Australia-wide. Some of the advantages for you are an improved knowledge of the industry you work in and your value as an employee in the meat industry will be increased.

Career Opportunities
Opportunities include: boner, renderer, lab assistant, slaughterman and meat inspector.

Application Method
After sign-up with an Australian Apprenticeship Centre, the apprentice and employer will be invited to complete an application and enrolment package.

Entry Requirements
Must be employed within the Meat Industry.

Certificate III in Meat Processing (Rendering) – Traineeship
2 years.
All training and assessments are conducted in the workplace by experienced workplace assessors, and is:
> suitable for new entrants and existing workers in the industry;
> conducted at times that is suitable for the worker and the employer;
> practical and related to skills needed for the job and matched to meet the requirements of the job;
> completed at apace suitable for the worker.

Workplace delivery
Outline
This is a workplace-based training program that will provide you with skills and knowledge needed to become competent in many areas of meat processing. On completion you will receive a qualification that is recognised Australia-wide. Some of the advantages for you are an improved knowledge of the industry you work in and your value as an employee in the meat industry will be increased.

Career Opportunities
Opportunities include: boner, renderer, lab assistant, slaughterman and meat inspector.

Application Method
After sign-up with an Australian Apprenticeship Centre, the apprentice and employer will be invited to complete an application and enrolment package.

Entry Requirements
Must be employed within the Meat Industry.

Certificate III in Meat Processing (Slaughtering) – Traineeship
2 years.
All training and assessments are conducted in the workplace by experienced workplace assessors, and is:
> suitable for new entrants and existing workers in the industry;
> conducted at times that is suitable for the worker and the employer;
> practical and related to skills needed for the job and matched to meet the requirements of the job;
> completed at apace suitable for the worker.

Workplace delivery
Outline
This is a workplace-based training program that will provide you with skills and knowledge needed to become competent in many areas of meat processing. On completion you will receive a qualification that is recognised Australia-wide. Some of the advantages for you are an improved knowledge of the industry you work in and your value as an employee in the meat industry will be increased.

Career Opportunities
Opportunities include: boner, renderer, lab assistant, slaughterman and meat inspector.

Application Method
After sign-up with an Australian Apprenticeship Centre, the apprentice and employer will be invited to complete an application and enrolment package.

Entry Requirements
Must be employed within the Meat Industry.

www.ballarat.edu.au
Wool

Certificate II in Wool Handling
This is a self-paced competency-based program taking four-to-seven weeks depending on study mode. The course may be completed full-time, part-time, or on-the-job via flexible delivery. It includes theory, on-campus practical component and shearing shed practical experience.

Horsham Campus (Longerenong): Fleximode, full-time or part-time basis.
SMB Campus (Ballarat) and Ararat Campus: Fleximode or part-time basis
Ararat Campus: Horsham Campus; Rural Sciences Skills Centre, Mt Rowan.

Outline
This course will prepare you for work in the shearing industry by equipping you with a range of shedhand skills, including picking up and throwing, penning up, wool preparation, pressing and branding.

Career Opportunities
On completion you will be qualified to enter the shearing industry working as a shedhand. This course forms part of the Certificate IV in Wool Classing and Certificate III in Wool Clip Preparation.

Application Method
Application is via the TAFE Direct
Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Prospective students must demonstrate the ability to achieve the aims of the course.

Certificate III in Wool Clip Preparation
This is a self-paced competency-based program that can be completed full-time, part-time or via flexible delivery format (with the theory component being completed at home and the practical component on-campus). Depending on experience and study mode, this course can be completed in six to twelve months full-time, or one to two years part-time. It includes practical shearing shed experience with on-the-job training and assessment.

Full-time may commence between February and August; part-time and fleximode students may commence at any time.

Horsham Campus (Longerenong); Fleximode, full-time or part-time basis.
SMB Campus (Ballarat) and Ararat Campus: Fleximode or part-time basis

Outline
The Certificate III in Wool Clip Preparation course provides woolgrowers with the skills to prepare and class their own woolclips for sale.

Career Opportunities
Upon successful completion of this course, you may apply to the Australian Wool Exchange Ltd for registration as an Owner Classer. This course forms part of the Certificate IV in Wool Classing, which leads to registration as an Australian woolclasser.

Application Method
Application is via the TAFE Direct
Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Prospective students must demonstrate the ability to achieve the aims of the course via personal or telephone interview.

Certificate IV in Wool Classing
6 to 12 months full-time (depending on study mode), or one to two years part-time. This course can be completed full-time, part-time or via flexible delivery format with the theory component being completed at home and the practical component on-campus. It includes practical shearing shed experience with on-the-job training and assessment.

Full-time, part-time and fleximode students may commence at any time.

Horsham Campus (Longerenong); Fleximode, full-time or part-time basis.
SMB Campus (Ballarat) and Ararat Campus: Fleximode or part-time basis

Outline
The Certificate IV in Wool Classing provides the necessary training to apply for registration as an Australian professional Woolclasser with the Australian Wool Exchange Ltd. The course will further your knowledge in clip preparation, shed management and wool marketing. The Certificate II in Wool Handling and the Certificate III in Wool Clip Preparation are embedded within this program. Students may choose to exit early from the Certificate IV with one or either of these qualifications.

The Certificate IV in Wool Classing is also available as a traineeship for applicants who have a signed training agreement.

Career Opportunities
You may apply to the Australian Wool Exchange Ltd for registration as an Australian Woolclasser (Professional). You will be eligible to seek employment as a woolclasser in shearing sheds or in other positions associated with the wool industry.

Application Method
Application is via the TAFE Direct
Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Prospective students must demonstrate the ability to achieve the aims of the course via personal or telephone interview.

Short Courses
Operate Tractors – Short Course
Short Course – Duration: 2 days (16 hours)

Conduct Front End Loader Operations – Short Course
Short Course – Duration: 2 days (16 hours)

Broadacre harvesting – Short course
3 x 8 hour days of on campus study 17, 18 and 19 September 2013, plus on farm assessment
Rural Sciences Skills Centre, Mt Rowan plus external site and on-farm

Farm Chemical Training – Short Course
Short Course – Duration: 1 day (8 hours)
On-campus or on-site in your workplace

Operate Quad Bikes – Short Course
Short Course – Duration: 1 day (8 hours)

Application Method – Short Courses
Application is via the TAFE Direct
Application form. Forms are available at www.ballarat.edu.au/apply
Laboratory Skills

Certificate III in Laboratory Skills – Traineeship

This course is delivered via flexible delivery with on-the-job training and assessment. Course can be completed within 2 years.

Outline
This certificate provides a broad and flexible package of competencies which meets the needs of laboratory assistants, instrument operators and similar personnel. The core and wide range of electives is designed to maximise the portability of this qualification, which is the entry level required for laboratory personnel.

Career Opportunities
Rewarding careers in the following areas:
> technical assistant;
> laboratory assistant;
> laboratory attendant;
> instrument operators;
> pathology laboratory assistant.

Application Method
After sign-up with an Australian Apprenticeship Centre, the apprentice and employer will be invited to complete an application and enrolment package.

Entry Requirements
All applicants will be considered for eligibility on the basis of previous life experience, work history and educational background.

Geology

Bachelor of Applied Science (Geology)
3 years full-time or the part-time equivalent
Mt Helen Campus (Ballarat)

Outline
Geology is the study of the Earth, including its history, composition and dynamic systems, and graduates are keenly sought in our resource-rich country. This wide-ranging program allows students to specialise in Exploration Geology or Environmental Geology. It is structured around a mixture of lectures, field excursions and laboratory practicals, with the aim of providing a fundamental understanding of the science of geology and practical career skills.

Career Opportunities
On completion of this program graduates will be qualified to be employed worldwide within areas such as:
> mineral and oil exploration;
> extractive industries;
> environmental science;
> hydrology;
> the mining industry;
> geoscience organisations;
> the petrochemical sector;
> engineering;
> environmental geology.

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form.
Mid Year applicants please use the Higher Education Direct Application Form.
Direct Application forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of VCE (or equivalent) including:
> Units 3 and 4 Mathematics (any).

Extra Requirements
Non-Year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online.

www.ballarat.edu.au
Environmental Management

Bachelor of Applied Science (Environmental Management)
3 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline
Want to get your hands dirty? This degree will suit you down to the ground.
This program was developed in response to a need in the expanding field of resource management for graduates with a strong background in biological science together with applied skills in biological resource inventory and analysis. You will gain a sound scientific knowledge base supplemented by skills in resource management planning, data analysis, report writing and interpretation.

This program produces graduates that are highly regarded professionally, preparing them for employment in environmental and natural resource management. Its flexible offerings include electives in all but one semester. Students gain:
> a strong background in the biological sciences, with an emphasis on Australian ecosystems that encompasses flora, fauna, ecology and diverse landscape processes;
> environmental research, survey and assessment procedures;
> knowledge of the principles and practices used in the management and rehabilitation of natural ecosystems, including environmental ethics;
> an understanding of management responsibilities and procedures;
> an ability to communicate effectively through various media and with people from a wide variety of backgrounds; an appreciation of the significance of soils and water and the ability to carry out basic analysis;
> the ability to critically analyse results of research and investigation, and to present clear and statistically sound data;
> the ability to prepare and present formal written plans and reports;
> an understanding of the range of computer applications relevant to natural resource management, including remote sensing and geographic information systems;
> an appreciation of the influence of human activity and climate change on natural systems.

Career Opportunities
On completion of this program graduates will be qualified to be employed worldwide within areas such as:
> flora and fauna management;
> flora and fauna survey;
> agriculture;
> soil conservation;
> water resource management;
> National Park and protected area management;
> land restoration;
> environmental impact assessment;

> mining;
> engineering;
> forestry;
> education.

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form.
Mid Year applicants please use the Higher Education Direct Application Form.
Direct Application forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of VCE (or equivalent) including:
> Units 3 and 4 Mathematics (any).

Extra Requirements
Non-Year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online.

Metallurgy

Bachelor of Applied Science (Extractive Metallurgy)
3 years full-time or the part-time equivalent
Mt Helen Campus (Ballarat)

Outline
Using sophisticated, modern technologies metallurgists extract and refine valuable mineral and metals from raw ores, as well as protect and restore the environment. Metallurgists are the crucial link in the metal supply chain and aim to maximise production whilst minimising the overall environmental impact through sustainable practices.

The Bachelor of Applied Science (Metallurgy) is an industry-oriented program where basic knowledge is developed to produce highly practical, outcome oriented industry ready graduates. The skills obtained during this program will bridge science and engineering, covering the extraction and processing of everything from diamonds, gold to coal and mineral sands.

Career Opportunities
With less than thirty metallurgists in Australia each year, employment prospects within the minerals industry are high, with many students finding employment prior to completing their degree. After graduation, metallurgists typically seek a place on a structured graduate program after which they become plant or project metallurgists. In addition to working on mine sites there are opportunities with engineering design companies, consultancies, equipment and chemical suppliers, investment banks, stockbrokers, public service and in research and development laboratories.

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form.
Mid Year applicants please use the Higher Education Direct Application Form.
Direct Application forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of VCE (or equivalent) including:
> Units 3 and 4 Mathematics (any).

Extra Requirements
Non-Year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online.

Applied Science – Honours

Bachelor of Applied Science (Honours)
1 year full-time or the part-time equivalent
Mt Helen Campus (Ballarat)

Outline
Graduates of the three year Bachelor of Applied Science degree who have achieved above-average marks may choose to do a further year of study for the degree of Bachelor of Applied Science (Honours). This program is designed to provide Applied Science graduates with advanced studies in the field of their choice. It also offers an introduction to a research program, giving access to research degrees at universities throughout Australia and internationally by providing preparatory studies for PhD study.

Career Opportunities
In today’s competitive environment, an Honours degree sets you apart. As a graduate of this program, you will be able to work in any area of private industry or government. This program will also provide you with an introduction to a research program and enables access to research degrees at universities throughout Australia and overseas.

Application Method
All applicants are required to complete the Direct Application for Admission form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply.

Applicants are also required to complete an additional Application form, which can be obtained online or by phoning 1800 811 711.

Entry Requirements
To gain entry to this program, you will require a good record in an undergraduate degree with a major study in science. In general, a good record is defined as an average of D (Grade Point Average 6.0) or better in the third year or the relevant major sequence. If you wish to enter the program but do not completely fulfil these requirements, you may present a case in writing to the Program Coordinator for consideration.

www.ballarat.edu.au
**Arts, Humanities, Social and Community Services**

**Community Services Work**

**Certificate III in Children’s Services**
- 6 months full-time study on campus or 9 months evening classes combined with online independent learning through SMB Campus (Ballarat)
- 9 months full-time study distance learning with weekend workshops through Horsham campus.

The course also includes two Practical Placement components, which are completed in a registered Children’s Service.

Traineeships may be available for those eligible.

Horsham Campus (distance education)
SMB Campus (Ballarat)

An accredited training program preparing students for work as an assistant in Centre Based Care, Occasional Care, Pre-school Centres and Family Day Care and other related areas of Children’s Services.

**Career Opportunities**
An assistant in Centre Based Care, Occasional Care, Pre-school Play Programs, Out of School Hours programs, Family Day Care Providers or as aides for children with additional needs.

**Application Method**
Application is via VTAC at www.vtac.edu.au
VTAC Code (SMB Ballarat): 74111 – CSP
Direct applications will only be accepted after the VTAC close date using the TAFE Direct Application Form. Forms are available at www.ballarat.edu.au/apply

Horsham applicants: All distance education applicants need to make a direct application.

**Entry Requirements**
Satisfactory completion of Year 11 or equivalent.
Mature age (away from school for 12 months or longer) applicants will be considered for eligibility on the basis of previous life experience, work history and educational background. A working with children check is required to work in this industry.

**Extra Requirements**
All Non Year 12 applicants must attend an interview and complete a reasoning ability assessment.
Successful completion of practical placement within a child services setting is necessary to ensure a pass in all units of the course.

**Certificate IV in Community Services Work**
- 1 year full-time
- SMB Campus (Ballarat)

**Outline**
For students who work or who wish to work in the Welfare Services industry as support workers and case workers. Employees at this level are required to have an understanding of indigenous culture and history and to work with local communities in the provision of services.

**Career Opportunities**
Successful completion of this qualification will allow graduates to seek employment in the following positions:
> residential care worker;
> community support worker;
> family support worker;
> welfare support worker; and
> other positions in related fields.

**Application Method**
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Prospective students wishing to be considered for admission into the Certificate IV in Community Services Work will be required to attend an information session and to complete a literacy assessment.

**Diploma of Community Services Work**
- 2 years full-time at SMB Campus (Ballarat)
- Semester 1 commencement only.

**Outline**
Providing students with the knowledge, skills and personal qualities relevant to a wide range of human services, in particular those associated with the various types of social welfare work. Combining concepts with practical application, this has been developed on a state-wide basis and is endorsed in each of the social and community services industry training plans. Industry recognised qualifications for people already working in the industry in a voluntary or paid capacity. If you have completed Certificates III or IV in other streams within community services, you may find this course particularly suitable.

**Career Opportunities**
Employment in the human services field with a range of employment bodies including local, state and federal government departments, voluntary organisations, community-based organisations and private employers in the Social and Community Services (SACS) industry.

**Application Method**
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply
Entry Requirements
Candidates must either be recognised as competent, through a recognised training program or recognition process, against the following compulsory units of competency from the Certificate IV in Community Services Work:
> CHCCS411A Work effectively in the community sector;
> HLTHIR402B Work effectively with culturally diverse clients and co-workers.
Or have sufficient relevant experience and knowledge of community work and/or community services to indicate likely success at this level of qualification in a job role involving:
> the application of knowledge with depth in some areas and demonstration of a broad range of technical and other skills;
> a wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required and including work with culturally diverse clients and co-workers;
> the exercise of discretionary judgement and decision making under general guidance.
Applicants are encouraged to have completed some paid or voluntary welfare-related work.

Extra Requirements
All applicants will be required to complete a literacy test and attend an information session.
A police check and working with children check are required for working in the industry.

Community Services
(Alcohol, other drugs and mental health)

Certificate IV in Alcohol and Other Drugs Work/Certificate IV in Mental Health Work
1 year full-time
SMB Campus (Ballarat)

Outline
This dual award program will equip graduates with a range of skills which will allow them to provide services and interventions to clients with Alcohol and Other Drugs (AOD) and/or Mental Health issues and/or implement health promotion and community interventions.

Work in this area may focus on engaging people with AOD and mental illness issues in the community. This may include relapse prevention and promotion of recovery through programs such as residential rehabilitation, work in clinical settings, home based outreach and centre-based programs delivered by community organisations.

The mental health components of this program provide the student with the skills to provide rehabilitation and support for people affected by mental illness and to implement community based activities focusing on mental health, mental illness and mental health promotion work. It also allows the student to gain specific knowledge of clients with Alcohol and Other Drugs issues and to provide intervention strategies in residential and community settings.

Career Opportunities
Completion of the qualification will allow Graduates to seek employment in the following positions:
> alcohol and/or other drug worker;
> residential care officer;
> case worker;
> family support worker;
> outreach worker;
> support worker;
> welfare support worker;
> community support worker;
> mental health worker;
> detoxification worker;
> health education officer.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Applicants will be required to attend an information session and complete a literacy test.

Extra Requirements
A Police Check and Working with Children Check is required to work in this industry.

Diploma of Community Services (Alcohol, other drugs and mental health)
3 semesters (18 months)
SMB Campus (Ballarat)

Outline
This qualification enables students to provide services to clients in relation to mental health and alcohol and other drugs issues in the area of Community and Human Services. Specialist knowledge, skills and competencies are developed especially in regard to laws affecting clients, the range of services available to them and health issues related to mental health issues and alcohol and drug use and misuse.

Career Opportunities
Employment opportunities may include:
> alcohol and drugs worker;
> community rehabilitation and support worker;
> community support worker;
> mental health community worker;
> mental health outreach worker;
> mental health rehabilitation support worker;
> mental health support worker;
> health promotion officer.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

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
A police check and Working With Children check are required for work in the industry.

Community Services Practice (client assessment and case management)

Vocational Graduate Certificate in Community Services Practice (client assessment and case management)
18 months (Workshop delivery)
SMB Campus (Ballarat)

Outline
This qualification is for those workers who are advanced practitioners in the specialised field identified and who require a high level of knowledge and skills in their area of specialisation for application in the following contexts:
> provide specialist services to clients with complex and diverse needs;
> act as a resource for other workers;
> provide practice supervision of staff including volunteers;
> work intensively with clients.

Career Opportunities
> case manager;
> care manager;
> assessment officer;
> assessor.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Applicants must have significant experience working as a practitioner in a specialist area of work in the community sector, involving the exercise of independent judgement and decision making skills. To gain entry into this program, the applicant must have:
> an undergraduate degree or postgraduate qualification in a discipline related to work in the community sector; or
> significant previous experience working in a community sector organisation, in a job role involving the self-directed application of knowledge with substantial depth in the specialist area of practice and exercise of independent judgement and decision making.

www.ballarat.edu.au
Disability

Certificate IV in Disability
1 year study
SMB Campus (Ballarat) – full-time on campus.
Stawell Campus – evening classes and some weekend workshops.

Outline
This qualification will prepare graduates for work in residential group homes, training resource centres, day respite centres and open employment services, other community settings and clients’ homes. Employees in this field apply knowledge and skills gained through qualifications and/or previous experience to provide training and support to people with disabilities, to enhance their ability to achieve greater levels of independence, self-reliance and community participation. Students at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Career Opportunities
On completion, graduates will be qualified to seek employment in a range of work contexts within the human services field including accommodation services, employment services, recreation services, adult day training centres, advocacy services, respite services, and peer support programs. The variety of settings for possible employment includes government and non-government settings, community-based settings, and in clients’ own homes.

Application Method
Application is via the TAFE Direct Application form. Mid Year applicants also please use the TAFE Direct Application Form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
There are no prerequisite studies, however people wishing to be considered for admission into the Certificate IV Disability will be required to attend an information session and complete a literacy assessment. Students apply directly to SMB Campus (Ballarat).

Extra Requirements
A Police Check and Working with Children Check is required to work in this industry.

Diploma of Disability
Flexible delivery over 1 year
SMB Campus (Ballarat)

Outline
This qualification aims to equip students with the knowledge, skills and personal qualities relevant to delivering services to people with a disability in the community or human services industry.

Career Opportunities
Graduates may take positions such as > assessor; > local support coordinator; > case coordinator; > manager; > case manager; > program/service coordinator; > client service assessor; > senior disability worker; > coordinator; > support facilitator; > local area coordinator.

Application Method
Application is via the TAFE Direct Application form. Mid Year applicants also please use the TAFE Direct Application Form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
To gain entry into Diploma of Disability a candidate must: Be recognised as competent, through a recognised training program or recognition process, against the following units of competency common to Certificate IV in Disability: > CHCSS400A Work within a relevant legal and ethical framework; > CHCSS411A Work effectively in the community sector; > CHCDIS301A Work effectively with people with a disability; > CHCDIS410A Facilitate community participation and inclusion; > CHCDIS402A Facilitate individualised plans. Or have sufficient relevant work experience in the disability sector to indicate likely success at this level of qualification in a job role involving: > the application of knowledge with depth in some areas and demonstration of a broad range of technical and other skills; > a wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required; > the exercise of discretionary judgement and decision making under general guidance.

Extra Requirements
People wishing to be considered for admission into the Diploma of Disability will be required to attend an information session and complete a literacy assessment. Students apply directly to SMB Campus (Ballarat). A Police Check and Working with Children Check is required to work in this industry.

Counselling

Short Course – Introduction to Basic Counselling
Students will enrol in 120 hours of training and complete their training at their own pace, within a period of time of up to 12 months.
While students can commence their study at any time throughout the year, all access to the online course will cease for the year on 31 December. Study must be completed by this time of the year enrolled.

Outline
This Diploma-level unit trains students in the theoretical approach of a range of counselling skills. Areas covered include working with client strengths, reflecting client affect, exploring underlying issues, and working with client resistance.

Career Opportunities
This nationally accredited unit may assist students in their work in the field of human services.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Prospective students need to be currently engaged in paid employment in the welfare field to undertake this course. Selection will be based on consideration of merit, including a written application. Prospective students need to demonstrate a keen interest in counselling and an aptitude for working closely with people.

Case Management

Short Course in Case Management
Students will enrol in 125 hours of training and complete their training online at their own pace.
While students can commence their study at any time throughout the year, all access to the online course will cease for the year on December 31st of the year enrolled. Study must be completed by this time.

Outline
The Case Management short course will equip students with the necessary skills to identify appropriate providers and services in a timely and cost-effective manner while working with clients in service systems.

Career Opportunities
On completion of this short course, students will have a sound basis for case management.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Students need to be already working in the welfare field to undertake this online course.
**Professional Writing and Editing**

**Certificate IV in Professional Writing and Editing**
1 year full-time or part-time equivalent
SMB Campus (Ballarat)

**Outline**
Research indicates that there is an increasing demand for technical and professional writers. Technical and professional writers work in almost every field of industry and public life, including high technology industries, business, government and research and non-profit organisations. Start your career in multimedia communication, technical, medical, scientific writing, marketing and journalism with this program.

**Career Opportunities**
Opportunities could include publishing, editing, professional writing, design and production of magazines/newsletters, freelance writing or working in promotion and publicity roles in both the private and public sectors.

**Application Method**
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

**Entry Requirements**
Applicants are required to have year 12 or equivalent. Mature age entrants are expected to have literacy skills at year 12 standard, and will be assessed on previous life experience, work history and educational background.

**Extra Requirements**
Applicants are required to complete an application form and submit a folio of writing. The folio should contain at least two samples of writing in different styles, e.g. part of a short story and a newspaper article totalling a maximum of five pages. These would not need to have been published.

**Diploma of Professional Writing and Editing**
1 year full-time or part-time equivalent
SMB Campus (Ballarat)

Some off campus and online units also available.

**Outline**
The program has a strong emphasis on the business and discipline of writing. It aims to develop skills in written communication, which are in great demand in the public and private sectors. Students often have an interest in journalism, writing novels, plays or acting, advertising or marketing. Students may combine this award concurrently with a Bachelor of Arts degree from the University of Ballarat – Mt Helen Campus, if they meet the entry requirements of both courses.

**Career Opportunities**
Opportunities could include publishing, editing, professional writing, design and production of magazines/newsletters, freelance writing or working in promotion and publicity roles in both the private and public sectors.

**Application Method**
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

**Entry Requirements**
Applicants are required to have successfully completed the Certificate IV in Professional Writing and Editing or equivalent.

**Extra Requirements**
Applicants are required to complete an application form and submit a folio of writing.

**Bachelor of Arts / Diploma of Professional Writing & Editing**
3.5 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

**Outline**
Are you passionate about writing? Do you want to gain the skills to edit a book, magazine or newspaper? Would you like to know more about the media industry?

The Bachelor of Arts / Diploma of Professional Writing and Editing at the University of Ballarat is a dynamic dual award (degree and diploma). It enables you to gain a broad knowledge of Humanities in the degree and invaluable industry insight and knowledge in the diploma. The program also provides for those already in the industry wishing to enhance their skills or further their expertise.

**Career Opportunities**
On completion of this program, graduates are qualified to apply for employment in areas including publishing, editing, professional writing, design and production of magazines and/or newsletters, freelance writing, and promotions and publicity roles in the public or corporate sectors.

The program provides graduates will the following skills:
> the ability to analyse written, spoken and visual materials;
> copy-writing, copy-editing, structural editing and proofreading;
> the ability to write and edit for different genres;
> an understanding of literature and the ability to critique it;
> in-depth knowledge of several different discipline areas;
> the know-how of several different professional writers. It may include any of the following types of writing: short story, poetry, journalism or other non-fiction writing, novel, screenplay. With longer works, a short excerpt and not the whole work should be submitted.

**Application Method**
Application is via VTAC at www.vtac.edu.au

Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form. Mid Year applicants please use the Higher Education Direct Application Form. Direct Application forms are available at www.ballarat.edu.au/apply

**Entry Requirements**
Satisfactory completion of VCE including prerequisites Units 3 and 4 – English (any); interstate or overseas equivalent; Mature Age entry.

**Extra Requirements**
All applicants must obtain a Professional Writing and Editing Supplementary Application Form. This form must be completed and returned with a writing folio of no more than five A4 pages by Friday 25th October 2013. Late applicants after 29th November 2013 must telephone 5327 9759 before applying. Non-Year 12 applicants will be notified in late December/January if they are required to attend an interview.

NB: The writing folio should be five A4 pages in length and include three pieces of writing. The pieces of writing should preferably not have been submitted for assessment at school, TAFE or university. The folio should include a range of writing styles that reflects the applicant’s interests and abilities. It may include any of the following types of writing: short story, poetry, journalism or other non-fiction writing, novel, screenplay. With longer works, a short excerpt and not the whole work should be submitted.
Library and Information Services

Diploma of Library and Information Services
1 year full-time or part-time equivalent
SMB Campus (Ballarat)

Outline
This course will equip students with the essential knowledge, skills and attributes required for employment in the library and information services industry. Library technicians work in a range of libraries and information agencies, where they play an important role in the location, delivery and management of information. The growth of technology and the subsequent expansion of access to information have enhanced the employment prospects of graduates. Particular emphasis is placed on learning and using information technology, as this is a fundamental part of working in a library. Study is via weekend workshops and independent study. To complete in 1 year students attend 2 weekend workshops per month. Can be studied part-time, and must be completed within 4 years. Students can choose this option, and attend 2 or 3 workshops per semester. Number of workshops depends on how many units are studied part-time.

Career Opportunities
Upon completion of this course, graduates will be qualified to work as a library technician in a variety of positions in libraries, archives and other information agencies. Graduates will be eligible for registration with ALIA (Australian Library and Information Association) as a Library Technician.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Satisfactory completion of Year 12 secondary school or equivalent; or Mature Age entry with suitable life experience, work history and educational background.

Extra Requirements
A police check and working with children check may be required to work in the education sector.

Arts

Bachelor of Arts (Humanities and Social Sciences)
3 years full-time or part-time equivalent.
Mt Helen Campus (Ballarat)

Outline
The Bachelor of Arts degree provides a valuable opportunity for students to follow their interests in a variety of specialist areas without committing to a narrow vocational course of study before they are sure. A graduate with a Bachelor of Arts is uniquely prepared for the contemporary professional workplace having developed their core and transferable skills in critical thinking, writing, and communications.

Career Opportunities
The Bachelor of Arts is a versatile qualification. Rather than channelling you in only one vocational direction, the breadth of this course and the professional attributes gained, enable you to keep many career options open. Career options can include exciting and varied careers in the public and private sectors and allows you to apply your skills and knowledge to different industries and changing circumstances. Your career could be in:
> research;
> human resources;
> publishing;
> copy-writing;
> public relations;
> journalism;
> museum / heritage curatorship;
> administration (tertiary, public or private);
> teaching.

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form.
Mid Year applicants please use the Higher Education Direct Application Form.

Entry Requirements
Satisfactory completion of VCE including prerequisites Units 3 and 4 English (any); international or interstate equivalent; Mature Age entry.

