



**VICTORIA
UNIVERSITY**
POLYTECHNIC

VOCATIONAL EDUCATION COURSE GUIDE

2023

TRINH
Diploma of
Community Services
CHC52015

**TAKE CONTROL
OF TOMORROW
TODAY**



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ACKNOWLEDGEMENT OF COUNTRY



Victoria University (VU) acknowledges, honours, recognises and respects the Ancestors, Elders and families of the Boonwurrung (Bunurong), Woiewurrung (Wurundjeri) and Wadawurrung (Wathaurung) people of the Kulin Nation on our Melbourne campuses, and the Gadigal and Guring-gai people of the Eora Nation on our Sydney Campus. These groups are the custodians of University land and have been for many centuries.

WHY CHOOSE VICTORIA UNIVERSITY POLYTECHNIC?

Make your next move count with a TAFE course at VU Polytechnic. When you train with us, you can make the most of:



Innovative, flexible and hands-on learning

Our award-winning interactive eLearning model combines eLearning with face-to-face training and hands-on learning. You'll learn in a supportive and engaging environment where you'll be able to get to know your classmates and develop strong working relationships with our expert facilitators. Our teaching design and delivery is recognised as gold standard: we received eight awards at the 2021 LearnX Awards, including Diamond for Best Pandemic Response in Learning and Development, and Technical Skills Training.



State-of-the-art facilities

Get hands-on in the classroom by working with industry-standard equipment and software. You'll learn in specialised learning spaces and purpose-built facilities that simulate real workplace environments. We have multiple campuses in the west of Melbourne, including Footscray Nicholson, Sunshine, Werribee and St Albans – all close to public transport – and in the Melbourne CBD.



Industry-connected learning

Learn from, and work with employers in your industry. Our courses are designed in consultation with industry leaders and we offer exciting opportunities to connect with industry, including: placement and work integrated learning, access to specialist guest speakers and industry led competitions and events. Our partners include leading organisations such as Western Health, Western United Football Club, Western Bulldogs, CISCO and LUCAS Restaurants.



Pathways between TAFE and uni

We're one of only six universities in Australia to offer both TAFE courses and university degrees, with pathways between courses at all levels. This means you can move from TAFE to university – or the other way around – to achieve your goals. And, when you complete a course at VU Polytechnic, not only do you have a qualification to start working in your chosen field, you may be eligible for credits towards a degree.



Leading tech connections

With links to leading tech organisations like CISCO, Amazon, Microsoft and Inspur, we're at the forefront of digital and cyber training. Our Cybersecurity Training Centre includes simulated cyber 'attack' and 'defend' rooms where students take on real-time roles as data hackers and security professionals. We're also working with partners on tech and robotics innovations that deliver real benefits to teams in retail, hospitality and health – reducing repetitive tasks and freeing up time for more personal interactions.



LEARN FROM LEADERS IN YOUR FIELD: OUR INDUSTRY PARTNERS

We have thousands of industry connections across teaching and research. As a VU Polytechnic student, here are just some of the ways you'll work with and learn from, leaders in your field:

- ◆ Courses designed in consultation with industry leaders, so that you develop the skills employers are looking for.
- ◆ Exciting placement and internship opportunities, where you will gain professional experience and the confidence to set you up for career success. In 2021, VU Polytechnic students took part in more than 7,400 industry placements.
- ◆ Partners on campus, so you'll have even more opportunities to connect with industry as part of your course.
- ◆ Our strong local partnerships and involvement in transformative projects in the west of Melbourne – like the new Footscray Hospital – mean there are plenty of ways you can get involved locally and contribute to our shared future.
- ◆ Opportunities to learn from key personnel within our partner network, including CEOs, industry leaders and other specialist staff, including VU alumni working in industry.
- ◆ Sometimes the most valuable learnings are outside the classroom, and our partners facilitate tours and on-site events to help you apply your learning in industry settings.

INDUSTRY TRAINING

We also work with businesses and organisations to deliver customised qualifications. These qualifications draw from our broad range of vocational products to offer increased productivity, engagement and improved staff performance.

We have development strategies that are designed and focused on providing a pathway of lifelong learning opportunities for staff and businesses.

vupolytechnic.edu.au/industry-capability-training-solutions

OUR PARTNERS



NEW SKILLS FOR ESSENTIAL SERVICES

When the needs of industry, students and broader community change, we respond. Here are just some of the ways we responded to the challenges created by the pandemic.

Tech in service of frontline workers

To help with the check-in process at a community vaccination hub in Wyndham, we collaborated with Wyndham Tech School to code Pepper, a humanoid robot, to greet people and assist with sharing information and asking questions. With large numbers of people arriving for their vaccination, Pepper reduced the burden of repetitive work and freed up staff to spend time with visitors on a more personal level. The initiative also gave students the opportunity to code for a real-world application.

Actively involved in vaccine rollout in the west

To boost vaccination rates in the west of Melbourne, Victoria University joined forces with the Western Bulldogs Community Foundation, Western Health, the Victorian Department of Health and Dr Mukesh Haikerwal to deliver a community pop-up vaccination hub at VU Whitten Oval. We also partnered with the Department of Health to provide a series of vaccination pop-up centres at VU campuses.

Cookery students prepare lunch for vaccination nurses

In October 2021, Victoria University Polytechnic cookery students said a big thank you to frontline healthcare workers for their efforts in getting Victorians vaccinated. Our students prepared over 400 lunches at student training restaurant, VenU. The meals, along with coffee and vouchers for University massage and wellbeing vouchers, were delivered across vaccination hubs in the west of Melbourne, including Sunshine, Sunbury, Melton, Werribee and Flemington.

Research to build tourism resilience

VU's School for the Visitor Economy developed and released a research report, Building the Resilience of Tourism Destinations, in collaboration with Victoria Tourism Industry Council. Key findings of the report which can help governments, industry and individuals plan for the future, included findings on key vulnerabilities in the tourism sector and ways to increase resilience to future crises.



BUSINESS SERVICES & LEGAL

If you're ready to begin a career in HR, accounting, business administration or the legal profession – or looking to step into a management role – we can help you gain the necessary skills to get there.

Study our legal services and practice courses and learn from industry practising solicitors. You will gain skills to provide advice on legal services, manage legal practice operation resources and interpret relevant legislation. You'll also get to experience life as a legal paraprofessional and present a legal case in our moot courts.

Our business and frontline management programs will give you a focused understanding of today's workplace and prepare you for a future in cross-industry roles.

You can learn leadership, business administration and HR skills that will help you become a work-ready professional in these fields. If you're looking to start out in the accounting sector, our courses use cloud-based systems and prepare you for bookkeeping roles as well as providing pathways into higher education.

STUDY AREAS

- ◆ Accounting & Payroll
- ◆ Business Administration
- ◆ HR & Leadership
- ◆ Legal

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I FORGED CLOSE RELATIONSHIPS BECAUSE MY CLASS SIZE WAS SMALL, WHICH ALLOWED ME TO GET MAXIMUM HELP FROM THE TUTORS. I WOULD DEFINITELY RECOMMEND VU FOR THE TEACHING QUALITY AND CLASSROOM ENVIRONMENT.

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FAIZA

Diploma of Business (Enterprise) VDBE
Bachelor of Business



Our key partners include:



Career opportunities: Tax Agent, Payroll Manager, Human Resources Coordinator, Administration Manager, Customer Service Advisor, Law Clerk, Paralegal, Land Title Officer, Trainee Court Registrar, Compliance Officer

OVERVIEW

GRADUATE CERTIFICATE IN MANAGEMENT

22443VIC

vu.edu.au/courses/22443VIC

Extend your skills and prepare for complex roles in senior and middle management. You will develop high-level skills to initiate plans and lead teams towards operational success. On completion, you will be equipped with the confidence and ability to provide strategic direction in your field.

Application: **Direct Entry, Employer Choice**

ADMISSION

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a Literacy and Numeracy (LN) assessment to determine suitability for admission.

This course has entry requirements. All applicants must have successfully obtained:

- ♦ A Diploma or Advanced Diploma qualification in related fields of study and 3 years' equivalent full-time relevant vocational practice at a significant level of management responsibility and/or complexity in an organisation, or
- ♦ obtained a Bachelor degree in related fields of study and 1 year equivalent full-time relevant vocational practice at a significant level of management responsibility and/or complexity in an organisation, or
- ♦ 5 years' equivalent full-time relevant vocational practice at a significant level of management responsibility and/or organisational complexity



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ADVANCED DIPLOMA OF LEGAL PRACTICE

22565VIC

vu.edu.au/courses/22565VIC

Gain essential skills for your career as a paraprofessional in the legal practice industry including interpreting legislation, managing legal practice operation resources, and providing advice on legal services to potential clients.

Application: **Direct Entry**

There are no formal entry requirements for this course. As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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CERTIFICATE IV IN BUSINESS

BSB40120

vu.edu.au/courses/BSB40120

Gain practical skills for the business sector and beyond. You will learn to effectively manage the office administration aspects of a business and gain a focused understanding of today's business world. This well-rounded course will give you skills in presentation, producing business documents, organising meetings, safe work practices and more.

Application: **Direct Entry**

There are no formal entry requirements for this course. As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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CERTIFICATE IV IN HUMAN RESOURCE MANAGEMENT

BSB40420

vu.edu.au/courses/BSB40420

Take your first step towards a rewarding career in human resources. This course will provide you with the necessary foundation skills to process payroll, prepare for staff recruitment, support performance management functions, create job descriptions, organise meetings, conduct OHS audits and implement industrial relations procedures. You will be equipped to support human resources team leaders, supervisors or managers across a range of HR functions.

Application: **Direct Entry**

There are no formal entry requirements for this course. As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

BSB40520

vu.edu.au/courses/BSB40520

Build your leadership skills for management and supervisory roles. You will develop the communication skills and leadership strategies to develop and lead diverse teams, build business networks and implement operational plans. This course will equip you with leadership skills necessary to work in a wide range of organisations and industry sectors.

Industry: **Employer Choice**

There are no formal entry requirements for this course.

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As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission

CERTIFICATE IV IN LEGAL SERVICES

BSB40620

vu.edu.au/courses/BSB40620

Passionate about a career in legal services? This course introduces the legal services environment and focuses on developing your specific legal knowledge as well as transferable skills to support employment more broadly. You will also learn to analyse information to provide solutions to a range of unpredictable problems.

