

■ TAFE

Apprenticeships and Traineeships

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UNIVERSITY OF
TECHNOLOGY

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AUTOMOTIVE
BUILDING AND
CONSTRUCTION
BUSINESS
CHILDREN'S
SERVICES
ENGINEERING
GOVERNMENT
HEALTH
HORTICULTURE
HOSPITALITY
IT
TRANSPORT
AND LOGISTICS

Earn while you learn with Swinburne

Apprenticeships and traineeships, officially known as 'Australian Apprenticeships', combine paid work with training towards a nationally recognised qualification. A Swinburne apprenticeship or traineeship is a partnership between you, your employer and Swinburne – your employer will teach you on the job while Swinburne provides the formal training. This allows you to learn from Swinburne's qualified academic staff, as well as someone who is an expert in the industry you're interested in.

Apprenticeships and traineeships are not all about trades and tools. Opportunities now exist in just about every industry you can think of, from aged care and automotive to fitness and hospitality. After completing an apprenticeship or traineeship, you may be able to:

- Enter full-time employment
- Complete further study at a higher level
- Get a promotion
- Run your own business

First-rate facilities

As an apprentice or trainee studying at Swinburne, you will have access to the state-of-the-art facilities and infrastructure on all our campuses, including many brand-new buildings and up-to-the-minute technology. The new Flexible Green Trades Complex at Croydon campus is an innovative training facility that gives builders, plumbers and other construction apprentices the opportunity to receive training in sustainability for trades.

HIGHEST-RATED UNIVERSITY IN MELBOURNE FOR TEACHING QUALITY

The Good Universities Guide 2007-2011

Apprenticeships

Apprenticeships allow you to combine paid employment with formal training, and give you a foot in the door of the trade or industry you're interested in. Apprenticeships are usually three to four years in duration, and combine training at TAFE with learning on the job with your employer. They are available in a range of industries, and are ideal if you're looking to work in a traditional trade such as bricklaying, painting or commercial cookery.

Pre-apprenticeships

If you're unsure about which trade you'd like to work in, a pre-apprenticeship course will let you sample an industry before committing to a full apprenticeship or employment. Pre-apprenticeships are pre-vocational TAFE courses ranging from three to six months in duration. They give you basic industry skills, allowing you to hit the ground running when you begin your apprenticeship or enter the workforce.

Many employers prefer you to have completed a pre-apprenticeship before beginning your apprenticeship, and you may find that your apprenticeship takes less time to complete as a result.

Traineeships

Traineeships offer those who are already in paid employment an opportunity to enhance their skills and knowledge – either to perform more effectively in the workplace, or strive towards a promotion. Traineeships combine employment with formal training, which is delivered either at a TAFE institution or in the workplace. They usually take one to two years to complete, and are available in areas such as finance, IT, office administration, retail, aged care, children's services, health and massage. To undertake a traineeship, you need to be in paid employment for a minimum of 13 hours per week.



Getting into a pre-apprenticeship

To enrol in a pre-apprenticeship, contact Swinburne on 1300 275 794.

Getting into an apprenticeship or traineeship

Step 1: Find an employer

The first step involved in becoming an apprentice or trainee is to find an employer. You could try:

- Approaching employers directly
- Searching newspaper advertisements
- Searching job websites on the internet
- Contacting careers counsellors, job networks or group training companies
- Contacting an Australian Apprenticeships Centre (AAC) – visit www.australianapprenticeships.gov.au or call 13 38 73
- Contacting First Stop (see below)

Step 2: Arrange your training agreement

You or your employer will need to contact an Australian Apprenticeships Centre (AAC) to arrange your training agreement, and nominate Swinburne as your training provider. Visit www.australianapprenticeships.gov.au or call 13 38 73 to find your closest AAC.

Step 3: Enrol at Swinburne

Contact Swinburne on 1300 275 794 to enrol in your chosen course.

Help with finding an employer

Swinburne can help you make decisions about apprenticeship or traineeship options, and assist with finding an employer, through our friendly and free First Stop service. Visit www.tafe.swinburne.edu.au/firststop for more information.



Courses at a glance

CAMPUSES		DURATION	
C	Croydon	Courses are full-time or part-time in years, unless specified as months, weeks or hours.	
H	Hawthorn		
HV	Healesville	h	Hours
L	Lilydale	m	Months
OC	Off-campus	w	Weeks
OL	Online	F	Full-time
P	Prahran	P	Part-time
W	Wantirna		
WP	Workplace		

STUDY AREA	COURSE	MINIMUM PREREQUISITES	CAMPUS	DURATION	PAGE
PRE-APPRENTICESHIPS					
Automotive	Certificate II in Automotive Technology Studies	Year 10 or mature age	L, W	10wF	6
Building and Construction	Certificate II in Building and Construction (Bricklaying)	Year 10 or mature age	C	16wF	6
	Certificate II in Building and Construction (Carpentry)	Year 10 or mature age	C	16wF	6
	Certificate II in Building and Construction (Painting and Decorating)	Year 10 or mature age	C	16wF	6
Electrical	Certificate II in Electrotechnology Studies (Pre-vocational)	Entrance exam	C, W	10wF 20wP	6
Engineering	Certificate II in Engineering Studies	Year 10	H, W	2P	6
Engineering Production	Certificate II in Engineering – Production Technology	Year 10	H, W	6mF 12mP	6
Horticulture and Conservation	Certificate II in Horticulture	Year 10	W	6mF	7
	Certificate II in Conservation and Land Management	Year 10	L	6mF	7
Hospitality	Certificate II in Hospitality	Year 10 or mature age	L, P	6mF	7
	Certificate II in Hospitality (Kitchen Operations)	Year 11 or mature age	L, P	6mF	7
Plumbing	Certificate II in Plumbing (Pre-vocational)	Year 10 or mature age	C	14wF	7
Renewable Energy	Certificate II in Renewable Energy	None	C, W	6mF	7
APPRENTICESHIPS					
Automotive	Certificate III in Automotive Mechanical Technology	15 years + apprenticed to an employer	L, W	3P	8
	Certificate III in Automotive Specialist	15 years + apprenticed to an employer	L, W	3P	8
Electrical	Certificate III in Electrotechnology Electrician	15 years + apprenticed to an employer	C, W	4P	8
Electronics and Communications	Certificate III in Electronics and Communications	Employed in industry	H, WP	2F	8
Engineering	Certificate III in Engineering – Mechanical Trade	15 years + apprenticed to an employer	H, W	3P	8
	Certificate III in Engineering – Fabrication	15 years + apprenticed to an employer	W	3P	8
General Construction	Certificate III in Bricklaying and Blocklaying	15 years + apprenticed to an employer	C	3P	9
	Certificate III in Carpentry	15 years + apprenticed to an employer	C	3P	9
	Certificate III in Painting and Decorating	15 years + apprenticed to an employer	C	3P	9
Horticulture	Certificate III in Floristry	15 years + apprenticed to an employer	W	3P	9
	Certificate III in Horticulture (Landscape)	15 years + apprenticed to an employer	W	3P	9
	Certificate III in Horticulture (Parks and Gardens)	15 years + apprenticed to an employer	W	3P	9
	Certificate III in Horticulture (Retail Nursery)	15 years + apprenticed to an employer	W	3P	9
	Certificate III in Horticulture (Turf)	15 years + apprenticed to an employer	W	3P	9
Hospitality	Certificate III in Horticulture (Wholesale Nursery)	15 years + apprenticed to an employer	W	3P	9
	Certificate III in Hospitality (Commercial Cookery)	Year 10/11 or mature age + apprenticed to an employer	L, P	3P	9
Plumbing	Certificate III in Plumbing	Year 10 + apprenticed to an employer	C	3P	9