Extra Requirements
Non-year 12 applicants who apply via VTAC may be required to attend an interview in late November/December will be notified. Very late applicants or those adding this course at change of preference must first telephone (03) 5327 9610.

Non-Year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online.
Bachelor of Arts (Honours)
1 year full-time or 2 years part-time.
Mt Helen Campus (Ballarat)
Outline
The Bachelor of Arts (Honours) is a fourth-year program that often serves as a prelude to a higher degree in research or a professional qualification. Honours students focus on an area of interest, usually in the discipline/s in which they have majored.
Within the multidisciplinary Honours program, studies in Literature, Film, Cultural Studies, Historical and Heritage Studies, Philosophy, Rural Social Welfare and Social Sciences are offered. The program involves four course-work units plus a dissertation of 12,000 to 15,000 words.
Career Opportunities
Honours graduates are highly valued for research work (academic and professional), and are especially prepared for a higher degree by research such as a PhD. The Bachelor of Arts (Honours) qualification demonstrates an advanced level of academic, research and writing skills which are of value in a range of research, teaching, and project officer positions.
Application Method
All applicants are required to complete the Direct Application for Admission form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply
Applicants are also required to complete an additional Application form, which can be obtained online or by phoning 1800 811 711.
Entry Requirements
Applicants to this program must have completed an undergraduate program with at least a ‘D’ (Distinction) or equivalent average in third-year level units, and no less than ‘D’ (Distinction) or equivalent in the major area in which they have chosen to pursue their Honours studies. You must also have your dissertation proposal accepted by a suitably qualified supervisor at the University of Ballarat.
Extra Requirements
Students will normally have a short thesis topic approved before enrolment, developed in consultation with a potential supervisor and the Honours Coordinator.

Rural Social Welfare
Bachelor of Arts (Rural Social Welfare)
3 years full-time,
Mt Helen Campus (Ballarat)
Outline
This program provides major studies in social theory and practice. This program will prepare you for employment in a wide variety of welfare and social services in government and non-government agencies. While generic skills are developed, attention is given to the complexities of working in non-urban areas in welfare and community work positions. Intensive studies and skill development in the areas of individual and family counselling, group work, community work practice, public policy analysis and human service management are included. A feature of the program is the 15-week practical fieldwork experience in social and community services agencies. In addition to your welfare major, you will also choose a major in psychology or the social sciences. Graduates may also continue onto postgraduate studies in psychology, education or social sciences.
Career Opportunities
The program provides students with the skills and knowledge to enable them to pursue careers in a variety of welfare and social services, both in government and non-government settings. While a particular reference and focus is given to rural practice issues, graduates are able to gain employment in both rural and urban locales. Work opportunities and career options are flexible with graduates being employed in areas such as youth work, child protection, community work and in many other areas. Graduates are able to pursue postgraduate studies in psychology or teaching.
Application Method
Application is via VTAC at www.vtac.edu.au
Mid Year applicants please use the Higher Education Direct Application Form.
Application forms are available at www.ballarat.edu.au/apply
Entry Requirements
Satisfactory completion of VCE including prerequisites Units 3 and 4 – English (any); interstate or international equivalent; Mature Age entry.
Extra Requirements
All applicants must obtain the School of Education and Arts Supplementary Information package, which includes a supplementary application form and referee report forms. These forms need to be returned to the University by Monday 3rd February 2014. Forms may be obtained online or by phoning (03) 5327 9729 for further details. Late applications after Monday 3rd February 2014, must be returned to the University by Friday 6th December, 2013. Forms may be obtained online or by phoning (03) 5327 9729 for further details. Late applications after Friday 6th December, 2013, must telephone before applying. Interviews may be required in some cases. Late Applicants and those adding this program at Change of Preference must first telephone (03) 5327 9729. Applicants who fail to meet these requirements will not be considered for selection.

Graduate Diploma of Rural Social Welfare
2 years part-time
Mt Helen Campus (Ballarat)
Outline
This fee-paying program is designed for professionals in the workforce in allied discipline areas such as teaching and nursing, who wish to develop their skills in the welfare field. In addition, this program may be attractive to graduates wishing to add a vocationally orientated qualification to an undergraduate degree. The program is structured to maximise professional development. All welfare courses integrate theory with skill development, consistent with working with people in a professional helping capacity. Seventy days of fieldwork placement enable students to maximise the integration of knowledge, theory and skills.
Career Opportunities
Graduates will be capable of immediate employment within the social and community services industry, having acquired a high level of research and analytical skills, welfare practice, and an appreciation of the link between personal issues and the political and societal context.
Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/graduate
Entry Requirements
A Bachelor of Arts or similar degree with significant study in social sciences, human behaviour or psychology; or degree qualifications in an associated field such as Nursing, Education or Psychology, with demonstrated studies in social sciences, human behaviour, or psychology; potential to undertake graduate level study.
Applicants who do not meet the admission requirements as stated above may present a case to be considered for enrolment.
Extra Requirements
All applicants must obtain the School of Education and Arts Supplementary Information package, which includes a supplementary application form and referee report forms. These forms need to be returned to the University by Monday 3rd February 2014. Forms may be obtained online or by phoning (03) 5327 9729 for further details. Please note two Referee report forms are required. A satisfactory Police record check and a successful working with Children Check are required prior to commencement of the fieldwork practicum.
Leadership and Management

Certificate II in Business
6 months full-time or part-time equivalent
Western Campuses
External Site

Outline
This certificate is a nationally accredited qualification that provides skills to:
> develop specific competencies required by employees in the office/clerical and reception areas;
> develop a range of administrative/technical/business skills which will be applicable to the office environment.

Career Opportunities
Careers in administration as a receptionist, secretary, office/personal/executive assistant, and switchboard/word processor operator.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Entry requirements take into account the wide range of backgrounds and experiences of applicants. Special consideration will be given to applicants whose educational opportunities have been adversely affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background.

Extra Requirements
All applicants required to attend an interview will be contacted by telephone or mail.

Certificate IV in Frontline Management
Mt Helen Campus (Ballarat)
Western Campuses

Outline
This program recognises the complexity of the frontline manager role, and the skills and knowledge needed to effectively lead work teams. With a mix of structured training and guided learning activities – where you will spend time reviewing your existing skills and consolidating them in your workplace – it reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts. They may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions. Typically they would report to a manager.

At this level frontline managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

Career Opportunities
Job roles and titles vary across different industry sectors, and may include:
> coordinator;
> leading hand;
> supervisor;
> team leader.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Students seeking a place in this program should contact 1800 811 711 to obtain more information and/or make an appointment for interview/audition.

Entry Requirements
Preferred pathways for candidates include:
Achieving the BSB31207 Certificate III in Frontline Management or other relevant qualification/s;
or
Evidence of competency in the majority of units required for the BSB31207 Certificate III in Frontline Management or other relevant qualification/s,
or
Some vocational experience in a supervisory role but no formal qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:
> accounts clerk;
> customer service advisor;
> import/export clerk;
> office administrator;
> student services officer.

This breadth of expertise would equate to the competencies required to undertake this qualification.

Extra Requirements
> over 18 years of age;
> completion of Direct Application form;
> submission of resume;
> be available for an interview if required.
Certificate IV in Project Management
8 workshops monthly, held during the day.
Mt Helen Campus (Ballarat)
Western Campuses

Outline
The Certificate IV in Project Management aims to provide the skills and knowledge of Project Management and relate them in practical ways to assist in the planning, management, and control of projects. The Certificate IV in Project Management gives in-depth coverage of project management knowledge areas and is targeted at participants currently or soon to be involved in a project team role.

Career Opportunities
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
> project coordinator;
> project management officer;
> project team member;
> project or program administrator.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Students seeking a place in this program should contact 1800 811 711 to obtain more information and/or make an appointment for interview/audition.

Entry Requirements
Current Year 12 students – satisfactory completion of the VCE. All other students will be considered for eligibility on the basis of previous life experience, work history and educational background.

Course entry requirements take into account the wide range of backgrounds and experiences of applicants. Special consideration will be given to applicants whose educational opportunities have been adversely affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background.

All applicants required to attend an interview will be contacted by telephone or mail.

Diploma of Project Management
Monthly workshops over 9 months
Mt Helen Campus (Ballarat)
Western Campuses

Outline
Unique, innovative and flexible, the Diploma of Management aims to provide you with the tools and knowledge to effectively manage projects and to meet your organisations strategic goals and objectives. The program is practical and a hands on way to learn the skills necessary to deliver a successful project from planning to completion. This program emphasises the management aspects of projects.

Career Opportunities
This program develops the skills which can enable you to work in the areas of:
> project co-ordinator;
> project management officer;
> project team member;
> project or program administrator.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Students seeking a place in this program should contact 1800 811 711 to obtain more information and/or make an appointment for interview/audition.

Entry Requirements
Preferred pathways for candidates considering this qualification include:
> an individual wishing to upgrade skills in a hands on way to learn the skills necessary to deliver a successful project from planning to completion.
> an owner/operator of a small business;
> a professional from a wide range of disciplines who has had little management experience, and/or one whose role requires the acquisition and development of management skills, knowledge, and attributes;
> an individual wishing to upgrade skills in line with best practice.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Students seeking a place in this program should contact 1800 811 711 to obtain more information and/or make an appointment for interview/audition.

Entry Requirements
Preferred pathways for candidates seeking entry based upon their vocational experience include:
> formal supervision or management qualification/s;
> or with vocational experience but without formal supervision or management qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:
> supervisor;
> team leader.

This breadth of expertise would equate to the competencies required to undertake this qualification.

Also applicants must:
> be at least eighteen (18) years of age;
> be able to participate in group environments;
> submit a Direct Application and attach a resume with training records;
> attend an interview.

www.ballarat.edu.au
Dual Diploma of Management / Human Resources
Combined Online/face to face delivery
Mt Helen Campus (Ballarat)
Western Campuses
Partner institutions

Outline
Our dual qualification program provides participants with a competitive edge in their employment prospects with a wider range of skills and job options combining knowledge in management and human resources. It also:
> develops a broad integrated understanding of how organisations work;
> develops the ability to lead performance and change;
> teaches to analyse, reflect and make decisions;
> define concepts properly and identify faulty logic or reasoning;
> plan, organise and prioritise tasks.

Diploma of Management
The Management component aims to develop management skills in the areas of people management, finance, OH&S requirements in the workplace, teams, marketing, business planning and industrial relations. It is designed for people aspiring to middle manager positions in large organisations and those who have a leadership role in small organisations.

Diploma of Human Resources Management (HRM)
The HRM component offers you the confidence to manage performance termination procedures, and develop employment policies. You will gain valuable skills and knowledge in human resources operations, practice and management.

Career Opportunities
Job roles and titles vary across different industry sectors, and may include:
> manager;
> supervisor;
> team leader.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply
Students seeking a place in this program should contact 1800 811 711 to obtain more information and/or make an appointment for interview/audition.

Entry Requirements
> be at least 18 years of age;
> current year 12 students – satisfactory completion of VCE. All other applicants will be will be considered for eligibility on the basis of previous experience, work history and education background;
> be able to participate in group environments;
> have three (3) years industry experience at supervisory/managerial level;
> submit a Direct Application and attach a resume with training records.
All applicants required to attend an interview will be contacted by telephone.

www.ballarat.edu.au

Extra Requirements
To enter into the Diploma of Management or the Diploma of Human Resources Management it is required that you have basic computer knowledge.

Marketing
Advanced Diploma of Marketing
1 year
Mt Helen Campus (Ballarat)
Western Campuses

Outline
This qualification reflects the role of individuals who provide leadership and strategic direction in the marketing activities of an organisation. They analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be highly specialised or broad within the marketing field. These individuals are often accountable for group outcomes and for the overall performance of the marketing function of an organisation.

Career Opportunities
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
> marketing director;
> marketing strategist;
> national, regional or global marketing manager.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply
Students seeking a place in this program should contact 1800 811 711 to obtain more information and/or make an appointment for interview/audition.

Entry Requirements
There are no formal education prerequisites for entry into this course; however applicants must:
> be at least eighteen (18) years of age;
> be able to participate in group environments;
> submit a Direct Application and attach a resume with training records;
> have three (3) years industry experience at supervisory/managerial level;
> attend an interview.
Advanced Diploma of Management (Human Resources)
1 year
Mt Helen Campus (Ballarat)
Western Campuses

Outline
Developed to meet the growing need for formal qualifications in the management discipline, the Advanced Diploma program taps into the existing competencies of managers through a series of interactive workshops, activities and assignments. After completing the Fast>>Track Advanced Diploma of Management, you will have the opportunity to further your management knowledge by completing three extra human resources units online to receive the dual qualification of Advanced Diploma of Management (Human Resources). The program reflects the role of individuals with significant expertise, in either specialised or broad areas, who are seeking to further develop skills and knowledge across a range of business functions.

Career Opportunities
On completion of this course, you will have acquired, enhanced and fine-tuned your knowledge and skills in the field of people management. These skills may be applied in your existing role or enable you to move into a more exciting and responsible position of management.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Students seeking a place in this program should contact 1800 811 711 to obtain more information and/or make an appointment for interview/audition.

Entry Requirements
Diploma of Business (Marketing)
or
Substantial vocational experience in human resources management but without a formal qualification.

Applicants must:
> be at least eighteen (18) years of age;
> be able to participate in group environments;
> submit a Direct Application and attach a resume with training records;
> attend an interview.

Fast>>Track Advanced Diploma of Management
6 month program delivered in fortnightly workshops held during the day.
The Fast>>Track Advanced Diploma of Management is run throughout Australia to the public and corporate groups.

Mt Helen Campus (Ballarat)
Western Campuses
Partner institutions

Outline
Developed to meet the growing need for formal qualifications in the management discipline, the Fast>>Track Advanced Diploma of Management taps into the existing competencies of managers through a series of interactive workshops, activities and assignments. It gives participants the skills, knowledge and capability to successfully manage businesses and people in an ever changing workplace.
The program reflects the role of individuals with significant expertise, in either specialised or broad areas, who are seeking to further develop skills and knowledge across a range of business functions. It is practical, real, linked to your work and gives you the special edge you need to move your career and life forward.
The program is conducted over a six month period and during that time all units are assessed for competency in accordance with the BSB07 Business Services Training Package V1.0.

Career Opportunities
Every business looks for and rewards leaders. The Fast>>Track Advanced Diploma of Business Management offers essential knowledge for motivated managers to position themselves for rapid career growth in a competitive global business environment. If you have are looking for a qualification to reinforce your technical or industry experience, the quality of the Fast>>Track Advanced Diploma of Management will increase the impact of your resume in the job market.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Students seeking a place in this program should contact 1800 811 711 to obtain more information and/or make an appointment for interview/audition.

Entry Requirements
The prerequisites to enter the Fast>>Track Advanced Diploma of Management program are stated below, only one of the below mentioned requirements is needed.
> A copy of your resume will be required together with copies of transcripts before enrolment forms can be issued.
> diploma qualification;
> degree qualification;
> VET diploma and one year managerial experience;
> three years managerial experience.

Extra Requirements
To enter into the Fast>>Track Advanced Diploma of Management program it is required that you:
> are over the age of 18 years of age;
> have basic computer knowledge.
Applied Degrees

Applied Degrees are practical, innovative and hands on programs that allow you to incorporate a Diploma and Advanced Diploma, with one more year of study into a bachelor’s degree.

Applied Degrees have been developed for busy working people, and are hands on, industry relevant and directly applicable to your career today.

All programs develop the skills needed to run a business with the strategic approach that is essential in developing and evolving an organisation, with programs including:

> Bachelor of Applied Management;
> Bachelor of Hospitality Management;
> Bachelor of Applied Management (Design).

Bachelor of Applied Management
Delivered over two semesters full-time, or four semesters part-time. Blended delivery, workshop supported online learning materials.

Mt Helen Campus (Ballarat)
Partner institutions

Outline
The University of Ballarat (UB) Bachelor of Applied Management is an innovative degree designed to respond to 21st Century employer needs for highly skilled and educated workers. Graduates of the Bachelor of Applied Management will possess solid technical and practical knowledge and skills to enable them to be ‘work ready’. There is a strong emphasis on applied learning through a range of integrated industry studies and projects.

Career Opportunities
This program has been developed to meet the global demand for highly skilled senior managers. It will prepare graduates with the necessary skills, knowledge and attributes to undertake a wide variety of professional positions across a broad range of industries.

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Admission to the program will be on the following basis:
A Diploma qualification in any field; an Advanced Diploma or equivalent qualification in a relevant discipline; and significant industry experience in the relevant professional area. Mature age or interstate applicants are invited to apply.

Bachelor of Hospitality (Management)
Delivered over two semesters full-time or four semesters part-time. Blended delivery, workshop supported online learning materials.

Mt Helen Campus (Ballarat)
Partner institutions

Outline
This innovative degree integrating applied and academic learning has been developed to reflect the changing roles and responsibilities of a senior hospitality manager incorporating hospitality industry and management concepts and theories. Study the Bachelor of Hospitality (Management) at the University of Ballarat and receive up to two years credit for a Diploma and Advanced Diploma of Hospitality or equivalent toward a degree.

There will be a strong emphasis on applied learning through a range of integrated management and hospitality industry projects. A range of assessment tasks will be undertaken during this course 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 internship in an area of vocational interest in the capstone year.

Career Opportunities
This program has been developed to meet the global demand for senior hospitality managers. It will prepare graduates with the necessary skills, knowledge and attributes to undertake a wide variety of professional positions in the hospitality industry.

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion Advanced Diploma of Hospitality Management or equivalent. Mature age or interstate applicants are invited to apply for this course.

Bachelor of Applied Management (Design)
Delivered over two semesters full-time or four semesters part-time. Blended delivery, workshop supported online learning materials.

Mt Helen Campus (Ballarat)
Partner institutions

Outline
The Bachelor of Applied Management (Design) delivers the unique skill set required to work effectively in an applied design environment. By integrating applied academic learning, this program works with designers to develop their higher management capabilities, building upon their current technical and creative techniques.

The program places a strong emphasis on applied learning through a range of integrated management and industry projects. Our team of highly qualified teachers, assessors and consultants offer first level experience in modern business processes, delivering specialised programs and services to give you a competitive edge.

Career Opportunities
This program has been developed to meet the global demand for highly skilled senior managers. It will prepare graduates with the necessary skills, knowledge and attributes to undertake a wide variety of professional positions across a broad range of design industries.

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Admission to the program will be on the following basis:
A Diploma qualification in any field; an Advanced Diploma or equivalent qualification in a relevant discipline; and significant industry experience in the relevant area. Mature age or interstate applicants are invited to apply. Program entry requirements take into account the wide range of backgrounds and experience of applicants.
Business

Bachelor of Business
3 years full-time or part-time equivalent.
Mt Helen Campus (Ballarat)

Outline
This program has been specifically designed for you to gain a strong background across the broad scope of the main business and organisation functional areas. Aside from undertaking a general Bachelor of Business, you may elect to undertake a specialisation in Entrepreneurship, Marketing or Tourism. A feature of the program is the group of practical business placements and projects courses that are available.

Career Opportunities
You will be prepared to work in a range of business roles including self employment, strategic planning, management, and business analyst.

Application Method
Application is via VTAC at www.vtac.edu.au
Successive applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form.
Mid Year applicants please use the Higher Education Direct Application Form.
Direct Application forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of the VCE including prerequisites Units 1 and 2 – two units of Mathematics (any); interstate or overseas equivalent; Mature Age entry.

Extra Requirements
Non-Year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online.

Bachelor of Business (Entrepreneurship)
3 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline
This program provides an appealing direction for students who are interested in innovation and entrepreneurship and will provide students with a sound working knowledge of strategic business and entrepreneurial concepts. This program integrates the theory and practice of business and entrepreneurship and provides students with the skills to work in a wide range of business environments whether in a business, operating a new enterprise or a start up venture.
The specialised Bachelor of Business (Entrepreneurship) degree combines the broad skill base of the business degree with the specialised knowledge and skills required in entrepreneurship and successful business creations.

Career Opportunities
Bachelor of Business (Entrepreneurship) students might expect to be employed as:
> business consultant;
> researcher planner;
> manager of a local or international new enterprise; or
> creator of new and innovative enterprises.

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form.
Mid Year applicants please use the Higher Education Direct Application Form.
Direct Application forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of the VCE including prerequisites Units 1 & 2 – two units of Mathematics (any); interstate or overseas equivalent; Mature Age Entry.

Extra Requirements
Non-Year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online.

Bachelor of Business (Honours)
1 year full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline
The Bachelor of Business (Honours) program offers qualified students the opportunity for specialised study in business at an advanced level. The Honours program is a combination of coursework and research. Honours aims to provide a post-degree level of study for students seeking to widen their business knowledge. It gives graduates the training necessary to conduct independent high-quality research in business and academic settings and cultivates analytical and critical skills and an awareness of emerging developments in business.

Career Opportunities
The program provides an opportunity for students to study a topic of their choice in greater depth than is possible in coursework programs. It is highly valued by employers as evidence of a graduate’s ability to think critically, to work independently on an in-depth project and to be able to communicate the results with a professional written report.

Application Method
All applicants are required to complete the Direct Application for Admission form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply
Applications are also required to complete an additional Application form, which can be obtained online or by phoning 1800 811 711.

Entry Requirements
To be eligible for admission to an Honours Year, candidates must have completed an Undergraduate program with at least a Distinction average in third-year courses in the major area of study in which they have chosen to pursue their Honours studies, and have achieved no less than a Credit average in all second and third year level courses.

www.ballarat.edu.au
**Bachelor of Commerce**

3 years full-time or part-time equivalent.
Mt Helen Campus (Ballarat)

**Outline**

A comprehensive program to provide you with the broad commerce skills required to be leaders in commerce and business. The flexible degree structure allows program combinations to be tailored to suit chosen career paths. Aside from undertaking a general Bachelor of Commerce you may elect to undertake a specialisation in Accounting, Applied Economics and Finance or Business Law. A feature of the program is the group of practical business placements and projects courses that are available.

This program is recognised for professional qualification purposes by accounting and computing associations. There is further opportunity, by undertaking specified courses, to badge your degree with a specialization.

**Career Opportunities**

Opportunity to work in the areas such as accounting, government and professional settings, banking, teaching, retail, business consulting, finance, taxation, management, business law, and applied economics and finance.

**Application Method**

Application is via VTAC at [www.vtac.edu.au](http://www.vtac.edu.au)

Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form.

Mid Year applicants please use the Higher Education Direct Application Form.

Direct Application forms are available at [www.ballarat.edu.au/apply](http://www.ballarat.edu.au/apply)

**Entry Requirements**

Successful completion of the VCE including prerequisites Units 1 and 2 – two units of Mathematics (any); interstate or overseas equivalent; Mature Age entry.

**Extra Requirements**

Non-Year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online.

**Bachelor of Commerce / Bachelor of Management**

4.5 years full-time or part-time equivalent.
May be completed in four years.
Mt Helen Campus (Ballarat)

**Outline**

The Bachelor of Commerce/Bachelor of Management double degree is a professional program for those wishing to pursue a career in the area of business commerce, business administration, management or human resource management. The double degree is designed to be flexible. Both degrees give students the practical and conceptual skills they need to be leaders in their profession.

The Business School allows program combinations to be tailored to suit chosen career paths. Commerce students may elect to undertake a specialisation in Accounting, Applied Economics and Finance or Business Law. Management students may elect to undertake a specialisation in Human Resource Management, Organisational Management and Leadership, Marketing or Tourism.

**Career Opportunities**

Graduates with an accounting specialisation are employed in a wide variety of commercial, government and professional settings including public accounting, banking, teaching, government organisations, stockbroking, and business consulting.

**Application Method**

Application is via VTAC at [www.vtac.edu.au](http://www.vtac.edu.au)

Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form.

Mid Year applicants please use the Higher Education Direct Application Form.

Direct Application forms are available at [www.ballarat.edu.au/apply](http://www.ballarat.edu.au/apply)

**Entry Requirements**

Successful completion of the VCE including prerequisites Units 1 and 2 – two units of Mathematics (any); interstate or overseas equivalent; Mature Age entry.

**Extra Requirements**

Non-Year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online.
Bachelor of Commerce (Business Law)

3 years full-time or part-time equivalent.
Mt Helen Campus (Ballarat)

Outline
The Bachelor of Commerce (Business Law) offers students access to a variety of opportunities for employment and entrepreneurial activity in business, depending on the combination of courses selected. Graduates completing commercial law courses will understand the legal framework within which businesses operate, the fundamental laws that regulate them and know how to keep abreast of legal developments.

Career Opportunities
Knowledge of law can enhance all career opportunities, especially those in:
- public administration;
- management;
- human resource management;
- the services sector including marketing, tourism, finance and accounting;
- information technology;
- self-employed persons also benefit from knowledge of the law.

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form. Mid Year applicants please use the Higher Education Direct Application Form. Direct Application forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of the VCE including prerequisites Units 1 and 2 – two units of Mathematics (any); interstate or overseas equivalent; Mature age entry.

Extra Requirements
Non-Year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online.

Bachelor of Commerce (Honours)

1 year full-time or equivalent part-time
Mt Helen Campus (Ballarat)

Outline
This Honours program offers qualified students the opportunity for specialised study in Commerce at an advanced level, and combines coursework and research. Honours aims to provide a post-degree level of study for students seeking to widen their knowledge in the area of commerce. It gives graduates the training necessary to conduct independent high-quality research in business and academic settings and cultivates analytical and critical skills and an awareness of emerging developments in business. Honours is particularly suited to those who may wish to undertake research and study at Masters or PhD level. Students also undertake an Honours degree to give themselves a competitive edge in the market place by setting themselves apart from other graduates.

Career Opportunities
The program provides an opportunity for students to study a topic of their choice in greater depth than is possible in coursework programs. It is highly valued by employers as evidence of a graduate’s ability to think critically, to work independently on an in-depth project and to be able to communicate the results with a professional written report.

Application Method
All applicants are required to complete the Direct Application for Admission form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Applicants are also required to complete an additional Application form, which can be obtained online or by phoning 1800 811 711.

Entry Requirements
To be eligible for admission to an Honours Year, candidates must have completed an Undergraduate program with at least a Distinction average in third-year level courses in the major area of study in which they have chosen to pursue their Honours studies, and have achieved no less than a Credit average in all second and third year level courses.

Graduate Certificate of Commerce
6 months full-time or part-time equivalent.
Mt Helen Campus (Ballarat)

Outline
This program is designed to provide students with a foundation standard of knowledge, skills and values in key subject areas of Commerce. The program will provide an exit point for students not wishing to proceed to an intermediate level of accomplishment in these subject areas. This program is recognised by CPA Australia.

Career Opportunities
This program provides a pathway to full professional recognition as a professional accountant.

Application Method
All applications are required to complete the Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
Candidates should have a bachelor’s degree, however, candidates who do not meet the above criteria may apply to enter the program if they relevant work experience and are assessed by the Graduate Programs Coordinator as being able to successfully complete the program and make a positive contribution to the learning environment.

Graduate Diploma of Commerce
12 months or part-time equivalent.
Mt Helen Campus (Ballarat)

Outline
The objective of this program is to provide you with an intermediate standard of knowledge, skills and values in key subject areas of Commerce. The program will provide an exit point for students not wishing to proceed to an advanced level of accomplishment. The program aims to give you the required knowledge in the areas of business law, economics, accounting concepts and practices, systems design, quantitative methods for business and management accounting. This program is recognised by CPA Australia.

Career Opportunities
This program provides a pathway to full professional recognition as a professional accountant.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
Candidates should have a bachelor’s degree, or equivalent and some level of work experience

Applicants would be presumed to have proficiency in using a computer, including common office automation software such as spreadsheets and word-processing programs. Where such proficiency is not held, applicants would be required to undertake a preparatory program which would be additional to the MPA program requirements.
Management

Bachelor of Management
3 years full-time or part-time equivalent.
Mt Helen Campus (Ballarat)

Outline
The Bachelor of Management is a program for students intending to pursue careers in general management or Human Resource Management in large businesses or government organisations. The focus of much of the curriculum is on human and organisational relationships and structure. Aside from undertaking a general Bachelor of Management, students may elect to undertake a specialisation in either Human Resource Management, Marketing, Organisational Management and Leadership, or Tourism. A feature of the program is the group of practical business placements and projects courses that are available.

Career Opportunities
Graduates can expect to work in a variety of positions include:
> human resources management;
> industrial relations;
> strategic planning;
> project officer;
> training and development.

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form. Mid Year applicants please use the Higher Education Direct Application Form. Direct Application forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of the VCE including prerequisites Units 1 and 2 – two units of Mathematics (any); interstate or overseas equivalent; Mature Age entry.

Extra Requirements
Non-Year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online.

Bachelor of Management (Tourism)
3 years full-time or part-time equivalent.
Mt Helen Campus (Ballarat)

Outline
An attractive option for students interested in combining skills in management with the exciting area of tourism so as to effectively manage human resources in a tourism environment. Prepares students for the competitive and complex environment of the tourism industry where the understanding of a range of business functions including management of staff is critical for organisational success.