Application: **Direct Entry**

There are no formal entry requirements for this course. As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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DIPLOMA OF LEADERSHIP AND MANAGEMENT

BSB50420

vu.edu.au/courses/BSB50420

Build your leadership skills in management at VU Polytechnic. Learn innovative approaches to managing people projects, and teams in a wide range of industries and organisations. This course is designed for individuals who are seeking to commence or progress their career in leadership and management who may have some experience in an industry and may already be managing staff or working towards a career as a manager.

Application: **Direct Entry**

There are no formal entry requirements for this course. As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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*Or longer for part time #Or 1 year for part time

For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

CAMPUSES:

C CITY CAMPUS **FN** FOOTSCRAY NICHOLSON **FP** FOOTSCRAY PARK **I** INDUSTRY **OL** ONLINE **SA** ST ALBANS **S** SUNSHINE **W** WERRIBEE

OVERVIEW

DIPLOMA OF PROJECT MANAGEMENT

BSB50820

vu.edu.au/courses/BSB50820

Develop the technical, organisational and personal skills needed to manage complex projects in dynamic environments. Project management involves planning, organising and assessing jobs, as well as managing the people and risks involved, in order to achieve specific outcomes. Gain sound theoretical knowledge and use a range of specialised, technical and managerial techniques to initiate, plan, execute and evaluate your own work and/or the work of others.

Application: **Direct Entry, Employer Choice**

CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

FNS40217

vu.edu.au/courses/FNS40217

This course will provide you with a solid foundation to begin your financial career. You will learn accounting principles and develop skills to perform a range of duties in the financial sector, including: preparing financial reports, payroll, processing financial transactions and more.

Application: **Direct Entry**

DIPLOMA OF ACCOUNTING

FNS50217

vu.edu.au/courses/FNS50217

Boost your job prospects by gaining skills to provide professional financial services. You'll become proficient in the use of accounting software.

Learning from our expert staff, you'll gain the skills and confidence to perform a range of accounting duties including: providing financial and business performance information, preparing income tax returns, and managing budgets and forecasts.

Application: **Direct Entry**

DIPLOMA OF PAYROLL SERVICES

FNS50417

vu.edu.au/courses/FNS50417

Taught by teachers with current experience in the finance industry. In this course you will develop a broad range of skills and knowledge including:

- ♦ establishing and maintaining a payroll system
- ♦ salary packaging
- ♦ taxation systems for payroll
- ♦ managing payroll
- ♦ termination of employment requirements
- ♦ industrial relations issues

Application: **Direct Entry**

BAS AGENT REGISTRATION SKILL SET

FNSS00004

vu.edu.au/courses/FNSS00004

Are you working in the accounting or finance industry and seeking registration as a business activity statement (BAS) agent? Successful completion of the Polytechnic's BAS Agent Registration Skill Set meets the requirement for a Tax Practitioners Board (TPB) approved course in basic GST/BAS principles. Check with the TPB for current registration requirements.

Application: **Direct Entry**

TAX LAW FOR TAX AGENTS SKILL SET

FNSS00008

vu.edu.au/courses/FNSS00008

This course is suitable for people who have a qualification or industry experience in the accounting or finance sector and are looking to gain skills in tax law. You will develop the knowledge and skills to prepare tax documentation for individuals and legal entities.

Application: **Direct Entry**

ACCOUNTING PRINCIPLES SKILL SET

FNSS00014

vu.edu.au/courses/FNSS00014

Develop a range of accounting and bookkeeping skills in payroll, BAS, accounts payable and receivable, accounting data entry and reporting, and computerised accounting.

Application: **Direct Entry**

[†]Or longer for part time [‡]Or 1.5 years part time ^{*}Or 1 year for part time

Direct Entry: Individuals can apply direct on the website at vupolytechnic.edu.au

Employer Choice: These courses may be available as apprenticeships, traineeships and/or customised training for industry groups.

For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

CAMPUSES:

C CITY CAMPUS **FN** FOOTSCRAY NICHOLSON **FP** FOOTSCRAY PARK **I** INDUSTRY **OL** ONLINE **SA** ST ALBANS **S** SUNSHINE **W** WERRIBEE

Victoria University Polytechnic Course Guide — Victoria University, CRICOS No. 00124K (Melbourne), 02475D (Sydney) | RTO Code: 3113

All care has been taken to ensure the content is correct at the time of printing (April 2022).

ADMISSION



As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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This course has local admission requirements:

Current employment, in which the applicant has access to project team/management tasks, and at least twelve (12) months' full-time equivalent experience in a relevant role, is preferred.

There are no formal entry requirements for this course. As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Applicants must have completed either:

- ♦ FNSS00014 Accounting Principles Skill Set, or
- ♦ FNS40217 Certificate IV in Accounting and Bookkeeping, or
- ♦ FNS40615 Certificate IV in Accounting, or
- ♦ FNS40215 Certificate IV in Bookkeeping, or
- ♦ their equivalent

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As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

There are no formal entry requirements for this course.

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As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

All applicants will be required to complete a Pre-Training Review to determine suitability for admission.

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All applicants will be required to complete a Pre-Training Review to determine suitability for admission.

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All applicants will be required to complete a Pre-Training Review to determine suitability for admission.

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COMMUNITY SERVICES & YOUTH WORK

Make the move and join one of Australia's fastest growing sectors, with a qualification in community services and youth work.

Our courses range from community case work to community development, mental health, youth work, and alcohol and other drugs (AOD) support. Upon graduation, you'll be equipped to work in a variety of community-based settings, including residential care, rehabilitation services, outreach services, case work/case management and community-based organisations.

If you're already in the industry, we can help you develop specialist knowledge to strengthen your capabilities and prepare you for higher-level positions.

STUDY AREAS

- ◆ Community Development
- ◆ Community Services
- ◆ Youth Work

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MY PLACEMENT IN COMMUNITY AND EDUCATION ORGANISATIONS GAVE ME THE CONFIDENCE AND SKILLS TO WORK WITH YOUNG PEOPLE.

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Diploma of Youth Work CHC50413

Related courses: Certificate IV in

Youth Work CHC40413

Bachelor of Youth Work

Career opportunities: Care Coordinator, Centre Manager, Community Care Manager, Community Development Officer, Community Development Support Officer, NDIS Support Worker, Youth and Family Resource Manager

OVERVIEW

CERTIFICATE IV IN YOUTH WORK

CHC40413

vu.edu.au/courses/CHC40413

Begin your career making a difference to the lives of young people. This course will provide you with foundational skills to work with and support young people to achieve positive outcomes. You'll learn to develop and facilitate programs that address social, behavioural, health, welfare, developmental and protection needs.

You'll have the opportunity to undertake a community or industry project, which will help consolidate your knowledge and practical skills, preparing you for work in community, government or youth sector agencies.

Application: **Direct Entry**

ADMISSION

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

Placement:

For fieldwork purposes, this vocational sector typically requires current:

- ◆ Working with Children Check
 - ◆ Satisfactory Police Check
- Please see course page for details of any additional requirements – including COVID-19 vaccination status

The following are suggested sites you could visit to obtain these checks:

- ◆ Working with Children Check – <http://www.workingwithchildren.vic.gov.au/>
- ◆ Police Check – <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>



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CERTIFICATE IV IN COMMUNITY SERVICES

CHC42015

vu.edu.au/courses/CHC42015

Prepare yourself for a diverse and rewarding career in the community sector. You will gain a strong practical and theoretical base in welfare and social justice to work in a range of community support services. You'll gain skills to provide support, education, advocacy or interventions for individual clients, groups or communities. This course will teach you to provide holistic support in residential and community settings. You'll learn to respond to social, emotional, psychological and practical needs.

Application: **Direct Entry**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working with Children Check.

Failure to provide the required documents in the timeframe specified by the Course Coordinator means you will be unable to undertake practical placement in a workplace and therefore not ineligible to progress in this course. The following are suggested sites you could visit to obtain these checks:

- ◆ Police Record Check – http://www.police.vic.gov.au/content.asp?Document_ID=274
- ◆ Working with Children Check – <http://www.workingwithchildren.vic.gov.au/>

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CERTIFICATE IV IN ALCOHOL AND OTHER DRUGS

CHC43215

vu.edu.au/courses/CHC43215

Gain the skills to make a real difference to people's lives. This course will provide you with the skills, knowledge and experience to support people with alcohol and other drug (AOD) abuse problems. You'll learn to provide a range of services, and implement health promotion and community interventions.

Application: **Direct Entry**

As part of the application process, applicants must:

- ◆ be 18 years of age or over by the time of commencement date of the program
- ◆ complete a Pre-Training Review (PTR)
- ◆ undertake a literacy and numeracy (LN) assessment to determine suitability for admission
- ◆ attend an interview
- ◆ be able to obtain a Working with Children check (WWCC) and Police check to be eligible to gain employment after the course.

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CERTIFICATE IV IN MENTAL HEALTH

CHC43315

vu.edu.au/courses/CHC43315

Develop the skills for a rewarding career in the fast-growing health industry, working with people experiencing mental health issues. This course will give you the foundation knowledge and skills to provide a wide range of services, including establishing self-directed recovery relationships and providing recovery-oriented mental health services. Participating in 80 hours of work placement will give you practical industry experience as well as on-the-job confidence.

Application: **Direct Entry**

As part of the VU application process, applicants are required to complete the following to determine suitability for admission

- ◆ complete a Pre-Training Review (PTR)
- ◆ must undertake a literacy and numeracy (LN) assessment
- ◆ must be at least 18 years of age or over at the commencement of the course
- ◆ provide a written application outlining reasons when they have chosen this specific course
- ◆ Interview (by phone or in person)

Practical Placement Requirements:

For employment and practical placement purposes, all applicants require:

- ◆ a current and satisfactory Police Record Check
- ◆ a current and valid Working with Children Check

Please refer to course website for any additional requirements including COVID-19 vaccination status.

The following are suggested sites you could visit to obtain these checks:

- ◆ Police Record Check – http://www.police.vic.gov.au/content.asp?Document_ID=274
- ◆ Working with Children Check – <http://www.workingwithchildren.vic.gov.au/>

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For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

CAMPUSES:

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DIPLOMA OF COMMUNITY SERVICES

CHC52015

vu.edu.au/courses/CHC52015

Gain the skills, knowledge and understanding to work in the community welfare sector. This course will enhance your knowledge in direct service work and client support so that you can make a genuine difference in people's lives.