Courses at a glance continued

CAMPUSES		DURATION	
C	Croydon	Courses are full-time or part-time in years, unless specified as months, weeks or hours.	
H	Hawthorn		
HV	Healesville	h	Hours
L	Lilydale	m	Months
OC	Off-campus	w	Weeks
OL	Online	F	Full-time
P	Prahran	P	Part-time
W	Wantirna		
WP	Workplace		

STUDY AREA	COURSE	MINIMUM PREREQUISITES	CAMPUS	DURATION	PAGE
TRAINEESHIPS					
Aged Care	Certificate III in Aged Care	Employed as a trainee	C, WP	1F	10
Automotive	Certificate II in Automotive Mechanical	Employed as a trainee	L, W	18mP	10
	Certificate II in Automotive Vehicle Servicing	15 years + apprenticed to an employer	L, W	18mP	10
Business	Certificate II/III/IV in Business	VCE or mature age + employed as a trainee	WP	12–18mF 3P	10
Business Administration	Certificate III/IV in Business Administration	Employed as a trainee	WP	2F 4P	10
Childcare	Certificate III in Children's Services	Employed as a trainee	L, P, WP	1P	10
	Diploma of Children's Services (Early Childhood Education and Care)	Employed as a trainee	L, P, WP	2P	10
	Certificate IV/Diploma of Out of School Hours Care	Employed as a trainee	OC, OL, WP	1–2P	10
Disability Services	Certificate IV in Disability	Employed as a trainee	C, OL, WP	1F	10
Engineering	Certificate III in Engineering – Production Systems	Year 10 + employed as trainee	H, W	3P	11
Fire Protection Equipment	Certificate II in Asset Maintenance (Fire Protection Equipment)	Year 10 + employed in industry	C	1P	11
	Certificate III in Asset Maintenance (Fire Protection Equipment)	Year 10 + employed in industry	C	2P	11
	Certificate IV in Asset Maintenance (Fire Safety Systems Inspection)	See course entry	C	18mP	11
Fitness	Certificate III/IV in Fitness	Employed in industry	WP	1F	11
Forest Growing and Management	Certificate II/III in Forest Growing and Management	See course entry	C	18–24mF	11
Gas Operations	Certificate III in Gas Industry Operations	Employed in industry	WP	2P	11
Government	Certificate II, III and IV in Local Government	Employed in local government	WP	1–2P	11
	Certificate IV in Local Government (Planning)	Employed as a trainee	WP	2P	11
	Certificate IV in Government	Employed in industry	WP	1P	12
	Certificate IV in Government (Statutory Compliance)	Employed in industry	WP	1P	12
Health	Certificate III in Health Services Assistance	Employed as a trainee	C, WP	6mP	12
	Certificate IV in Allied Health Assistance	Employed as a trainee	C, WP	1P	12
	Certificate IV in Massage Therapy Practice	Employed as a trainee	C, WP	6mF 1P	12
	Diploma of Remedial Massage	Employed in industry	WP	2P	12

STUDY AREA	COURSE	MINIMUM PREREQUISITES	CAMPUS	DURATION	PAGE
TRAINEESHIPS CONTINUED					
Horticulture	Certificate II in Horticulture	15 yrs of age + employed as trainee	W	12–18mP	12
Hospitality	Certificate III in Hospitality	Year 10/11 or mature age + employed as a trainee	L, P	2P	12
Human Resource Management	Diploma of Human Resource Management	Employed in industry	H, L, WP	6mF 1P	12
Information Technology	Certificate I/II in Information Technology	See course entry	C, HV, L, W	1P	13
	Certificate III in Information Technology	Year 11 + employed as a trainee	C, H, HV, L, W, WP	6mF 2P	13
	Certificate IV in Information Technology (General)	Year 11 + employed as a trainee	H, L, W, WP	3F	13
	Certificate IV in Information Technology (Networking)	Year 11 + employed as a trainee	WP	3F	13
	Certificate IV in Information Technology (Programming)	Year 11 + employed as a trainee	WP	3F	13
	Certificate IV in Information Technology (Support)	Year 11 + employed as a trainee	WP	3F	13
Laboratory Operations	Certificate III in Laboratory Skills	Employed as a trainee	WP	1–2P	13
	Certificate IV in Laboratory Techniques	Employed as a trainee	WP	18m–3P	13
	Diploma of Laboratory Technology	Employed as a trainee	WP	2F	13
Library and Information Services	Certificate III in Library/Information Services	Employed as a trainee	OL, WP	1–3F	13
	Certificate IV in Library/Information Services	Employed as a trainee	OL, WP	1F	14
	Diploma of Library/Information Services	Employed as a trainee	OL, WP	1F	14
Management	Diploma of Management	Employed in industry	H, P, W, WP	6mF 1P	14
Manufacturing	Certificate III in Competitive Manufacturing	Employed in industry	WP	340hP	14
	Certificate III in Process Manufacturing	Employed in industry	WP	670hP	14
	Certificate IV in Competitive Manufacturing	Employed in industry	WP	480hP	14
	Diploma of Competitive Manufacturing	Employed in industry	WP	1000hP	14
Marketing	Diploma of Marketing	Employed in industry	H + WP	1P	14
Medical Administration	Certificate III in Business (Medical Administration)	Employed as a trainee	WP	2F 4P	15
Real Estate	Certificate IV in Property Services (Real Estate)	Employed in industry	C, OL, P, WP	6mF	15
Recreation	Certificate III in Community Recreation	15 years + employed as a trainee	WP	1F	15
	Certificate III and IV in Outdoor Recreation	15 years + employed as a trainee	WP	1F	15
	Certificate II, III and IV in Sport and Recreation	Employed as a trainee	WP	1F	15
	Certificate II and III in Sport (Officiating)	Employed as a trainee	WP	1F	15
Retail	Certificate II in Retail	Employed as a trainee	WP	1P	15
	Certificate III in Retail	Employed as a trainee	P + WP	6mP	15
Road Transport	Certificate III/IV in Transport and Logistics (Road Transport)	Year 10 or mature age + employed in industry	WP	1–2P	15
Viticulture	Certificate II/III in Food Processing (Wine)	Employed as a trainee	L	1–3P	15
Warehousing and Storage	Certificate III/IV in Transport and Logistics (Warehousing and Storage)	Employed as a trainee	WP	1–2P	15