Career Opportunities
Strong links with tourism industries ensure that students have the opportunity to move into exciting and responsible positions following graduation, including:
> travel and destination marketing;
> general marketing in aviation;
> accommodation and visitor services;
> human resources, and strategic planning within Australia and internationally.

Employers of Bachelor of Management (Tourism) graduates have included Qantas, Tourism Victoria, Tourism Australia, Disney Corporation, Accor and Hilton Hotels, regional councils across Australia, World Tourism Organisation, National Parks, Sovereign Hill, Royal Melbourne Zoo and Melbourne Aquarium.

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form. Mid Year applicants please use the Higher Education Direct Application Form. Direct Application forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of the VCE including prerequisites Units 1 and 2 – two units of Mathematics (any); interstate or overseas equivalent; Mature Age entry.

Extra Requirements
Non-Year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online.

Bachelor of Management (Human Resource Management)
3 years full-time or part-time equivalent.
Mt Helen Campus (Ballarat)

Outline
For students intending to pursue careers in human resource management in large businesses or government organisations, the focus of the curriculum is specifically on the human resource or ‘people’ functions in an organisation such as staffing recruitment, training and development, and motivation. The program also addresses issues such as equal employment opportunity, employment safety and health, and labour relations.

Application Method
Application is via VTAC at www.vtac.edu.au

Entry Requirements
Successful completion of the VCE including prerequisites Units 1 and 2 – two units of Mathematics (any); interstate or overseas equivalent; Mature Age entry.

Extra Requirements
Non-Year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online.

Bachelor of Management (Organisations & Leadership)
3 years full-time or part-time equivalent.
Mt Helen Campus (Ballarat)

Outline
The Bachelor of Management (Organisational Management and Leadership) is designed for students with a desire to work in high-level management in both small and large organisations. Students develop skills that enable them to design effective organisational processes, communicate with a range of stakeholders, understand and manage group dynamics and ethically solve organisational problems.

Career Opportunities
A Bachelor of Management (Organisational Management and Leadership) provides you with a range of career options in a variety of organisations. You might expect to be employed as a personnel manager, human resource consultant or industrial relations manager. Employment prospects are high.

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form. Mid Year applicants please use the Higher Education Direct Application Form. Direct Application forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of the VCE including prerequisites Units 1 and 2 – two units of Mathematics (any); interstate or overseas equivalent; Mature Age entry.

Extra Requirements
Non-Year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online.

Bachelor of Management (Honours)
1 year full-time or part-time equivalent.
Mt Helen Campus (Ballarat)

Outline
This Honours program offers qualified students the opportunity for specialised study in management at an advanced level. The Honours program is a combination of coursework and research. Honours aims to provide a post-degree level of study for students seeking to widen their knowledge.
in the area of management. It gives graduates the training necessary to conduct independent high-quality research in business and academic settings and cultivates analytical and critical skills and an awareness of emerging developments in business. Honours is particularly suited to those who may wish to undertake research and study at Masters or PhD level. However, students also undertake an Honours degree to give themselves a competitive edge in the market place by setting themselves apart from other graduates.

**Career Opportunities**
The program provides an opportunity for students to study a topic of their choice in greater depth than is possible in coursework programs. It is highly valued by employers as evidence of a graduate’s ability to think critically, to work, independently on an in-depth project and to be able to communicate the results with a professional written report.

**Application Method**
All applicants are required to complete the Direct Application for Admission form. To obtain a copy of this form, please visit [www.ballarat.edu.au/apply](http://www.ballarat.edu.au/apply)

Applicants are also required to complete an additional Application form, which can be obtained online or by phoning 1800 811 711.

**Entry Requirements**
To be eligible for admission to an Honours Year, candidates must have completed an Undergraduate program with at least a Distinction average in third-year courses in the major area of study in which they have chosen to pursue their Honours studies, and have achieved no less than a Credit average in all second and third year level courses.

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**Graduate Diploma of Management**

**1 year full-time or part-time equivalent**

**Mt Helen campus (Ballarat)**

**Outline**
This program prepares you to assume a managerial role and its functions for practising or aspiring managers in commercial and public sector organisations. It is also intended to provide an opportunity for applications to gain formal graduate qualifications, or as a basis for further study at the Graduate Diploma or Masters Degree level. The Graduate Certificate of Management is professionally recognised by the Australian Human Resource Institute (AHRI), the Australian Marketing Institute (AMI) and the Australian Institute of Management (AIM).

**Career Opportunities**
The Graduate Diploma of Management focuses on furthering and expanding the careers of current business professionals and can prepare students for further postgraduate study.

**Application Method**
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit [www.ballarat.edu.au/apply](http://www.ballarat.edu.au/apply)

**Entry Requirements**
Candidates should have:
> a bachelor’s degree, or equivalent and some level of work experience.

However, candidates who do not meet the above criteria may apply to enter the program if they have 5 years relevant work experience at a management level and are assessed by the Graduate Programs Coordinator as being able to successfully complete the program and make a positive contribution to the learning environment. In most cases, to assist in establishing their aptitude and suitability, such applicants may be admitted to the Graduate Certificate in Management whereupon after successful completion of the four courses with a credit average, they will be offered entry to continue on into the remainder of the Masters program with advanced standing of those four courses.

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**Graduate Certificate in Tourism Futures**

This program can be studied full-time or part-time and is entirely online.

**Outline**
The Graduate Certificate in Tourism Futures offers qualified students the opportunity to increase and develop their skills and knowledge in the tourism industry. Tourism is in transition and the industry has witnessed some dramatic changes in the way visitors behave locally and globally. This program offers students the chance to undertake practical learning opportunities that will help them meet the challenges and opportunities tourism industries are facing. This program has been designed for working professionals and all courses are delivered online.

**Career Opportunities**
This program is designed for people employed in tourism, to provide them with an opportunity to update and extend their qualifications and knowledge in a flexible learning environment. This program also provides graduates of a tourism (Bachelor) degree with an options for postgraduate studies that is course-work based and flexible in its delivery. The program will assist industry employees to update and extend their knowledge and can improve opportunities for people seeking career advancement; particularly when applying for positions that require postgraduate qualifications.

**Application Method**
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit [www.ballarat.edu.au/apply](http://www.ballarat.edu.au/apply)

**Entry Requirements**
A bachelor’s degree in any discipline or equivalent; or

Applicants holding other academic or professional qualifications and/or with five years relevant work experience in tourism may also be granted admission to the program following an evaluation of their academic and professional skills.

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www.ballarat.edu.au
Introduction to Carbon Accounting – Short Course
2 day workshop
Rural Sciences Skills Centre, Gillies Street

Outline
The National Centre for Sustainability at the University of Ballarat is currently seeking Expressions of Interest in the Introduction to Carbon Accounting program. This two-day workshop will provide participants with an introduction to the key concepts and principles of Carbon Accounting and the tools used in the measurement and reporting of greenhouse emissions. It is specifically aimed at assisting business and industry, and other organisations to identify the carbon (and other greenhouse gases) in their businesses, and how this is measured and reported.

Career Opportunities
This program will be of interest to:
> accountants;
> environment officers;
> auditors;
> sustainability assessors;
> quality supervisors;
> reporting officers.

Application Method
Application is via the TAFE Direct
Application form. Forms are available at www.ballarat.edu.au/apply
Students seeking a place in this program should contact 1800 811 711 to obtain more information and/or make an appointment for interview/audition.

Entry Requirements
Open to all personnel working or aspiring to work in the area of sustainability. Participants are required to have sound oral and written communication skills to facilitate effective relationships with clients and provide a written report. Literacy and numeracy skills are required in order to undertake research, read and understand documentation, manuals and reports and perform basic numeric calculations. IT skills are required for report writing and data analysis.

Extra Requirements
All candidates must contact the number listed under More Information to obtain information about the interview process.

Certificate IV in Business Sustainability Assessment
376 hours
Rural Sciences Skills Centre, Gillies Street

Outline
This program is designed to provide a range of practical skills and underpinning knowledge that will enable graduates to undertake a Business Sustainability Assessment, to promote more efficient use of resources and advise the commercial sector on the savings that can be achieved through improved sustainability actions and initiatives. Upon successful completion of this course, participants will be able to:
> assess an organisation’s performance in the areas of energy use, waste generation, water use and thermal performance;
> identify opportunities to make savings and improve performance in these areas;
> identify opportunities for sustainable procurement and promote sustainability policy development;
> report to businesses with recommendations to adopt more sustainable practices to reduce their energy, water, waste, resource use and greenhouse emissions.

Career Opportunities
The course will be appropriate for:
> unemployed candidates looking to gain skills in the area of sustainability assessment for specific employment opportunities;
> existing employees, business operators and owners wishing to gain the skills necessary to improve the sustainability of their operations, while enhancing their environmental credentials;
> current sustainability officers within organisations who wish to further develop or update their skills;
> current sustainability assessors who do not presently have formal recognition of their skills.

Application Method
Application is via the TAFE Direct
Application form. Forms are available at www.ballarat.edu.au/apply
Students seeking a place in this program should contact 1800 811 711 to obtain more information and/or make an appointment for interview/audition.

Entry Requirements
The course is open to all personnel working or aspiring to work in the area of sustainability. Participants are required to have sound oral and written communication skills to facilitate effective relationships with clients and provide a written report. Literacy and numeracy skills are required in order to undertake research, read and understand documentation, manuals and reports and perform basic numeric calculations. IT skills are required for report writing and data analysis.

Diploma of Sustainability
This program is intended to complement material studied in another course (diploma level or above). The program is delivered over two vacation blocks (Monday–Friday 9:30am – 4:30pm), usually February and July. These are supported by online learning resources and activities.

Mt Helen Campus (Ballarat)
Rural Sciences Skills Centre, Gillies Street

Outline
The Diploma of Sustainability has been developed as a Dual Diploma, to complement a participant’s studies in any other discipline area (at diploma level or above). It provides students with the background knowledge, skills and experiences to add a sustainability perspective to their study and work in any industry area, and apply these principles to live and work in a more sustainable way.

The program consists of four specialist sustainability units on themes such as:
> what is sustainability and where has it come from?
> sustainability principles, themes and concepts;
> social, economic and environmental challenges (such as climate change, population, peak oil, loss of biodiversity, social justice, energy and how a more sustainable approach can address these challenges);
> behaviour change strategies for a sustainable future;
> how to build the business case for sustainability initiatives;
> sustainable production and consumption (eco-design, life-cycle analysis, consumption).

Career Opportunities
All industry areas are now required to consider the sustainability impacts (i.e. social, economic and environmental impacts) of their operations, and in all sectors there is a need for staff with the sustainability skills and knowledge to implement sustainability policy and procedures as a part of their work role.
Rather than preparing students for any one sustainability job, the Diploma of Sustainability aims to provide participants with the skills and knowledge to make every job a ‘green job’. It has also enabled many graduates to become Sustainability Officers within a broad range of local government authorities, government agencies, business and industry settings. These areas may include:

- land and water management,
- agriculture, horticulture;
- health, hair and beauty;
- hospitality;
- energy sector;
- management (local government, government agencies, small and medium business);
- engineering;
- science;
- building (design, construction and management);
- manufacturing (resource management);
- environmental sustainability;
- conservation and land management;
- community action groups and non-govt. organisations;
- change management;
- corporate enterprises.

**Application Method**

Application is via the TAFE Direct Application form. Forms are available at [www.ballarat.edu.au/apply](http://www.ballarat.edu.au/apply)

Students seeking a place in this program should contact 1800 811 711 to obtain more information and/or make an appointment for interview/audition.

**Entry Requirements**

To receive Dual Diploma certification students must have completed, or be currently studying at Diploma level or above. Students who have not completed a Diploma or above, or are not currently enrolled in Diploma level course will receive a ‘Statement of Attainment’ upon the successful completion of the specialised units.

Prospective entrants must demonstrate the literacy and numeracy skills required to undertake a Diploma level qualification. The following levels of the National Reporting System (NRS) may be used as a guide:

- reading Level 5.2 – Interprets subtle nuances, infers purpose of author and makes judgments about the quality of an argument;
- writing Level 4.5 – Generates written texts reflecting a range of genres and using appropriate structure and layout;
- maths Level 4.11 – Selects and applies an expanding range of mathematical strategies flexibly to solve problems in a variety of contexts.

**Extra Requirements**

All candidates must call 1800 811 711 to obtain information about the interview process.

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**Master Programs**

**Master of Business Administration**

Full-time or part-time equivalent

Time restrictions apply for re-entry into the program.

Mt Helen Campus (Ballarat)

**Outline**

The Master of Business Administration (MBA) is a generalist degree intended for those with some practical experience who now wish to widen their managerial knowledge and skills. The Master of Business Administration has been designed to enable you to deal with the many facets of management. The program aims to develop skills in critical thinking, research and analysis through individual and team based work. A feature of the MBA is that it focuses on critical areas of integration but facilitates some specialisation to accommodate specific career paths.

**Career Opportunities**

As the business world becomes increasingly volatile and changing, the trend toward further education in the workplace is increasing. An MBA can be one of the critical keys to establishing or furthering any business career.

**Application Method**

All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit [www.ballarat.edu.au/apply](http://www.ballarat.edu.au/apply)

**Entry Requirements**

The MBA program is intended for people who have an undergraduate degree and/or extensive experience working within an organisation.

Candidates should have: A bachelor’s degree, or equivalent and two years relevant work experience.

However, candidates who do not meet the above criteria may apply to enter the program if they have 5 years relevant work experience at a management level and are assessed by the Graduate Programs Coordinator as being able to successfully complete the program and make a positive contribution to the learning environment.

In most cases, to assist in establishing their aptitude and suitability, such applicants may be admitted to the Graduate Certificate in Management whereupon after successful completion of the four courses with a credit average, they will be offered entry to continue on into the remainder of the Masters program with advanced standing of those four courses.

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**Master of Business Administration (International Management)**

2 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

**Outline**

This program can provide you with theoretical and practical concepts of management. The MBA’s general orientation prepares students for roles in general management and in addition provides a choice of specialised functions. The emphasis is on developing a sound working knowledge of core disciplines and the analytical skills necessary to understand and direct the work of other functional and operational specialists.

**Career Opportunities**

As the business world becomes increasingly volatile and changing, the trend toward further education in the workplace is increasing. An MBA can be one of the critical keys to establishing or furthering any business career.

**Application Method**

All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit [www.ballarat.edu.au/apply](http://www.ballarat.edu.au/apply)

**Entry Requirements**

Candidates should have a bachelor’s degree, or equivalent and two years relevant work experience. However, candidates who do not meet the above criteria may apply to enter the program if they have 5 years relevant work experience at a management level and are assessed by the Graduate Programs Coordinator as being able to successfully complete the program and make a positive contribution to the learning environment.

In most cases, to assist in establishing their aptitude and suitability, such applicants may be admitted to the Graduate Certificate in Management whereupon after successful completion of the four courses with a credit average, they will be offered entry to continue on into the remainder of the Masters program with advanced standing of those four courses.

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www.ballarat.edu.au
Master of Commerce
(Professional Accounting)
24 months full-time or part-time equivalent
Mt Helen (Ballarat)
Partner institutions

Outline
The Master of Commerce (Professional Accounting) is designed to extend students knowledge, values and skills in Commerce-related subject areas which are additional to the core curriculum in accounting and business areas. As such, it is expected that this program will appeal to students wishing to undertake a more extensive program of study (that is, two years of full-time study or equivalent) than is offered in the 18 month Master of Professional Accounting program. The program is accredited by Certified Practicing Accountants (CPA Australia) and the Institute of Chartered Accountants in Australia (ICCA) and graduates of these programs can apply for membership of both associations.

Career Opportunities
This program provides a pathway to full professional recognition as a professional accountant.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
A bachelor’s degree. In exceptional circumstances applicants who do not have a bachelor’s degree may be admitted on the basis of relevant work experience, non-degree qualifications (including professional qualifications), and demonstrated capacity to undertake the program, as assessed by the Programs Coordinator. Applicants without a bachelor’s degree would normally be admitted initially to the Graduate Certificate of Commerce. Applicants whose bachelor’s degree was not undertaken in the English language would need to demonstrate English proficiency to the following standard: TOEFL 550 or IELTS 6 or equivalent. Applicants would be presumed to have proficiency in using a computer, including common office automation software such as spread sheets and word-processing programs. Where such proficiency is not held, applicants would be required to undertake a preparatory program which would be additional to the Master of Professional Accounting program requirements.

Master of Professional Accounting
18 months or part-time equivalent
Mt Helen Campus (Ballarat)

Outline
The Master of Professional Accounting (MPA) aims to extend students knowledge, values and skills in Commerce-related subject areas which are additional to the core curriculum in accounting and business areas such as business law, financial management, economics and quantitative methods for business. It is expected that this program will appeal to students wishing to undertake a more extensive program of study (that is, 18 months of full-time study or equivalent) than is offered in the 24 month Master of Professional Accounting program. The program is accredited by Certified Practicing Accountants (CPA Australia) and the Institute of Chartered Accountants in Australia (ICCA) and graduates of these programs can apply for membership of both associations.

Career Opportunities
This program provides a pathway to full professional recognition as a professional accountant.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
A bachelor’s degree. In exceptional circumstances applicants who do not have a bachelor’s degree may be admitted on the basis of relevant work experience, non-degree qualifications (including professional qualifications), and demonstrated capacity to undertake the program, as assessed by the Programs Coordinator. Applicants without a bachelor’s degree would normally be admitted initially to the Graduate Certificate in Commerce. Applicants whose bachelor’s degree was not undertaken in the English language would need to demonstrate English proficiency to the following standard: TOEFL 550 or IELTS 6 or equivalent. Applicants would be presumed to have proficiency in using a computer, including common office automation software such as spread sheets and word-processing programs. Where such proficiency is not held, applicants would be required to undertake a preparatory program which would be additional to the MPA program requirements.

Doctorates

Doctor of Business Administration
3 years full-time or part-time equivalent
It may be possible to meet degree requirements over a shorter or longer period of enrolment.
Mt Helen Campus (Ballarat)

Outline
The DBA involves integrated course work and research. It advances knowledge as well as demonstrating the application of new knowledge in practical situations. Experienced practitioners can use this degree to enhance their professional managerial competence and insights. The portfolio of activities combines rigorous academic theory with management practice. The successful DBA graduate will demonstrate theoretical, practical and scholarly expertise, which will provide a platform for advancing careers in professional practice or academic spheres.

Career Opportunities
Depending on the area of study completed, most graduates of this program would expect to be employed in the higher education, government, or private sector.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
All candidates should have:
Two years relevant employment experience
Bachelor’s Degree (with at least Upper Second Class Honours)
Masters of Business Administration or a Master’s Degree by Research (or equivalent)

Some provision for credit may be awarded for completion of a Master of Business Administration.
Creative, Visual and Performing Arts

Graphic Design

Advanced Diploma of Graphic Design
Two years full-time. Part-time study may be negotiated. A part-time student may be required to undertake a combination of compulsory units.
Camp Street Campus (Ballarat)

Outline
This program addresses the specific knowledge and skills required to undertake work as a graphic designer. It includes units of competency addressing the creative, technical skills and knowledge required by participants for the contemporary design industry.
The delivery of the units in this qualification are structured under design process, design practice, illustration for industry, drawing, pre-press, typography, photography/digital imaging, digital media, design research and analysis. The units are delivered primarily in a studio environment similar to what would be experienced in a professional design studio.

Students have access to a wide range of sophisticated facilities including design studios, photography studio, drawing studio and digital imaging equipment.
The Graphic Design program has close connections with the Graphic Design industry in this region.

Career Opportunities
Upon completion of this course, you will be qualified for such positions as Graphic Designer, Finished Artist, Website Designer and others.

Application Method
Application is via VTAC at www.vtac.edu.au

Entry Requirements
Current Year 12 students - satisfactory completion of the VCE. All other applicants will be considered for eligibility on the basis of previous life-experience, work history and educational background. Course entry requirements take into account the wide range of backgrounds and experiences of applicants.
Special consideration will be given to applicants whose educational opportunities have been adversely affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background.

Extra Requirements
Applicants should complete and submit the Advanced Diploma of Graphic Design Application Proforma from the School of Education and Arts, Arts Academy via 1800 811 711 or info@ballarat.edu.au.
The application should be submitted by the end of October. (Late applicants by end-January, early February).

Interview and folio presentation: Applicants will be notified of a date/time for an interview/folio presentation on receipt of the application proforma. The interview/ folio presentation will take place in the last week of November, or early December. (Late applicants by end-January, early February).

Bachelor of Visual Arts
(Graphic Design/Multimedia)
3 years full-time or part-time equivalent.
Camp Street Campus (Ballarat)

Outline
Our Arts Academy, Bachelor of Visual Arts (Graphic Design/Multimedia) is arguably the best three-year program of its kind in Australia and the South Pacific region. The program, staff and students have been recognised for their excellence with numerous awards both internationally and nationally, highlighted by the Type Directors Club Typographical Excellence Award, NY, 2004, AGIdeas Fabrica Award 2005 and AGIdeas Colle Print Trust Award 2007.

Career Opportunities
Graduates have been employed in a number of local, interstate and overseas design studios including Pentagram Design Inc, New York and London, Whynot and Associates, London, Imagination Group London / New York / Detroit and Finch Worldwide. Graduates play a leading role in professional bodies such as the Australian Graphic Design Association.
In Australia, students are employed in areas as diverse as fashion, multimedia, packaging, publishing, in both small design studios and large advertising agencies. With further studies, graduates can also enter other fields such as teaching.

Application Method
Application is via VTAC at www.vtac.edu.au

Entry Requirements
Completion of VCE (or equivalent). Prerequisites: Units 3 and 4 – one of Studio Arts, Art, Media, Visual Communication and Design, interstate or overseas equivalent, or Mature Age entry.

Extra Requirements
Applicants must then obtain an application pro-forma for an interview by downloading a copy online or by contacting the School of Education and Arts, Arts Academy via 1800 811 711 or info@ballarat.edu.au.
Application Forms must be submitted by Friday 18 October, 2013.
Interviews will be confirmed in early November and applicants will be expected to attend an interview held in late November at which they will present:
> a comprehensive folio of work (including works specific to the creative discipline in which they are interested);
> records of academic progress reports;
> references;
> a written statement about their work and ambitions (maximum 250 words).
Selection is determined by the perceived potential of the student, their ability to communicate ideas, engage in design based dialogue and their motivation and reason for study within the field.
Previous experience in the Visual and Performing Arts (relevant to Graphic Design/Multimedia) will be given serious consideration.
The folio work should be representative of the student’s ideas and creative abilities. Qualities of importance are: imagination, originality, experimentation, innovation and competence in the basic skills associated with Visual Arts (evidence of drawing and photographic skills should be included).
A basic knowledge and understanding of computer skills will be an advantage. In

www.ballarat.edu.au
Visual Arts

Bachelor of Visual Arts (Fine Arts)
3 years full-time or part-time equivalent.
Camp Street Campus (Ballarat)

Outline
The School of Education and Arts, Arts Academy, University of Ballarat, located at Camp Street and SMB Campuses, offers a three year full-time (or part-time equivalent) Bachelor of Visual Arts (Fine Arts), which integrates studies in a range of specialist studio disciplines and Art Theory. During the first year of the academic program students are introduced to a range of activities focused on providing a breadth of experience and skills building. The first year is structured so that a student will undertake courses in both 2 Dimensional and Multi-Dimensional studios as well as Drawing, Digital Art and the History and Theory of Art and Design. In this academic program the learning may take place in a studio or workshop, lecture, tutorial, library, gallery or any other learning setting, on or off campus. The structure in the second year of the program is similar to first year. Further in-depth studies are undertaken in Drawing, Digital Art and the History and Theory of Art and Design. In the Studio Art Practice courses students will gain further experience in a range of media although with a greater emphasis on self-initiating projects, particularly in semester four.

In the third year of the program students will be required to propose a self-directed project incorporating research and contemporary art practice. This project will be supported by staff from a number of specialist studios. Students will be able to work in, or across, the different studios as their individual projects demand. Additionally in third year students also undertake a course in Professional Art Practice.

The School of Education and Arts, Arts Academy provides open flexible studios designed to facilitate contemporary art practice supported by preparation and material workshops. All teaching staff are practicing artists and designers with considerable reputation in Australia.

Career Opportunities
Career opportunities are remarkably versatile and offer the satisfaction of a rewarding vocation, not just an occupation. Graduates work as professional artists, graphic designers, curators, gallery staff, teachers, commercial potters, community

arts advisors, arts administrators and often as innovators building their own businesses.

Application Method
Application is via VTAC at www.vtac.edu.au

To obtain a copy of this form, please visit www.ballarat.edu.au/apply
Also see Extra Requirements.

Entry Requirements
Completion of VCE (or equivalent). Prerequisites: Units 3 and 4 – one of Studio Arts, Art, Media, Visual Communication and Design, interstate or overseas equivalent, or mature age entry.

Extra Requirements
Current Year 12 student and Non-year 12 applicant: Application is via VTAC at www.vtac.edu.au
Applicants must then obtain an application pro-forma for an interview by downloading a copy online or by contacting the School of Education and Arts, Arts Academy via 1800 811 711 or info@ballarat.edu.au.
The application proforma should be returned to the School of Education and Arts, Arts Academy by Friday 18th October 2013.

Interviews will be confirmed in early November and held in late November early December. Late applicants after Friday 18th October 2013, must telephone (03) 5327 8608 or email info@ballarat.edu.au.
At the interview applicants are expected to present the following:
> a comprehensive folio of their work in a variety of media;
> records of academic progress results;
> references;
> a written statement about their work and ambitions (maximum 250 words).

Selection is determined by the perceived potential of the student, motivation and reason for study within the field as well as previous experience in the Visual Arts. Folio work should be representative of the individual’s ideas and abilities. Qualities of importance are: originality, innovation, imagination, experimentation and competence in the basic skills associated with visual arts (evidence of drawing skills should be included). In general, students should submit selected samples of completed works and relevant sketchbook materials.

www.ballarat.edu.au
Creative Arts – Honours
Bachelor of Creative Arts (Honours)
1 year full-time or part-time equivalent
Camp Street Campus (Ballarat)
Mt Helen Campus (Ballarat)

Outline
The School of Education and Arts, Arts Academy at the University of Ballarat, Camp Street Campus, offers a one-year full-time Bachelor of Creative Arts (Honours) program. This is a studio-based program which provides a fourth year of intensive study that introduces the student to formal research in the Creative Arts. Students will participate in a tutorial / seminar program involving discussion and criticism relating to research issues in the Creative Arts.

Career Opportunities
Graduates work as professional artists and performers, graphic designers, within the creative arts industries more broadly, and as consultants to the arts industry, government bodies and general industry.

Application Method
All applicants are required to complete the Direct Application for Admission form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
To be eligible for admission to the Bachelor of Creative Arts (Honours) the student must have completed an undergraduate degree in a relevant field of study at the University of Ballarat or a comparable degree from another University. Normally students are required to have attained a distinction average in the final year of study. The Program Coordinator, subject to confirmation by the Arts Academy Programs Committee may grant alternative category entry.

Extra Requirements
All applicants for Honours must also submit a 300 word (minimum) research proposal, (with a bibliography) outlining practical and theoretical concerns appropriate to the research project. Applicants will be required to attend an interview and portfolio presentation or audition.

Interstate and overseas Visual Arts applicants should forward ten slides (or multimedia presentation) of their recent art works together with a typed proposal, at the time of application. Alternative arrangements will be made for Performing Arts applicants.

Lighting, Sound and Audio Visual
Diploma/Advanced Diploma of Live Production – Theatre and Events (Technical Production)

Dual Qualification
2 years full-time
SMB Campus (Ballarat)

Outline
The Diploma of Live Production – Theatre and Events (Technical Production) CUE50203 and The Advanced Diploma of Live Production – Theatre and Events (Technical Production) CUE50203 are courses for people committed to becoming versatile and skilled workers in the entertainment industry. The first year of the course provides students with the opportunity to operate and supervise the use of a wide range of sophisticated lighting, sound and vision equipment. The second year of the course further develops the key skills required for this industry area in addition to learning how to manage a range of events.

The second year of the course further develops the key skills required for this industry area in addition to learning how to manage a range of events.

Live Production students have access to the Arts Academy’s fully equipped theatres in addition to digital and analogue sound studios, offline lighting editors, vision mixers and editors, computer labs and full production facilities.

The learning environment is intensely practical. Much of the learning and teaching takes place during a series of live performances where all operational and management positions are undertaken by students.

Career Opportunities
Our graduating students are keenly sought after by the industry. Typical career paths include lighting technician, lighting desk operator, follow spot operator, sound technician, sound mixer, AV technician, stage manager, duty technician, technical supervisor, production manager, event manager, tour manager, and venue manager.

Application Method
Application is via VTAC at www.vtac.edu.au

Entry Requirements
Satisfactory completion of the VCE (or equivalent) with minimum ATAR requirements.