You will enhance your existing knowledge in direct service work and client support to develop and deliver programs and services that meet various needs of individuals and families. We will train you to take a holistic approach by providing you with the knowledge to work with a diverse range of people, using a case management approach. You will also learn other skills such as advocacy, counselling and group work. As part of your studies, you will gain valuable practical experience through undertaking a fieldwork placement.

Application: **Direct Entry**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

Students are required to attend a face to face group interview and Pre-Training Review on campus.

Practical Placement:

For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory

- ♦ Police Record Check and
- ♦ Working with Children Check.

Please refer to course website for any additional requirements including COVID-19 vaccination status.

The following are suggested sites you could visit to obtain these checks:

- ♦ Police Record Check – http://www.police.vic.gov.au/content.asp?Document_ID=274
- ♦ Working with Children Check – <http://www.workingwithchildren.vic.gov.au/>

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DIPLOMA OF COMMUNITY DEVELOPMENT

CHC52115

vu.edu.au/courses/CHC52115

Gain the skills to contribute to better outcomes for communities, working in partnership with communities to build their capacity, resilience and self-determination.

You'll gain the tools to educate the public through programs on health advocacy and community consultation. You'll develop specific community development skills and broad skills for community services work, such as: advocacy, facilitation, needs assessment and empowerment. As part of your studies, you will undertake a fieldwork placement and an industry project.

Application: **Direct Entry**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

Practical Placement:

For employment and practical placement purposes, this vocational sector typically requires

- ♦ a current and satisfactory Police Record Check, and
- ♦ Working with Children Check.

Please refer to course website for any additional requirements including COVID-19 vaccination status.

Failure to provide the required documents in the timeframe specified by the Course Coordinator means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course.

The following are suggested sites you could visit to obtain these checks:

- ♦ Police Record Check – http://www.police.vic.gov.au/content.asp?Document_ID=274
- ♦ Working with Children Check – <http://www.workingwithchildren.vic.gov.au/>

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ADVANCED DIPLOMA OF COMMUNITY SECTOR MANAGEMENT

CHC62015

vu.edu.au/courses/CHC62015

Develop the skills required to manage services, departments and projects in a range of community organisations and government services, including mental health, housing and disability.

Application: **Direct Entry, Industry Employer Choice**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working with Children Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following are suggested sites you could visit to obtain these checks:

- ♦ Police Record Check – http://www.police.vic.gov.au/content.asp?Document_ID=274
- ♦ Working with Children Check – <http://www.workingwithchildren.vic.gov.au/>

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ALCOHOL AND OTHER DRUGS SKILL SET

CHCSS00093

vu.edu.au/courses/CHCSS00093

The Alcohol and Other Drugs Skill Set will give you specialised skills to recognise and work effectively with clients who experience alcohol and/or other drug issues.

Application: **Direct Entry**

All applicants will be required to complete a Pre-Training Review (PTR) to determine suitability for admission.

This skill set has been endorsed by industry as suitable for individuals who:

- ♦ hold a qualification at Certificate III level or higher in Community Services, Health or related field, or;
- ♦ have skills equivalent to the qualification requirement validated through a recognition of prior learning process, or;
- ♦ have substantial industry experience, on the job training and development along with supervisor assessment of capacity.

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COURSE IN IDENTIFYING AND RESPONDING TO FAMILY VIOLENCE RISK

22510VIC

vu.edu.au/courses/22510VIC

Learn how to provide an appropriate response to family violence risk in the Course in Identifying and Responding to Family Violence Risk. You will learn to identify and respond to the risk of family violence, including skills in screening, risk assessment and management, information sharing, and referral.

Application: **Direct Entry**

Direct Entry: Individuals can apply direct on the website at vupolytechnic.edu.au

Employer Choice: These courses may be available as apprenticeships, traineeships and/or customised training for industry groups.

All applicants will be required to complete a Pre-Training Review (PTR) to determine suitability for admission.

This course has no specific admission requirements. However, Learners are best equipped to successfully undertake the course if they have an ACSF level of two (2) both in Literacy and Numeracy and it is expected that they have basic computer skills.

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For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

CAMPUSES:

C CITY CAMPUS **FN** FOOTSCRAY NICHOLSON **FP** FOOTSCRAY PARK **I** INDUSTRY **OL** ONLINE **SA** ST ALBANS **S** SUNSHINE **W** WERRIBEE

EARLY CHILDHOOD & EDUCATION SUPPORT

With a qualification from Victoria University Polytechnic, you'll be equipped to work in a range of education settings, including public and independent childcare centres, kindergartens and schools, community services and education programs.

If you're studying early childhood, you'll develop your skills in a simulated early childhood environment at our children's services practical hubs, located at our Werribee, St Albans, Footscray Nicholson, and Sunshine Campuses. You'll also consolidate your skills through placements at childcare facilities, so you'll graduate job ready.

If you're studying education support, you will lay the groundwork for a rewarding career in education through classroom, online learning and practical work placement.

Learning at VU Polytechnic:
Alexandra's Journey

STUDY AREAS

- ◆ Early Childhood Education & Care
- ◆ Education Support

“

THE FLEXIBLE NATURE OF THE COURSE MEANT I COULD STUDY AND WORK AT THE SAME TIME.

”

SARA
Diploma of Early Childhood Education and Care CHC50113



PARTNER PROFILE: ONLY ABOUT CHILDREN

Only About Children has over a decade of experience in early years education and childcare.

The organisation operates over 75 campuses across Sydney, Melbourne and Brisbane. They give high-quality early years education and care to over 8,000 families and employ over 2,000 people, whose skills, experience and passion help them to deliver on their mission to empower every child to reach their full potential.

Career opportunities: Children Services Coordinator, Day Care Coordinator, Playgroup Supervisor, Early Childhood Educator, Education Assistant, Teacher Aide

OVERVIEW

CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

CHC30113

vu.edu.au/courses/CHC30113

Start your career in early childhood education and care today. Become a qualified Early Childhood Co-Educator (Level 3), and gain the knowledge and skills related to childhood development and caring for children, for example, planning play activities, which contribute towards a child's cognitive development. You will consolidate your skills and knowledge during this course by undertaking two practical placements in long day-care settings.

Application: **Direct Entry**

ADMISSION



As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

Students will be required to demonstrate they have the capacity to work with children and families in the highly demanding field of early childhood as set out by the Australian Children's Education and Care Quality Authority (ACECQA) and the Education and Care Services National Regulations by participating in an interview. This may be conducted individually or as a group, at the discretion of the Polytechnic. Further information can be found: <https://www.acecqa.gov.au/>.

Practical Placement:

For employment and practical placement purposes, this vocational sector typically requires

- ◆ A current and satisfactory Police Record Check
- ◆ Working with Children Check
- ◆ Immunisation

Please see course page for details of any additional requirements – including COVID-19 vaccination status

The following are suggested sites you could visit to obtain these checks:

- ◆ Police Record Check – http://www.police.vic.gov.au/content.asp?Document_ID=274
- ◆ Working with Children Check – <http://www.workingwithchildren.vic.gov.au/>

It is an industry expectation that those engaging with young children in an early childhood setting are fully immunised. Any students electing not to disclose their immunisation status, conscientious object to vaccinations or have a contraindication, must contact the placement coordinator to discuss the impact this may have on their capacity to undertake placement. Incomplete immunisation may impact your course progression due to a lack of appropriate placement opportunities. Information about the immunisations can be found online at <https://www.health.gov.au/health-topics/immunisation>

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CERTIFICATE IV IN EDUCATION SUPPORT

CHC40213

vu.edu.au/courses/CHC40213

Gain the skills and confidence required to work in education support across a large range of education settings. Through classroom and online learning as well as practical work placement, you will lay the groundwork for a rewarding career in education. Upon graduation, you will have the confidence, practical skills and knowledge to support teachers in public schools, independent schools and community education.

Application: **Direct Entry, Industry, Employer Choice**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

Students will be required to demonstrate they have the capacity to work with children and families in the highly demanding field of early childhood as set out by the Australian Children's Education and Care Quality Authority (ACECQA) and the Education and Care Services National Regulations by participating in an interview. This may be conducted individually or as a group, at the discretion of the Polytechnic.

Practical Placement:

For employment and practical placement purposes, this vocational sector typically requires

- ◆ a current and satisfactory Police Record Check, and
- ◆ Working with Children Check.

Please refer to course website for any additional requirements including COVID-19 vaccination status.

Failure to provide the required documents in the timeframe specified by the Course Coordinator means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course.

The following are suggested sites you could visit to obtain these checks:

- ◆ Police Record Check – http://www.police.vic.gov.au/content.asp?Document_ID=274
- ◆ Working with Children Check – <http://www.workingwithchildren.vic.gov.au/>

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For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

CAMPUSES:

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DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

CHC50113

vu.edu.au/courses/CHC50113

Gain the skills and qualify as an early childhood educator. You will develop skills in providing care and education to children, with an emphasis on play-based learning. You will find out how to facilitate learning and play in order to enable children to achieve developmental outcomes.

This practical course will prepare you for work in a rewarding industry where you will provide education and care to children during their formative years. You'll complete five work placements and a first aid course.

Application: **Direct Entry**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

Students will be required to demonstrate they have the capacity to work with children and families in the highly demanding field of early childhood as set out by the Australian Children's Education and Care Quality Authority (ACECQA) and the Education and Care Services National Regulations by participating in an interview. This may be conducted individually or as a group, at the discretion of the Polytechnic. Further information can be found: <https://www.acecqa.gov.au/>.

Practical Placement:

For employment and practical placement purposes, this vocational sector typically requires

- ◆ a current and satisfactory Police Record Check
- ◆ Working with Children Check
- ◆ Immunisation

Please refer to course website for any additional requirements including COVID-19 vaccination status.

Failure to provide the required documents in the timeframe specified by the Course Coordinator means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course.

The following are suggested sites you could visit to obtain these checks:

- ◆ Police Record Check – http://www.police.vic.gov.au/content.asp?Document_ID=274
- ◆ Working with Children Check – <http://www.workingwithchildren.vic.gov.au/>

It is an industry expectation that those engaging with young children in an early childhood setting are fully immunised. Any students electing not to disclose their immunisation status, conscientious object to vaccinations or have a contraindication, must contact the placement coordinator to discuss the impact this may have on their capacity to undertake placement. Incomplete immunisation may impact your course progression due to a lack of appropriate placement opportunities.