Pre-apprenticeships

Automotive

Certificate II in Automotive Technology Studies

Campus: Lilydale, Wantirna
Duration: Ten weeks full-time
Prerequisite: Year 10 or mature age.
Application: Direct

Major study areas

- Safe working practices and industry research
- Engine dismantle and assemble
- Steering assemblies
- Electrical test equipment
- Workplace tools and equipment

Career outcome

Apprenticeship in the motor mechanics industry.

Building and Construction

Certificate II in Building and Construction (Bricklaying)

Certificate II in Building and Construction (Carpentry)

Certificate II in Building and Construction (Painting and Decorating)

Campus: Croydon
Duration: Sixteen weeks full-time
Prerequisite: Year 10 or mature age.
Application: Direct

Major study areas

- Workplace induction
- Hand and power tools
- Small plant and equipment
- Understanding building plans and documents

Career outcome

Apprenticeship as a bricklayer, carpenter or painter and decorator in the building and construction industry, or entry-level employment in the field.

Electrical

Certificate II in Electrotechnology Studies (Pre-vocational)

Campus: Croydon, Wantirna
Duration: *Croydon* – 10 weeks full-time
Wantirna – 20 weeks part-time
Prerequisite: All applicants are required to sit an entrance exam (the ACER exam).
Application: Direct

The pre-apprenticeship Certificate II in Electrotechnology Studies is a pre-employment course, and can be taken over 10 or 20 weeks depending on your choice of campus. The course is based on hands-on projects. Content includes the use of power and hand tools commonly used in the electrical trades.

Students who successfully complete the course will gain more than six months' schooling credit towards the four year TAFE component of the Certificate III in Electrotechnology (Electrician) course undertaken by apprentice electricians.

Major study areas

- Dismantling, assembling and fabricating electrotechnology components
- Solving problems in multiple-path DC circuits
- Using drawings, diagrams, schedules and manuals
- Performing computations
- Using routine equipment/plant/technologies in an electrotechnology environment
- Providing basic sustainable energy solutions for energy reduction in domestic premises

Career outcome

This course prepares you for employment as an apprentice in the electrical, refrigeration and airconditioning, security systems, renewable energy, domestic, commercial or industrial industries.

Engineering

Certificate II in Engineering Studies

Campus: Hawthorn, Wantirna
Duration: Two years part-time
Prerequisite: Successful completion of Year 10 or equivalent and attending Year 11.
Application: Direct

Major study areas

- Hand and power tools
- Safe work practices/OH&S
- Producing engineering drawings
- Basic machining skills
- Producing engineering components

Career outcome

Entry-level employment in the engineering production and welding industry. Successful completion of this course can provide credits towards an apprenticeship.

Engineering Production

Certificate II in Engineering – Production Technology

Campus: Hawthorn, Wantirna
Duration: Competency-based, up to two years part-time
Prerequisite: Successful completion of Year 10 or equivalent and contracted as a school-based apprentice.
Application: Direct

Major study areas

- OH&S
- Using hand and power tools
- Welding
- Using workshop machines
- Performing routine sharpening of tools
- Interpreting technical drawings

Career outcome

Apprenticeship in the areas of mechanical or fabrication.

Horticulture and Conservation

Certificate II in Horticulture

Certificate II in Conservation and Land Management

Campus: *Horticulture* – Wantirna;
Conservation and Land Management – Lilydale

Duration: Six months full-time

Prerequisites: Successful completion of Victorian Year 10 or equivalent.

Application: Direct

Major study areas

- OH&S procedures
- Communications
- Plant and animal recognition
- Animal trapping
- Treating weeds
- Planting trees and shrubs
- Fencing and pathway construction
- Water testing
- Working in the industry
- First aid

Career outcome

Apprenticeship or employment as a horticulturist or conservation/ environmental worker.

Hospitality

Certificate II in Hospitality

Certificate II in Hospitality (Kitchen Operations)

Campus: Lilydale, Prahran

Duration: Six months full-time

Prerequisites: *Hospitality* – Year 10 or mature age;

Kitchen Operations – Year 11 or mature age.

Application: Direct

Major study areas

- Industry knowledge
- OH&S and food safety
- Cookery methods
- Kitchen operations

Career outcome

Apprenticeship or employment as a cook or food and beverage attendant.

Plumbing

Certificate II in Plumbing (Pre-vocational)

Campus: Croydon

Duration: Fourteen weeks full-time

Prerequisite: Satisfactory completion of Year 10 or equivalent, or mature age.

Application: Direct

Major study areas

- Plumbing fixtures, fittings and appliances
- Tubes and pipes in plumbing
- Building structures
- Plumbing industry induction
- Workplace safety and environmental procedures

Career outcome

Apprenticeship as a plumber in the building and construction industry.