Extra Requirements
Applicants are selected by audition and the audition process is managed separately to the VTAC process. Applicants must obtain the Audition Requirements for Bachelor of Arts (Acting) and the Audition proforma online or by contacting the Arts Academy via 1800 811 711 or info@ballarat.edu.au.

Applicants must telephone (03) 5327 8608 or email info@ballarat.edu.au before applying. A late fee may apply.

Completed forms should be returned to the School of Education and Arts, Arts Academy. Upon receipt of the completed form, together with a $60.00 audition fee, the School of Education and Arts, Arts Academy will advise applicants of an audition time and anything they are required to bring to the audition. Auditions are usually held in late November. If auditioning for both Acting and Music Theatre programs, an audition fee of $100.00 will apply. Auditions are conducted in Ballarat and Melbourne, and selected cities interstate. Applicants who
Creative, Visual and Performing Arts

fail to carry out these requirements may not be considered for selection. Late applicants must telephone or email info@ballarat.edu.au before applying. You may call (03) 5327 8606 for further information.

If international students are unable to attend the audition they must forward a DVD of their recent works for consideration of the Selection Panel.

Music Theatre

Bachelor of Arts (Music Theatre)
3 years full-time
Camp Street Campus (Ballarat)

Outline

The School of Education and Arts, Arts Academy at the University of Ballarat, Camp Street Campus offers a three-year full-time Bachelor of Arts in Music Theatre. A three-year full-time Bachelor of Acting is also offered.

The Music Theatre degree seeks to develop multi-skilled performers for professional music theatre. The aim of the course is to provide a context for the simultaneous development of skills in singing, acting and dancing. The student is encouraged to create new work and explore the history and theoretical basis of contemporary music theatre. Subjects include: Singing, Acting, Dancing, Music Theatre Studio, Music Theory and Critical Studies. Studio and public performances occur at each level of the program.

Previous study in singing, dancing and / or music is an advantage.

Career Opportunities

Graduates may work in musicals, concerts, cabarets, touring shows, commercial productions of theatre and music theatre, workshops for new works, voice-over and corporate video. If teaching is a career option, a sequence of four dance courses undertaken as part of the degree program, form the basis of a 2nd discipline for Drama / Dance teaching entry into an education program or teaching qualification.

Application Method

Application is via VTAC at www.vtac.edu.au

Entry Requirements

Satisfactory completion of VCE (or equivalent) with minimum ATAR requirements or Mature Age entry.

Extra Requirements

Applicants are selected by audition and the audition process is managed separately to the VTAC process. Applicants must obtain the Audition Requirements for Bachelor of Arts (Music Theatre) information and the Application for Audition form online or by contacting the Arts Academy via 1800 811 711 or info@ballarat.edu.au

Applications must be submitted by early October. Late applicants must telephone (03) 5327 8608 or email info@ballarat.edu.au before applying. A late fee may apply.

The application should be returned to the School of Education and Arts, Arts Academy by mid October. Upon receipt of the completed form, together with a $60.00 audition fee, the School of Education and Arts, Arts Academy will advise applicants of an audition time and anything they are required to bring to the audition. Auditions are usually held in October/November.

If auditioning for both Acting and Music Theatre programs, an audition fee of $100.00 will apply. Applicants who fail to carry out these requirements may not be considered for selection. Late applicants must telephone or email artsinfo@ballarat.edu.au before applying. You may call (03) 5327 8606 for further information.
**Certificate III in Children's Services**

6 months full-time study on campus or 9 months evening classes combined with online independent learning through SMB Campus (Ballarat).

9 months full-time study distance learning with weekend workshops through Horsham campus.

The course also includes two Practical Placement components, which are completed in a registered Children's Service. Traineeships may be available for those eligible.

Horsham Campus

SMB Campus (Ballarat).

**Outline**

The Certificate III in Children's Services is an accredited training program that will prepare students for work as an assistant in Centre Based Care, Occasional Care, Pre-school Centres and Family Day Care and other related areas of Children's Services.

**Career Opportunities**

On completion of this course, graduates will be able to seek employment as an assistant in Centre Based Care, Occasional Care, Pre-school Play Programs, Out of School Hours programs, Family Day Care Providers or as aides for children with additional needs.

**Application Method**

SMB (Ballarat): Application is via VTAC at www.vtac.edu.au. Direct applications will only be accepted after the VTAC close date using the TAFE Direct Application Form. Forms are available at www.ballarat.edu.au/apply.

**Entry Requirements**

Satisfactory completion of Year 11 or equivalent. Mature age applicants will be considered for eligibility on the basis of previous life experience, work history and educational background. A working with children check is required to work in this industry.

**Extra Requirements**

All Non-year 12 applicants must attend an interview and complete a reasoning ability assessment.

Successful completion of practical placement within a child services setting is necessary to ensure a pass in all units of the course.

**Diploma of Children's Services (Early Childhood Education & Care)**

SMB Campus (Ballarat): 1 year full-time or 1 year Flexi study (1 night per week)

Horsham campus: 1 year full-time study via Distance Learning from Horsham Campus. Distance Learning students are required to attend three weekend workshops each year.

Melton (Djerriwarrh, 239 Station Road): 1 year Flexi study (1 night per week)

Bacchus Marsh (The Laurels, 229 Main St): 1 year Flexi Study (1 night per week).

**Outline**

The program is designed to provide students with the skills, knowledge and understanding required to work with children. Diploma childcare graduates provide care that enhances and supports the holistic development of infants and children up to the age of 12. They work closely with primary carers to foster optimum development for all children. Work in the childcare field is both rewarding and demanding. This qualification is highly regarded within relevant industries and will allow you to work in a leadership role within the children's services field.

**Career Opportunities**

The majority of graduates work in centre-based care, although some gain positions in family day care schemes, pre-school play centres, out of school hours programs and as aides with children with additional needs.

**Application Method**

SMB (Ballarat): Application is via VTAC at www.vtac.edu.au. Direct applications will only be accepted after the VTAC close date using the TAFE Direct Application Form. Forms are available at www.ballarat.edu.au/apply.

**Horsham, Melton and Bacchus Marsh applicants (distance education):** All distance education applicants need to make a direct application.

**Entry Requirements**

All applicants must have successfully completed the Certificate III in Children's Services to progress to Diploma studies. All applicants will be considered for eligibility on the basis of previous life experience, work history and educational background. A working with children check is required to work in this industry.
Education and Teaching

Bachelor of Education
4 years full-time, or part-time equivalent
Mt Helen Campus (Ballarat)
MIT (Melbourne) (P-6 strands only)

Outline
The 4 year Bachelor of Education program will prepare you as a professional educator, providing a qualification to teach in primary schools (P-6), or in primary and middle years of schooling (P-10)”. The program is comprised of Education Studies, Curriculum Studies, Discipline Studies and Professional Experience.

Career Opportunities
Mt Helen (Ballarat): Successful completion of the Bachelor of Education program qualifies you to teach students in the primary years (P-6), or primary and middle years of schooling (P-10). MIT (Melbourne): Successful completion of the Bachelor of Education program qualifies you to teach students in the primary years (P-6).

Application Method

Entry Requirements
Successful completion of VCE including prerequisites of a minimum equivalent of Units 1 and 2 – General Mathematics or Mathematical Methods (either); Units 3 and 4 – a study score of at least 25 in English (any); interstate or overseas equivalent. Successful applicants are required to apply for a Working With Children Check (WWCC) card before commencing program. A copy of the WWCC card must be supplied to the University prior to commencing professional experience placements.

Extra Requirements
Non-VCE applicants who apply via VTAC must complete the VTAC Personal Statement form online. Non-VCE applicants who are required to attend an interview will be notified of the arrangements by telephone or mail.

Bachelor of Education (Early Childhood)
4 years full-time, or part-time equivalent.
Mt Helen (Ballarat): On Campus
Western Campuses (Horsham):
Combined on-campus + online delivery

Outline
The Bachelor of Education (Early Childhood) program aims to prepare teachers to work confidently and competently with children in early childhood and primary school settings. Settings may include: primary (Prep to 6), kindergarten, pre-schools, occasional care, out of school hour’s care and long day care centres.

Career Opportunities
Successful completion of the Bachelor of Education (Early Childhood) program prepares individuals to work as a teacher in primary (prep to grade 6) and early childhood settings (birth to 5 years old).

Application Method
Application is via VTAC at www.vtac.edu.au. VTAC Codes:
Mt Helen: 37431, Horsham: 37471.

Entry Requirements
Successful completion of VCE including prerequisites Units 1 and 2 – General Mathematics or Mathematical Methods (either), Units 3 and 4 – a study score of at least 25 in English (any); interstate or overseas equivalent.

Extra Requirements
Non-VCE applicants who apply via VTAC must complete the VTAC Personal Statement form online. Non-VCE applicants who are required to attend an interview will be notified of the arrangements by telephone or mail. Successful applicants are required to apply for a Police Check and Working With Children Check (WWCC) before commencing their program. A copy of the Police Check and WWCC card must be supplied to the University prior to commencing professional experience placements.
**Arts/Education**

**Bachelor of Arts/Bachelor of Education**
4 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

**Outline**
The Bachelor of Arts/Bachelor of Education program aims to develop professional educators who will have specific discipline knowledge in the following areas: Japanese (LOTE), Psychology, Literature, History, Social Sciences, Human Behaviour, Philosophy and Indigenous Studies to prepare them to become secondary teachers in regional, rural and metropolitan schools. The program provides a strong balance of theoretical studies in education and practicum studies.

**Career Opportunities**
As well as preparing students for a range of careers open to Bachelor of Arts graduates, this program helps meet the current and emerging need for well-qualified and competent secondary school teachers (years 7–12).

**Application Method**
Application is via VTAC at [www.vtac.edu.au](http://www.vtac.edu.au)

**Entry Requirements**
Successful completion of VCE including prerequisites of a study score of at least 25 in Courses 3 and 4 of English (any); a pass in VCE Mathematics Courses 1 & 2 not including Foundational Mathematics; Equivalent interstate or overseas qualification.

**Extra Requirements**
Successful applicants are required to apply for a Working With Children Check (WWCC) card before commencing their program. A copy of the WWCC card must be supplied to the University prior to commencing Professional Experience placements.

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**Mathematical Sciences/Education**

**Bachelor of Mathematical Sciences/Bachelor of Education**
4 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

**Outline**
The Bachelor of Mathematical Sciences/Bachelor of Education program provides a professional qualification for teaching in secondary school from years 7–12 as a Mathematical Sciences teacher.

The Bachelor of Mathematical Sciences component of the program will provide students with a strong foundation in the basic principles and techniques of mathematics and understanding how mathematics is applied to the real world.

The Bachelor of Education component aims at professional educators in the areas of Mathematics, Information Technology, Physics, Chemistry, Biology, Earth Sciences and Environmental Studies in a number of settings such as regional, rural and metropolitan schools and has a strong focus of educational issues and is designed to meet and respond to the challenges of the new millennium for learning communities.

This program provides a strong balance of theoretical studies in education practicum studies with strands in mathematics and one of the following method areas: Information Technology, Physics, Chemistry, Biology, Earth Sciences and Environmental Studies.

**Career Opportunities**
The Bachelor of Mathematical Sciences/Bachelor of Education will qualify graduates to teach in secondary schools now and into the future. It provides a qualification to teach in secondary schools (years 7–12).

**Application Method**
Application is via VTAC at [www.vtac.edu.au](http://www.vtac.edu.au)

**Entry Requirements**
Satisfactory completion of the VCE including prerequisites Units 3 and 4 Mathematics (any); And including at least 25 in each of English (any); interstate or overseas equivalent.

**Extra Requirements**
Successful applicants are required to apply for a Working With Children Check (WWCC) card before commencing their program. A copy of the WWCC card must be supplied to the University prior to commencing Professional Experience placements.

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**Science/Education**

**Bachelor of Science/Bachelor of Education**
4 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

**Outline**
The Bachelor of Science/Bachelor of Education program aims to develop professional educators who will have specific discipline knowledge in the areas of science and prepare them to become secondary teachers in regional, rural and metropolitan schools. The program provides a strong balance of theoretical studies in education, practicum studies and with major and minor science strands.

The Bachelor of Education component of the joint degree has a strong focus of educational issues and is designed to meet and respond to the challenges of the new millennium for learning communities.

**Career Opportunities**
The Science component of the joint degree provides the knowledge skills and values appropriate for effective scientific investigation and communication, enabling entry into a variety of career options. The Education component prepares students as professional educators for the new and broader roles expected of them in schools now and into the future. It provides a qualification to teach in secondary schools (years 7–12).

**Application Method**
Application is via VTAC at [www.vtac.edu.au](http://www.vtac.edu.au)

**Entry Requirements**
Satisfactory completion of the VCE including prerequisites Units 3 and 4 Mathematics (any); And including at least 25 in each of English (any); interstate or overseas equivalent.

**Extra Requirements**
Successful applicants are required to apply for a Working With Children Check (WWCC) card before commencing their program. A copy of the WWCC card must be supplied to the University prior to commencing Professional Experience placements.

[www.ballarat.edu.au](http://www.ballarat.edu.au)
Visual Arts/Education

Bachelor of Visual Arts/
Bachelor of Education
4 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline
This joint degree prepares graduates, with a particular emphasis on rural and regional needs, for a career as a secondary teacher. It provides the education theory and practicum to teach visual arts at secondary level until year 12, and is designed to give graduates a strong foundation in the areas of Arts Theory and Fine Art Studio Practice to provide them with the necessary teaching skills to be effective teachers at the secondary school level.

Career Opportunities
You will be qualified to teach in secondary schools up to year 12 or pursue a career in professional arts practice as well as being equipped to participate in the broader arts community at an enhanced level.

Application Method
Application is via VTAC at www.vtac.edu.au

Entry Requirements
Successful completion of VCE including prerequisites of a study score of at least 25 in Units 3 and 4 of English (any), a pass in VCE Mathematics Courses 1 & 2 not including Foundational Mathematics; plus interview and art folio; equivalent interstate or overseas qualification; mature age entry may require you to sit a literacy and/or numeracy test.

Extra Requirements
Applicants must complete and submit an application for interview proforma which can be obtained by contacting the School of Education and Arts via 1800 811 711 or info@ballarat.edu.au. Applications close Friday 29th November 2013. Interviews will be confirmed in early November and held in late November/early December. Late applicants must contact the school before applying. Applicants are expected to present the following at interview:
> a comprehensive folio of their work (including works specific to the discipline being applied for);
> records of academic progress results;
> references;
> a written statement about their work and ambitions (maximum 250 words).

Selection is determined by the perceived potential of the student, motivation and reason for study within the field as well as previous experience in the Visual Arts. Folio work should be representative of the individual’s ideas and abilities. Qualities of importance are: originality, innovation, imagination, experimentation and competence in the basic skills associated with visual arts (evidence of drawing skills should be included). In general, students should submit selected samples of completed works and relevant sketchbook materials.

Successful applicants are required to apply for a Working With Children Check (WWCC) card before commencing their program. A copy of the WWCC card must be supplied to the University prior to commencing Professional Experience placements.

Education (Primary)

Graduate Diploma of Education (Primary)
1 year full-time. Part-time study may be possible after consultation with the Program Coordinator.
Mt Helen Campus (Ballarat)

Outline
This is a pre-service teacher education degree that is offered from February to December each year. The program structure includes 8 compulsory courses of education, 2 courses of professional studies including a minimum of 45 days of primary school experience.

Career Opportunities
The program is designed to prepare pre-service teachers to become teachers at the primary level.

Application Method
All applicants are required to produce a copy of their full transcript with completion statement and complete the Direct Application for Admission form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
Applicants will have completed at least a three-year degree or approved equivalent. Applicants should be able to produce evidence of satisfactory completion of a minimum equivalent to VCE Mathematics units 1 and 2. (not including Foundation Mathematics) and a study score equivalent to at least 25 in one of the VCE English group of studies at units 3 and 4.

Extra Requirements
Applicants must submit an Additional Details form and Referee’s Report form. These forms can be obtained online or by phoning 1800 811 711.

All students must satisfy requirements of a Working With Children Check (WWCC) before being permitted to undertake professional experience placements in Victorian schools. WWCCs are current for the duration of the student’s enrolment and are applicable to government, Catholic and independent schools.

Preference will be given to applicants who have demonstrated a commitment to teaching through volunteering or working with primary aged children in an educational setting.

Applicants whose degree was completed more than eight years prior to application will be invited to submit additional supplementary material related to their interim professional experience.

This program is under review. Please check www.ballarat.edu.au for the most up to date information.

Education (Secondary)

Graduate Diploma of Education (Secondary)
1 year full-time
Mt Helen Campus (Ballarat)

Outline
This program will prepare you to teach at the post-primary level. To be eligible, you must have completed a three-year degree and have completed the required level of undergraduate study in the appropriate discipline areas as specified in Specialist Area Guidelines published by the Victorian Institute of Teaching. This program will develop your capacity to be a competent, reflective and critically aware classroom teacher with a sound basis of skill and understanding to provide for future professional development. A major component of this program is 45 days of professional experience, which will require you to work in schools in two block placements. You will also have the opportunity to participate in lectures, tutorials, workshops, seminars and observation visits.

General Education/Teaching Studies
All students are enrolled in the following core education courses:
> EDGDS6131/6231 Young People and their Worlds (Part A/B)
> EDGDS6132/6232 Learning and Teaching in the Post Primary Setting (Part A/B)
> EDGDS6103/6203 School Curriculum – A Design for Learning (Part A/B)
> EEGDS6103/6104 Teaching Experience and Professional Practice Seminar (Part A/B)

Curriculum Studies
Students choose two single specialist teaching areas or one double specialist teaching area.

Single Specialist Teaching Areas:
- Biology, Chemistry, Dance, Drama, English, Health, History, Information Technology, LOTE (Languages other than English), Mathematics, Physical Education, Physics, Psychology, Studies of Society and Environment (SCOSE)

Double Specialist Teaching Area:
- Art (subject to demand).

Career Opportunities
Upon completion of this program, you will be qualified to teach in secondary schools and other education related areas.

Application Method
Application is via VTAC at www.vtac.edu.au

Entry Requirements
By commencement date, applicants must have successfully completed an approved three year undergraduate degree, or equivalent diploma, with appropriate study for the two specialist teaching areas applied for at UB. Applicants are advised to check the VIT Specialist Area Guidelines for eligibility. Some specialist teaching areas have additional requirements.

Applicants, whose degree is older than 12 years, will be invited to submit additional information.
supplementary material related to professional experience.

All students must satisfy requirements of a Working With Children Check (WWCC) before being permitted to undertake professional experience placements in Victorian schools. WWCCs are current for the duration of the student’s enrolment and are applicable to government, Catholic and independent schools.

Extra Requirements
Applicants must submit an Additional Details form and a Referee’s Report form. These forms are available online or by phoning 1800 811 711.

This program is under review. Please check www.ballarat.edu.au for the most up to date information.

Education Studies (Early Childhood)

Postgraduate Diploma of Education Studies (Early Childhood)

2 years part-time.
Flexible delivery (online and hardcopy study materials) with occasional, optional weekend intensive at Mt Helen Campus (Ballarat)

Outline
This program allows Bachelor of Teaching (Early Childhood Education) graduates to achieve four year degree status and provides an opportunity for current three year degree qualified experienced early childhood teachers to upgrade to a four year qualification.

Career Opportunities
Successful completion of the Postgraduate Diploma of Education Studies (Early Childhood) program allows graduates to undertake the validation process for accomplished or exemplary teaching and access the higher wage rates and status associated with achieving these teaching standards.

Application Method
All applicants are required to produce a certified copy of their full transcript and are required to complete the Direct Application for Admission form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
Applicants who do not meet the stated admission requirements, particularly if they can demonstrate substantial prior teaching experience or interest in education (such as school councillors, education workers, education volunteers).

Education Studies

Postgraduate Diploma of Education Studies

1 year full-time study or 2 years part-time
Course delivery is mainly on-line with occasional weekend intensive workshops at Mt Helen Campus (Ballarat)

Outline
This program is not a teacher preparation program. It is designed to provide a postgraduate qualification for people interested in educational issues, and particularly for teachers who have three-year Australian qualifications and wish to up-grade to a four-year qualification. It is recognised as a fourth year qualification by the Victorian Institute of Teaching.
Graduates of the program will be eligible to enter the UB Master of Education Studies.

Career Opportunities
The Postgraduate Diploma of Education Studies will open up employment opportunities within the education environment.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
The normal requirement for admission is a three year degree or equivalent. Some formal study of education and/or experience in education settings is desirable, but qualifications in other disciplines are also acceptable.
Consideration will be given to applicants who do not possess the stated admission requirements, particularly if they can demonstrate substantial prior teaching experience or interest in education (such as school councillors, education workers, education volunteers).

Special Education

Master of Special Education

For students with normal minimum entry requirements, the duration of this part-time program (equivalent to four semesters of full-time study) is normally taken over two or more years.

Students who have completed a fourth year of tertiary study may apply for one year’s advanced standing. Sessions are offered at weekends.

Mt Helen Campus (Ballarat)

Outline
The Master of Special Education program is an exciting, innovative and flexible program designed to meet the needs of teachers and other professionals (such as social workers and lawyers) wishing to work with people with particular learning needs, including students with disabilities and gifted students, within regular schools, special schools, and the wider community.
The program offers students a critical familiarity with issues and questions relevant to the fields of disability studies and special education, and their relevance to our professional roles.

Career Opportunities
Successful completion of the Master of Special Education will qualify you for employment in specialist educational settings and will enhance your professional standing within the education and professional communities.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
To be eligible for entry to this program, you must have completed a Bachelor degree or equivalent. Experience in educational settings is not assumed. Applicants who do not meet the normal entry requirements may present a case to be considered for provisional entry.

Extra Requirements
If you have completed a fourth year of university study, you may be eligible for one year’s advanced standing.
Master of Education

Master of Education Studies

2 years full-time or part-time equivalent
1 year full-time with appropriate prerequisite study.

The program is offered off-campus through web-based delivery.

Outline
The Master of Education Studies now receives Commonwealth Funding, which makes it an economic way to upgrade your qualifications.

The program offers multiple entry and exit points for both three and four year trained graduates. It is delivered off campus and thus is ideal for busy professionals. Students are provided with maximum flexibility within a structured pathway which supports their success. This approach is underpinned by an education philosophy that recognises graduates as self-actualising learners who build on their professional experience and expertise. Students are offered guidance on how to explore their own learning priorities, including through a research pathway that includes courses on methodology and research design and the completion of a minor thesis (on an area of their own choice). This makes them eligible to apply for entry into doctoral studies. Alternatively, students can select a course-work only pathway.

Three-year trained graduates can exit the program with a Postgraduate Diploma of Education Studies if they do not wish to complete the Master of Education Studies. The Master of Education Studies is offered off-campus, which means that students can complete the program without attending classes at the university. Some seminars and workshops may be offered to supplement the on-line delivery but if available, these remain optional.

Career Opportunities
Successful completion of the Master of Education Studies will enhance your professional standing in the Educational Community and may lead to employment opportunities in the Tertiary Sector.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit [www.ballarat.edu.au/apply](http://www.ballarat.edu.au/apply)

Entry Requirements
Entry to the Master of Education Studies program is predicated on the completion of undergraduate study to a third year level. Credit is awarded to students who have completed a fourth year of university study or have equivalent appropriate qualifications and/or experience. Applicants who do not meet the normal entry requirements may present a case to be considered eligible for provisional entry. These students will remain provisionally enrolled until they have satisfactorily completed two courses towards the degree.

www.ballarat.edu.au

Training and Education

Certificate IV in Training and Assessment

1 day a week for 16 weeks or 32 evening sessions of three hours at SMB Campus (Ballarat)

Online delivery via Horsham Campus

Outline
The Certificate IV in Training and Assessment will qualify students to deliver training and/or conduct assessments in the Vocational Education and Training (VET) sector. Graduates will have considerable responsibility for training program development, delivery and assessment of training participants or employees.

Applicants are often referred by agencies and workplaces. Applicants may be interested in applying for this course if they:

> wish to upgrade a Certificate IV TAA 40104 to the TAE 40110;
> wish to make a career change;
> have trade qualifications and are interested in becoming a VET trainer/assessor;
> deliver training in industry;
> deliver training in a Registered Training Organisations;
> deliver VET programs in secondary schools;
> work as a human resources manager;
> wish to upgrade existing teaching qualifications.

Career Opportunities
On completing this qualification, graduate may gain employment teaching in the TAFE/VET sector or delivering training in industry. This course is recognised as a minimum qualification in Australian Registered Training Organisations for delivery, assessment, writing and reviewing programs using national competency standards.

Application Method
Application is via the TAFE Direct Application form. Forms are available at [www.ballarat.edu.au/apply](http://www.ballarat.edu.au/apply)

Entry Requirements
Applicants should have experience in a vocational area gained through a qualification, usually a Certificate III or IV. Access to an environment delivering training and assessment would be an advantage. As a guide to the successful completion of study, it is recommended that students have writing and critical literacy skills to the equivalent of Certificate III in General Education for Adults. Students should also be comfortable using a computer to create word documents and to search the internet. Applicants apply directly to the SMB or Horsham Campus.

Associate Degree in Training and Education

1 year full-time or 2 years part-time

This program is offered fully online, with optional workshops, co-ordinated out of the Mt Helen campus (Ballarat)

Outline
This program equips VET teachers and staff with high-level skills and knowledge – beyond the entry-level Certificate IV qualification – to handle the challenges of industry engagement, new modes of learning and a changing VET environment. You will acquire:

> an understanding of the principles and practice of competency based education and training as delivered in a range of settings;
> insight into the broad social, economic and political context for VET;
> an understanding of learning and human development theories and how to apply them;
> knowledge and techniques to address literacy and numeracy needs of learners;
> an ability to analyse and think critically and constructively about, issues and developments in the VET sector;
> skills and knowledge to liaise with industry at local and national levels;
> confidence to pursue higher-level university studies.

Students qualify for the new national Diploma of Vocational Education and Training (TAE) (001) while they study for the Associate Degree. The units of competency in the Diploma are fully embedded and assessed within four of the courses (the UB term for subjects). Students who already have a VET Diploma get extra credit into the program.

Career Opportunities
Students will enjoy enhanced career opportunities as teachers and trainers within the vocational education and training sector, in TAFE, Registered Training Organisations, Industry or adult education settings. A practicum option that meets current salary progression requirements for Victorian TAFE teachers is available.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit [www.ballarat.edu.au/apply](http://www.ballarat.edu.au/apply)

Entry Requirements
In line with standard practice at other universities offering such programs, Year 1 of the program is given as credit to all students who enter with prescribed qualifications and experience. Students must have a recognised vocational qualification at trade level (Certificate III) or above, or equivalent, and a Certificate IV in Training and Assessment.
Engineering Technology

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

3 years full-time or part-time equivalent.
Mt Helen Campus (Ballarat)

Outline
This new, three year design-orientated technical program (which in 2013 replaced the Bachelor of Engineering Science) provides you with the best possible start in a career as an Engineering Technologist. If you prefer a more practical approach to learning, you will excel in this hands-on program, with courses focused on engineering principles that are implemented to solve design problems. From your second year of study you will undertake a specialisation in Civil, Mining or Mechanical Engineering, developing skills that will enable you to cost and analyse project resources; conduct tests and research; and gather and analyse data to support decision making and reporting requirements. Upon graduation you will work in positions requiring expertise in planning, designing and construction.

The School of Science, Information Technology and Engineering (SITE) is committed to producing creative, engineering technologists who have a good knowledge of social, environmental, economic and organisational issues that are necessary to obtain employment as an engineering technologist and to be admitted as an Engineering Technologist with Engineers Australia. Graduates may choose to undertake our Master of Engineering Technology which is specifically designed to facilitate our Bachelor of Engineering Technology graduates gaining Professional Engineer status.

The main characteristic of this program is applied design in a systems context; and from your second year, you will specialise in your chosen area of civil, mechanical or mining engineering.

Civil Engineering
Graduates will have developed technical skills together with a knowledge and appreciation of the environment, sustainable development, and the social and political aspects that impact upon the work of the civil engineer.

Career Opportunities
Civil Engineers are responsible for the design and construction of all types of structures including dams, bridges, pipelines, roads, towers and buildings that are associated with our transport systems, gas and water supply, sewerage systems, harbours, airports and railways. They also plan, design and test the structures of private and public buildings and facilities and will work in areas including:
- private consultancy;
- contracting companies;
- mining and processing industries;
- federal, state and local government organisations.

Mechanical Engineering
You will apply the principles of physics and mechanical science to the design and construction of all forms of mechanical systems. You will be involved in all aspects of design specification, development, research, evaluation, manufacture, installation, testing, operation, maintenance and management of machines and systems. This will include, but not be limited to, mechanical and mechatronic systems, automated systems and robotic devices, heat transfer processes, thermodynamic and combustion systems; and fluid and thermal energy systems.
Areas of study within this program include Mineral Deposit Evaluation and Processing, Underground Production Systems, Mine Power and Services, Surface Mining Operations and Mine Environment and Safety.