Information about the immunisations can be found online at <https://www.health.gov.au/health-topics/immunisation>

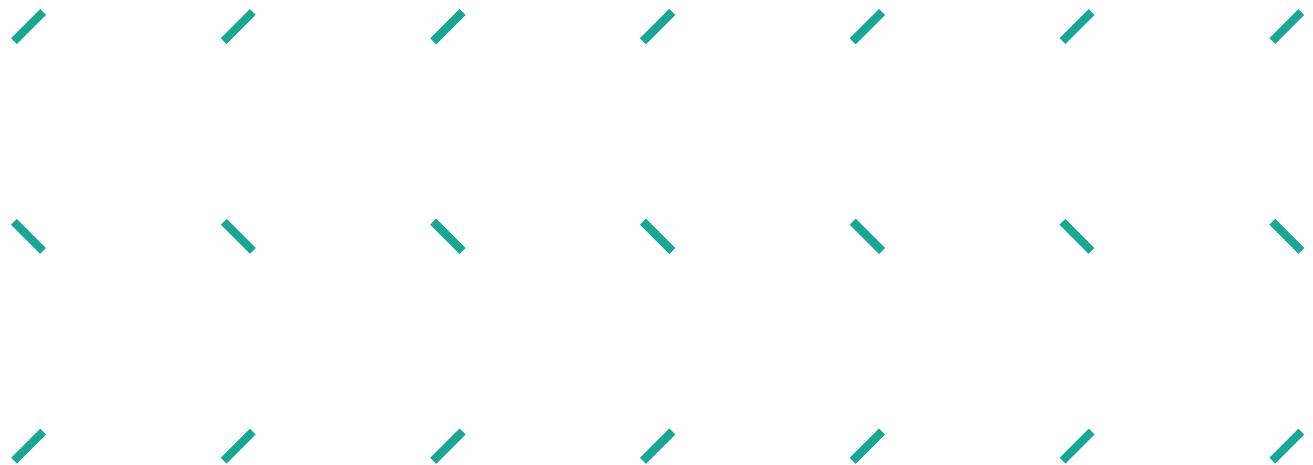
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Direct Entry: Individuals can apply direct on the website at vupolytechnic.edu.au

Employer Choice: These courses may be available as apprenticeships, traineeships and/or customised training for industry groups.

For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

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FITNESS

Take your passion for health and fitness to the next level and kickstart your career in the fitness industry. You'll learn the latest styles of training from industry recognised teachers and gain real-world experience through our on campus teaching gym.

Our fitness students have access to our world-class Aquatic and Fitness Centre at Footscray Park Campus, which features indoor sports courts, fully equipped gyms, athletics track and indoor pool. You'll also gain hands-on practical experience in a supported learning environment at our custom designed teaching gym on campus.

STUDY AREA

◆ Fitness



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**I COULDN'T HAVE
IMAGINED DOING
THIS COURSE
ANYWHERE ELSE.**

”

SHANA

Certificate III in Fitness SIS30315

Certificate IV in Fitness SIS40215

Our key partners include:



Career opportunities: Fitness Instructor, Personal Trainer, Gym Instructor

OVERVIEW

CERTIFICATE III IN FITNESS SIS30315

vu.edu.au/courses/SIS30315

Begin a rewarding career in the fitness industry with this practical, industry-focused course. We'll provide you with the skills and knowledge to work confidently as a gym instructor or group exercise instructor.



Specialisations offered are:

- ◆ Group Exercise Instructor
- ◆ Gym Instructor

Application: **Direct Entry**

ADMISSION

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

 
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CERTIFICATE IV IN FITNESS SIS40215

vu.edu.au/courses/SIS40215

Get the right skills to kick-start your career in the fitness industry. You will gain advanced skills to work with people affected by chronic conditions, liaise with fitness service coordinators and personal training managers, and lead a team of personal trainers.

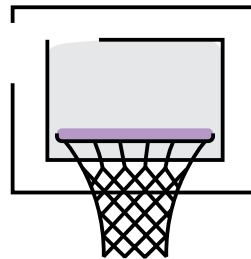
Application: **Direct Entry**

Entry to this qualification is open to individuals who hold:

- ◆ a current first aid and CPR certificate
- ◆ have been recognised as competent through a recognised training program or recognition process against the following units of competency:
 - ◆ SISFFIT001 Provide health screening and fitness orientation;
 - ◆ SISFFIT002 Recognise and apply exercise considerations for specific populations;
 - ◆ SISFFIT003 Instruct fitness programs
 - ◆ SISFFIT004 Incorporate anatomy and physiology principles into fitness programming;
 - ◆ SISFFIT005 Provide healthy eating information;
 - ◆ SISFFIT006 Conduct fitness appraisals;
 - ◆ SISFFIT014 Instruct exercise to older clients, and;
 - ◆ SISXCCS001 Provide quality service.

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Direct Entry: Individuals can apply direct on the website at vupolytechnic.edu.au

Employer Choice: These courses may be available as apprenticeships, traineeships and/or customised training for industry groups.

For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

CAMPUSES:

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HAIR, BEAUTY & MASSAGE

When you study hair, beauty and massage at Victoria University Polytechnic, you'll get hands-on experience in your field, with real clients.

We have solid relationships within the fashion, entertainment and creative arts industries, giving you incredible work experience opportunities. Our screen and media (specialist make-up) students have gained experience on productions including Australia's Got Talent and King Kong, as well as New York Fashion Week.

We continue to regularly win top prizes at the Hair & Beauty Industry Association (HBIA) Awards across all categories of make-up, beauty, hairdressing and barbering for students and staff, including Educator of the Year.

Massage students learn at our multimillion-dollar Sport and Recreation Learning Centre at Victoria University Whitten Oval, working directly with the players and managing the massage clinic. Beauty and Massage students also have the opportunity to apply for a cadetship at one of the leading spas in Australia, located in Daylesford.

STUDY AREAS

- ◆ Barbering
- ◆ Beauty Therapy
- ◆ Hairdressing
- ◆ Make-Up
- ◆ Massage

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IT IS GREAT TO LEARN IN THE SALON WITH THE TEACHERS AND PRACTISE MY SKILLS WORKING WITH REAL CLIENTS. I AM CONSTANTLY LEARNING.

”

HUGH
Certificate III in Barbering SHB30516



Our key partners include:

dermalogica

**Fleur
De Mer**
COSMETICALS

KRYOLAN
PROFESSIONAL MAKE-UP

muk.

NAK HAIR
AUSTRALIA

Scottys

**Community
FOUNDATION**

Career opportunities: Qualified Hairdresser, Qualified Barber, Beauty Therapist, Beauty Consultant, Make-up Artist, Special Effects Artist, Beauty Equipment Sales Representative

OVERVIEW

DIPLOMA OF SCREEN AND MEDIA

CUA51020

vu.edu.au/courses/CUA51020

Forge a career as a make-up artist or technician for film, TV or photography at Australia's leading make-up school. Extend your knowledge by learning skills in presenting photographic portfolios in print and digital format, body art, airbrushing and styling wigs and hairpieces.

By learning from industry professionals via VU's award-winning block model, we will ensure you have all the skills to succeed as a make-up/hair stylist or designer in the creative industries. You will also gain an understanding of business plans, marketing and client interactions in the industry.

Application: **Direct Entry**

ADMISSION



As part of the application process, applicants must

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- ◆ be 16 years or over by the time of commencement of the program
- ◆ complete a Pre-Training Review (PTR)
- ◆ undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

DIPLOMA OF REMEDIAL MASSAGE

HLT52015

vu.edu.au/courses/HLT52015

Develop essential skills to work across a range of industries, from sport to rehabilitation. This course teaches you practical skills in remedial massage, which uses massage, stretching and associated techniques to improve wellness, health and relaxation. You'll gain the theoretical knowledge required to assess your clients' soft tissue dysfunction, and to provide treatment to clients with a specific need.

You will gain experience with real clients in the Victoria University Polytechnic massage clinics at Whitten Oval or City Campus.

Application: **Direct Entry**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Clinical Placements requirements:

For employment and clinical placement purposes, this vocational sector typically requires a current and satisfactory Working with Children Check.

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CERTIFICATE III IN BEAUTY SERVICES

SHB30115

vu.edu.au/courses/SHB30115

Gain the skills to start your beauty career. You will learn a range of beauty services such as make-up, lash and brow treatments, eyelash extensions, and more. The combination of classroom and practical exercises means you will graduate with skills needed to work as a competent and work-ready beauty therapist.

*2 years for VETDSS (Vocational Education and Training Delivered to Secondary Students).

Application: **Direct Entry**

There are no formal entry requirements for this course. As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Local admission requirements for Apprenticeship/Traineeship applicants:

- ◆ must have an active employer
- ◆ must have an active Epsilon number prior to commencing the course
- ◆ where the apprentice or trainee is under the age of 18, an employer sign off maybe required.

2Y*

CERTIFICATE III IN MAKE-UP

SHB30215

vu.edu.au/courses/SHB30215

This intermediate course equips you with the necessary skills and knowledge to work in the beauty industry. You will develop practical skills in the latest trends and techniques including special occasion, fashion make-up, airbrushing and camouflage. On completion, you will have the skills to design and apply make-up, conduct financial transactions, and apply safe hygiene, health and work practices.

Application: **Direct Entry**

There are no formal entry requirements for this course. As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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CERTIFICATE III IN HAIRDRESSING

SHB30416

vu.edu.au/courses/SHB30416

Launch your career in the hairdressing industry. You will develop specialist hairdressing skills and learn salon business practice at the hairdressing training studio. On completion, you will have the confidence and skills to provide a variety of hairdressing services and begin your career as a qualified hairdresser.

Application: **Direct Entry, Employer Choice**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Local admission requirements for applicants:

- ◆ must be employed as an apprentice and have a training contract with their employer
- ◆ must have an active Epsilon number prior to commencing the course
- ◆ where the apprentice or trainee is under the age of 18, an employer sign off may be required.

CERTIFICATE III IN BARBERING

SHB30516

vu.edu.au/courses/SHB30516

In this course, you will learn and apply traditional barbering techniques and specialist urban barbering skills.