Renewable Energy

Certificate II in Renewable Energy **NEW**

Campus: Croydon (VET only), Wantirna

Duration: Approximately six months full-time

Prerequisite: There are no formal entry requirements

Application: Direct

This qualification teaches students to select, assemble, set up and maintain simple renewable energy equipment and systems.

Career outcome

Graduates are equipped to enter the Certificate III in Electrical. The Certificate II also provides pathways for secondary school students and VET students looking for a career in electrical.

Students who successfully complete the course may also gain more than six months' schooling credit towards the four-year TAFE component of the Certificate III in Electrotechnology (Electrician) undertaken by electrician apprentices.

Automotive

Certificate III in Automotive Mechanical Technology

Campus: Lilydale, Wantirna

Duration: Competency-based, up to three years part-time

Prerequisite: At least 15 years of age and apprenticed to an employer.

Application: Direct

Major study areas

- Engine and drive management systems
- Repairing engines and transmissions
- Workplace tools and equipment
- Repairing electrical circuits
- Repairing steering and suspension systems

Career outcome

Employment as a motor mechanic.

Certificate III in Automotive Specialist specialising in LPG Gas Installation/Repair

Campus: Lilydale, Wantirna

Duration: Competency-based, up to three years part-time

Prerequisite: At least 15 years of age and apprenticed to an employer in the LPG specialist field. This qualification is also offered to qualified motor mechanics through RPL and gap training.

Application: Direct

Major study areas

You will learn about the installation, repair and servicing of automotive LPG systems and components. This course is the minimum qualification required by automotive tradespeople seeking AAFRB accreditation.

Career outcome

Employment as a specialist motor mechanic repairing gas-powered vehicles.

Electrical

Certificate III in Electrotechnology Electrician

Campus: Croydon, Wantirna

Duration: Up to three years part time, with the licensing requirements to be completed in the fourth year

Prerequisite: At least 15 years of age and apprenticed to an employer.

Application: Direct

This course is designed for people who are employed as electrical apprentices. Students complete practical and theory units to develop the necessary skills and knowledge to work at trade level within the electrical industry.

Major study areas

- Applying OH&S practices in the workplace
- Installing low-voltage electrical apparatus and associated equipment
- Solving problems in single- and three-phase low-voltage circuits
- Installing wiring and accessories for low-voltage circuits
- Selecting and arranging equipment for general electrical installation

Career outcome

A class electrician's license.

Students who successfully complete the course can apply for their 'A' grade license.

Electronics and Communications

Certificate III in Electronics and Communications

Campus: Hawthorn, workplace

Duration: Up to two years full-time

Prerequisite: Employed in electronics or communications industries.

Application: Direct

This course gives students a broad background in electronics, with an emphasis on digital technology, gate array technologies and the application of microcontrollers, communications and analogue electronics. Graduates will be able to commission, test, evaluate and diagnose faults in electronic systems and associated apparatus.

Major study areas

- Repairing and fabricating electrotechnology components
- Digital electronics
- Microcontrollers
- Cabling
- Power Supplies
- Electrical technology
- OH&S practices
- Sustainability practices

Career outcome

Servicing and maintenance engineer in industries such as mining, telecommunications, transport, entertainment or medical electronics, or a technician position in procurement, data cabling, equipment installation and servicing, sales, manufacturing, quality control, system diagnostics and prototype construction.

This course is also a pathway for graduates to progress to the Advanced Diploma of Electronics and Communications Engineering.

Engineering

Certificate III in Engineering – Mechanical Trade

Campus: Hawthorn, Wantirna

Duration: Competency-based, up to three years part-time

Prerequisite: At least 15 years of age and apprenticed to an employer.

Application: Direct

Major study areas

- OH&S
- Performing general machining
- Hand and power tools and measuring equipment
- Welding
- Engineering drawing
- Operating computer-controlled machines
- Performing routine sharpening of tools

Career outcome

Employment as a metal tradesperson in industries such as manufacturing, maintenance, repairs, jobbing and general engineering.

Certificate III in Engineering – Fabrication

Campus: Wantirna

Duration: Competency-based, up to three years part-time

Prerequisite: At least 15 years of age and apprenticed to an employer.

Application: Direct

Major study areas

- OH&S
- Hand and power tools
- Welding
- Engineering drawing

Career outcome

Employment as a metal tradesperson in industries such as welding, manufacturing and general engineering.

General Construction

Certificate III in Bricklaying and Blocklaying

Certificate III in Carpentry

Certificate III in Painting and Decorating

Campus: Croydon

Duration: Up to three years part-time

Prerequisite: At least 15 years of age and apprenticed to an employer.

Application: Direct

Major study areas

- OH&S
- Hand and power tools
- Drawing
- Frameworks
- Demolition
- Small plant and equipment

Career outcome

Employment as a bricklayer, carpenter painter and decorator or subcontractor, or self-employment.

Jesse Townsend Certificate III in Bricklaying and Blocklaying

"After leaving high school, I began working as an apprentice bricklayer while undertaking my Swinburne TAFE course. Swinburne kept my standard of brickwork high, always expecting my best work. This definitely helped throughout my apprenticeship.

I established my own business and now have an apprentice working for me. We build domestic homes for Porter Davis Homes Lifestyle.

Within the next couple of years I hope to have more apprentices working for me in a successful business, and undertake a building certificate at Swinburne TAFE."



Horticulture

Certificate III in Floristry

Certificate III in Horticulture (Landscape)

Certificate III in Horticulture (Parks and Gardens)

Certificate III in Horticulture (Retail Nursery)

Certificate III in Horticulture (Turf)

Certificate III in Horticulture (Wholesale Nursery)

Campus: Wantirna

Duration: Up to three years part-time

Prerequisite: At least 15 years of age and apprenticed to an employer.

Application: Direct

Major study areas

- OH&S
- Recognising plants
- Machinery and equipment
- Propagation
- Advising on plants and plant products
- Soil and plant nutrition

Career outcome

Employment as a qualified florist, landscaper, gardens tradesperson, greens keeper or retail/wholesale nursery worker.

Hospitality

Certificate III in Hospitality (Commercial Cookery)

Campus: Lilydale, Prahran

Duration: Up to three years part-time

Prerequisite: Year 10/11 or mature age and apprenticed to an employer.

Application: Direct

Major study areas

- Industry knowledge
- OH&S and food safety
- Specialist methods of cookery
- Kitchen operations

Career outcome

Employment as a qualified commercial cook.