Career Opportunities
A mechanical engineer will quickly find work anywhere in the world within areas such as:
- machine design;
- generation of power and renewable energy;
- robotic applications;
- automotive;
- quality and process control;
- manufacturing systems operation.

Mining Engineering
Areas of study include Mineral Deposit Evaluation and Processing, Underground Production Systems, Mine Power and Services, Surface Mining Operations and Mine Environment and Safety.

Career Opportunities
Mining engineers work together with geologists to investigate and carry out the extraction of ore bodies and mineral deposits, as well as the extraction of non-metallic ores and fuels such as coal and uranium. They are responsible for planning the safest and most cost effective way of removing minerals from the ground, rivers or the sea bed. They may be involved with designing, installing and supervising the use of mining machinery and equipment and for inspecting the progress of mining operations.
Mining Engineers are in high demand in Australia and the Asia Pacific Region. This broad education will equip you to find employment in a wide range of resource related industries, including consulting, and work in all parts of the industry from feasibility studies through to mine design, to managing actual production and sales.

Application Method
Application is via VTAC at www.vtac.edu.au
Mid Year applicants and current UB students wishing to transfer to another UB program are required to complete the Direct Application for Admission (Internal Transfer) form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply
Entry Requirements
Successful completion of VCE (or equivalent) including:
> Units 3 and 4 Mathematical Methods (both).

Extra Requirements
Non-year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online.

Engineering
Bachelor of Engineering
• Civil Engineering
• Mechanical Engineering
• Mining Engineering
4 years full-time or the part-time equivalent
Mt Helen Campus (Ballarat)

Outline
This program has been crafted to provide you with the knowledge and skills necessary to obtain employment as a Professional Engineer, and be admitted to Engineers Australia and the Australian Institute of Mining and Metallurgy (Mining Engineering graduates). As a Professional Engineer you will oversee teams of engineering technologists and skilled trade staff to construct the designs that you have created. You will work at a theoretical level to isolate, analyse and define a required engineering outcome. The program provides you with a core of basic analytical and communication skills common to all branches of engineering, which will help you achieve this outcome. By undertaking this degree you will develop extensive technical and design skills, while at the same time developing a strong knowledge and appreciation of the environment in which you will work, sustainable development, and the social and political aspects that will impact upon your work in your chosen field of engineering.

Our engineering graduates are highly sought after by industry and this new four year program will allow you to qualify as a Professional Engineer.

Civil Engineering
Areas of study available to you in the Civil Engineering program include engineering surveying, fundamentals of engineering, geomechanics, structural design and analysis, transport infrastructure, surface water hydrology, waste and wastewater treatment, geotechnical engineering, road and traffic engineering and infrastructure planning and management. As a Civil Engineering graduate, you will have developed technical skills together with a knowledge and appreciation of the environment, sustainable development, social and political aspects that impact upon the work of the civil engineer.

Career Opportunities
Civil engineers are responsible for the design and construction of all types of structures including dams, bridges, pipelines, roads, towers and buildings that are associated with our transport systems, gas and water supply, sewerage systems, harbours, airports and railways. Civil Engineers also plan, design and test the structures of private and public buildings and facilities and will work in areas including:
> private consultancy;
> mining and processing industries;
> federal, state and local government organisations.

There are significant opportunities for employment in Australia, as well as in South-East Asia and throughout the rest of the world to the design and construction of all types of structures including dams, bridges, pipelines, roads, towers and buildings that are associated with our transport systems, gas and water supply, sewerage systems, harbours, airports and railways. Civil Engineers also plan, design and test the structures of private and public buildings and facilities and will work in areas including:
> private consultancy;
> mining and processing industries;
> federal, state and local government organisations.

There are significant opportunities for employment in Australia, as well as in South-East Asia and throughout the rest of the world.

Mechanical Engineering
As a Mechanical Engineer you will apply the principles of physics and mechanical science to the design and construction of all forms of mechanical systems. You will be involved in all aspects of design specification, development, research, evaluation, manufacture, installation, testing, operation, maintenance and management of machines and systems. This will include, but not be limited to, mechanical and mechatronic systems, automated systems and robotic devices, heat transfer processes, thermodynamic and combustion systems; and fluid and thermal energy systems.

Areas of study include thermal engineering, manufacturing methods and systems, machinery design, control and vibration.

Career Opportunities
Graduates will be qualified to be employed worldwide within areas such as:
> machine design;

> generation of power and renewable energy;
> robotic applications;
> automotive development;
> quality and process control;
> manufacturing systems operation.

Mining Engineering
Areas of study within the Mining Engineering program include Mineral Deposit Evaluation and Processing, Underground Production Systems, Mine Power and Services, Surface Mining Operations and Mine Environment and Safety. This broad education will equip you to find employment in a wide range of resource related industries, including consulting, and work in all parts of the industry from feasibility studies through to mine design, to managing actual production and sales.

Career Opportunities
Mining Engineers work together with geologists to investigate and carry out the extraction of ore bodies and mineral deposits, as well as the extraction of non-metallic ores and fuels such as coal and uranium. They are responsible for planning the safest and most cost effective way of removing minerals from the ground, rivers or the sea bed. They may be involved with designing, installing and supervising the use of mining machinery and equipment for inspecting the progress of mining operations.

Mining Engineers are in high demand in Australia and the Asia Pacific Region. The broad education offered at the School of Science, IT and Engineering will enable you to find employment in a wide range of resource related industries, including consulting.

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form.
Mid Year applicants please use the Higher Education Direct Application Form.

Direct Application forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of VCE including:
> Units 3 and 4 Mathematical Methods (both).

Extra Requirements
Non-Year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online.

www.ballarat.edu.au
Postgraduate Studies

Civil Engineering

Master of Engineering Technology (Civil Engineering)
1.5 years full-time or part-time equivalent
Block Mode through Mt Helen Campus (Ballarat)

Outline
This is a design orientated program that provides students with the knowledge and skills that are necessary to obtain employment as an engineer and to be admitted as a Member with Engineers Australia. The program also serves as a preparation for further graduate studies in technology, business administration and other areas. Specifically the program provides students with advanced studies in Civil Engineering.

Career Opportunities
Civil engineers are responsible for the design and construction of all types of structures including dams, bridges, pipelines, roads, towers and buildings that are associated with our transport systems, gas and water supply, sewage systems, harbours, airports and railways. Civil Engineers also plan, design and test the structures of private and public buildings and facilities and will work in areas including:
- private consultancy;
- contracting companies;
- mining and processing industries;
- federal, state and local government organisations.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
To be eligible for admission to the program, candidates must possess a three year Bachelor of Engineering Science or Bachelor of Engineering Technology degree from the University of Ballarat.

Mining Engineering

Graduate Diploma of Mining
Block Mode, Distance – 2 years full-time on campus – 1 year
Mt Helen Campus (Ballarat)

Outline
Created with the working engineer in mind, this program is intended as continuing education for scientists and engineers already involved with the mining industry. It is expected to appeal particularly to civil, mechanical, electrical, chemical and construction engineers, geologists, metallurgists, surveyors and other professionals with an interest in mining practice. The program will build upon the knowledge already gained from invaluable industry experience.

With a range of study modes available, this program can be tailored to suit your needs. The program is designed for part-time study over a two year period either via distance education or via block mode in the form of four full-time periods on campus of one week each, followed by assignments and practical work in the student’s place of employment.

Persons not wishing, or not able to, finish the program in minimum time may attend full or half sessions once or twice per year until the required number of courses have been completed.

Completion in one year of full-time study is possible following consultation with the program coordinator.

Career Opportunities
Mining Engineers work together with geologists to investigate and carry out the extraction of ore bodies and mineral deposits, as well as the extraction of non-metallic ores and fuels such as coal and uranium. They are responsible for planning the safest and most cost effective way of removing minerals from the ground, rivers or the sea bed. They may be involved with designing, installing and supervising the use of mining machinery and equipment and for inspecting the progress of mining operations. Mining Engineers are responsible for protecting conditions for both people and the environment in the vicinity of mines.

Upon completion of this program graduates can expect to find employment as:
- graduate engineers;
- mine planning engineers;
- mine managers;
- ventilation officers and engineers;
- geotechnical roles;
- consultants.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
To be eligible for admission to the program, candidates must possess a three or four year degree in Mining Engineering, or have completed a Graduate Diploma of Mining from the University of Ballarat, the Western Australian School of Mines or the University of New South Wales. Alternatively candidates must possess a four-year degree in Mining Engineering, from a college or university recognised by the National Office of Overseas Skills Recognition (NOOSR) as awarding degrees that are comparable to the education level of an Australian bachelor’s degree. Candidates for admission must have demonstrated a high level of academic performance and must also comply with the University requirements for competency in written and spoken English. Candidates for admission to the program are eligible to seek advanced standing in the program, in accordance with existing University regulations. For this program the maximum number of exemptions permitted will be four 15-credit point courses. Studies used as the basis for claims for advanced standing must normally be graduate studies and must not have been used to meet the requirements of another award. They will normally have been completed within a period of five years prior to the date of application for advanced standing.

www.ballarat.edu.au
Master of Engineering Technology (Mining Engineering)

1.5 years full-time or part-time equivalent
Block mode through Mt Helen Campus (Ballarat)

Outline
This is a vocationally orientated program that provides students with the knowledge and skills that are necessary to obtain employment as an engineer and to be admitted as a Member with Engineers Australia. The program also serves as a preparation for further graduate studies in technology, business administration and other areas. Specifically the program provides students with advanced studies in Mining Engineering.

Career Opportunities
Mining Engineers work together with geologists to investigate and carry out the extraction of ore bodies and mineral deposits, as well as the extraction of non-metallic ores and fuels such as coal and uranium.

They are responsible for planning the safest and most cost effective way of removing minerals from the ground, rivers or the sea bed. They may be involved with designing, installing and supervising the use of mining machinery and equipment and for inspecting the progress of mining operations. Mining Engineers are responsible for protecting conditions for both people and the environment in the vicinity of mines.

Upon completion of this program graduates can expect to find employment as:
- graduate engineers;
- mine planning engineers;
- mine managers;
- ventilation officers and engineers;
- geotechnical roles;
- consultants.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
To be eligible for admission to the program, candidates must possess a three year Bachelor of Engineering Science or Bachelor of Engineering Technology degree from the University of Ballarat.

Mechanical Engineering

Master of Engineering Technology (Mechanical Engineering)

1.5 years full-time or part-time equivalent
Block mode through Mt Helen Campus (Ballarat)

Outline
This is a design orientated program that provides students with the knowledge and skills that are necessary to obtain employment as an engineer and to be admitted as a Member of Engineers Australia. The program also serves as a preparation for further graduate studies in technology, business administration and other areas. Specifically the program provides students with advanced studies in Mechanical Engineering.

Career Opportunities
As a Mechanical Engineer you will apply the principles of physics and mechanical science to the design and construction of all forms of mechanical systems.

You will be involved in all aspects of design specification, development, research, evaluation, manufacture, installation, testing, operation, maintenance and management of machines and systems. This will include, but not be limited to, mechanical and mechatronic systems, automated systems and robotic devices, heat transfer processes, thermodynamic and combustion systems; and fluid and thermal energy systems.

With a vast array of career opportunities a mechanical engineer will quickly find work anywhere in the world. Previous graduates have found employment with engineering companies large and small, both locally and all over Australia.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
To be eligible for admission to the program, candidates must possess a three year Bachelor of Engineering Science or Bachelor of Engineering Technology degree from the University of Ballarat.
Exercise Science, PE and Sport

Fitness / Massage
Certificate IV in Fitness / Certificate IV in Massage Therapy Practice
1 year full-time
SMB Campus (Ballarat)

Outline
This dual certificate program leads to a qualification in the fitness and massage industries. The program is a mix of theoretical, practical and vocational (on the job) learning with UB’s active gym which consists of free weights, conditioning area and a vast amount of equipment for the fitness and massage professional to develop their skills.

There is a major emphasis on practical experiences to match your theoretical knowledge, as students get to interact with a variety of clients to give hands-on fitness, massage and healthy lifestyle guidance.

Successful participants of this program will be recognised by Australian Association of Massage Therapists (AAMT) and can gain registration with Physical Activity Australia and/or any other Fitness governing body.

Career Opportunities
Successful participants may seek work as a personal trainer, older client trainer, children’s trainer, program coordinator, gym instructor and massage therapist.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Most attend an information session and complete a numeracy and literacy selection exercise.

Ballarat Information Session
Thursday 24th October, 7.30pm
SMB Campus Gymnasium
Student Amenities Building
Lydiard Street South, Ballarat VIC 3350
Please visit www.ballarat.edu.au/info for more information on this session closer to the date.

Extra Requirements
Police checks are required to work in educational environments.

Diploma of Fitness/Diploma of Remedial Massage
1 year part-time
SMB Campus (Ballarat)

Outline
This dual qualification provides skills and knowledge for an individual to be competent in a range of activities and functions within the fitness and massage industries, including working in a broad range of settings such as, fitness facilities, aquatic facilities, community facilities and palliative or aged care facilities.

Specialised exercise trainers will have the ability to monitor client progress in collaboration with medical or allied health professionals, whilst the qualified remedial massage practitioners will be able to work independently or within a larger health service.

Successful participants of this program will be recognised by Australian Association of Massage Therapists (AAMT) and can gain registration with Physical Activity Australia and/or any other Fitness governing body.

Career Opportunities
Successful participants may seek work as a specialised exercise trainer. A remedial massage therapist may supervise other therapists at this level.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Must attend an information session and complete a numeracy and literacy selection exercise.

Ballarat Information Session
Thursday 24th October, 7.30
SMB Campus Gymnasium
Student Amenities Building
Lydiard Street South, Ballarat VIC 3350
Please visit www.ballarat.edu.au/info for more information on this session closer to the date.

Extra Requirements
Police checks are required to work in educational environments.

Massage
Certificate IV in Massage Therapy Practice
1 year full-time or part-time equivalent
SMB Campus (Ballarat)

Outline
This qualification covers the skills and framework for those wanting a career in massage therapy practice. It provides skills in therapeutic relaxation massage including basic health assessment and treatment. These skills may be used by people working within a clinic, aged care facility, health service, spa facility or palliative care facility or hospital.

Successful participants will be recognised by the Australian Association of Massage Therapists (AAMT) and Association of Massage Therapists (AMT).

Career Opportunities
Practitioners at this level may be self-employed or may work within a larger health service.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Must attend an information session and complete a numeracy and literacy selection exercise.

For more information on the date, time and venue of the information session please visit www.ballarat.edu.au/info

www.ballarat.edu.au
Diploma of Remedial Massage
1 year full-time or part-time equivalent
SMB Campus (Ballarat)

Outline
This qualification covers those who want to increase their knowledge and skill base within the industry. The diploma program will build on the skills developed within the Certificate IV, enabling graduates greater opportunities as either a sole practitioner or within an industry group. The diploma qualification will also give greater access to health fund rebates and qualify practitioners for work cover clients.

Career Opportunities
Professional sporting clubs, day spas, private practice and wellness centres, chiropractic clinics and recognition with Australian Association of Massage Therapists (AAMT) and Association of Massage Therapists (AMT).

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of Certificate IV in Massage Therapy Practice.

Physical Education
Bachelor of Education (Physical Education)
4 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline
This program prepares PETE (physical education teacher education) students for a career as a physical education teacher in a secondary school. Graduates concurrently develop a foundation in the sub-disciplines of exercise and sport sciences and an alternate method (mathematics, health, science, information technology, humanities or english) whilst undertaking pedagogical studies and school teaching experiences every year. The program has a strong orientation towards developing vocationally relevant knowledge and skills, through learning opportunities that blend theoretical knowledge with practice. Students also have the opportunity to study at a university overseas for a semester. Hence, our PETE students experience ongoing opportunity to put their university studies into numerous and varied ‘real life’ practice situations, preparing them for a diverse range of teaching contexts now and into the future.

Students have the option to concurrently complete a Graduate Certificate or Diploma in Outdoor and Environmental Education. Additionally, students with a strong academic standing can graduate with Honours by completing an Honours course in their final year.

Career Opportunities
Graduates of this program are qualified to register with the Victorian Institute of Teaching as teachers in Victoria, and are thoroughly prepared to teach physical education and an alternate method in secondary schools. Their qualification also enables interstate and international accreditation, an option taken by many students. In addition, graduates of this program are well prepared to successfully undertake many other occupations and are highly sought after by industries requiring graduates with excellent communication and organisational abilities.

Application Method
Application is via VTAC at www.vtac.edu.au Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of VCE including:
> Units 1 and 2 – General mathematics or mathematical methods (CAS);
> Units 3 and 4 – English (any); and
> completion of one of physical education, outdoor and environmental studies, health and human development, or biology.

Additional Teaching Method Entry:
> Mathematics Stream: Units 3 and 4 – Specialist mathematics or mathematical methods;
> Health Stream: Units 3 and 4 – One of biology, health and human development or psychology;
> Science Stream: Units 3 and 4 – At least one of biology, chemistry, environmental science or physics.

Extra Requirements
All applicants (Year 12 and Non-Year 12) applying through VTAC must complete and submit an Additional Details Form which is available online from www.ballarat.edu.au/vtac-requirements

For closing dates regarding ‘VTAC Supporting documentation for course applications’ please visit www.vtac.edu.au

This program is currently under review and may be replaced by a Bachelor of Health and Physical Education in 2014.
Exercise and Sport Science

Bachelor of Exercise and Sport Science
3 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline
This program has a strong orientation towards providing graduates with vocationally relevant knowledge and skills and encourages the blending of theory and practice.

The major aims of the program are to provide students with a comprehensive background in the sub-discipline areas that comprise Exercise and Sport Science, along with the skills to plan, implement and evaluate programs to aid in the development of athlete training, as well as the general population.

Career Opportunities
The program provides students with the fundamental knowledge for careers in a range of areas such as sport sciences, community or workplace health promotion, rehabilitation programming and exercise programming. Students may select a minor field of study in exercise rehabilitation, sports coaching or health studies.

For those interested in the field of exercise rehabilitation and exercise physiology, the Bachelor of Exercise and Sport Science provides a pathway for further study through the Graduate Diploma of Clinical Exercise Physiology. This postgraduate program can lead to accreditation as a clinical exercise physiologist, from where you can gain employment as a rehabilitation practitioner or accredited exercise physiologist – in hospitals, medical practices, hydrotherapy units or within the corporate health and fitness sector. The degree also provides an appropriate background for entry into programs of further study within the health field.

Application Method
Application is via VTAC at www.vtac.edu.au Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of VCE including:
Units 1 and 2 – general mathematics or mathematical methods (CAS);
Units 3 and 4 – English (any);
Interstate or overseas equivalent or mature age entry.

Extra Requirements
All applicants (Year 12 and Non-Year 12) applying through VTAC must complete and submit an Additional Details Form which is available online from www.ballarat.edu.au/vtac-requirements
For closing dates regarding ‘VTAC Supporting documentation for course applications’ please visit www.vtac.edu.au

Sport Management

Bachelor of Sport Management
3 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline
The Bachelor of Sport Management is designed to provide theoretical and practical knowledge about the sport industry combined with grounding in business expertise. The program incorporates professional practice throughout the duration of the degree to provide students with opportunities to apply their knowledge and skills acquired through their studies in a sporting industry setting. Students work towards completing a full-time internship placement within the sporting industry in their final semester of the degree.

Career Opportunities
On completion of this program, you will be qualified to pursue a career in sport and recreation related agencies, in positions that include management of sport organisations, facilities, programs and events. Graduates have found employment in such a diverse range of areas and occupations.

Graduates areas of employment include:
> football administration, Hawthorn Football Club;
> event management, UCI Track World Cup;
> sports marketing, Netball Australia;
> sponsorship coordinator, St Kilda Football Club;
> Facility Management, YMACA;
> executive officer, WestVic Academy of Sport;
> health promotion, Regional Sports Assemblies;
> sport development, Cycling Victoria and AFL;
> recreation officer, local government authorities across Victoria.

Application Method
Application is via VTAC at www.vtac.edu.au Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of VCE including:
Units 3 and 4 – English (any);
Interstate or overseas equivalent or mature age entry.

Extra Requirements
All applicants (Year 12 and Non-Year 12) applying through VTAC must complete and submit an Additional Details Form which is available online from www.ballarat.edu.au/vtac-requirements
For closing dates regarding ‘VTAC Supporting documentation for course applications’ please visit www.vtac.edu.au

Sport Management/ Business

Bachelor of Sport Management/ Bachelor of Business
4 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline
This double degree provides graduates with theoretical and practical knowledge about the sport industry, combined with an extensive grounding in business expertise. The program incorporates professional practice throughout its duration to provide students with opportunities to apply their knowledge and skills acquired through their studies in a sporting industry setting. Students work towards completing a full-time internship placement within the sporting industry in their final semester of the degree.

Career Opportunities
A wider variety of employment opportunities await double degree graduates particularly in sports, recreation and fitness organisations in the area of organisational, event and facility management. Positions exist in:
> sport and recreation management;
> sports marketing;
> sports development; and
> facility management.

Employment opportunities also exist in:
> hotel/resort/tour operations;
> local government;
> production management;
> market research;
> advertising;
> public relations;
> industrial relations;
> personnel administration; and
> staff recruitment.

In summary, graduate career opportunities are strengthened by having the additional Business major (i.e. Marketing or Tourism) which opens up opportunities in the corporate sector.

Application Method
Application is via VTAC at www.vtac.edu.au Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of VCE including:
> Units 1 and 2 – Mathematics (any);
> Units 3 and 4 – English (any);
Interstate or overseas equivalent or mature age entry.

Extra Requirements
All applicants (Year 12 and Non-Year 12) applying through VTAC must complete and submit an Additional Details Form which is available online from www.ballarat.edu.au/vtac-requirements
For closing dates regarding ‘VTAC Supporting documentation for course applications’ please visit www.vtac.edu.au

www.ballarat.edu.au
Honours

Bachelor of Exercise and Sport Science (Honours)
Bachelor of Sport Management (Honours)

Outline

These Honours programs aim to provide students with the opportunity to increase their specialist knowledge and develop their skills in their major field of interest in Exercise and Sport Science or Sport Management.

The program provides research training for students, by developing their ability to identify and design research solutions and to organise and conduct research in an independent manner. It aims to develop an appreciation of the ethical implications and obligations associated with the conduct of research and develop the ability to critically analyse scholarly work conducted in their particular field of study. This includes assessing the relevance of the existing knowledge base, appraisal and communication of their research results and its implications. There may also be the opportunity, where appropriate, to work with stakeholders in providing skills relevant to the community.

Career Opportunities

An honours degree provides a pathway in to graduate research programs PhD or Masters by research. In addition, graduates are attractive to employers interested in motivated employees with demonstrated research skills. An honours degree generally provides for higher starting salaries and greater opportunity for promotion in the workplace.

Application Method

All applicants are required to complete the Direct Application for Admission form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Applicants are also required to complete an additional Application form, which can be obtained online or by phoning 1800 811 711.

Entry Requirements

Applicants will have completed a Bachelor’s Degree in the relevant discipline with a high level of academic achievement, which is normally a distinction average or above in core discipline courses in the 2nd and 3rd years.

Outdoor and Environmental Education

Graduate Certificate in Outdoor and Environmental Education

Graduate Diploma of Outdoor and Environmental Education

1 year full-time or part-time equivalent

Overview in excursions, camps, fieldwork, consultations or research on weekends and during the lecture breaks may be required.

Mt Helen Campus (Ballarat)

Outline

The program combines the study of Outdoor and Environmental Education knowledge, skills and values with the development of competence and experience in outdoor activities. Outdoor activities are viewed as approaches to gaining access to more natural settings and as a medium for developing human/nature relationships. The theoretical perspective of the program aims to develop student’s understanding of the interdependence of culture and the natural environment. It also assists in identifying the influence of cultural beliefs on environmental and outdoor education issues and practices.

Career Opportunities

Combining a Bachelor of Education (Physical Education) with a Graduate Diploma of Outdoor and Environmental Education may act as a pathway to enable graduates to teach Physical Education, an additional teaching method (Science, Humanities, Health, English, Mathematics or Information Technology) and a teaching qualification in Outdoor and Environmental Education, in secondary schools. Teachers may undertake the Graduate Diploma of Outdoor and Environmental Education to upgrade their qualifications in the area.

Other career opportunities include:

> positions with outdoor education companies, centres and camps;
> occupations in recreation (e.g. community organisations, resorts, with municipal councils and tertiary institutions and;
> tourism (e.g. adventure tourism, ecotourism).

Application Method

All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements

Entry into the program requires that a candidate is currently enrolled in, or holds a Bachelor Degree or a Diploma in a field related to Outdoor Education, Outdoor Recreation and/or Environmental Studies and has demonstrated the potential to undertake graduate level study.

Alternatively, the candidate has standing or qualification accepted by the School of Health Sciences as being equivalent to the above.

Applicants who do not have formal academic qualifications in a related field must have relevant work experience, and able to demonstrate their ability to undertake the program.

Such applicants may be required to undertake bridging studies, up to 30 credit points, from existing accredited undergraduate courses, designed to enhance relevant skills. Applicants who hold a degree or diploma in a field unrelated to Outdoor and Environmental Education must have relevant work experience in the field.

Extra Requirements

Students should hold a current Royal Life Saving Award (Bronze Medallion) or equivalent proficiency. It is highly recommended that students also possess a current First Aid Certificate (St John’s Ambulance Level 2 or equivalent) prior to entry into the program.
Clinical Exercise Physiology

Graduate Diploma of Clinical Exercise Physiology
1 year full-time study or part-time equivalent.
Mt Helen Campus (Ballarat)

Outline
The Graduate Diploma of Clinical Exercise Physiology is designed to extend and supplement the relevant knowledge of Exercise and Sport Science / Human Movement graduates. A thorough knowledge of health sciences is integrated with the practical ability to develop and manage exercise programs for the prevention, treatment and ongoing management of chronic disease and complex conditions.

The Graduate Diploma of Clinical Exercise Physiology is designed to meet the requirements of accreditation as an Exercise Physiologist with Exercise and Sport Science Australia (ESSA) through the National University Course Accreditation Program (NUCAP) process.

Career Opportunities
Graduates are eligible to be:
Accredited Exercise Physiologists specialising in exercise prescription for people with musculoskeletal, cardiorespiratory, metabolic, neurological and other conditions; and
Preferred providers of clinical exercise physiology services for people with chronic and complex conditions.

Graduates are currently employed in a variety of clinical and exercise rehabilitation settings as accredited exercise physiologists including:
> private and public hospitals;
> community health centres;
> privately through multi-disciplinary clinics;
> corporate health and rehabilitation
> specialist exercise rehabilitation centres;
> consultants for workcover and case management authorities;
> specialist exercise rehabilitation services within hospitals such as hydrotherapy; and
> consultants to elite sporting clubs.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
A Bachelor Degree in Exercise Science, Human Movement or a related Health Science and be eligible for full membership with Exercise and Sports Science Australia (ESSA) including prerequisite knowledge of human anatomy and physiology, exercise physiology, biomechanics, motor learning, psychology, exercise testing and prescription and sports injuries/pathology and, demonstrated potential to undertake graduate level work.

Special Entry includes the provision to allow students to select coursework from existing programs to upgrade their qualification to entry level in a preliminary semester/year. Advanced standing entry into the program includes credit transfer, recognition of prior learning and complementary credit according to the current University Academic Regulations.

Extra Requirements
An interview may be required prior to an offer of a place in this program. All applicants must have completed a minimum of 140 hours of logged practical exercise prescription experience conducted with apparently healthy individuals (as per ESSA guidelines).

Master of Exercise Rehabilitation
1.5 years full-time or part-time equivalent
The thesis component may be undertaken off-campus in consultation with the Program Coordinator and supervisor.
Mt Helen Campus (Ballarat)

Outline
The Master of Exercise Rehabilitation is designed to extend and supplement the relevant knowledge of Accredited Exercise Physiologists, and Exercise Science and Sport Science / Human Movement graduates. A thorough knowledge of health sciences is integrated with the research knowledge and skills to complete a research thesis.

Career Opportunities
Graduates are eligible to be:
> accredited exercise physiologists specialising in exercise prescription for people with musculoskeletal, cardiorespiratory, metabolic, neurological and other conditions; and
> preferred providers of clinical exercise physiology services for people with chronic and complex conditions.

Graduates are currently employed in a variety of clinical and exercise rehabilitation settings as accredited exercise physiologists including:
> private and public hospitals;
> community health centres;
> privately through multi-disciplinary clinics;
> corporate health and rehabilitation
> specialist exercise rehabilitation centres;
> consultants for Workcover and case management authorities;
> specialist exercise rehabilitation services within hospitals such as hydrotherapy; and
> consultants to elite sporting clubs.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
Normal entry into the Master of Exercise Rehabilitation requires completion of the Graduate Diploma of Clinical Exercise Physiology course-work component, or equivalent. Advanced standing entry into the program includes credit transfer, recognition of prior learning and complementary credit according to the current University Academic Regulations.