Learning from industry experts, you will also learn how to consult with clients and promote products and services. The course equips you with practical skills, such as designing and styling men's hair, scalp treatments, men's grooming, head and face shaving.

Application: **Direct Entry, Employer Choice**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine course suitability.

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Local admission requirements for domestic applicants:

- ◆ must be at least 17 years of age (or be a mature age applicant).

Local admission requirements for apprentice applicants:

- ◆ must be at least 16 years of age
- ◆ must be employed as an apprentice and have a training contract with their employer
- ◆ must have an active Epsilon number prior to commencing the course.

For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

CAMPUSES:

C CITY CAMPUS **FN** FOOTSCRAY NICHOLSON **FP** FOOTSCRAY PARK **I** INDUSTRY **OL** ONLINE **SA** ST ALBANS **S** SUNSHINE **W** WERRIBEE

Victoria University Polytechnic Course Guide — Victoria University, CRICOS No. 00124K (Melbourne), 02475D (Sydney) | RTO Code: 3113

All care has been taken to ensure the content is correct at the time of printing (April 2022).

CERTIFICATE IV IN BEAUTY THERAPY SHB40115

vu.edu.au/courses/SHB40115

Learn the skills you need from industry professionals to become a beauty therapist. You will learn a range of beauty therapy treatments: from make-up, facial and body treatments, to waxing, spray tanning, safe hygiene and work practises, manicure and pedicure services. The combination of classroom and practical exercises means you will graduate with the skills needed to work as a competent and work-ready beauty therapist.

Application: **Direct Entry**

There are no formal entry requirements for this course. As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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DIPLOMA OF BEAUTY THERAPY SHB50115

vu.edu.au/courses/SHB50115

Advance your beauty therapy skills and get prepared to perform complex technical beauty therapy in salons and spas and broader beauty industry. You will learn about the theory and science behind treatments and techniques, and gain extensive hands-on experience. As well as learning in the classroom and in our beauty salon, as part of your studies you will complete a practical placement in a salon of your choice.

Application: **Direct Entry**

There are no formal entry requirements for this course. As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Direct Entry: Individuals can apply direct on the website at vupolytechnic.edu.au

Employer Choice: These courses may be available as apprenticeships, traineeships and/or customised training for industry groups.

For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

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HEALTH, NURSING & CARE INDUSTRIES

If you're passionate about helping people, we have courses and industry connections in health services, aged care, disability support, enrolled nursing and paramedical science.

Our training responds directly to industry requirements, with courses created in conjunction with key partners including hospitals, disability services and a wide range of community organisations. You'll learn in specialised laboratories using interactive mannequin technology designed to simulate patients in a real-world environment.

Practical placements in hospitals and non-emergency patient transport facilities enable you to practise your skills in a clinical environment and observe service delivery by qualified staff.

STUDY AREAS

- ◆ Aged Care
- ◆ Disability
- ◆ Enrolled Nursing
- ◆ Health Services
- ◆ Non-Emergency Patient Transport
- ◆ Emergency Health Care

“

I NOW WORK AT THE SUNSHINE VACCINATION HUB ALONGSIDE DOCTORS AND NURSES TO VACCINATE OVER 2,000 PATIENTS. AFTER WORKING THERE FOR TWO MONTHS, I WAS ALSO GIVEN THE OPPORTUNITY OF BEING A TEAM LEADER TO LOOK AFTER A TEAM OF TEN PATIENT SERVICE ASSISTANTS.

”

DANNY
Certificate III in Health Services
Assistance HLT33115



Our key partners include:



Career opportunities: Enrolled Nurse, Ambulance Officer, Ambulance Transport Attendant, Health Coach, Disability Officer, Clinical Coder, Care Worker, Behavioural Support Officer

OVERVIEW

COURSE IN INTRODUCTION TO THE NATIONAL DISABILITY INSURANCE SCHEME

22469VIC

vu.edu.au/courses/22469VIC

Gain a clear understanding of the National Disability Insurance Scheme (NDIS) and learn how to assist an NDIS participant to achieve their goals in their support plan. This qualification is intended for people who are new entrants into the disability sector or who would like to gain a greater understanding of the NDIS.

Application: **Direct Entry**

ADMISSION

There are no formal entry requirements for this course.

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.



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CERTIFICATE III IN INDIVIDUAL SUPPORT

CHC33015

vu.edu.au/courses/CHC33015

Gain the skills and knowledge required to start your career in the aged care, disability, or home and community care sector.

You will develop the procedural knowledge and competencies required to provide person-centred support for people in community and residential based settings. You can choose to specialise in one of the following three areas: ageing, disability, or ageing, home and community.

Application: **Direct Entry**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

Practical Placement:

For employment and practical placement purposes, all applicants require:

- ◆ Satisfactory Police Check (valid within 6 months of course commencement)
- ◆ Evidence of influenza vaccination
- ◆ NDIS Worker Screening check

The following are suggested sites to access information about these checks:- Police Record Check – http://www.police.vic.gov.au/content.asp?Document_ID=274

- ◆ NDIS check – <https://www.vic.gov.au/ndis-worker-screening-check>

Failure to provide the required documents in the time frame specified by the Course Coordinator means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course.

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CERTIFICATE IV IN AGEING SUPPORT

CHC43015

vu.edu.au/courses/CHC43015

Build your skills in one of the fastest growing and most rewarding sectors. You will gain knowledge and experience providing support to older people with complex needs, and working with groups of older people. The training includes palliative and dementia care, falls prevention, service planning and delivery, and elderly care health and hygiene.

Application: **Direct Entry**

As part of the application process, applicants must complete:

- ◆ Pre-Training Review (PTR)
- ◆ Literacy and numeracy (LN) assessment to determine suitability for admission and identify support needs.

Practical placement requirements:

For employment and practical placement purposes, this vocational sector typically requires

- ◆ a current and satisfactory Police Record Check
- ◆ Working with Children Check
- ◆ Evidence of Influenza Immunisation

Please refer to course website for any additional requirements including COVID-19 vaccination status.

The following are suggested sites you could visit to obtain these checks:

- ◆ Police Record Check – http://www.police.vic.gov.au/content.asp?Document_ID=274
- ◆ Working with Children Check – <http://www.workingwithchildren.vic.gov.au/>

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CERTIFICATE IV IN DISABILITY

CHC43115

vu.edu.au/courses/CHC43115

Develop the skills required for a rewarding career providing support and training to people with disabilities in community-based and residential settings. This qualification includes an 18 day placement, which will allow you to put your theoretical learning into practice.

Application: **Direct Entry**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

Practical placement requirements:

For employment and practical placement purposes, this vocational sector typically requires

- ◆ a current and satisfactory Police Record Check
- ◆ Working with Children Check

Please refer to course website for any additional requirements including COVID-19 vaccination status.

The following are suggested sites you could visit to obtain these checks:

- ◆ Police Record Check – http://www.police.vic.gov.au/content.asp?Document_ID=274
- ◆ Working with Children Check – <http://www.workingwithchildren.vic.gov.au/>

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For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

CAMPUSES:

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OVERVIEW

CERTIFICATE III IN HEALTH SERVICES ASSISTANCE

HLT33115

vu.edu.au/courses/HLT33115

This course will enable you to seek work as a Health Services Assistant (HSA). You will develop skills and knowledge for work in support roles in the health industry. A range of topics of transporting patients, effective communication strategies, basic medical terminology, infection control, and workplace health and safety. This course includes a placement in a hospital or health facility, where you will further develop your skills and gain industry experience.

Application: **Direct Entry**

ADMISSION



As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Practical Placement requirements:

- ◆ For employment and practical placement purposes, this vocational sector typically requires
- ◆ A current and satisfactory Police Record Check and
- ◆ Working with Children Check
- ◆ Evidence of Influenza vaccination

Please refer to course website for any additional requirements including COVID-19 vaccination status.

- ◆ Police Record Check – http://www.police.vic.gov.au/content.asp?Document_ID=274 -
- ◆ Working with Children Check – <http://www.workingwithchildren.vic.gov.au/>

CERTIFICATE III IN HEALTH ADMINISTRATION

HLT37315

vu.edu.au/courses/HLT37315

Build your leadership skills in management at VU Polytechnic. Learn innovative approaches to managing people, projects, and teams in a wide range of industries and organisations. This course is designed for individuals who are seeking to commence or progress their career in leadership and management who may have some experience in an industry and may already be managing staff, or working towards a career as a manager.

Application: **Direct Entry**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission and to identify support needs.

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Practical placement requirements:

For employment and practical placement purposes, this vocational sector typically requires

- ◆ a current and satisfactory Police Record Check
- ◆ Working with Children Check
- ◆ Evidence of Influenza Immunisation

Please refer to course website for any additional requirements including COVID-19 vaccination status.

The following are suggested sites you could visit to obtain these checks:

- ◆ Police Record Check – http://www.police.vic.gov.au/content.asp?Document_ID=274
- ◆ Working with Children Check – <http://www.workingwithchildren.vic.gov.au/>

CERTIFICATE IV IN ALLIED HEALTH ASSISTANCE

HLT43015

vu.edu.au/courses/HLT43015

Gain the knowledge and skills to provide therapeutic and program-related support to allied health professionals in a rehabilitation setting, and to assist patients with their rehabilitation.

This course will provide you with the essential training to work alongside health professionals, such as physiotherapists and occupational therapists, in the health industry. During this course, you will undertake a work placement in a community setting or aged care facility to help you gain necessary skills to work in the industry.

Application: **Direct Entry**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Practical Placement:

For employment and practical placement purposes, all applicants require:

- ◆ Valid Working with Children Check
- ◆ Satisfactory Police Check (valid within 6 months of course commencement)
- ◆ Evidence of Influenza Immunisation

Please refer to course website for any additional requirements including COVID-19 vaccination status.

The following are suggested sites you could visit to obtain these checks:

- ◆ Police Record Check – http://www.police.vic.gov.au/content.asp?Document_ID=274
- ◆ Working with Children Check – <http://www.workingwithchildren.vic.gov.au/>

For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

CAMPUSES:

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CERTIFICATE III IN NON-EMERGENCY PATIENT TRANSPORT

HLT31120
vu.edu.au/courses/HLT31120

Start your career in non-emergency patient transportation as a Patient Transport Officer (PTO) with low-risk patients in Australia's largest and fastest growing industry. Learn how to provide non-emergency transport and care for patients who have non-acute or chronic illness or disability. You will gain the skills to provide appropriate patient assessment as well as follow procedures for safe removal of a patient for pre-arranged or booked transport service.