Plumbing

Certificate III in Plumbing

Campus: Croydon

Duration: Three years part-time

Prerequisite: Satisfactory completion of Victorian Year 10 or equivalent and employed as an apprentice plumber.

Application: Direct

Major study areas

- Gas installation
- Scaffolding
- OH&S
- Sanitation and drainage
- Roofing water supply
- Hand and power tools

Career outcome

Certificate III in Plumbing, together with on-the-job training, meets the Plumbing Industry Commission's requirements for application to be registered as a plumber in Victoria.

Traineeships

Aged Care

Certificate III in Aged Care

Campus: Croydon, workplace
Duration: One year full-time
Prerequisite: Employed in an aged care facility as a trainee.
Application: Direct

Major study areas

- Personal care
- Health
- Safety
- First aid

Career outcome

Employment in aged care facilities.

Automotive

Certificate II in Automotive Mechanical specialising in Air-Conditioning

Campus: Lilydale, Wantirna
Duration: Competency-based, up to 18 months part-time
Prerequisite: Employed in the automotive air-conditioning industry as a trainee.
Application: Direct

Major study areas

- OH&S
- Repair of electric circuits
- Workplace tools and equipment
- Servicing, repair and diagnosis of air-conditioning systems

Career outcome

Employment as a registered automotive air-conditioning fitter or repairer.

Certificate II in Automotive Vehicle Servicing

Campus: Lilydale, Wantirna
Duration: Competency-based, up to 18 months part-time – school-based apprenticeship
Prerequisite: At least 15 years of age and employed as an apprentice in the automotive industry.
Application: Direct

Major study areas

- Safe working practices
- Vehicle service
- Welding
- Electrical test equipment
- Workplace tools and measuring equipment

Career outcome

Pathway to Certificate III in Automotive.

Business

Certificate II/III/IV in Business

Campus: Workplace
Duration: Twelve to 18 months full-time or up to 36 months part-time for each level
Prerequisite: Employed in the business sector as a trainee.
Application: Direct

Major study areas

- General organisational procedures
- Business software
- Personal skills development

Career outcome

Certificate II – employment as administrative assistant, clerical worker, data entry operator, information desk clerk, office junior or receptionist.

Certificate III – employment as customer service adviser, data entry operator general clerk payroll officer, typist or word processing operator.

Certificate IV – employment as office administrator or project officer.

Business Administration

Certificate III/IV in Business Administration

Campus: Workplace
Duration: Up to two years full-time, or up to 4 years part-time for each level
Prerequisite: Employed in the business sector as a trainee.
Application: Direct

Major study areas

- Organising meetings
- Organising travel
- Complex spreadsheets
- Delivering a presentation

Career outcome

Employment as an administrative assistant or corporate receptionist.

Childcare

Certificate III in Children's Services

Campus: Lilydale, Prahran, workplace
Duration: One year part-time
Prerequisite: Employed in the children's services industry as a trainee.
Application: Direct

Major study areas

- Child development
- Health

Career outcome

Employment in a range of children's services including long day care (0–6 years), occasional care (0–6 years) or family day care.

Diploma of Children's Services (Early Childhood Education and Care)

Campus: Lilydale, Prahran, workplace
Duration: Two years part-time
Prerequisite: Employed in the children's services industry as a trainee.
Application: Direct

Major study areas

- Developmental studies
- Program play and curriculum studies
- Professional, family and community studies

Career outcome

Employment in a range of early childhood services – long day care, occasional care, family day care, early learning centres or kindergartens.

Childcare – Out of School Hours Care

Certificate IV/Diploma of Out of School Hours Care

Campus: Off-campus, online, workplace
Duration: *Certificate IV* – One year part-time; *Diploma* – Two years part-time
Prerequisite: Employed in an out of school hours care program as a trainee.
Application: Direct

Major study areas

- Child development
- Health
- Program play and curriculum studies
- Professional, family and community studies

Career outcome

Employment in before-school care, after-school care or holiday care.

Disability Services

Certificate IV in Disability

Campus: Croydon, online, workplace
Duration: One year full-time – flexible delivery
Prerequisite: Employed in the disability sector as a trainee.
Application: Direct

This is a base qualification for workers in disability sector, and provides training for those working with people with disabilities.

Major study areas

- Community participation
- Person-centred care
- Active support
- Direct care support
- Holistic care

Career outcome

Employment in community residential services, adult support services, employment services, community settings and the homes of service users.

Engineering

Certificate III in Engineering – Production Systems

Campus: Hawthorn, Wantirna

Duration: Competency-based, up to three years part-time

Prerequisite: Satisfactory completion of Victorian Year 10 or equivalent and employed as a mechanical or fabrication trainee.

Application: Direct

Major study areas

- OH&S
- Using hand and power tools
- Welding
- Using workshop machines
- Performing routine sharpening of tools
- Interpreting technical drawings

Career outcome

Employment as a production worker in mechanical engineering and fabrication.

Fire Protection Equipment

Certificate II/III in Asset Maintenance (Fire Protection Equipment)

Campus: Croydon

Duration: *Certificate II* – One year part-time
Certificate III – Two years part-time

Prerequisite: Satisfactory completion of Victorian Year 10 or equivalent, or mature age and working in the industry.

Application: Direct

Major study areas

- Safely moving materials and loads in the workplace
- Using portable fire-fighting equipment
- Inspecting, testing and replacing fire-hose reels in the field
- Working effectively in the fire protection industry
- Facilitating effective client relationships

Career outcome

Employment in fire protection.

Certificate IV in Asset Maintenance (Fire Safety Systems Inspection)

Campus: Croydon

Duration: Eighteen months part-time (block workshops)

Prerequisites: Certificate III in Asset Maintenance (Fire Protection Equipment) or similar qualification, or demonstrated industry knowledge and skills and working in industry.

Application: Direct

This course provides entry-level preparation for auditing and inspection of structural fire safety systems. It provides the underpinning knowledge and skills to work in the fire safety systems inspection sector.

Major study areas

- Communicating effectively with fire safety systems personnel
- Identifying fire safety system inspection requirements
- Reviewing pre-installation fire safety system documentation
- Assessing fire safety system documentation for compliance

Career outcome

This course will equip you to reach entry level for the role of fire safety systems inspector in the fire protection industry.