Extra Requirements
An interview may be required prior to an offer of a place in the program.
Health Sciences and Nursing

Health Sciences

Bachelor of Health Sciences
3 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline
Graduates develop the knowledge, skills and ethics to be innovative and holistic Health Science professionals. This flexible and multidisciplinary degree gives you the opportunity to create your own program, including a major stream of study and a comprehensive Health Sciences core. Includes nine core courses and a major stream study chosen from food & nutrition, biomedical science (health & disease), biomedical science (molecular & cell biology), nursing and psychology. Five elective courses also allow you to branch out into an array of other study areas, including courses from other UB faculties.

Career Opportunities
Potential career pathways include:
> health promotion;
> community health;
> allied health industries;
> health and sport;
> health policy development;
> psychology;
> food science and research; and
> preparation for postgraduate clinical programs in medicine, allied health, dietetics and other health disciplines.

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of VCE including:
> Units 3 and 4 – a study score of at least 20 in English (any);
> Mathematics (any); and
> one of Biology, Chemistry or Physics;
> one of Biology, Chemistry or Physics;
> one of Biology, Chemistry or Physics;
> age entry.

Extra Requirements
Non-year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online.

Biomedical Science

Bachelor of Biomedical Science
3 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline
Biomedical Science is an interdisciplinary branch of the life sciences that provides the theoretical foundation and scientific skills required to expand and apply our knowledge of human biology and health. Exciting new developments include genome biology, genetic mapping, stem cell research and biological pharmaceuticals. Most courses incorporate a mix of skills assessment and knowledge development. Study areas include genetics, molecular biology, cell biology, biochemistry, anatomy and physiology, immunology, laboratory medicine and pharmacology.

Career Opportunities
Students wishing to take advantage of the growing need for rural and regional medical and health practitioners will be qualified for a variety of roles such as:
> laboratory technology/technician;
> medical sales;
> laboratory technology/technician;
> positions within the pharmaceutical industry.

Further opportunities exist through an Honours research program comprising a focus on genetics/genomics, molecular and cellular biology, immunology, public health or health informatics.

The new graduate medical program at Deakin University and graduate medical, physiotherapy, dentistry, veterinary science and other programs at The University of Melbourne, Monash University and other interstate universities provide opportunities for further study and specialisation for those graduates that satisfy the selection criteria upon completion of this degree.

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form. Forms are available at www.ballarat.edu.au/apply

Food and Nutritional Sciences

Bachelor of Food and Nutritional Sciences
3 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline
Studies cover the food continuum from the raw product to the consumer, including food processing, product development and marketing, and quality assurance. There is a focus on the nutritional implications of food composition and the importance of nutrition to human health, as well as sociological and cultural issues associated with food which impact health.

The combination of practical and theoretical skills covered, ensures a thorough understanding of not only how to produce quality foods that are safe and nutritious, but that also taste good.

Career Opportunities
The food industry is currently short of qualified professionals with demand clearly exceeding the number of graduates in Victoria and Australia. The industry is in need of Food and Nutritional Scientists to manage its operations, develop new and better products and processes, and improve the efficiency and quality of the food industry.

Graduates are employed in a diverse range of companies, government and research organisations.

www.ballarat.edu.au
Career options include:
> product management;
> community nutritionist;
> laboratory analysis;
> laboratory management;
> quality assurance;
> quality control;
> product development;
> research and development;
> food policy officer; and
> marketing and technical sales.

Application Method
Application is via VTAC at www.vtac.edu.au. Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form. Forms are available at www.ballarat.edu.au/apply.

Entry Requirements
Successful completion of VCE including:
> Units 1 and 2 – two Units (any study combination) mathematics (any) or
> Units 3 and 4 – mathematics (any);
> Intermediate or overseas equivalent or mature age entry.

Extra Requirements
Non-Year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online.

Honours
Bachelor of Health Sciences (Honours)
Bachelor of Biomedical Science (Honours)
Bachelor of Food and Nutritional Sciences (Honours)
1 year full-time or 2 years part-time
Mt Helen Campus (Ballarat)

Outline
These Honours programs aim to provide students with the opportunity to increase their specialist knowledge and develop their skills in their major field of interest in Health Sciences, Biomedical Science or Food and Nutritional Sciences.

The program provides research training for students, by developing their ability to identify and design research solutions and to organise and conduct research in an independent manner. It aims to develop an appreciation of the ethical implications and obligations associated with the conduct of research and develop the ability to critically analyse scholarly work conducted in their particular field of study. This includes assessing the relevance of the existing knowledge base, appraisal and communication of their research results and its implications.

There may also be the opportunity, where appropriate, to work with stakeholders in providing skills relevant to the community.

Career Opportunities
An honours degree provides a pathway in to graduate research programs PhD or Masters by research. In addition, graduates are attractive to employers interested in motivated employees with demonstrated research skills.

An honours degree generally provides for higher starting salaries and greater opportunity for promotion in the workplace.

Application Method
All applicants are required to complete the Direct Application for Admission form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply. Applicants are also required to complete an additional Application form, which can be obtained online or by phoning 1800 811 711.

Entry Requirements
Applicants will have completed a Bachelor's Degree in the relevant discipline with a high level of academic achievement, which is normally a distinction average or above in core discipline courses in the 2nd and 3rd years.

Aged Care and Home and Community Care
Certificate III in Aged Care/Certificate IV in Aged Care
1 year full-time, 2 days a week plus 160 hours placement
Horsham Campus;
Mt Helen Campus (Ballarat).
External Site – Eventide Homes, Stawell (Certificate III in Aged Care only)

Outline
This is an accredited training program that will prepare you for a career in the industry of Aged Care/Home and Community Care. Employees in this area work in the community under regular supervision, carrying out activities related to the maintenance of an individual’s personal care and/or other activities of living. Aged Care is a responsible, physically demanding and rewarding area of work. This program provides all successful applicants with an industry placement which will have been pre-organised by the program coordinator.

Career Opportunities
On completion of this program graduates will be qualified to be employed within areas such as:
> residential aged care facilities;
> supported accommodation;
> hostels; and
> home-based care programs.

This qualification will also enable the graduate to be employed as a personal care assistant.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply.

Entry Requirements
Applicants must attend an information session and complete a numeracy and literacy selection exercise.

Ballarat Information Session
Monday 21 October, Time TBA
Mt Helen Campus (Ballarat)
Venue TBA

Horsham Information Session
Thursday 7 November, Time TBA
Horsham Campus, Ballie Street, Horsham
Venue TBA

Stawell Information Session
Tuesday 5 November, Time TBA
Eventide Homes, Stawell
Please visit www.ballarat.edu.au/info for confirmed times and venues closer to the date.

Extra Requirements
Successful applicants will be required to undertake a police check.

Aged Care
Certificate IV in Aged Care
Length subject to prior study/RPL
Mt Helen Campus (Ballarat);
Horsham Campus.

Outline
This bridging course is designed specifically for holders of a current Certificate III in Aged Care who will receive direct credit and RPL for their Certificate III in Aged Care. Applicants will complete Certificate IV units of competency to then be qualified to receive a Certificate IV in Aged Care.

Career Opportunities
The program enables Aged Care workers to build on existing skills and knowledge in the Aged Care field and provides opportunities to advance their position within the aged care industry.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply.

Entry Requirements
Certificate III in Aged Care (CHC30102)

Extra Requirements
Successful applicants will be required to undertake a police check.
Allied Health

Certificate IV in Allied Health Assistance
10 months of study, delivered over two Fridays per month, plus approximately eight weeks clinical placement. The duration of the program may alter for each individual depending on exemptions from previous study and recognition of current competencies.

Mt Helen Campus (Ballarat); Horsham Campus

Outline
This program has been developed to upskill employees who have a Certificate III in Aged Care, Certificate III in Home and community Care, Certificate IV in Nursing or for those working as unqualified Allied Health Assistants, who wish to pursue a career as an Allied Health Assistant and gain the relevant qualification. The program will be offered to students with no previous qualifications however, prerequisite courses will be required to be completed prior to commencement of the program.

Career Opportunities
Include working as an Allied Health Assistant under supervision to support:
> physiotherapists;
> speech therapists;
> occupational therapists; or
> podiatrists.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Students must attend an information session and complete a numeracy, literacy and general comprehension selection exercise (Approximately $50).

Ballarat Information Session
Tuesday 15 October, 6:00pm
Mt Helen Campus (Ballarat)
Venue TBA

Horsham Information Session
Thursday 17 October, 6:00pm
Horsham Campus, Ballie Street, Horsham
Venue TBA
Please visit www.ballarat.edu.au/info for confirmed venues closer to the date.

Extra Requirements
Successful applicants will also be required to undertake a Police Check and a Working With Children Check (WWCC) at own expense.

Nursing

Diploma of Nursing (Enrolled/Division 2 nursing)
18 months full-time or part-time equivalent

Horsham Campus
Mt Helen Campus (Ballarat)
Ararat (East Grampians Health Service)
Maryborough (Maryborough District Health Service)

Outline
This program provides the competencies, skills and knowledge to gain registration as an Enrolled Nurse with the Australian Health Practitioner Registration Authority (AHPRA). Graduates work under the direct or indirect supervision of Registered Nurses. Graduates seeking employment outside of Australia will need to seek further assistance from the relevant state/country.

Career Opportunities
You will be eligible to apply for positions in:
> public and private health sectors;
> community allied health; and
> aged and extended care facilities.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Must attend an information session and complete a numeracy, literacy and general comprehension selection exercise (Approximately $50).

Ballarat Information Session
Tuesday 15 October, 6:00pm
Mt Helen Campus (Ballarat)
Venue TBA

Horsham Information Session
Thursday 17 October, 6:00pm
Horsham Campus, Ballie Street, Horsham
Venue TBA
Please visit www.ballarat.edu.au/info for confirmed venues closer to the date.

Extra Requirements
Successful applicants will also be required to undertake a Police check and a Working With Children Check (WWCC) at own expense. It is advised that prospective students start the processing of these early.

Diploma of Nursing (Enrolled/Division 2 nursing) – Traineeship
Students are employed directly by a participating health care facility. The facility negotiates with the University for the Training Program.

Horsham Campus;
Mt Helen Campus (Ballarat).

Outline
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). Graduates work under the direct or indirect supervision of Registered Nurses. Graduates seeking employment outside of Australia will need to seek further assistance from the relevant state/country.

Career Opportunities
On completion of this program, you will be eligible to apply for positions in the public and private health sectors, community allied health, and aged and extended care facilities.

Application Method
The health care facility in which the student is employed will negotiate with the University for the Training Program. Direct application to the University for Entry to this mode of study is not available.

Entry Requirements
Applicants must be employed within a health care facility.

Bachelor of Nursing
3 years full-time
Mt Helen Campus (Ballarat);
Horsham Campus

Outline
The Bachelor of Nursing program is designed to equip graduates with the skills and knowledge to pursue a career in nursing. The Bachelor of Nursing is accredited by the Australian Nursing and Midwifery Accreditation Council (ANMAC) and graduates have the educational requirements needed to be eligible to apply for registration as a Registered Nurse with the Australian Health Practitioner Registration Authority (AHPRA).

Career Opportunities
The education and experiences offered will provide qualification to allow graduates to work in:
> hospitals;
> community health care centres;
> district nursing;
> aged care facilities;
> schools;
> homes;
> government agencies;
> industries;
> educational institutions.

The qualification is recognised overseas and would allow graduates to work overseas, subject to registration requirements.

Application Method
Application is via VTAC at www.vtac.edu.au Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of VCE or equivalent including:
> study score of at least 25 in English (any);
> Units 1 and 2 of mathematics (any);
> at least one of Units 3 and 4 in biology, chemistry, health and human development, physics, psychology.
Interstate or overseas equivalent or mature aged entry.
Extra Requirements
Non-Year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online.
Prospective students should be aware that health care organisations recommend all health staff to have relevant vaccinations to protect themselves and their patients/clients.
Successful applicants must obtain a Police Record Check (renewed annually) and a Working With Children Check (renewed every five years) and be prepared to present this when asked by an authorised staff member of a health care organisation.

Nursing Honours

Bachelor of Nursing (Honours)
1 year full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline
The University of Ballarat offers the Bachelor of Nursing (Honours) as a pathway for students who have achieved a standard of excellence in their academic studies, and who wish to pursue higher degree studies.
There is an increasing expectation by governments and communities for evidence-based health care practice, as health policies impact upon the way services are delivered to the community. In this context, nurses, as the largest group of health care providers, are central to the implementation of new, evidence-based practices. This requires nurses to increase their knowledge of and skills in, research utilisation and application. Successful graduates of the Honours year will make significant contributions to health care and to the discipline of nursing, through their knowledge, research and evaluation skills.

Career Opportunities
The program provides skills in research, which will enable nurses to pursue research at a higher degree level. Graduates will have opportunities to pursue leadership positions and to undertake further study if they wish.

Application Method
Prospective students are advised to contact the Program Coordinator prior to lodging an application form.
All applicants are required to complete the Direct Application for Admission form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply.
Applicants are also required to complete an additional Application form, which can be obtained online or by phoning 1800 811 711.

Entry Requirements
Prospective students are advised to contact the Program Coordinator prior to lodging an application form. Applicants must have completed a Bachelor’s Degree in the relevant discipline with a high level of academic achievement; which is normally a distinction average or above for the 2nd and 3rd year of the program.

Paramedicine
Graduate Diploma of Paramedicine
1 year full-time
Block Mode
Mt Helen Campus (Ballarat)

Outline
This program provides students with the appropriate knowledge, skills and values to be effective in providing paramedical patient care.
This care occurs in pre-hospital environments to those who are suffering a health crisis, whether this be traumatic, medical, surgical and/or psychological.
The program will prepare graduates for entry into the paramedic discipline as beginning practitioners who are competent to practice in a variety of clinical settings.

Career Opportunities
Graduates will be eligible to apply for Graduate Entry Programs within Ambulance Victoria (AV) and Private Patient Transport Services, and will also meet the requirements for employment with other pre-hospital and ambulance service employers throughout Australia and New Zealand. Applicants are encouraged to discuss their employment options and locations of work with the relevant ambulance service.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply.

Entry Requirements
To be eligible for selection into the program, applicants must generally have satisfactorily completed a Bachelor of Nursing and have recent clinical experience. Postgraduate/specialist qualifications and/or experience in an Emergency Department or Critical Care would be advantageous.

All applicants must also provide evidence of a comprehensive understanding of: basic life support; basic health assessment; basic ECF interpretation; basic use and theory of portable testing devices.

Extra Requirements
It is a requirement of the program that students undertake clinical placements with Ambulance Victoria (AV), in both rural and metropolitan areas. It is a requirement of AV that all students must be both medically and physically fit for placement on their operational vehicles. Applicants are advised that comprehensive assessments by AV’s approved health provider and a police record check must be undertaken prior to commencement of study, details of which will be sent out prior to commencement.
Students need to be aware that they are responsible for the cost of their uniform for clinical placements, which will commence from early in Semester One.
Students need to be available to attend clinical placements equaling 160 hours, or up to 16 shifts. These shifts will be organised by the Coordinator in consultation with AV, and may be anywhere in the rural/metropolitan region.

Midwifery
Graduate Diploma of Midwifery
2 years part-time
Delivered online with some block-mode learning
Mt Helen Campus (Ballarat)

Outline
This innovative program with a strong regional focus is designed to prepare registered nurses with the necessary knowledge, skills and values to be eligible to apply for registration as a midwife with AHPRA.
Learning will take place on-campus and in the community with a number of major participating rural and regional agencies, including (but not limited to):
> Djerrinwarrn Health Services;
> St John of God Hospital, Ballarat;
> Wimmera Health Care Group;
> Ballarat Health Services;
> Colac Area Health;
> St John of God, Bendigo;
> Warrnambool Base Hospital;
> St John of God Hospital, Geelong.

Career Opportunities
On successful completion of this Graduate Diploma of Midwifery, graduates are eligible to apply to register with the Nursing and Midwifery Board of Australia as professional midwives.
Following successful registration with AHPRA, graduates may work as a midwife in either health care or community settings.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply.
Applicants must also send a current CV and contact details of two referees.

Entry Requirements
Normal admission requirements specify that students will have completed an undergraduate Bachelor of Nursing.
Applicants must provide proof of registration with the Nursing & Midwifery Board of Australia as a Registered Nurse. Special entry without the Bachelor of Nursing may be considered, provided that applicants have a minimum of two years clinical experience and have undertaken some form of tertiary study.

Extra Requirements
Applicants must demonstrate a minimum of twelve months practice as a registered nurse in women’s health areas within the last five years.
Prospective students should be aware that health care organisations recommend all health staff to have relevant vaccinations to protect themselves and their patients/clients.
Successful applicants must obtain a Police Record Check (renewed annually) and a Working With Children Check (renewed every five years) and be prepared to present this when asked by an authorised staff member of a health care organisation.

www.ballarat.edu.au
Health Sciences and Nursing

Nursing

Master of Nursing (Coursework)
1.5 years full-time

If the applicant has successfully fulfilled the credit requirements of prior studies and receives exemption for the four specialty courses

Mt Helen Campus (Ballarat)

Outline
The Master of Nursing (Coursework) has been specifically designed to meet the professional needs of working nurses who want their study time to be flexible. The program is offered in tri-semesters and this enables students to study part-time and achieve timely completion.

The program is offered in a modern online format that enables students to study in their own time, while being supported by experienced academics. The online nature of delivery enables direct contact with course lecturers and timely feedback on assessments.

Career Opportunities
A Master of Nursing Degree qualification prepares graduates for advanced nursing practice and provides opportunities for career advancement. The program aims to meet the needs of nurses who wish to develop their leadership skills, through developing innovative programs and practice in a variety of health care settings. Graduates will exit the program with professional leadership ability and skills in project management, research and continuous quality improvement practices.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
Students are required to meet the following prerequisites:

> Registered Nurse (Division 1 Register) of the Australian Nursing and Midwifery Board or the registering authority in the country of practice;
> provide evidence of English language proficiency in accordance with University regulations;
> hold a Bachelor of Nursing or equivalent.

It is expected that all students have their own access to appropriate computer facilities and proficient in the use of information technology systems.

Short Programs

Re-entry Program and Pre-registration Program

Re-entry Program for Division 1 Registered Nurses (RPRN) and Pre-registration Program for Overseas Qualified Nurses (PPOQN)

12 weeks full-time.

William Light Institute (Adelaide)

Australian Academy of Nursing (Dandenong VIC)

Outline
The Re-entry Program for Division 1 Registered Nurses (RPRN) and Pre-registration Program for Overseas Qualified Nurses (PPOQN) (known as ‘bridging program’ or IRON/RTP program) are 12-week non-award programs that lead to registration as a Division 1 professional nurse with the Nursing and Midwifery Board of Australia (NMBA). The programs are delivered by the University of Ballarat in association with Partner Providers.

The programs contain theory relating to the Australian health care system, professional nursing in Australia and contextual nursing (includes laboratory competencies) and clinical practice. Satisfactory completion of a number of assessment tasks and clinical competencies is required. Clinical placements are required to be undertaken at a variety of venues, which may include interstate. Completion of these programs does not entitle the participant to employment at clinical venues utilised in the delivery of the programs.

Graduate Diploma of Brewing

Graduate Certificate in Brewing

Graduate Diploma of Brewing
Flexible Delivery
Online access with supplementary posted readings. All students will be required to attend one residential workshop per year

Mt Helen Campus (Ballarat)

Outline
Provides in-depth knowledge of the principles and practice of malting and brewing, the Graduate Certificate overviews the whole brewing process. It provides significant detail in the areas of raw materials, wort production, fermentation and analysis, which may be typically required for small scale breweries, suppliers of breweries, and allied industries. The Graduate Diploma includes more detailed information in areas which are more relevant to the large scale brewing industry such as more diverse types of packaging, quality assurance and quality management, and detailed engineering principles of downstream processing.

Career Opportunities
Brewer; working in packaging and quality assurance; and brewing, malting and allied industries in Australia and overseas.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
Candidates should hold a Bachelor’s degree or a TAFE Diploma or be able to provide evidence of completion of relevant workplace training. If participants in the program do not possess a formal qualification or have not participated in workplace training it would be expected that they would normally have a minimum of three years malting and brewing experience and provide a referee’s report.

Short Programs

Malting and Brewing

5 days

Mt Helen campus (Ballarat)

Outline
The short program consists of a mix of:

> formal and informal discussions;
> brewing practicals and demonstrations;
> field trips to small and large breweries;
> field trip to a malt-house and;
> lectures from industry and university staff.

Introduction to Distilling

4 days

External location

Outline
This short program in distilling science and technology consists of a teaching mix of formal and informal discussions. There will be hands-on practicals at Distillery facilities and a field trip, with lectures from local and international industry and University staff.
Information Technology and Mathematical Sciences

Information, Digital Media and Technologies

Certificate II in Information, Digital Media and Technology
Typically 18 weeks full-time study or part-time equivalent (Subject to change). Mt Helen Campus (Ballarat)

Outline
This program is designed to provide the skills and knowledge for an individual to be competent in introductory computer technical functions and is designed to support information activities in the workplace to achieve a level of self-sufficiency as a computer user.

Career Opportunities
Successful graduates from this qualification could work in any industry requiring foundation skills and knowledge in Information and Communications technology.

Possible job titles include:
- office assistant;
- records assistant;
- junior office support;
- customer service representative;
- helpdesk officer/technician;
- sales support technician.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Students seeking a place in this program should contact 1800 811 711 to obtain more information and/or make an appointment for interview/audition.

Entry Requirements
There are currently no prerequisite studies required to enter this course, however basic computer knowledge is required.

Certificate III in Information, Digital Media and Technology
Typically 18 weeks full-time study or part-time equivalent (Subject to change). Mt Helen Campus (Ballarat)

Outline
This qualification provides skills and knowledge for an individual to be competent in intermediate ICT technical functions and is designed to support information activities in the workplace to achieve a degree of self-sufficiency as an ICT user.

Career Opportunities
Graduates from this qualification could work in basic personal computer (PC) support, network/system administration or in first level help desk roles.

Possible job title might be:
- information technology support technical;
- help desk officer;
- help desk assistant;
- ICT operations support;
- ICT user support;
- PC support;
- technical support.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Students seeking a place in this program should contact 1800 811 711 to obtain more information and/or make an appointment for interview/audition.

Entry Requirements
There are currently no prerequisite studies required to enter this course, however basic computer knowledge is required.

Certificate IV in Information Technology
Typically 34 weeks full-time study or part-time equivalent (Subject to change). Mt Helen Campus (Ballarat)

Outline
Provides skills and knowledge in a wide range of general information and communications technology (ICT) technologies to support small to medium enterprises (SMEs) that require broader rather than more specialised ICT support.

Career Opportunities
Opportunities exist in basic networking, IT support, database development, programming and web development support. Possible job titles:
- computer technician;
- customer support;
- customer support professional;
- information systems operator;
- PC support;
- systems administrator;
- systems support;
- technical support;
- user support technician;
- network operations technician.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Students seeking a place in this program should call 1800 811 711 to obtain information and/or make an appointment for interview/audition.

Entry Requirements
All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process in complete. All enrolments must first be approved by the relevant department.

Extra Requirements
Be at least eighteen (18) years of age (at the discretion of the Head of Department). Attend an informal interview. Be able to participate in adult group environments. Proof of Australia citizenship and age is required.
Certificate IV in Information Technology Support

Typically 34 weeks full-time or part-time equivalent.
Mt Helen Campus (Ballarat)

Outline
Provides the skills and knowledge for an individual to be competent in supporting clients in a range of technical areas, and has a strong information technology base of core units with the potential for inclusion of a range of broader industry-specific units in the areas of service desk, database, sustainability and network support to suit particular needs.

Career Opportunities
Likely IT Support roles include:
> IT support officer, computer technician;
> help desk;
> specialist customer support;
> database support;
> network support technician;
> PC support technician;
> technical support – sustainability;
> user support technician.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Students seeking a place in this program should call 1800 811 711 to obtain information and/or make an appointment for interview/audition.

Extra Requirements:
Be at least eighteen (18) years of age (at the discretion of the Head of Department). Attend an informal interview. Be able to participate in adult group environments. Proof of Australia citizenship and age is required.

Certificate IV in Digital Media Technologies

Typically 34 weeks full-time study and part-time equivalent (Subject to change).
Mt Helen Campus (Ballarat)

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

Career Opportunities
Graduates could work in animator, designer or media development roles including:
> assistant animator;
> assistant designer;
> assistant digital media;
> assistant digital media designer;
> assistant digital media developer;
> assistant digital media programmer;
> assistant web designer;
> interaction media developer;
> support digital media developer;
> support digital media development technician.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Students seeking a place in this program should call 1800 811 711 to obtain information and/or make an appointment for interview/audition.

Extra Requirements:
Be at least eighteen (18) years of age (at the discretion of the Head of Department). Attend an informal interview. Be able to participate in adult group environments. Proof of Australia citizenship and age is required.

Certificate IV in Web-Based Technologies

Typically 40 weeks full-time study and part-time equivalent (Subject to change).
Mt Helen Campus (Ballarat)

Outline
This qualification provides an individual with the skills and knowledge to design, develop, build and administer websites using a range of website technologies.

Career Opportunities
Graduates could work in website design and development roles including:
> web developer or technical writer;
> webmaster assistant;
> website coordinator;
> web support administrator;
> assistant web designer.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Students seeking a place in this program should call 1800 811 711 to obtain information and/or make an appointment for interview/audition.

Extra Requirements:
Be at least eighteen (18) years of age (at the discretion of the Head of Department). Attend an informal interview. Be able to participate in adult group environments. Proof of Australia citizenship and age is required.

Diploma of Information Technology

Mode of Study – Length: Typically 34 weeks full-time study or part-time equivalent.
Mt Helen Campus (Ballarat)

Outline
This qualification provides the skills and knowledge for an individual to administer and manage information and communications technology (ICT) support in small-to-medium enterprises (SMEs) using a wide range of general ICT technologies.

Career Opportunities
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.

Possible job title might be:
> information systems office;
> manager;
> office systems administrator;
> IT office manager;
> IT systems administrator;
> systems manager.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Students seeking a place in this program should call 1800 811 711 to obtain information and/or make an appointment for interview/audition.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process in complete. All enrolments must first be approved by the relevant department

Extra Requirements:
Be at least eighteen (18) years of age (at the discretion of the Head of Department). Attend an informal interview. Be able to participate in adult group environments. Proof of Australia citizenship and age is required.
Proof of Australia citizenship and age is required.

Attend an informal interview. Be able to participate in adult group environments.

Be at least eighteen (18) years of age (at the discretion of the Head of Department).

Students seeking a place in this program should call 1800 811 711 to obtain information and/or make an appointment for interview/audition.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process in complete. All enrolments must first be approved by the relevant department.

Be at least eighteen (18) years of age (at the discretion of the Head of Department). Attend an informal interview. Be able to participate in adult group environments. Proof of Australia citizenship and age is required.

The Associate Degree of Information Technology examines both the organisational and technological issues that are needed for the analysis and design of information systems. In particular you will have appropriate knowledge skills and values to be effective in modern IT environments. The focus is on fundamental concepts which enable you to become a skilled IT professional and to facilitate the opportunity of continuous learning.

Graduates will be accepted into the Bachelor of Information Technology or Bachelor of Information Technology (Business Systems) with two years advanced standing.

On completion of this program graduates may expect to find employment in small, medium and large business and government in areas including:

- web technology;
- information systems;
- information technology;
- electronic commerce;
- managers with information technology skills.

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form.

Mid Year applicants please use the Higher Education Direct Application Form.
Direct Application forms are available at www.ballarat.edu.au/apply

Successful completion of VCE (or equivalent) including:

- Units 1 and 2 (any study combination) of general mathematics or mathematical methods or Units 3 and 4 mathematics (any).
- Units 3 and 4—English (any).

Non-year 12 VTAC applicants must complete and submit the VTAC Personal Statement form online.

www.ballarat.edu.au
Information Technology and Mathematical Sciences

www.ballarat.edu.au

Bachelor of Information Technology
3 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)
MIT (Melbourne)
MIT (Sydney)

Outline
This program will give you an in-depth general knowledge of IT and allow you to keep your options wide open in this industry. It is an innovative program designed with input from major IT industry partners. Upon completion you will have industry-recognised qualifications, have the foundation to become a leader in the IT field; be able to understand the impact of technological change; be able to appreciate not only current usage of IT in business and industry environments but also trends in computing; and be able to analyse, design and implement up-to-date computer-based systems including those related to internet technology, multimedia and web-based applications. As a graduate you will have been provided with a balance between specific knowledge of particular development tools (languages, operating systems, development environments) and general lifelong learning skills, which will ensure that you are able to remain at the forefront of this vibrant and rapidly developing sector.

Career Opportunities
Graduates may expect to find employment in small, medium and large business and government in areas including:
> network manager;
> applications developer;
> programmer;
> software engineer;
> systems analyst;
> multimedia developer;
> database administrator;
> project manager;
> IT consultant.

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form.
Mid Year applicants please use the Higher Education Direct Application Form.
Direct Application forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of VCE (or equivalent) including:
> Units 1 and 2 two units (any) of general mathematics or mathematical methods
or Units 3 and 4 mathematics (any).
> Units 3 and 4 English (any).