Application: **Direct Entry**


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As part of the application process applicants must:

- ◆ be at least 18 years of age or over by commencement date of the program
- ◆ complete a Pre-Training Review (PTR)
- ◆ undertake a literacy and numeracy (LN) assessment to determine suitability for admission
- ◆ hold a driver's licence (probationary licence accepted)

Practical placement requirements:

For employment and practical placement purposes, this vocational sector typically requires:

- ◆ Fit for work check
- ◆ A current Working with Children Check (WWCC)
- ◆ Police check (valid within 6 months of course commencement)
- ◆ Evidence of up to date Immunisations including COVID-19 vaccination status

The following are suggested sites you could visit to obtain these checks:

- ◆ Police Record Check – http://www.police.vic.gov.au/content.asp?Document_ID=274
- ◆ Working with Children Check – <http://www.workingwithchildren.vic.gov.au/>
- ◆ Information about the immunisations can be found online at <https://www.health.gov.au/health-topics/immunisation>

In addition, student uniform must be purchased through VU Polytechnic.

DIPLOMA OF EMERGENCY HEALTH CARE

HLT51020
vu.edu.au/courses/HLT51020

Start your career in emergency health care. Learn the clinical skills and knowledge to work as an Ambulance Transport Attendant (ATA). Provide assessments to patients in an emergency, provide advanced life support as well as appropriate pre-hospital or out-of-hospital interventions. Upon completion of this course you will have the confidence and skills to seek employment in the health care and patient transport industry.

Application: **Direct Entry**

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As part of the application process applicants must:

- ◆ be at least 18 years of age or over by the time of commencement date of the program
- ◆ complete a Pre-Training Review (PTR)
- ◆ undertake a literacy and numeracy (LN) assessment.
- ◆ hold a driver's licence (probationary licence accepted)
- ◆ undergo an interview, prior to admission into the course.

Pathway delivery model:

This delivery model requires students to have completed the following units before entry into the program, which normally in the course HLT31115 Certificate III in Non-Emergency Patient Transport and HLT31120 Certificate III in Non-Emergency Patient Transport:

- ◆ CHCDIV001
- ◆ HLTINF001
- ◆ HLTWHS002
- ◆ HLTWHS006
- ◆ HLTOU001
- ◆ HLTOU010
- ◆ For students who do not hold the units HLTOU001 and HLTOU010 will be required to undertake these units as part of the program.

Practical Placement requirements:

For employment and practical placement purposes, this vocational sector typically requires:

- ◆ a current Working with Children Check (WWCC)
- ◆ Police check (valid within 6 months of course commencement)
- ◆ medical and physical testing (InjuryNet) as required for Ambulance Victoria related shifts
- ◆ fit to work check
- ◆ evidence of up to date Immunisations – including COVID-19 vaccination status
- ◆ any other regulatory requirements (e.g. PPE training)

The following are suggested sites you could visit to obtain these checks:

- ◆ Police Record Check – http://www.police.vic.gov.au/content.asp?Document_ID=274
- ◆ Working with Children Check – <http://www.workingwithchildren.vic.gov.au/>

Information about the immunisations can be found online at <https://www.health.gov.au/health-topics/immunisation>

For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

CAMPUSES:

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DIPLOMA OF NURSING

HLT54115

vu.edu.au/courses/HLT54115

Embark on a rewarding career as an enrolled nurse with the opportunity to work anywhere in Australia with the Diploma of Nursing. This course provides the foundational skills and knowledge to work as a nurse in the dynamic healthcare industry.

You'll learn to provide acute, preventative, curative and rehabilitative care under the direction of a registered nurse. The course will enable you to become knowledgeable in medication administration, anatomy and physiology, infection control, intravenous injections and general nursing. You will gain hands-on learning experience in our ward simulation labs as well as clinical experience through 400 hours of practical placements.

Application: **Direct Entry**



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As part of the application process applicants must:

- ◆ be at least 18 years of age or over by the time of commencement date of the program
- ◆ complete a Pre-Training Review (PTR)
- ◆ complete a Literacy and Numeracy Assessment (LN).

Applicants must also be able to demonstrate that they meet the requirements of the Nursing and Midwifery Board of Australia's (NMBA) English language skills registration standard. Proof of this English language competency must be provided and can be achieved via one (1) of the following pathways, listed on our website

1. Primary Language Pathway
2. English Language Test Pathway

More information can be found by visiting: <https://www.nursingmidwiferyboard.gov.au/Registration-Standards/English-language-skills.aspx>

Practical Placement requirements:

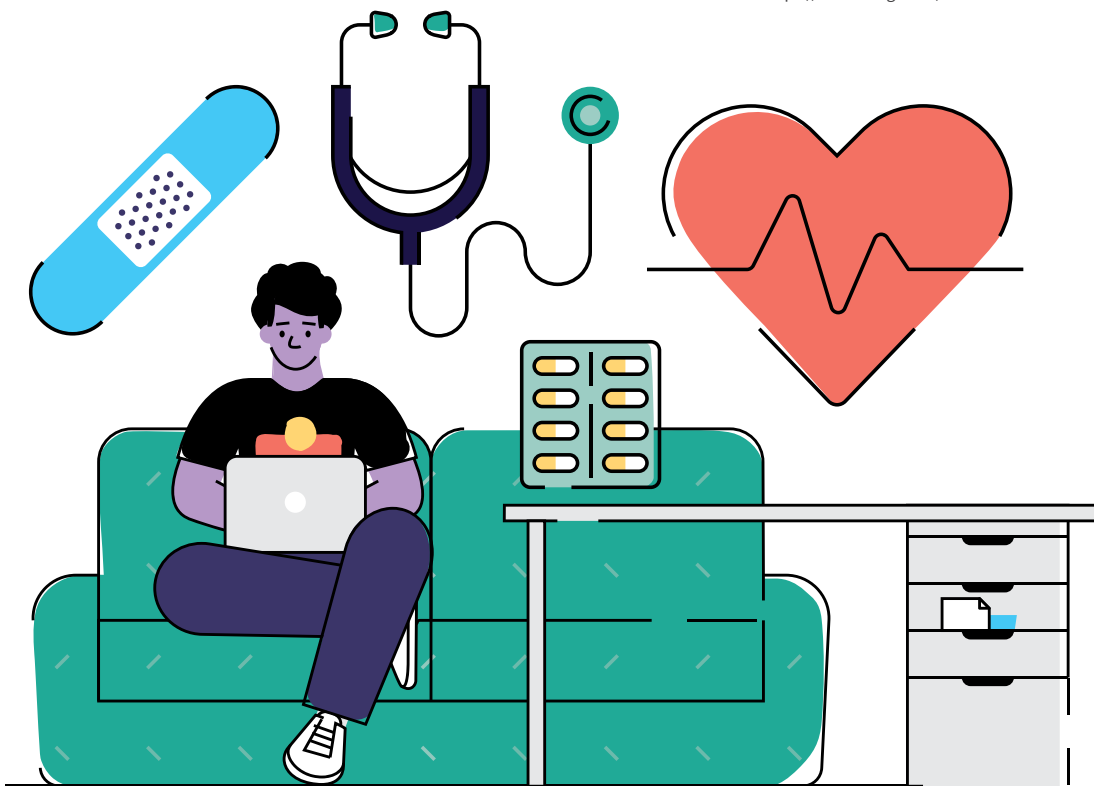
For employment and practical placement purposes, this vocational sector typically requires:

- ◆ A current Working with Children Check (WWCC)
- ◆ A satisfactory Police Record check
- ◆ A Health Status check (immunisations status) are required for clinical placement purposes.
- ◆ NDIS Workers Screening check

Meet and accept the Inherent requirements and practical/ placement requirements throughout the program.

Please refer to course website for any additional requirements including COVID-19 vaccination status.

- ◆ Be willing to undergo any additional checks and immunisations as directed by the University
- ◆ The following are suggested sites to access information about these checks:
 - ◆ Police Record Check – http://www.police.vic.gov.au/content.asp?Document_ID=274
 - ◆ Working with Children Check – <http://www.workingwithchildren.vic.gov.au/>
 - ◆ NDIS check – <https://www.vic.gov.au/ndis-worker-screening-check>



Direct Entry: Individuals can apply direct on the website at vupolytechnic.edu.au

Employer Choice: These courses may be available as apprenticeships, traineeships and/or customised training for industry groups.

For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

CAMPUSES:

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HOSPITALITY, TOURISM & EVENTS

If you're interested in a career in hospitality, cookery, tourism and events, a qualification from VU Polytechnic can open up a wide range of employment opportunities across the country and even overseas.

Expertly designed hospitality, cookery, tourism and events courses combine digital learning and hands-on practical skills to prepare you for the workplace. Our hospitality training centre includes three state-of-the-art commercial kitchens with the latest cooking equipment, two demonstration kitchens; a training bar, and 150-seat training restaurant, VenU.

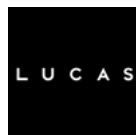
You'll also get the opportunity to engage in practical placements with our key industry partners at organisations such as Hyatt Place, Delaware North, LUCAS Restaurants, Riverland Group, Sebastian, Atlantic Group, Peter Rowland and the Melbourne Convention and Exhibition Centre.

STUDY AREAS

- ◆ Cookery
- ◆ Hospitality
- ◆ Tourism & Events

OUR KEY PARTNERS INCLUDE

ATLANTIC GROUP*



PETER
ROWLAND
— EST. 1962 —



SCHOOL FOR THE VISITOR ECONOMY (SVE)

The School for the Visitor Economy is a cross-university school providing the local and international hospitality, tourism and event management industries with qualified professionals. We deliver industry-based programs across all qualification levels, from pre-vocational certificates through to PhDs. We work with our many partners to provide you with hands-on experience, so you graduate with a professional network and key industry knowledge.

Career opportunities: Chef, Sous Chef, Function Host, Hotel Concierge, Resort Wellness Manager, Event Planner, Visitor Information Officer, Conference Coordinator

OVERVIEW

CERTIFICATE II IN TOURISM

SIT20116

vu.edu.au/courses/SIT20116

Begin training for a career in tourism while completing your secondary school studies. Learn the basic skills to work effectively in the growing tourism and travel industry. This course provides the foundation skills necessary to work across a diverse range of roles within the tourism sector, including providing excellent customer service, food handling and workplace safety.