Fitness

Certificate III/IV in Fitness

Campus: Workplace

Duration: One year full-time

Prerequisite: Employment within the fitness industry.

Application: Direct

Major study areas

- Addressing client needs
- Fitness programs
- Facilitating a group
- Instructing fitness activity

Career outcome

Employment or self-employment in the fitness industry as a fitness instructor, personal trainer, aqua trainer or fitness specialist.

Forest Growing and Management

Certificate II/III in Forest Growing and Management

Campus: Croydon

Duration: *Certificate II* – 18 months full-time

Certificate III – 24 months full-time

Prerequisite: Literacy and numeracy skills sufficient to undertake learning associated with the qualifications, and working in industry.

Application: Direct

Major study areas

These qualifications are designed to develop skills and knowledge for forest maintenance workers with particular focus on the skills and knowledge for fire prevention and firefighting for forests.

Career outcome

Employment as project (summer) firefighter, assistant to forest operator, field maintenance crew or forest contractor in organisations such as the Department of Sustainability and Environment or Parks Victoria.

Gas Operations

Certificate III in Gas Industry Operations

Campus: Workplace

Duration: Up to two years part-time

Prerequisite: Employed in the gas utilities industry.

Application: Direct

This course is designed for gas industry personnel involved in the construction, maintenance and operation of the gas transmission and distribution network.

Major study areas

- Gas transmission
- Gas distribution
- Gas operations
- Utilities

Career outcome

Employment in the gas construction and maintenance industry in roles such as team leader or supervisor, and contract employment in gas transmission, distribution and systems operation.

Government

Certificate II/III/IV in Local Government

Campus: Workplace

Duration: *Certificate II* – One year part-time

Certificate III – 18 months part-time

Certificate IV – Two years part-time

Prerequisites: Employed in local government.

Application: Direct

Major study areas

- Community engagement
- Team skills
- Personal development

Career outcome

Employment as a general administrator or leader in local government.

Certificate IV in Local Government (Planning)

Campus: Workplace

Duration: Two years part-time

(12 to 18 months of training and assessment)

Prerequisite: Employed in local government planning office, government planning department, or private enterprise town planning department.

Application: Direct

Major study areas

- Planning scheme
- Team skills
- Personal development
- Project management

Career outcome

Employment as a general administrator or leader in government or local government planning department.

Government continued

Certificate IV in Government

Campus: Workplace

Duration: One year part-time

Prerequisite: Employed in government sector.

Application: Direct

Major study areas

- Specific job/role skills
- Project management
- Team skills
- Personal development

Career outcome

Employment as a general administrator or leader in a government department.

Certificate IV in Government (Statutory Compliance)

Campus: Workplace

Duration: One year part-time

Prerequisite: Employed in local government enforcement role or local laws.

Application: Direct

Major study areas

- Local laws
- Team skills
- Personal development

Career outcome

Employment as a general administrator or leader in local government local laws department.

Health

Certificate III in Health Services Assistance

Campus: Croydon, workplace

Duration: Six months part-time

Prerequisite: Employed in a hospital, respite care facility or residential care as a trainee.

Application: Direct

Major study areas

- Health
- Body systems
- Medical terminology and equipment
- Infection control policies and procedures
- Client support, movement and transport

Career outcome

Employment in a hospital, respite care facility or residential care.

Certificate IV in Allied Health Assistance

Campus: Croydon, workplace

Duration: One year part-time

Prerequisite: Employed in a hospital, community health centre, rehabilitation facility or allied health clinic as a trainee.

Application: Direct

Major study areas

- Health
- Body systems
- Medical terminology and equipment
- Infection control policies and procedures
- Client support, movement and transport
- Areas of specialist allied health
- Rehabilitation

Career outcome

Employment in a hospital, community health centre, rehabilitation facility or allied health clinic.

Certificate IV in Massage Therapy Practice

Campus: Croydon, workplace

Duration: Six months full-time or one year part-time

Prerequisite: Employed in a massage or health and sport clinic as a trainee.

Application: Direct

Major study areas

- Health
- Body systems
- Massage treatments
- Infection control policies and practices

Career outcome

Employment in a massage or health and sports clinic or day spa.

Diploma of Remedial Massage

Campus: Croydon, workplace

Duration: One year full-time

Prerequisite: Employed in a multi-disciplinary health centre or remedial massage clinic.

Application: Direct

Major study areas

- Remedial massage techniques
- Anatomy and physiology
- Physical assessment
- Rehabilitation

Career outcome

Employment as a remedial massage therapist.

Horticulture

Certificate II in Horticulture

Campus: Wantirna

Duration: Twelve to 18 months part-time

Prerequisite: At least 15 years of age and employed in the horticulture industry as a trainee.

Application: Direct

Major study areas

- OH&S
- Recognising plants
- Workplace communication
- Pruning
- Planting

Career outcome

Employment in the horticulture industry in floriculture, landscape, nursery, production horticulture (viticulture), parks and gardens or turf.

Hospitality

Certificate III in Hospitality

Campus: Lilydale, Prahran

Duration: Up to two years

Prerequisite: Year 10/11 or mature age and employed as a trainee.

Application: Direct

Major study areas

- Industry knowledge
- OH&S and food safety
- Food and beverage service
- Quality customer service

Career outcome

Employment as a hospitality worker.

Human Resource Management

Diploma of Human Resource Management

Campus: Hawthorn, Lilydale, workplace

Duration: Six months full-time or one year part-time

Prerequisite: Employed with the opportunity to apply human resource management skills and knowledge in the workplace.

Application: Direct

Major study areas

- Workforce planning
- Industrial relations policies and procedures
- Human resource systems and services
- Organisational change
- Managing projects
- Mediation processes

Career outcome

Employment as a hospitality worker.

Information Technology

Information technology trainees develop their skills on the job, with support from a workplace mentor and a Swinburne teacher. Students develop a work-based evidence portfolio which forms the major part of their assessment. To assist with this process, trainees are expected to join other IT trainees (who will be working in similar roles) on campus one day per month. The trainee and employer have the flexibility to construct a program that best meets the trainee's on-the-job tasks.