Extra Requirements
Non-year 12 VTAC applicants must complete and submit the VTAC Personal Statement form online.

www.ballarat.edu.au

Information Technology (Computer Games and Digital Media)

Bachelor of Information Technology (Computer Games and Digital Media)
3 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)
MIT (Melbourne)
MIT (Sydney)

Outline
This program provides the skills, knowledge and values to be successful in a variety of computing areas, with a specialisation in computer games development, including a strong theoretical basis and practical skills in games design and development. In particular, you will graduate with very strong programming and multimedia design skills. The program embraces the significant impact of games technologies in other areas of industry, providing the flexibility for you to study areas outside of computer games. Dedicated game facilities ensure you are able to fully explore industry standard software and hardware.

Career Opportunities
Graduates may expect to find employment in small, medium and large business and government in areas including:
> games developer;
> games designer;
> games tester;
> interactive entertainment developer;
> 2D and 3D Artist;
> project manager;
> consultant;
> software engineer;
> systems analyst;
> web developer;
> programmer

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form.
Mid Year applicants please use the Higher Education Direct Application Form.
Direct Application forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of VCE (or equivalent) including:
> Units 3 and 4 – with a study score of at least 25 – in each of English (any) and Mathematical Methods.

Extra Requirements
Applicants who are required to attend an interview will be notified of arrangements by telephone or mail.
Non-Year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online.

www.ballarat.edu.au

Information Technology (Software Engineering)

Bachelor of Information Technology (Software Engineering)
3 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline
Engineer the software products of the future from the smallest apps to the largest, most bullet proof systems for secure financial systems or large event management. This program aims to provide students with the appropriate knowledge, skills and values to be effective in creating high quality software in a controlled and cost efficient manner. This program contains many programming and software engineering courses that will enable students to get work in either field. There are also a number of electives that will enable students to either add depth or breadth to their studies. The material covered throughout the courses in this program reflects the current and future needs of practicing software engineers. In particular, students will be able to apply their skills with two courses dedicated to a real life project. For the non-project courses, students will also be exposed to a large number of case studies from industry. Students will cover object oriented analysis and design in depth rather than covering an overview of many methodologies. This will provide them with a very marketable skill as well as being exposed to other techniques.

Career Opportunities
Graduates may expect to find employment in small, medium and large business and government in areas including:
> software engineer;
> 3D artist;
> simulator designer;
> GPS developer;
> virtualisation specialist;
> systems administrator;
> systems designer and tester;
> software analyst;
> programmer.

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form.
Mid Year applicants please use the Higher Education Direct Application Form.
Direct Application forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of VCE (or equivalent) including:
> Units 3 and 4 – with a study score of at least 25 – in each of English (any) and Mathematical Methods.

Extra Requirements
Non-year 12 VTAC applicants must complete and submit the VTAC Personal Statement form online.
Information Technology
(Business Systems)

Bachelor of Information Technology (Business Systems)
3 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)
MIT (Melbourne)
MIT (Sydney)

Outline
This state-of-the-art program examines – with a strong emphasis on electronic commerce – the organisational and technological issues that are needed for the analysis and design of business information systems. It considers modern principles and theories of computing together with the practical applications of technology. It provides the appropriate knowledge, skills and values to be effective in modern business environments.

You will become familiar with the latest developments in IT, and understand the different types of information technology tools and their applications. You will learn to understand the role of technology in managing knowledge and information and become capable of critically evaluating currently existing technology systems and new developments. You will develop an understanding of the organisational settings in which information systems are used, and recognise the threats and opportunities of technology in business. An understanding of the role of modern information systems in society and business is also developed.

Career Opportunities
Graduates may expect to find employment in small, medium and large business and government in areas including:
> systems analyst;
> systems designer;
> information manager;
> database designer and administrator;
> electronic commerce specialist;
> consultancy;
> software analyst;
> cloud computing;
> business process architect.

Application Method
Application is via VTAC at www.vtac.edu.au
Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form.
Mid Year applicants please use the Higher Education Direct Application Form.
Direct Application forms are available at www.ballarat.edu.au/apply

Information Technology
(Professional Practice)

Bachelor of Information Technology (Professional Practice)
4 years full-time.
Mt Helen Campus (Ballarat)

Outline
With the guarantee of employment with IBM upon completion, the Bachelor of Information Technology (Professional Practice) is an innovative program that has been developed in conjunction with IBM to produce graduates who have an appreciation of the culture of work as an IT professional. From the second year of the program, students will continue university studies and practical experience with IBM in an ‘Earn As You Learn’ program. Courses on industry awareness and industry application are delivered in association with IBM staff.

The first year of the program consists of full-time study (with the option of some part-time work at IBM). During the second and third years, time will be divided between study (three-quarters of your time) and gaining industry experience with IBM (one-quarter of your time). As part of the program, students will receive a scholarship of approximately $8,000 for each of their second and third years. Students who successfully complete three years of the program will be employed full-time by IBM for the first half of their fourth year, and offered a position at IBM on completion of their studies.

The design of this program means that students will graduate with one year’s work experience, and the opportunity to take up a position at IBM.

* Students must meet IBM graduate recruitment requirements and be eligible to work in Australia.

Career Opportunities
This program enables you to continue working with IBM. IBM guarantees employment to all ‘Information Technology Professional Practice’ students who successfully graduate from the program and meet IBM Graduate Recruitment requirements.

Completion of this program will provide you with a wide variety of career opportunities in small, medium and large businesses, industry and government. You will have a competitive advantage over other IT graduates because you will have a good grounding for employment in related areas in the settings of industry, commerce or government.

Application Method
Application is via VTAC at www.vtac.edu.au
Mid Year applicants please use the Higher Education Direct Application Form.
Direct Application forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of VCE (or equivalent) including:
> Units 1 and 2 two units (any) of general mathematics or mathematical methods
> Units 3 and 4 mathematics (any).
> Units 3 and 4 English (any).

Extra Requirements
Non-Year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online and an Additional Details Form (directly to the University of Ballarat). Additional details forms can be obtained from www.ballarat.edu.au/apply

Information Technology
(Professional Practice)

Graduate Diploma of Information Technology
1 year full-time or part-time equivalent
Mt Helen Campus

Outline
The Graduate Diploma of Information Technology is designed for graduates with an undergraduate degree in areas other than computing or information technology. The program offers continuing education at a graduate level for professionals from all disciplines. A background in computing is not required.

Career Opportunities
Completion of this program will provide you with a good grounding for employment in related areas in the settings of industry, commerce or government.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
Applicants to this program must have completed (at least) a three-year degree.
Master of Information Technology

Master of Information Technology
2 years full-time or part-time equivalent.
Mt Helen Campus (Ballarat)
MIT (Melbourne)
MIT (Sydney)

Outline
This coursework degree will introduce you to advanced theoretical and practical concepts. There is an in-depth approach to programming, project management skills and software engineering. This program has been designed specifically for graduates with undergraduate degrees in areas other than computing or information technology.

Career Opportunities
Work within the IT areas of industry, commerce or government. Careers include software engineering, systems analysis, programming, networking, database analysis, system management and web engineering.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

MIT (Melbourne) and MIT (Sydney) – Subject to minimum student enrolments.

Entry Requirements
Applicants to this program must have completed an undergraduate degree.

Information Technology Management Studies

Master of Information Technology Management Studies
1.5 years full-time or part-time equivalent.
Mt Helen Campus (Ballarat)
MIT (Melbourne)
MIT (Sydney)

Outline
Specifically for those with a background in IT or computing who aspire to be IT managers and require an understanding of the practical applications of information technology in business environments. It provides a state-of-the-art program that considers modern principles and theories of computing together with the practical applications of information technology.

Career Opportunities
Graduates could expect to work in any area of industry, commerce or government, in ICT strategic management or project management roles.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

MIT (Melbourne) and MIT (Sydney) – Subject to minimum student enrolments.

Entry Requirements
Applicants to this program must have completed (at least) a three-year undergraduate degree.

Information Technology Management

Master of Information Technology Management
2 years full-time or part-time equivalent.
Mt Helen Campus (Ballarat)

Outline
This program is specifically designed for those with a background in IT or computing who aspire to be IT managers, and require an understanding of the strategic management of IT resources within IT departments and organisations.

Career Opportunities
Graduates could expect to work in any area of industry, commerce or government, in ICT strategic management or project management roles.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
Applicants to this program must have completed an undergraduate degree in computing or information technology or the completion of the Graduate Certificate in Information Technology Management or equivalent.

www.ballarat.edu.au

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

MIT (Melbourne) and MIT (Sydney) – Subject to minimum student enrolments.

Entry Requirements
Applicants to this program must have completed (at least) a three-year undergraduate degree.

Information Systems

Master of Information Systems
2 years full-time or part-time equivalent.
Mt Helen Campus (Ballarat)
MIT (Melbourne)
MIT (Sydney)

Outline
The Master of Information Systems is designed specifically to attract graduates who do not necessarily have a background in information technology, but who need to learn more about the utilisation of information technology in business environments. This is a state-of-the-art program that considers modern principles and theories of computing together with the practical applications of information technology. It examines both the organisational and technological issues that are needed for the analysis and design of business information systems with a strong emphasis on electronic commerce.

Several elective courses are delivered through The Business School, to take advantage of their skills and expertise in management and legal areas.

Career Opportunities
 Upon completing the Master of Information Systems, you will be well-prepared for such careers as information systems developers, system analyst managers, system designers, information managers, electronic commerce managers, database administrators, consultants, and company managers.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

MIT (Melbourne) and MIT (Sydney) – Subject to minimum student enrolments.

Entry Requirements
Applicants to this program must have completed (at least) a three-year undergraduate degree.
**Information Technology Studies**

**Master of Information Technology Studies**

1.5 years full-time or part-time equivalent  
Mt Helen Campus (Ballarat)  
MIT (Melbourne)  
MIT (Sydney)

**Outline**

Designed to provide advanced theoretical and practical concepts by coursework, this program offers an in-depth approach to project management skills, programming and software engineering.

**Career Opportunities**

Expect to work in industry, commerce or government in the areas of software engineering, systems analysis, programming, networking, database analysis, system management, and web engineering.

**Application Method**

All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply  
MIT (Melbourne) and MIT (Sydney) – Subject to minimum student enrolments.

**Entry Requirements**

Applicants must have completed (at least) a three-year undergraduate degree.

**Business Information Systems**

**Graduate Diploma of Business Information Systems**

1 year full-time or part-time equivalent  
Mt Helen Campus (Ballarat)  
MIT (Melbourne)  
MIT (Sydney)

**Outline**

Provides the appropriate knowledge, skills and values to be effective in modern business environments. This state-of-the-art program considers modern principles and theories of computing, together with the practical applications of information technology. The program examines both the organisational and technological issues that are needed for the analysis and design of business information systems.

**Career Opportunities**

You will be well-equipped for employment in a range of areas, including information systems development, information management, electronic commerce, database administration and consulting.

**Application Method**

All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

**Entry Requirements**

Applicants may be admitted to the Graduate Diploma in Information Technology Management on completion of at least a 3-year Bachelor Degree with a major in computing or information technology.

**Information Technology Management**

**Graduate Diploma of Information Technology Management**

1 year full-time or part-time equivalent  
Mt Helen Campus

**Outline**

The Graduate Diploma of Information Technology Management is designed specifically for students with a background in IT or computing who aspire to be IT managers and require an understanding of the strategic management of IT resources within IT departments and organisations.

**Career Opportunities**

Completion of this program will provide you with a good grounding for employment in related areas in the settings of industry, commerce or government.

**Application Method**

All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

**Entry Requirements**

Applicants must have completed (at least) a three-year undergraduate degree.

**Mathematical Sciences**

**Bachelor of Mathematical Sciences**

3 years full-time or part-time equivalent  
Mt Helen Campus (Ballarat)

**Outline**

The Bachelor of Mathematical Sciences provides you with a strong foundation in the basic principles and techniques of mathematics and an understanding of how mathematics is applied in the real world. You will be able to analyse and critically evaluate new situations and develop strong numeracy, logical thinking, analysis, report writing and communications skills, which are valued by employers.

**Career Opportunities**

A degree in Mathematics provides a unique training in abstract reasoning and problem solving which in recent times has been much sought after by employers. Mathematical methods are used in all areas of science, engineering, technology, business, industry and commerce. Recent advances in medical imaging, finance and internet security, for example, rely on advanced mathematical methods. There is a high demand for mathematics graduates in manufacturing and engineering industries, banking, medicine, commerce, forecasting, and teaching.

**Application Method**

Application is via VTAC at www.vtac.edu.au

Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form.

Mid Year applicants please use the Higher Education Direct Application Form.

Direct Application forms are available at www.ballarat.edu.au/apply

**Entry Requirements**

Successful completion of VCE (or equivalent) including:

- Units 3 and 4 – with a study score of at least 25 – in each of English (any) and Mathematical Methods.

Non-year 12 VTAC applicants must complete and submit the VTAC Personal Statement form online.
Mathematical Sciences

Bachelor of Mathematical Sciences (Honours)
1 year full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline
The Bachelor of Mathematical Sciences (Honours) provides advanced studies in mathematics, at a professional level for students with a strong mathematical background. It also provides students with an introduction to a research program enabling them access to research degrees at universities throughout Australia and internationally. This program provides preparatory studies to PhD study.

Career Opportunities
Graduates would expect to work in any area of industry or government. This program is also designed to provide you with an introduction to a research program and enables access to research degrees at universities throughout Australia and internationally.

Application Method
All applicants are required to complete the Direct Application for Admission form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
To gain entry to this program, you will require a good record in an undergraduate degree with a major study in mathematics. In general, a good record is defined as an average of D (Grade Point Average 6.0) or better in the third year or the relevant major sequence. If you wish to enter the program but do not completely fulfil these requirements, you may present a case in writing to the Program Coordinator for consideration.

Computing (Honours)

Bachelor of Computing (Honours)
1 year full-time or negotiable part-time equivalent
Mt Helen Campus (Ballarat)

Outline
The Bachelor of Computing (Honours) program is designed to provide computing graduates with advanced studies in computing at a professional level. It also offers an introduction to a research program and provides access to research degrees at universities throughout Australia and internationally by providing preparatory studies for PhD study.

Career Opportunities
In today’s competitive environment, an Honours degree sets you apart. As a graduate of this program, you will be able to work in any area of industry or government, with possible career paths including software engineering, systems analysis, programming, networking, database analysis, system management and web engineering. This program will also provide you with an introduction to a research program and enables access to research degrees at universities throughout Australia and internationally.

Application Method
All applicants are required to complete the Direct Application for Admission form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
To gain entry to this program, you will require a good record in an undergraduate degree with a major study in computing. In general, a good record is defined as an average of D (Grade Point Average 6.0) or better in the third year or the relevant major sequence. If you wish to enter the program but do not completely fulfil these requirements, you may present a case in writing to the Program Coordinator for consideration.

Advanced Computing

Graduate Diploma of Advanced Computing
1 year full-time or the part-time equivalent
Mt Helen Campus (Ballarat)

Outline
The Graduate Diploma of Advanced Computing provides computing graduates with advanced studies in computing and information technology and also introduces them to the principles and practices of research, in preparation for postgraduate study. The program also provides you with the skills and knowledge necessary to advance your career or re-position yourself to take advantage of opportunities in current computing technologies.

Career Opportunities
As a preparatory program for a research degree, most graduates would progress to further study. You would also be qualified to gain employment in a research position within Government or Industry.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
Applicants may be admitted to the Graduate Diploma in Advanced Computing on completion of at least a 3-year Bachelor Degree with a major in computing or information technology.
Psychology

Bachelor of Psychological Science
3 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline
The Bachelor of Psychological Science provides an intensive and comprehensive education in Psychology, offering a solid foundation for those students wishing to make a career in the profession after further study. The degree is recognised as an accredited undergraduate program by the Australian Psychology Accreditation Council (APAC). Successful completion of the degree allows graduates to apply for accredited fourth-year psychology programs. In addition to Psychology, students also study in areas such as, Philosophy, Sociology, Politics and Anthropology, Indigenous Studies, Literature, Film, Historical and Heritage Studies, International Studies, and Japanese. Students can also pursue further studies in Applied Statistics.

Career Opportunities
Graduates may find employment in advance administration and clerical positions in a variety of areas, particularly those involving health and human services. Following postgraduate studies, career directions include a vast array of specialist psychology positions including:
> clinical psychologist;
> clinical neuro-psychologist;
> community psychologist;
> counselling psychologist;
> developmental/educational psychologist;
> forensic psychologist;
> health psychologist;
> organisational psychologist;
> sports psychologist and;
> academic/research psychologist.
Other specialist careers which generally follow additional study include teacher, counsellor and careers in the human service and personnel areas.

Application Method
Application is via VTAC at www.vtac.edu.au. Direct applications will only be accepted after the VTAC close date using the Higher Education Direct Application Form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
Successful completion of VCE including:
> Units 3 and 4 in English (any);
> Interstate or overseas equivalent or mature age entry.

Extra Requirements
Non-Year 12 applicants applying through VTAC must complete and submit the VTAC Personal Statement form online. Non-Year 12 Applicants may be required to attend an interview in late December/January. Applicants who are required to attend an interview will be notified of the arrangements.

Bachelor of Arts (Psychology)
(Honours)
1 year full-time or 2 years part-time
Mt Helen Campus (Ballarat)

Outline
This honours program comprises extensive, specialist study in both professional psychology and psychological research. With a strong research emphasis, students plan, implement and report on a Research Project under supervision, in addition to undertaking a number of core units (Professional Psychology, Psychological Research, The Scientist-Practitioner Model and Psychological Assessment).

Career Opportunities
This program has been designed to meet Australian Psychology Accreditation Council (APAC) standards, making it an approved fourth-year psychology degree. Graduates of this program are eligible to apply for Associate Membership of the APS, an accredited Master’s program in psychology or jobs that facilitate the supervision pathway to registration as a psychologist in Australia.

Application Method
All applicants are required to complete the Direct Application for Admission form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
Students must have completed an APAC-accredited, three-year sequence in psychology and qualified for an undergraduate degree. You must submit an official academic transcript and evidence that the degree has been completed.

A minimum grade point average of 6.0 (Distinction) is required for entry into the honours program.

Please note: Meeting minimum requirements does not guarantee entry as each year the number of applicants greatly exceeds the number of places.

www.ballarat.edu.au
Psychology

www.ballarat.edu.au

Police Check. Students may be required to undergo a
exceeds the number of places. Each year the number of applicants greatly
requirements does not guarantee entry as

Please note: Meeting minimum
Diploma program.

Applicants must submit an official
psychology and qualified for an
undergraduate degree.

All applicants are required to complete the
Higher Education Direct Application form. To obtain a copy of this form, please visit
www.ballarat.edu.au/apply

A certified copy of an academic transcript
must be attached. The transcript must
contain a statement that the degree has
been completed.

Applicants will be short listed on the basis
of GPA, referee reports and personal
statement (if applicable). Short listed
applicants will be required to attend a face-
to-face interview at the University of
Ballarat.

Successful completion of an APAC
accredited undergraduate degree.

Applicants who feel that their performance
available online or by calling 1800 811 711.

A copy of this form can be obtained online
at www.ballarat.edu.au or by phoning
1800 811 711.

The minimum entry requirement for this
program is an Australian Psychology
Accreditation Council (APAC) accredited
Honours Degree in Psychology at Class 2A
level or its equivalent (e.g. Graduate
Diploma of Psychology).

Applicants should also provide certified
copies of academic transcripts for
undergraduate and fourth-year degrees.
Occupational Health and Safety

Certificate IV in Occupational Health and Safety
1 year of study.
Study over a shorter period is negotiable
Mt Helen Campus (Ballarat)

Outline
The achievement of a Certificate IV in Occupational Health and Safety (OHS) reflects a capacity for roles which use well-developed skills and a broad knowledge base in a wide variety of contexts. The Certificate IV in OHS program enables the learner to develop the knowledge and skills to contribute to a systematic approach to managing OHS. This entails identification, assessment and control of OHS risks and applying solutions to a defined range of unpredictable problems. It includes the ability to analyse and evaluate information from a variety of sources.

Career Opportunities
Opportunities for graduates include OHS roles in both the public and corporate sectors. This program provides opportunity for people with OHS responsibilities in their role to understand and practice the principles behind key OHS processes. It enables graduates to qualify for positions of responsibility in OHS.

Application Method
Application is via the TAFE Direct Application form. Forms are available at www.ballarat.edu.au/apply

Entry Requirements
There are no admission requirements for this program. However, it is assumed that participants have an appropriate level of literacy, some basic understanding of mathematics and science, and have basic computer skills. It is highly recommended that program participants be in employment or have access to a workplace for completion of assessment activities.

Graduate Certificate in Occupational Hazard Management

Graduate Diploma of Hazard Management
Two x 14 day blocks in January and July
Mt Helen Campus (Ballarat)

Outline
Modern OHS principles emphasise the need to design workplaces and systems to be healthy and safe, rather than attempt to educate people to use or operate inadequate facilities in a safe manner. The program provides the skills and knowledge to be able to manage the health and safety function using evidence informed practice, and to coherently argue, justify and implement solutions based upon the designing-out of health and safety problems. The program provides robust multidisciplinary frameworks and ways of thinking about health and safety, on which future knowledge and experience in health and safety can be built.

Career Opportunities
Possible positions include:
> occupational health and safety manager;
> health and safety manager;
> safety manager;
> national safety manager;
> senior health and safety manager;
> national health and safety advisor;
> senior health and safety advisor;
> health and safety coordinator.

Application Method
All applicants are required to complete the Higher Education Direct Application form. To obtain a copy of this form, please visit www.ballarat.edu.au/apply

Entry Requirements
Minimum requirements for entry are:
> a bachelor’s degree or;
> a Diploma or Advanced Diploma in OHS plus at least two years OHS experience in a workplace or;
> a Certificate IV in OHS plus at least three years OHS experience in a workplace or;
> at least three years OHS management experience.

Short Programs

Initial 5 day OHS Course for HSRs, Managers and Supervisors
5 days study
Mt Helen Campus (Ballarat);
Horsham Campus;
Stawell Campus

Outline
This program is approved by WorkSafe Victoria for the training of workplace health and safety representatives. Supervisors, team leaders and managers may also attend. It presents key ideas in occupational health and safety in an understandable way. The course format enables participants to focus on real workplace issues, while receiving support and guidance from the facilitator on the topics involved. In considering real workplace problems and case studies, participants work collaboratively as practice for consultation on occupational health and safety problems.

OHS Refresher Course for HSRs, Managers and Supervisors
1 day
Mt Helen Campus (Ballarat);
Horsham Campus;
Stawell Campus

Outline
This one day course is approved by WorkSafe Victoria for the training of workplace health and safety representatives that have completed the original WorkSafe approved Initial 5 Day OHS course. This course should be completed every 12 months. HSRs and Deputy HSRs are entitled to complete the refresher course every 12 months and are able to select their preferred training provider (Section 67 of the OHS Act 2004). This program can be delivered to corporate groups within their own workplace where suitable facilities are available. The broad purpose of the program is to refresh HSR’s knowledge of the legislation, codes and guidance and apply that knowledge to workplace situations.
Higher Degrees by Research

Behavourial and Social Sciences, and Humanities

Master of Arts
Minimum 1.5 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

The aim of this Master by Research program is to provide training in a specialised area. You will work under the guidance of a Principal Supervisor appointed by the Research and Higher Degrees Committee on the recommendation of the School. You would be able to seek employment in the research and academic fields.

Application method
Please refer to page 10 for further information.

Entry Requirements
To be eligible you must:
(a) have graduated with or qualified for a four year Honours bachelor’s degree, or degree with Honours, at least second class honours level, that included a dissertation demonstrating the ability to undertake research at master’s level; or
(b) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

You should first familiarise yourself with staff supervision, then contact the staff in the relevant area to informally discuss research ideas. Staff will then advise on proceedings regarding formal applications for the program and scholarships.

(03) 5327 9508 or HDRResearch@ballarat.edu.au

Doctor of Philosophy
Minimum 3 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

This program provides advanced training in research. You would work during candidature under the guidance of a principal supervisor appointed by the Research and Higher Degrees Committee on the recommendation of the School.

Depending on the area of study completed, you could expect to be employed in the higher education sector.

Application method
Please refer to page 10 for further information.

To be eligible you must
(a) have graduated with or qualified for a master’s degree, a four year Honours bachelor’s degree, or Degree with Honours at first class or second class, upper division that included a dissertation demonstrating the ability to undertake research at PhD level; or
(b) have been enrolled for a master’s degree by research and have completed research which is assessed by the Academic Board as demonstrating the capacity to undertake research at PhD level; or
(c) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

Completion of this program will provide you with the foundation, knowledge and skills to:
- make contributions to knowledge;
- undertake independent research;
- effectively communicate/report research findings to a range of different audiences;
- demonstrate intellectual and professional integrity; and
- display a range of generic skills applicable to future research and employment.

Depending on the area of study completed, most graduates of this program would expect to be employed in the higher education, government or private sectors.

(03) 5327 9508 or HDRResearch@ballarat.edu.au

Business

Master of Business
Minimum 1.5 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

You will work with a Principal Supervisor (and possibly co-supervisor) appointed by the Research and Higher Degrees Committee on the recommendation of the School. The degree is awarded on the basis of an externally examined thesis of approximately 40,000 words that makes a substantial contribution to knowledge and demonstrates an understanding of the relationship of the investigations undertaken to a wider field of knowledge.

Application method
Please refer to page 10 for further information.

Entry Requirements
To be eligible you must:
(a) have graduated with or qualified for a four year Honours degree or degree with Honours, at least second class honours level, that included a dissertation demonstrating the ability to undertake research at master’s level; or
(b) hold qualifications and/or have demonstrated skills, experience, research or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

www.ballarat.edu.au
**Doctor of Philosophy**

Minimum 3–4 years full-time or part-time equivalent  
Mt Helen Campus (Ballarat)

Candidates work with a Principal Supervisor (and possibly co-supervisor) appointed by the Research and Higher Degrees Committee on the recommendation of the School. The degree is awarded on the basis of an externally examined thesis of approximately 100,000 words that makes a substantial contribution to knowledge and demonstrates an understanding of the relationship of the investigations undertaken to a wider field of knowledge. In most cases the thesis will be a text reporting research undertaken by the candidate.

Completion will provide you with the foundation, knowledge and skills to:
- make contributions to knowledge;
- undertake independent research;
- effectively communicate and report on findings to a range of different audiences;
- demonstrate intellectual and professional integrity; and
- display a range of generic skills applicable to future research and employment.

Depending on the area of study completed, most graduates of this program would expect to be employed in the higher education, government, or private sectors.

**Application method**  
Please refer to page 10 for further information.

**Entry Requirements**  
To be eligible you must:

(a) have graduated with or qualified for a master’s degree, a four-year Honours degree, or degree with Honours at first class or second class, upper division that included a dissertation demonstrating the ability to undertake research at PhD level; or
(b) have been enrolled for a master’s degree by research and have completed research which is assessed by the Academic Board as demonstrating the capacity to undertake research at PhD level; or
(c) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

(03) 5327 9508 or HDResearch@ballarat.edu.au

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**Creative, Visual and Performance Arts**

**Master of Arts**

Minimum of 1.5 years to a maximum of 2 years (full-time or part-time equivalent)  
Camp Street Campus (Ballarat)

Candidates work with a Principal Supervisor, appointed by the Research Higher Degrees Committee, with the approval of the School. This degree is awarded on the basis of:
- a studio component which is the practical, discipline-specific investigation that is examined by an exhibition or performance;
- a practical studio investigation supported by an exegesis of no less than 10,000 words which explains, elaborates or illuminates the practical studio component and provides the critical and theoretical context.

Career opportunities are available within the visual and performing arts industries as professionals in the chosen field of expertise. Additionally, work may be found in related fields such as public and commercial gallery curation, teaching, arts administration and theatres.

**Application method**  
Please refer to page 10 for further information.

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**Entry Requirements**  
To be eligible you must:

(a) have graduated with, or qualified for, a master’s degree that included a dissertation demonstrating the ability to undertake research at PhD level; or have graduated with, or qualified for, a four-year Honours degree, or degree with Honours (at first class or second class, upper division honours) that included a dissertation demonstrating the ability to undertake research at PhD level; or
(b) have graduated with, or qualified for, a four-year Honours degree, or degree with Honours (at first class or second class, upper division honours) that included a dissertation demonstrating the ability to undertake research at PhD level; or have been enrolled for a master’s degree by research and have completed research which is assessed by the academic Board as demonstrating the capacity to undertake research at PhD level; or
(c) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to, or as a satisfactory substitute for, any of the qualifications prescribed above.

All applicants must attend an interview to present and discuss their research proposal and submit a portfolio of recently undertaken artworks for scrutiny by the interview panel.