Application: **Employer Choice**

CERTIFICATE II IN HOSPITALITY

SIT20316

vu.edu.au/courses/SIT20316

Begin training for a career in hospitality while completing your secondary school studies. Delivered exclusively through the VET Delivered to Secondary Students (VETDSS) program, this introductory course equips you with basic hospitality knowledge and skills such as food and beverage service, point of sale and safe work practices.

Application: **Employer Choice**

CERTIFICATE II IN KITCHEN OPERATIONS

SIT20416

vu.edu.au/courses/SIT20416

This introductory course equips you with basic food preparation and cookery skills such as preparing and presenting simple dishes, understanding basic methods of cookery and participating in safe work practices.

Application: **Direct Entry**

CERTIFICATE III IN TOURISM

SIT30116

vu.edu.au/courses/SIT30116

Love working with people and crafting experiences? This course will help you to operate across a range of roles in tourism. You will gain essential and transferable skills in coordinating tourism services, providing visitor information and offering exceptional customer service.

Application: **Direct Entry, Employer Choice**

CERTIFICATE III IN HOSPITALITY

SIT30616

vu.edu.au/courses/SIT30616

Start your career journey to join one of the world's largest and most versatile sectors. This course will provide you with practical hospitality skills for employment in restaurants, cafes and hotels. You will learn skills in food and beverage, including responsible service of alcohol, preparation, teamwork, and customer service.

Application: **Direct Entry, Employer Choice**

CERTIFICATE III IN COMMERCIAL COOKERY

SIT30816

vu.edu.au/courses/SIT30816

Make your culinary dream a reality, with this hands-on commercial cookery course at VU Polytechnic. Train under the guidance of industry experts and experienced chefs in an operational onsite restaurant. Get comprehensive training in planning menus, preparing food, and working sustainably. This course is offered as both apprenticeship and direct applications.

Application: **Direct Entry**

CERTIFICATE IV IN COMMERCIAL COOKERY

SIT40516

vu.edu.au/courses/SIT40516

Enhance your cookery skills and operations, and learn how to recruit the right people and finance businesses. You'll combine practical culinary skills with theoretical management concepts, preparing you for leadership or supervisory positions in kitchen environments.

Application: **Direct Entry**

ADMISSION



VETDSS (Vocational Education and Training Delivered to Secondary Students): The literacy and numeracy levels of applicants will be assessed through consultation with the relevant secondary school.

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VETDSS (Vocational Education and Training Delivered to Secondary Students): The literacy and numeracy levels of applicants will be assessed through consultation with the relevant secondary school.

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As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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VETDSS (Vocational Education and Training Delivered to Secondary Students): The literacy and numeracy levels of applicants will be assessed through consultation with the relevant secondary school.

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Local admission requirements for Traineeship applicants:

- ◆ must be employed as an apprentice and have a training contract with their employer
- ◆ must have an active Epsilon number prior to commencing the course*
- ◆ where the apprentice or trainee is under the age of 18, an employer sign off may be required.

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Local admission requirements for Traineeship applicants:

- ◆ must have an active employer
- ◆ must have an active Epsilon number prior to commencing the course* Where the apprentice or trainee is under the age of 18, an employer sign off may be required.

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Local admission requirements for Apprenticeship applicants:

- ◆ must have an active employer
- ◆ must have an active Epsilon number prior to commencing the course*
- ◆ where the apprentice or trainee is under the age of 18, an employer sign off may be required.

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

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OVERVIEW

ADMISSION



DIPLOMA OF TRAVEL AND TOURISM MANAGEMENT

SIT50116

vu.edu.au/courses/SIT50116

Kick-start your journey to join one of the most versatile industries — travel and tourism. Develop high-level skills to manage travel and tourism operations, gain a solid understanding in marketing strategy, business and human resource management, tourism sales and practices, workplace safety and customer service.

Application: **Direct Entry**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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DIPLOMA OF EVENT MANAGEMENT

SIT50316

vu.edu.au/courses/SIT50316

Turn your talent for creativity and organisation into a successful career managing effective, safe and engaging events. You'll develop fundamental planning, communication and organisational skills and acquire a detailed understanding of the event management process.

Application: **Direct Entry**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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DIPLOMA OF HOSPITALITY MANAGEMENT

SIT50416

vu.edu.au/courses/SIT50416

Become a highly skilled manager in the hospitality industry. This course offers a broad range of industry knowledge and skills, which you will apply in a fully-equipped hospitality training centre under the guidance of passionate industry experts.

Application: **Direct Entry**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

SIT60316

vu.edu.au/courses/SIT60316

Turn your passion for hospitality into a rewarding career and get qualified for senior management positions in the industry. You will develop advanced skills in hospitality operations and leadership, including HR management, financial management, marketing strategies, and business planning.

Application: **Direct Entry, Industry, Employer Choice**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Direct Entry: Individuals can apply direct on the website at vupolytechnic.edu.au

Employer Choice: These courses may be available as apprenticeships, traineeships and/or customised training for industry groups.

For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

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DURING THE COURSE, I GOT THE OPPORTUNITY TO TRAIN AT THE GENERAL ASSEMBLY. I LEARNED TO RUN A SERVICE OF 500 CUSTOMERS AND WAS INVOLVED IN 10 EVENTS. I PREPARED NEW DISHES TOO. IT TAUGHT ME THAT THIS IS THE CAREER I WANT TO PURSUE.

”

PASAN
Certificate III in Commercial
Cookery SIT30816

TRADES & ENGINEERING

Get your foot in the door in one of Australia's largest industries for employment.

If you are considering a job in the trades and are the sort of person that wants to undertake work-ready training that includes practical, hands-on experience, industry projects and work placements, then studying a trade at Victoria University Polytechnic is the best place to start.

Victoria University and its preceding institutions has have been providing technical trades training in the west of Melbourne for over 100 years. We have a well-established network of industry partners and a strong reputation with employers across Victoria, and our courses are developed to respond to employment needs.

In 2020 and 2021, three of our students won Apprentice of the Year awards.

STUDY AREAS

- ◆ Bricklaying & Blocklaying
- ◆ Building Design & Construction Management
- ◆ Cabinet & Furniture Making
- ◆ Carpentry & Joinery
- ◆ Civil Construction
- ◆ Electrical Studies
- ◆ Engineering
- ◆ Plumbing & Drainage
- ◆ Signwriting

“

THE BEST THING ABOUT VU POLYTECHNIC IS THE QUALITY OF TEACHING. THE TEACHERS ARE ALL VERY HAPPY TO HELP OUT AND ENJOY SHARING THEIR KNOWLEDGE.

”

JACINTA
Certificate III in Electrotechnology
Electrician UEE30820



Our key partners include:



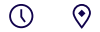
Career opportunities:

TRADES: Builder, Construction Manager, Bricklayer, Cabinet Maker, A-Grade Electrician, Building Surveyor, Air Conditioning Technician, Plumber, Sign Manufacturer, Signwriter

ENGINEERING: Boiler Maker, Engineering Apprentice, Fitter, Sheet Metal Maker, Welder, Special Class Engineering Tradesperson

OVERVIEW

ADMISSION



CERTIFICATE II IN CIVIL CONSTRUCTION

RII20720

vu.edu.au/courses/RII20720

This qualification reflects the role of individuals working in an operational role in civil construction. Graduates develop foundational skills necessary to support in gaining an apprenticeship. You'll develop practical skills and learn how to safely use and maintain tools and equipment used in civil construction.

Application: **Direct Entry**

There are no formal entry requirements for this course. As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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VETDSS: The literacy and numeracy levels of applicants will be assessed through consultation with the relevant secondary school.

CERTIFICATE III IN CIVIL CONSTRUCTION PLANT OPERATIONS

RII30820

vu.edu.au/courses/RII30820

Developed in partnership with some of the state's largest infrastructure industry partners, in this course you'll learn to apply a broad range of skills to different work situations, using your judgement to make informed decisions, and work on an endless list of projects including subdivisions, bridgeworks, railways, and so much more.

Application: **Direct Entry, Employer Choice**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Due to the size of the equipment used in training, applicants must be at least 18 years of age or over at course commencement.

Local admission requirements for Trainee applicants:

- ◆ must be employed as a full-time trainee with a training contract with their employer
- ◆ must have an active Epsilon number prior to commencing the course
- ◆ where the trainee is under the age of 18, an employer sign off may be required.

CERTIFICATE III IN CIVIL CONSTRUCTION

RII30920

vu.edu.au/courses/RII30920

Developed in partnership with some of the state's largest infrastructure industry partners, this course The qualification applies to specialist occupations in Road Construction and Maintenance, Road Marking, Tunnel Construction, Timber Bridge Construction and Maintenance and Civil Construction General.

Application: **Direct Entry, Employer Choice**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Due to the size of the equipment used in training, applicants must be at least 18 years of age or over at course commencement

Local admission requirements for Apprenticeship/Traineeship applicants:

- ◆ must be employed as an apprentice and have a training contract with their employer
- ◆ must have an active Epsilon number prior to commencing the course
- ◆ where the apprentice or trainee is under the age of 18, an employer sign off may be required.

CERTIFICATE IV IN CIVIL CONSTRUCTION

RII40720

vu.edu.au/courses/RII40720

Expand your civil construction skills and management capability.

This course equips current employees in the civil construction industry with leadership and management skills to provide effective leadership in the workplace. You'll be responsible for the quantity and quality of your own work, as well as those of others. You will also learn to provide technical solutions to non-routine problems.

These skills will set you up for success in the following specialisations:

- ◆ RII40720 Certificate IV in Civil Construction – Supervision
- ◆ RII40720 Certificate IV in Civil Construction – Operations

Application: **Direct Entry, Employer Choice**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Local admission requirements for Direct applicants:

- ◆ must be employed in the civil construction industry ideally as a foreman.
- ◆ must submit a copy of their resume to confirm their industry experience and current position.

Local admission requirements for Trainee applicants:

- ◆ must be employed as a Trainee within the Civil Construction Industry at a coordinator or foreman level
- ◆ must have an active Epsilon number prior to commencing the course.