Certificate I/II/III in Information Technology

Campus: *Certificate I and II* – Croydon, Healesville, Lilydale, Wantirna

Certificate III – Croydon, Hawthorn, Healesville, Lilydale, Wantirna, workplace

Duration: *Certificate I and II* – Up to one year part-time

Certificate III – Six months full-time or up to two years part-time

Prerequisite: *Certificate I* – None;

Certificate II – Certificate I in Information Technology or basic computer skills;

Certificate III – Satisfactory completion of Victorian Year 11 or equivalent and employed in the information technology industry as a trainee.

Application: Direct

Certificate I provides basic training in word processing, spreadsheets, databases, PowerPoint and using the internet. Certificate II is designed for those who use computer software packages in a business or at home, or who lack the formal qualifications required for entry to more advanced programs.

Major study areas

- Using basic and advanced features of Microsoft Office programs
- Using the internet

Career outcome

Certificate I and II – Employment in the field, or entry to more advanced programs.

Certificate III – Employment in network administration or system management.

Certificate IV in Information Technology (General)

Campus: Hawthorn, Lilydale, Wantirna, workplace

Duration: Up to three years full-time

Prerequisite: Satisfactory completion of Victorian Year 12 or equivalent, or mature age.

Application: Direct (all intakes) or VTAC (February start)

This course provides students with significant exposure to the major operating environment such as Microsoft Server, Novell Network Server and Linux.

Major study areas

- Microsoft server administration
- Novell Netware server administration
- Linux administration
- Client support through IT essential content
- Process automation (networking focus) using PowerShell
- Basic database server handling (networking focus)

Career outcome

Employment in network administration, system management, client support and helpdesk and IT support. Employment outcomes depend on the subject streams studied. Graduates can also continue to both the Diploma of Information Technology (Networking) and the Diploma of Information Technology (Systems Administration).

Certificate IV in Information Technology (Networking)

Campus: Workplace

Duration: Up to three years full-time

Prerequisite: Satisfactory completion of Victorian Year 11 or equivalent and employed in the information technology industry as a trainee.

Application: Direct

Career outcome

Employment in network administration and system management.

Certificate IV in Information Technology (Programming)

Campus: Workplace

Duration: Up to three years full-time

Prerequisite: Satisfactory completion of Victorian Year 12 or equivalent, and employed in the IT industry as a trainee.

Application: Direct

Career outcome

Employment in programming and games programming.

Certificate IV in Information Technology (Support)

Campus: Workplace

Duration: Up to three years full-time

Prerequisite: Satisfactory completion of Victorian Year 11 or equivalent, and employed in the information technology industry as a trainee.

Application: Direct

Career outcome

This course prepares students for employment in helpdesk and IT support.

Laboratory Operations

Certificate III in Laboratory Skills

Certificate IV in Laboratory Techniques

Diploma of Laboratory Technology

Campus: Workplace

Duration: *Certificate III* – One to two years part-time
Certificate IV – Eighteen months to three years part-time

Diploma – Two years full-time

Prerequisite: Employed in the laboratory technology industry as a trainee.

Application: Direct

These courses provide specialised education and workplace training for scientific/technical laboratory support staff, including laboratory assistants, laboratory attendants and instrument/process operators.

Major study areas

- Environmental testing and monitoring
- Pathology
- Soil and water analysis
- Biotechnology
- Record data

Career outcome

Certificate III – Employment as a qualified laboratory assistant or laboratory attendant worker.

Certificate IV – Employment as a qualified laboratory assistant technician or attendant/process operator.

Diploma of Laboratory Technology – Employment as a qualified technical officer.

Library and Information Services

Certificate III in Library/Information Services

Campus: Online, workplace

Duration: School-based (up to three years); Full-time trainee (12 months)

Prerequisite: Employed in a library as a trainee

Application: Direct

Major study areas

- Circulation services
- Cataloguing procedures
- Library technologies
- Information literacy
- Information agencies
- Library procedures

Career outcome

Employment as a library technician assistant.

Traineeships

Library and Information Services continued

Certificate IV in Library/ Information Services

Campus: Online, workplace

Duration: Full-time trainee (12 months)

Prerequisite: Employed in a library as a trainee.

Application: Direct

Major study areas

- Small group training
- Cataloguing procedures
- Web maintenance
- Research skills
- Library marketing

Career outcome

Employment as a library technician assistant.

Diploma of Library/ Information Services

Campus: Online, workplace

Duration: One year full-time

Prerequisite: Employed in a library as a trainee

Application: Direct

Major study areas

- Small group training
- Cataloguing electronic resources
- Collection management
- Managing work relations
- Research skills
- Digital archiving

Career outcome

Employment as a library technician.

Management

Diploma of Management

Campus: Hawthorn, Prahran, Wantirna, workplace

Duration: Six months full-time or one year part-time

Prerequisite: Employed with the opportunity to apply management skills and knowledge in the workplace

Application: Direct

Major study areas

- Business writing and communication
- Team leadership
- Continuous improvement processes
- Sustainable business operations and systems
- Managing budgets and financial plans
- Project management
- Customer service
- Marketing
- Developing workplace policies and practices
- Team leadership
- People management

Career outcome

Employment in frontline and middle management positions in a range of companies in the private and public sectors.

Manufacturing

Certificate III/IV in Competitive Manufacturing

Campus: Workplace

Duration: *Certificate III* – 340 hours part-time

Certificate IV – 480 hours part-time

Prerequisite: Applicants must be working in the manufacturing industry as a senior/skilled operator or a team leader/supervisor.

Application: Direct

Are you wishing to support or facilitate the development of lean thinking, values, behaviours, tools and techniques into your workplace? With this hands-on customised program you will learn how to engage and support yourself and employees in a continuous improvement culture in your business, enabling you to reduce costs, waste and lead times, and improve quality and customer service. Participants are encouraged to undertake this qualification as part of their day-to-day work.

Career outcome

Employment as a team leader, supervisor, manufacturing operations supervisor or continuous improvement/lean agent.

Diploma of Competitive Manufacturing

Campus: Workplace

Duration: 1000 hours part-time

Prerequisite: Applicants must be working in the manufacturing industry as a change agent.

Application: Direct

Are you responsible for developing or managing lean thinking, values, behaviours, tools and techniques within Australian manufacturing businesses as part of your work? With this customised program you will learn how to encourage and engage employees in continuous improvement, through developing systems and transferring lean principles and applying these to real-life business situations. The skills you learn will enable you to more successfully reduce costs, waste and lead times, and improve quality and customer service.