+61 (03) 5327 9508 or HDResearch@ballarat.edu.au

www.ballarat.edu.au
**Education & Training**

**Master of Education**  
Minimum of 1.5 years to a maximum of 2 years (full-time or part-time equivalent)  
Mt Helen Campus (Ballarat)  
Candidates work with a Principal Supervisor, appointed by the Research Higher Degrees Committee, with the approval of the School. This degree is awarded on the basis of an externally examined thesis of approximately 40,000 words, developed over the period of study. There are strong links with the regional education community, which offers a rich field for research.  
With teaching qualifications, completion of this program will enable you to apply for promotions in schools – building on your research experiences. The opportunity also exists for you to seek employment in school systems in the areas of administration, policy development and research. The degree is often a prerequisite for entry into a PhD or EdD.  
**Application method**  
Please refer to page 10 for further information.  
**Entry Requirements**  
To be eligible you must  
(a) have graduated with or qualified for a four year bachelor’s degree, or degree with Honours, at least second class honours level, that included a dissertation demonstrating the ability to undertake research at master’s level; or  
(b) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed as being at least equivalent to the qualifications above.  
(03) 5327 9508 or HDResearch@ballarat.edu.au  

**Doctor of Philosophy**  
Minimum of 3 years to a maximum of 4 years (full-time or part-time equivalent)  
Mt Helen Campus (Ballarat)  
Candidates work with a Principal Supervisor, appointed by the Research Higher Degrees Sub-Committee, with the approval of the School. This degree is awarded on the basis of an externally examined thesis of approximately 100,000 words. The thesis must make a substantial contribution to knowledge and demonstrating an understanding of a relationship of the investigations undertaken to a wider field of knowledge. A student works during candidature under the guidance of a principal supervisor appointed by the Research and Higher Degrees Committee on the recommendation of the school, together with one or more associated supervisors.  
There are three areas of research specialisation in Engineering:  
- Dynamic & Structural Systems (vibration and strength; fluids and ventilation; and machine condition and control);  
- Mining Resources (mining methods; rock and soil mechanics; electro-chemical processes; computer modelling);  
- Occupational Health & Safety (HSE systems and management; rural and workplace safety; noise hazards; airborne contaminants; and mining industry safety).  
You will be able to undertake high level research in a wide range of employment areas, and also engage in Post-doctoral research and papers.  
**Application method**  
Please refer to page 10 for further information.  
**Entry Requirements**  
To be eligible you must:  
(a) have graduated with or qualified for a master’s degree, a four-year Honours bachelor’s degree, or Degree with Honours at first class or second class, upper division that included a dissertation demonstrating the ability to undertake research at PhD level; or  
(b) have been enrolled for a master’s degree by research and have completed research which is assessed by the Academic Board as demonstrating the capacity to undertake research at PhD level; or  
(c) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.  
(03) 5327 9508 or HDResearch@ballarat.edu.au

www.ballarat.edu.au
Human Movement, Exercise, Sport Science, Fitness and Massage

Master of Human Movement
Minimum 1.5 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Master of Applied Science
Minimum 1.5 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)
The master’s degree is awarded on the basis of a thesis demonstrating ‘command of the knowledge and skills pertinent to the area of investigation as well as a critical appreciation and understanding of the relationship of the candidate’s own work to that of others’.
The ability to gain employment with Universities in research and teaching positions or work in professional bodies within Human Movement to engage in development and research activities associated with health, sport and physical activity.

Application method
Please refer to page 10 for further information.

Entry Requirements
To be eligible you must
(a) have graduated with or qualified for a four year Honours bachelor’s degree, or Degree with Honours, at least second class honours level, that included a dissertation demonstrating the ability to undertake research at master’s level; or
(b) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

(03) 5327 9508 or HDRResearch@ballarat.edu.au

Doctor of Philosophy
Minimum 3 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)
This degree is awarded on the basis of an externally examined thesis of approximately 100,000 words. The thesis must make a substantial contribution to knowledge and demonstrate an in-depth understanding of the relationship of the investigations undertaken to a wider field of knowledge.
Teaching and research within the tertiary sector and research within various sectors of the Human Movement profession.

Application method
Please refer to page 10 for further information.

Entry Requirements
To be eligible you must
(a) have graduated with or qualified for a master’s degree, a four year Honours bachelor’s degree, or Degree with Honours at first class or second class, upper division that included a dissertation demonstrating the ability to undertake research at PhD level; or
(b) have been enrolled for a master’s degree by research and have completed research which is assessed by the Academic Board as demonstrating the capacity to undertake research at PhD level; or
(c) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

(03) 5327 9508 or HDRResearch@ballarat.edu.au

Information Technology and Mathematical Sciences

Master of Computing (by Research)
Block Mode, Distance
Minimum of 1.5 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)
Candidates work with a Principal Supervisor, appointed by the Research Higher Degrees Committee, with the approval of the School.
The degree is awarded on the basis of an externally examined thesis of approximately 40,000 words. The thesis must demonstrate a command of the knowledge and skills pertinent to the area of investigation as well as a critical appreciation and understanding of the relationship of the work to that of others.
Upon completion of this program, you are likely to gain employment in research positions within government or industry.

Application method
Please refer to page 10 for further information.

Entry Requirements
To be eligible you must:
(a) have graduated with or qualified for a four year bachelor’s degree, or degree with Honours (at least second class honours level) that included a dissertation demonstrating the ability to undertake research at master’s level; or
(b) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed as being at least equivalent to the qualifications above.
Applicants who do not meet the requirements will be required to undertake an additional program of study equivalent to a fourth year of advanced undergraduate study and research in the relevant field.

(03) 5327 9508 or HDRResearch@ballarat.edu.au

Doctor of Philosophy (Information Technology)
Minimum of 3 – 4 years (full-time or part-time equivalent)
Mt Helen Campus (Ballarat)

Doctor of Philosophy (Mathematical Sciences)
3 – 4 years (full-time equivalent)
Mt Helen Campus (Ballarat)
Candidates work with a Principal Supervisor, appointed by the Research Higher Degrees Committee, with the approval of the School.
The degree is awarded on the basis of an externally examined thesis of approximately 100,000 words. The thesis must make a substantial contribution to the body of knowledge, demonstrate a command of the research skills implicit in the study, and demonstrate an in-depth understanding of the relationships of the investigations to the broader discipline areas.
A PhD is a transferrable qualification that has application (depending on the nature of the research) to government, industry, commerce and independent research centre employment.

Application method
Please refer to page 10 for further information.

Entry Requirements
To be eligible you must:
(a) have graduated with or qualified for a master’s degree that included a dissertation demonstrating the ability to undertake research at PhD level; or
(b) have graduated with or qualified for a four year bachelor’s degree, or degree with Honours at first class or second class, upper division, honours, that included a dissertation demonstrating the ability to undertake research at PhD level; or
(c) have been enrolled for a master’s degree by research and have completed research which is assessed by the academic Board as demonstrating the capacity to undertake research at PhD level; or

(d) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

(03) 5327 9508 or HDResearch@ballarat.edu.au

Nursing

Master of Nursing
Minimum 1.5 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

This program suits people with a specific interest in research who wish to pursue, with supervision, an in-depth investigation of an issue of concern to the nursing profession.

The degree is awarded on the basis of a thesis demonstrating a command of the knowledge and skills pertinent to the area of investigation, as well as a critical appreciation and understanding of the relationship of the candidate’s own work to that of others.

A Master by Research degree provides an advanced qualification enabling graduates to develop their professional practice by undertaking independent research while at the same time contributing to their employer’s objectives.

Application method
Please refer to page 10 for further information.

Entry Requirements
To be eligible you must:

(a) have graduated with or qualified for a master’s degree, a four-year Honours bachelor’s degree, or degree with Honours at first class or second class (upper division) that included a dissertation demonstrating the ability to undertake research at master’s level; or

(b) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to, or as a satisfactory substitute for, any of the qualifications prescribed above.

(03) 5327 9508 or HDResearch@ballarat.edu.au

Doctor of Philosophy
Minimum 3 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

The degree is awarded on the basis of an externally examined thesis of approximately 100,000 words. The degree is awarded on the basis of a thesis making ‘must make a substantial contribution to knowledge and having demonstrated an understanding of the relationship of the investigations undertaken to a wider field of knowledge’. Whereas in most cases the thesis will be a text reporting research undertaken by the candidate, the regulations also allow for a thesis to be a creative work supported by an exegesis.

Areas of research focus available include:
- Chronic illness management in rural contexts
- Aged Care Nursing > Work force development (innovation in nursing education; and issues in recruitment and retention)

A Doctoral degree is the basic qualification for a research career and the entry point for an academic position and many other careers. Doctoral graduates are in demand for a range of positions in business and industry.

Application method
Please refer to page 10 for further information.

To be eligible you must:

(a) have graduated with, or qualified for, a master’s degree, a four-year Honours bachelor’s degree, or Degree with Honours at first class or second class, upper division that included a dissertation demonstrating the ability to undertake research at PhD level; or

(b) have been enrolled for a master’s degree by research and have completed research which is assessed by the Academic Board as demonstrating the capacity to undertake research at PhD level; or

(c) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to, or as a satisfactory substitute for, any of the qualifications prescribed above.

(03) 5327 9508 or HDResearch@ballarat.edu.au

www.ballarat.edu.au
Applied Science and General Sciences

Master of Applied Science (Environmental Management, Food Science and Technology and Geology)
Minimum 1.5 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

The Master of Applied Science program sees candidates working with a Principal Supervisor, appointed by the Research Higher Degrees Committee, with the approval of the School. You’ll work under the guidance of a principal supervisor appointed by the Research and Higher Degrees Committee on the recommendation of the School.

Graduates greatly improve their chances of gaining senior level research positions with environmental and natural resource management agencies.

Application method
Please refer to page 10 for further information.

To be eligible you must:
(a) have graduated with or qualified for a year Honours bachelor’s degree, or Degree with Honours, at least second class honours level, that included a dissertation demonstrating the ability to undertake research at master’s level; or
(b) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

(03) 5327 9508 or HDResearch@ballarat.edu.au

Doctor of Philosophy (Environmental Management, Food Science and Technology and Geology)
Minimum 3 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

The Doctor of Philosophy program sees candidates working with a Principal Supervisor, appointed by the Research Higher Degrees Sub Committee, with the approval of the School.

The degree is awarded on the basis of an externally examined thesis of approximately 100,000 words. The thesis must make a substantial contribution to the body of knowledge, demonstrate a command of the research skills implicit in the study, and demonstrate an in-depth understanding of the relationships of the investigations to the broader discipline areas.

You will greatly improve your chances of gaining senior level research positions with natural resource management agencies.

Application method
Please refer to page 10 for further information.

To be eligible you must:
(a) have graduated with or qualified for a master’s degree, a four year Honours bachelor’s degree, or Degree with Honours at first class or second class, upper division that included a dissertation demonstrating the ability to undertake research at PhD level; or
(b) have been enrolled for a master’s degree by research and have completed research which is assessed by the Academic Board as demonstrating the capacity to undertake research at PhD level; or
(c) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

(03) 5327 9508 or HDResearch@ballarat.edu.au

Geology

Master of Applied Science
Minimum 1.5 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

The Master of Applied Science degree is awarded on the basis of a thesis demonstrating command of the knowledge and skills pertinent to the area of investigation as well as a critical appreciation and understanding of the relationship of the candidate’s own work to that of others. This program sees candidates working with a Principal Supervisor, appointed by the Research Higher Degrees Sub Committee, with the approval of the School.

Application method
Please refer to page 10 for further information.

To be eligible you must:
(a) have graduated with or qualified for a four year Honours bachelor’s degree, or Degree with Honours, at least second class honours level, that included a dissertation demonstrating the ability to undertake research at master’s level; or
(b) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

(03) 5327 9508 or HDResearch@ballarat.edu.au

Doctor of Philosophy
Minimum 3 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

The Doctor of Philosophy program sees candidates working with a Principal Supervisor, appointed by the Research Higher Degrees Sub Committee, with the approval of the School.

The degree is awarded on the basis of an externally examined thesis of approximately 100,000 words. The thesis must make a substantial contribution to the body of knowledge, demonstrate a command of the research skills implicit in the study, and demonstrate an in-depth understanding of the relationships of the investigations to the broader discipline areas.

Application method
Please refer to page 10 for further information.

To be eligible you must:
(a) have graduated with or qualified for a master’s degree, a four year Honours bachelor’s degree, or Degree with Honours at first class or second class, upper division that included a dissertation demonstrating the ability to undertake research at PhD level; or
(b) have been enrolled for a master’s degree by research and have completed research which is assessed by the Academic Board as demonstrating the capacity to undertake research at PhD level; or
(c) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

(03) 5327 9508 or HDResearch@ballarat.edu.au

www.ballarat.edu.au
The following programs are available to study at our Western Campuses in Ararat, Horsham or Stawell.

**Industry Skills Centre**

**Automotive**
- Certificate II in Automotive Technology Studies (Horsham)
- Certificate II Automotive Mechanical – Air Conditioning (Horsham)
- Certificate III in Automotive Sales – Parts Interpreting (Horsham)
- Certificate III in Automotive Mechanical Technology – Light Vehicle (Horsham)
- Certificate III in Automotive Mechanical Technology – Heavy Vehicle Road Transport (Horsham)
- Certificate III in Automotive Mechanical Technology – Heavy Vehicle Mobile Equipment (Horsham)
- Certificate IV in Automotive Technology (Horsham)
- Certificate IV Automotive Management (On the job training)
- Diploma of Automotive Management (On the job training)

**Building and Construction**
- Certificate II in Building and Construction (Bricklaying, Carpentry, Painting and Decorating) (Horsham – Carpentry stream only)
- Certificate IV in Civil Construction Supervision (On the job training)
- Diploma of Civil Construction Management (On the job training)

**Hairdressing**
- Certificate II in Hairdressing (Horsham)
- Certificate II in Hairdressing/Certificate III in Hairdressing (Horsham)
- Certificate III in Hairdressing – Apprenticeship (Horsham)

**Retail Baking**
- Certificate III in Retail Baking (Bread) (On the job training)
- Certificate III in Retail Baking (Combined) (On the job training)
- Certificate III Retail Baking (Cake & Pastry) (On the job training)

**Food Processing**
- Certificate II in Food Processing (On the job training)
- Certificate III in Food Processing (On the job training)

**Meat Processing**
- Certificate II in Meat Processing (Abattoirs) (On the job training)
- Certificate III Meat Processing (Retail Butcher) (On the job training)
- Certificate III Meat Processing (Rendering) (On the job training)
- Certificate III Meat Processing (Boning Room) (On the job training)
- Certificate III Meat Processing (Food Services) (On the job training)
- Certificate II in Poultry Production (Boning Room) (On the job training)
- Certificate III in Poultry Production (On the job training)

**Wool**
- Certificate II in Wool Handling (Ararat & Horsham)
- Certificate III in Wool Clip Preparation (Ararat & Horsham)
- Certificate IV in Wool Classing (Ararat & Horsham)

**Electro-technology**
- Certificate III in Electro-technology Electrician (Horsham)

www.ballarat.edu.au
Short Courses

Restricted Electrical Licence (Horsham)

Course in Portable Appliance Safety Testing (Horsham & Stawell)

Farm Chemical Training (Ararat)

Implement Food Safety Procedures (Horsham & Stawell)

Follow Workplace Hygiene Procedures (Horsham & Stawell)

Responsible Service of Alcohol (Horsham & Stawell)

Prepare and serve espresso coffee (Stawell)

Installation of Grid Connect Photovoltaic Systems (Horsham)

Course in Construction (OH&S Induction) (Horsham & Stawell)

School of Health Sciences

Certificate III in Aged Care (Horsham)/ Certificate III in Home and Community Care (Horsham & Stawell)

Certificate IV in Allied Health Assistance (Horsham)

Certificate IV in Aged Care (Horsham)

Bachelor of Nursing (Horsham)

Diploma of Nursing (Enrolled/Division 2 Nursing) (Ararat & Horsham)

Short Courses

Initial 5 day OHS Course for HSRs, Managers and Supervisors (Horsham & Stawell)

OHS Refresher Course for HSRs (Horsham & Stawell)

The Business School

Certificate IV in Project Management (Western Campuses)

Certificate IV in Frontline Management (Horsham)

Fast>>Track Advanced Diploma of Management (Western Campuses)

Diploma of Management / Diploma of Human Resources (Western Campuses)

Diploma of Human Resources Management (Western Campuses)

Diploma of Project Management (Western Campuses)

Diploma of Management (Western Campuses)

Advanced Diploma of Management (Human Resources) (Western Campuses)

Advanced Diploma of Marketing (Western Campuses)

Short Courses

Photoshop (Stawell)

UB College

Open Learning Program (Certificates I, II and III in General Education for Adults) (Ararat and Stawell)

Certificate I in Work Education (Horsham)

Certificate I in Transition Education (Ararat, Horsham & Stawell)

Police Recruitment Examination (Horsham)

Contact a campus close to you:

Ararat Campus
Laby Street, Ararat 3377
Phone (03) 5355 3000
Fax (03) 5352 4616

Horsham Campus
Baillie Street, Horsham 3400
Phone (03) 5362 2600
Fax (03) 5362 2610

Stawell Campus
Sloane Street, Stawell 3380
Phone (03) 5358 7200
Fax (03) 5358 7250
<table>
<thead>
<tr>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting</td>
</tr>
<tr>
<td>Advanced Computing</td>
</tr>
<tr>
<td>Aged Care</td>
</tr>
<tr>
<td>Aged Care and Home and Community Care</td>
</tr>
<tr>
<td>Agriculture</td>
</tr>
<tr>
<td>Air Conditioning</td>
</tr>
<tr>
<td>Allied Health</td>
</tr>
<tr>
<td>Applied Degrees</td>
</tr>
<tr>
<td>Applied Science – Honours</td>
</tr>
<tr>
<td>Applied Science and General Sciences – Masters, PhD</td>
</tr>
<tr>
<td>Arts</td>
</tr>
<tr>
<td>Arts/Education</td>
</tr>
<tr>
<td>Automotive</td>
</tr>
<tr>
<td>Automotive – Heavy Vehicle Mobile Equipment</td>
</tr>
<tr>
<td>Automotive – Heavy Vehicle Road Transport</td>
</tr>
<tr>
<td>Automotive – Light Vehicle</td>
</tr>
<tr>
<td>Automotive Management</td>
</tr>
<tr>
<td>Automotive Sales and Parts Interpreting</td>
</tr>
<tr>
<td>Automotive Studies</td>
</tr>
<tr>
<td>Automotive Technology</td>
</tr>
<tr>
<td>Behavioural and Social Sciences, and Humanities – Masters, PhD</td>
</tr>
<tr>
<td>Biomedical Science</td>
</tr>
<tr>
<td>Biomedical Science – Honours</td>
</tr>
<tr>
<td>Brewing</td>
</tr>
<tr>
<td>Bricklaying/Blocklaying</td>
</tr>
<tr>
<td>Building and Construction</td>
</tr>
<tr>
<td>Building Design (Architectural)</td>
</tr>
<tr>
<td>Building Surveying</td>
</tr>
<tr>
<td>Business</td>
</tr>
<tr>
<td>Business – Masters by Coursework</td>
</tr>
<tr>
<td>Business – Masters, PhD</td>
</tr>
<tr>
<td>Business Information Systems</td>
</tr>
<tr>
<td>Cabinet Making</td>
</tr>
<tr>
<td>Carpentry and Joinery</td>
</tr>
<tr>
<td>Case Management</td>
</tr>
<tr>
<td>CGEA Youth</td>
</tr>
<tr>
<td>Child Care and Children’s Services</td>
</tr>
<tr>
<td>Civil Construction</td>
</tr>
<tr>
<td>Civil Construction Management</td>
</tr>
<tr>
<td>Civil Construction Supervision</td>
</tr>
<tr>
<td>Civil Engineering</td>
</tr>
<tr>
<td>Clinical Exercise Physiology</td>
</tr>
<tr>
<td>Commerce</td>
</tr>
<tr>
<td>Community Services (Alcohol, other drugs and mental health)</td>
</tr>
<tr>
<td>Community Services Practice (client assessment and case management)</td>
</tr>
<tr>
<td>Community Services Work</td>
</tr>
<tr>
<td>Computing (Honours)</td>
</tr>
<tr>
<td>Conservation and Land Management</td>
</tr>
<tr>
<td>Counselling</td>
</tr>
<tr>
<td>Creative Arts – Honours</td>
</tr>
<tr>
<td>Creative, Visual and Performance Arts – Masters, PhD</td>
</tr>
<tr>
<td>Disability</td>
</tr>
<tr>
<td>Doctorates</td>
</tr>
<tr>
<td>Education (Primary)</td>
</tr>
<tr>
<td>Education (Secondary)</td>
</tr>
<tr>
<td>Education – Masters by Coursework</td>
</tr>
<tr>
<td>Education &amp; Training – Masters, PhD</td>
</tr>
<tr>
<td>Education and Teaching</td>
</tr>
<tr>
<td>Education Studies</td>
</tr>
<tr>
<td>Education Studies (Early Childhood)</td>
</tr>
<tr>
<td>Electrotechnology</td>
</tr>
<tr>
<td>Engineering</td>
</tr>
<tr>
<td>Engineering – PhD</td>
</tr>
<tr>
<td>Engineering – Fabrication</td>
</tr>
<tr>
<td>Engineering – Mechanical</td>
</tr>
<tr>
<td>Engineering – Postgraduate Studies</td>
</tr>
<tr>
<td>Engineering – Technical</td>
</tr>
<tr>
<td>Engineering Studies</td>
</tr>
<tr>
<td>Engineering Systems</td>
</tr>
<tr>
<td>Engineering Technology</td>
</tr>
<tr>
<td>Engineering Technology – Mechanical</td>
</tr>
<tr>
<td>Environmental Management</td>
</tr>
<tr>
<td>Exercise and Sport Science</td>
</tr>
<tr>
<td>Exercise and Sport Science – Honours</td>
</tr>
<tr>
<td>Fitness / Massage</td>
</tr>
<tr>
<td>Food and Nutritional Sciences</td>
</tr>
<tr>
<td>Food and Nutritional Sciences – Honours</td>
</tr>
<tr>
<td>Foundation Access Studies Program (FAST)</td>
</tr>
<tr>
<td>General English Program</td>
</tr>
<tr>
<td>Geology</td>
</tr>
<tr>
<td>Geology – Masters, PhD</td>
</tr>
<tr>
<td>Graphic Design</td>
</tr>
<tr>
<td>Hair and Beauty</td>
</tr>
<tr>
<td>Health Sciences</td>
</tr>
<tr>
<td>Health Sciences – Honours</td>
</tr>
<tr>
<td>Horticulture</td>
</tr>
<tr>
<td>Hospitality and Service Skills</td>
</tr>
<tr>
<td>Human Movement, Exercise, Sport Science, Fitness and Massage</td>
</tr>
<tr>
<td>Masters, PhD</td>
</tr>
<tr>
<td>Human Resources</td>
</tr>
<tr>
<td>Hydraulics</td>
</tr>
<tr>
<td>Information Systems</td>
</tr>
<tr>
<td>Information Technology</td>
</tr>
<tr>
<td>Information Technology – Masters by Coursework</td>
</tr>
<tr>
<td>Information Technology (Business Systems)</td>
</tr>
<tr>
<td>Information Technology (Computer Games and Digital Media)</td>
</tr>
<tr>
<td>Information Technology (Professional Practice)</td>
</tr>
<tr>
<td>Information Technology (Software Engineering)</td>
</tr>
<tr>
<td>Information Technology Studies</td>
</tr>
<tr>
<td>Information Technology and Mathematical Sciences – Masters, PhD</td>
</tr>
<tr>
<td>Information Technology Management</td>
</tr>
<tr>
<td>Information Technology Management Studies</td>
</tr>
<tr>
<td>Information Technology Studies</td>
</tr>
<tr>
<td>Information, Digital Media and Technologies</td>
</tr>
<tr>
<td>Laboratory Skills</td>
</tr>
<tr>
<td>Landscaping</td>
</tr>
<tr>
<td>Leadership and Management</td>
</tr>
<tr>
<td>Library and Information Services</td>
</tr>
<tr>
<td>Lighting, Sound and Audio Visual</td>
</tr>
<tr>
<td>Management</td>
</tr>
<tr>
<td>Manufacturing Technology</td>
</tr>
<tr>
<td>Marketing</td>
</tr>
<tr>
<td>Massage</td>
</tr>
<tr>
<td>Mathematical Sciences</td>
</tr>
<tr>
<td>Mathematical Sciences/Education</td>
</tr>
<tr>
<td>Meat Processing</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
</tr>
<tr>
<td>Metallurgy</td>
</tr>
<tr>
<td>Midwifery</td>
</tr>
<tr>
<td>Mining Engineering</td>
</tr>
<tr>
<td>Music Theatre</td>
</tr>
<tr>
<td>Nursing</td>
</tr>
<tr>
<td>Nursing – Honours</td>
</tr>
<tr>
<td>Nursing – Masters, PhD</td>
</tr>
<tr>
<td>Occupational Health and Safety</td>
</tr>
<tr>
<td>Open Learning Program</td>
</tr>
<tr>
<td>Outdoor and Environmental Education</td>
</tr>
<tr>
<td>Painting and Decorating</td>
</tr>
<tr>
<td>Paramedicine</td>
</tr>
<tr>
<td>Physical Education</td>
</tr>
<tr>
<td>Plumbing</td>
</tr>
<tr>
<td>Plumbing and Services</td>
</tr>
<tr>
<td>Poultry Production</td>
</tr>
<tr>
<td>Preparation for Study</td>
</tr>
<tr>
<td>Professional Writing and Editing</td>
</tr>
<tr>
<td>Psychology</td>
</tr>
<tr>
<td>Rural Social Welfare</td>
</tr>
<tr>
<td>Science</td>
</tr>
<tr>
<td>Science/ Education</td>
</tr>
<tr>
<td>Short Courses</td>
</tr>
<tr>
<td>Special Education</td>
</tr>
<tr>
<td>Sport Management</td>
</tr>
<tr>
<td>Sport Management/ Business</td>
</tr>
<tr>
<td>Sustainability</td>
</tr>
<tr>
<td>Soil</td>
</tr>
<tr>
<td>Training and Education</td>
</tr>
<tr>
<td>Transition Education</td>
</tr>
<tr>
<td>VCAL</td>
</tr>
<tr>
<td>Victorian Police Education Entrance Examination</td>
</tr>
<tr>
<td>Visual Arts</td>
</tr>
<tr>
<td>Visual Arts/Education</td>
</tr>
<tr>
<td>Wool</td>
</tr>
<tr>
<td>Work Education</td>
</tr>
</tbody>
</table>

www.ballarat.edu.au
10 good reasons to study at UB

1. **Low staff to student ratios**
   At UB you are not just a number. With easy access to teaching staff, you will soon become part of the UB community.

2. **Student experience**
   Whatever your background, wherever you are from, UB is a fantastic experience for students. Make lifelong friends and enjoy a wonderful social environment. Challenge yourself to do things you haven’t done before, play sport, join a club, and get involved.

3. **Mentor/transition program**
   To support your transition to Higher Education, UB provides you with a mentor who is in the second or third year of your course. Having already experienced life at UB, mentors provide first-hand support to new students in the first few weeks of their study, when it matters most.

4. **UB Living**
   For the best start, Live on Res. A variety of on-campus and off-campus accommodation facilities are available, and the Residential Life team provides leadership to students in balancing their living, learning experience as well as providing pastoral care for all students within all residential halls and managed residences.

5. **Support Services**
   UB provides confidential support services to all students including the Health centre with doctors and on campus nurse, plus counsellors, support workers and disability support staff.

6. **Pathway opportunities**
   Studying at UB can offer pathways like no other institution. Start where you feel comfortable and then develop your own pathway to your career. From VCAL (UB Tec), preparatory programs (UB College), to certificates and diplomas right through to Bachelors, Masters and PhDs, you can learn to succeed at UB.

7. **New facilities**
   Exciting new state of the art buildings are currently underway at UB. The new Science and Engineering Precinct at Mt Helen will provide a world-class regional learning, teaching and research facility. The new Manufacturing Technology Training Centre at SMB will be a purpose-built, stand-alone, fully fitted-out industry-standard facility. At SMB, there is also the new UB Tec and Early Childhood Education Centre being developed.

8. **Early Childhood Education Centre**
   Centres are located at the Mt Helen, SMB and Horsham campuses. A new Early Childhood Education Centre opened at the SMB Campus in January 2012.

9. **Research**
   Recognised nationally and internationally for the outcomes from our research centres.

10. **UB Tec**
    UB Tec provides accredited, hands-on learning for Year 10, 11 and 12 students in an adult learning environment. A great starting place for many students. The new UB Tec centre will open in 2013.
Over 80% of our graduates are employed full time.\(^\ast\)
The highest result of any Victorian based university.

Five stars for Teaching Quality, four years in a row.\(^*\)
★★★★★ for graduate satisfaction\(^*\)
★★★★★ for staff-student ratios\(^*\)
★★★★ for getting a job\(^*\)
★★★★ for positive graduate outcomes\(^*\)


Learn to succeed at our Open Day,
Sunday 25 August 2013.

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