Career opportunities

Employment as a manufacturing operations manager or continuous improvement/lean specialist.

Certificate III in Process Manufacturing

Campus: Workplace

Duration: approximately 670 hours part-time

Prerequisite: working in industry as advance production workers using a range of equipment and providing support functions to production. Those working as operators or support staff seeking career advancement may also apply.

Application: Direct

This is a customised hands-on program, aimed at supporting technical skill sets, health and safety initiatives and the rollout of lean thinking, values, behaviours, tools and techniques to your workplace. You will learn how to engage and participate in a continuous improvement culture through the adoption of lean principles, and recognise and gain knowledge or accreditation for job-required skills by applying these to real-life business situations. Participants are encouraged to undertake this qualification as part of their day-to-day work.

Career opportunities

Students who successfully complete this course will gain skills required to operate in their specific environment, work in teams, communicate and become empowered to contribute to improvement in a manufacturing enterprise, or continue to further study in preparation for supervisory roles.

Marketing

Diploma of Marketing

Campus: Workplace, plus eight full-day workshops (one per month) and evening tutorials (one per month) at Hawthorn

Duration: One year part-time

Prerequisite: Employed for three years in sales, marketing, customer contact or marketing-related field. VCE qualification preferred, or demonstrated workplace experience.

Application: Direct. Applicants are also required to attend an interview.

Major study areas

- Marketing principles
- Market research
- Consumer behaviour
- Advertising
- Marketing budgets, plans and controls

Career outcome

Employment as a marketing officer, professional sales executive, product manager or advertising executive. Students can also progress to further study.

Medical Administration

Certificate III in Business (Medical Administration)

Campus: Workplace

Duration: Two years full-time or four years part-time

Prerequisite: Employed in the medical industry as a trainee.

Application: Direct

Major study areas

This course aims to give you employment opportunities in medical fields through a wide range of subjects to develop your knowledge and skills. The course includes vocational placement and a workshop in the medical industry.

Career outcome

Employment as a medical receptionist, medical administrator or secretary.

Real Estate

Certificate IV in Property Services (Real Estate)

Campus: Croydon, online, Prahran, workplace

Duration: Six months part-time

Prerequisite: Employed in real estate.

Application: Direct

Major study areas

- Agency and risk
- Business and trust accounting
- Sales and property management

Career outcome

Employment as a licensed estate agent.

Recreation

Certificate III in Community Recreation

Campus: Workplace

Duration: One year full-time

Prerequisite: At least 15 years of age and employed as a trainee.

Application: Direct

Major study areas

- OH&S
- Client needs and expectations
- First aid
- Sport and recreation law
- Aquatics

Career outcome

Employment in community centres and local government.

Certificate II/III/IV in Sport and Recreation

Campus: Workplace

Duration: One year full-time

Prerequisite: At least 15 years of age and employed as a trainee.

Application: Direct

Major study areas

- OH&S
- Client needs and expectations
- First aid
- Sport and recreation law
- Client feedback
- Risk analysis

Career outcome

Employment in sport administration or in a sport and recreation organisation.

Certificate II/III in Sport (Officiating)

Campus: Workplace

Duration: One year full-time

Prerequisite: At least 15 years of age and employed as a trainee.

Application: Direct

Major study areas

- OH&S
- Client needs and expectations
- First aid
- Risk analysis
- Dealing with conflict situations

Career outcome

Employment in sporting events through the application of a specific sport's rules and regulations.

Retail

Certificate II in Retail

Certificate III in Retail

Campus: *Certificate II* – Workplace

Certificate III – Prahran and workplace

Duration: *Certificate II* – One year part-time in workplace;

Certificate III – Six months on campus

Prerequisite: There are no formal entry requirements.

Application: Direct

Major study areas

Retail operations, incorporating duties at the front and back of retail outlets.

Career outcome

Employment in retail sales and operations.

Road Transport

Certificate III/IV in Transport and Logistics (Road Transport)

Campus: Workplace

Duration: *Certificate III* – One to two years part-time;

Certificate IV – Two years part-time

Prerequisite: Satisfactory completion of Year 10 or equivalent, or mature age, and currently employed in the transport and logistics industry.

Application: Direct

This course has been developed with industry assistance to provide a broad range of skills and knowledge that a freight handler, team leader or manager would require within the road transport industry.

Major study areas

- Evaluating and analysing current practices
- Developing new criteria and procedures
- Leadership

Career opportunities

This course will provide the skills and knowledge for graduates to work as a truck driver, freight handler or team leader in freight logistics within the road transport industry.

Viticulture

Certificate II/III in Food Processing (Wine)

Campus: Lilydale

Duration: One to three years part-time

Prerequisite: Employed in the viticulture industry as a trainee.

Application: Direct

Major study areas

- Pruning
- Harvesting grapes
- OH&S
- Chemical application
- Irrigation

Career outcome

Employment as a qualified wine industry worker.

Warehousing and Storage

Certificate III/IV in Transport and Logistics (Warehousing and Storage)

Campus: Workplace

Duration: *Certificate III* – One to two years part-time;

Certificate IV – Two years part-time

Prerequisite: Satisfactory completion of Year 10 or equivalent, or mature age, and currently employed in the warehousing industry as a trainee.

Application: Direct

Major study areas

- OH&S
- Workplace communication
- Warehouse operations
- Materials handling
- Leadership
- Customer service

Career outcome

Employment as a storeperson or inventory controller with promotional prospects to a warehouse supervisor or team leader.

■ KEY DATES

9 June 2011

Apprenticeships and Traineeships Expo

21 August 2011

Swinburne Open Day
Hawthorn, Lilydale and Prahran
swinburne.edu.au/openday

16–21 December 2011

Change of Preference period
swinburne.edu.au/cop

■ ANY QUESTIONS?

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■ CAMPUSES

Hawthorn campus
John Street, Hawthorn

Prahran campus
144 High Street, Prahran

Lilydale campus
Melba Avenue, Lilydale

Croydon campus
12–50 Norton Road, Croydon

Wantirna campus
369 Stud Road, Wantirna

Sarawak campus
Kuching, Sarawak, Malaysia



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The information contained in this course guide was correct at the time of publication, May 2011.

The university reserves the right to alter or amend the material contained in this guide. The information in this guide does not apply to international students. For information about courses for international students please go to: www.international.swinburne.edu.au

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