CERTIFICATE II IN BUILDING AND CONSTRUCTION PRE-APPRENTICESHIP

22338VIC

vu.edu.au/courses/22338VIC

If you are looking to enter the construction industry, or get a taste for the carpentry or bricklaying trade before undertaking an apprenticeship, then this pre-apprenticeship course is designed for you. You will learn hands-on fundamental skills that you'll need in the building and construction industry, along with specific training for carpentry or bricklaying. When finished, you'll increase your potential to gain an apprenticeship, and once you secure an apprenticeship contract with an employer, you can continue your training as an apprentice in carpentry or bricklaying.

Application: **Direct Entry, Employer Choice**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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VETDSS: The literacy and numeracy levels of applicants will be assessed through consultation with the relevant secondary school.

For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

CAMPUSES:

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ADVANCED DIPLOMA OF BUILDING DESIGN (ARCHITECTURAL) CPC2247VIC

vu.edu.au/courses/CPC2247VIC

Through this course, you will acquire the professional skills and knowledge required for sustainable design, drafting and documentation of residential, industrial and commercial buildings. Architectural Building Design elements will be incorporated in project-based learning; you will have opportunities to develop a variety of skills, including technical and research skills in an environment of self-paced learning, which may include study tours and site visits.

Application: **Direct Entry**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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CERTIFICATE III IN CARPENTRY CPC30220

vu.edu.au/courses/CPC30220

As an apprentice carpenter, this trade certificate will provide you with the theoretical and practical understanding of the construction of residential and commercial buildings. Carpenters are the key players in domestic house construction, and have specific skills and tasks to undertake projects in new residential housing construction, maintenance and repair and renovations.

Application: **Employer Choice**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

4Y **S**

◆ Applicants must be employed as an apprentice. Applicants must have a training contract with their employer, this contract must be registered with the VRQA and the apprentice must have been issued with an Epsilon number.

CERTIFICATE III IN JOINERY CPC31920

vu.edu.au/courses/CPC31920

As an apprentice joiner, this course will help you develop a broad understanding of manufacturing joinery components while using specialist, computer-controlled machinery. You'll learn important skills in manufacturing and installing doors and window frames, constructing and assembling stairs and much more.

Application: **Employer Choice**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Local admission requirements for applicants:

- ◆ must be employed as an apprentice with a training contract with their employer *
- ◆ must have an active Epsilon number prior to commencing the course

CERTIFICATE III IN BRICKLAYING AND BLOCKLAYING CPC33020

vu.edu.au/courses/CPC33020

As an apprentice bricklayer, this course will develop the skills and knowledge required to work in the housing and commercial construction industry. This is a practical course that covers all the essential skills and knowledge you'll need to qualify as a bricklayer or blocklayer, including laying bricks and blocks, levelling, general demolition, veneer construction, structural masonry, arch design and construction and fireplace construction.

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

3Y **S**

In order to enter this course at VU Polytechnic, students must be employed as a full-time apprentice.

- ◆ They must have a training contract with their employer. This contract must be registered with the VRQA, and the apprentice must have been issued with an Epsilon number.

DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING) CPC50220

vu.edu.au/courses/CPC50220

Our building course will provide you with the skills and knowledge associated with the planning and construction of a range of building types within Australia. During this course, you will learn to apply building codes and standards, monitor costing systems on building and construction projects, apply principles of OHS risk management, and manage project quality and more. This qualification will help you to meet the licensing and registration requirements to become a registered builder.

Application: **Direct Entry, Employer Choice**

As part of the application process, applicants must:

- ◆ complete a Pre-Training Review (PTR)
- ◆ undertake a literacy and numeracy (LN) assessment to determine suitability for admission
- ◆ attend an interview

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Traineeship applicants only;

In addition to the above requirements, trainee applicants must be:

- ◆ must be employed as an apprentice and have a training contract with their employer
- ◆ must be registered as a trainee and have an active Epsilon number prior to commencing the course.

CERTIFICATE II IN FURNITURE MAKING MSF20313

vu.edu.au/courses/MSF20313

If you are interested in a career in furniture making and want to prepare yourself for an apprenticeship in the industry, then this is the course for you. Gain skills to eventually work in a production environment, building free-standing furniture or built-in cabinets, or provide on-site assistance in installing furniture or cabinets.

Application: **Direct Entry, Employer Choice**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

CAMPUSES:

C CITY CAMPUS **FN** FOOTSCRAY NICHOLSON **FP** FOOTSCRAY PARK **I** INDUSTRY **OL** ONLINE **SA** ST ALBANS **S** SUNSHINE **W** WERRIBEE

OVERVIEW

CERTIFICATE III IN CABINET MAKING

MSF31113

vu.edu.au/courses/MSF31113

This apprenticeship course covers the range of skills and knowledge required for those currently employed as cabinet-making apprentices. Learn to use hand and power tools, apply surface coatings using a spray gun, produce manual and computer-aided drawings, estimate and cost a job. You'll be prepared to work in furniture making and the installation and manufacture of fitted furniture in kitchens and bathrooms.

Application: **Employer Choice**

COURSE IN SAFE USE OF MACHINERY FOR TECHNOLOGY TEACHING

22454VIC

vu.edu.au/courses/22454VIC

Technology teachers are required to undertake training in the safe use of woodworking and metalworking machinery to manage a safe classroom and prevent injuries. This course has been designed for secondary school technology teachers to maintain safety accreditation.

Application: **Direct Entry**

CERTIFICATE II IN ENGINEERING STUDIES

22470VIC

vu.edu.au/courses/22470VIC

This hands-on course is designed for people looking to enter an engineering apprenticeship or who are already doing some engineering work and would like to gain accreditation and a pathway to a full apprenticeship. You will learn basic fabrication techniques and machining processes, the use of hand and power tools, and how to handle basic engineering projects.

Application: **Direct Entry, Employer Choice**

CERTIFICATE II IN ELECTROTECHNOLOGY (PRE-VOCATIONAL)

22499VIC

vu.edu.au/courses/22499VIC

If you're looking to enter the electrical industry, or get a taste for the trade before undertaking an apprenticeship, then this pre-apprenticeship course will allow you to gain an insight into the electrical industry and become job ready. Learn basic hand electrotechnology skills such as assembling a power supply unit, as well as the basics of electrical theory needed to prepare you for entry into an apprenticeship.

Application: **Direct Entry, Employer Choice**

CERTIFICATE III IN ENGINEERING – MECHANICAL TRADE

MEM30219

vu.edu.au/courses/MEM30219

This apprenticeship course a mechanical tradesperson will provide you with the skills associated engineering mechanical trade work, including undertaking fitting, assembly, manufacture, installation, modification, testing, fault finding, maintenance and service of mechanical equipment, machinery and the use of machine tools.

You'll learn about mechanical and thermal cutting, marking out, tool making, general machining, maintenance, mechatronics, fluid power, shaping and joining metal using computer numerical control (CNC) machinery, computer-aided drafting (CAD) and workplace safety.

Application: **Employer Choice**

CERTIFICATE III IN ENGINEERING – FABRICATION TRADE

MEM30319

vu.edu.au/courses/MEM30319

This apprenticeship course in metal fabrication and engineering. This course will give you the knowledge and skills required to work in the metals and engineering industry. You'll learn to make and repair steel and other metal products and structures such as boilers and storage tanks. You will also learn broad engineering skills in fabrication including undertaking metal fabrication, structural steel erection, sheet metal work, welding, blacksmithing and surface finishing.

Application: **Employer Choice**

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As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Local admission requirements for applicants:

- ◆ must be employed as an apprentice with a training contract with their employer*
- ◆ must have an active Epsilon number prior to commencing the course

Course applicants must be technology teachers registered with the Victorian Institute of Teaching or trainee technology teachers enrolled in an approved secondary teaching qualification with technology listed as a method.

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As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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VETDSS (Vocational Education and Training Delivered to Secondary Students): The literacy and numeracy levels of applicants will be assessed through consultation with the relevant secondary school.

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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VETDSS (Vocational Education and Training Delivered to Secondary Students): The literacy and numeracy levels of applicants will be assessed through consultation with the relevant secondary school.

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Local admission requirements for applicants:

- ◆ must be employed as an apprentice with a training contract with their employer
- ◆ must have an active Epsilon number prior to commencing the course

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Local admission requirements for applicants:

- ◆ must be employed as an apprentice with a training contract with their employer
- ◆ must have an active Epsilon number prior to commencing the course

For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

CAMPUSES:

C CITY CAMPUS **FN** FOOTSCRAY NICHOLSON **FP** FOOTSCRAY PARK **I** INDUSTRY **OL** ONLINE **SA** ST ALBANS **S** SUNSHINE **W** WERRIBEE

CERTIFICATE IV IN ENGINEERING**MEM40119**vu.edu.au/courses/MEM40119

This course gives you the opportunity to upgrade your skills and knowledge to advance your career in the manufacturing and engineering industries. You will learn about: welding and fabrication, machining, installation and maintenance of mechanical equipment, and workplace safety. This is a leading-edge course focused on current technology. You will be prepared to gain entry into technician and supervisor positions in the industry.

Students must have completed Cert III in Engineering or provide evidence of equivalent experience in order to gain credits and/or Recognition of Prior Learning (RPL). In accordance with qualification requirements students must have access to structured on-the-job training or is an existing apprentice under an Australian Apprenticeship arrangement.

The training involves face to face theory and requires a specified number of hours of practice on relevant skills in a workplace. It should not be used as a pre-employment or pre-apprenticeship program.

4Y**S****CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN****UEE30820**vu.edu.au/courses/UEE30820

This apprenticeship course will allow you to gain the skills and knowledge to undertake your licence exam and become a licensed electrician. Combining on-the-job training with your employer with this practical and theoretical course. You will learn how to complete all phases of electrical systems and equipment, including selecting, installing, setting up, testing, fault finding, repairing and maintaining electrical systems and equipment in buildings and premises to satisfy the Electrical Regulatory Authority Council's requirements.

Application: **Employer Choice**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

3Y**S**

Local admission requirements for Apprenticeship applicants:

- ◆ must have an active employer
- ◆ must have an active Epsilon number prior to commencing the course.

CERTIFICATE IV IN INDUSTRIAL AUTOMATION AND CONTROL**UEE43220**vu.edu.au/courses/UEE43220

Develop skills in setting up and maintaining automated equipment and systems with a Certificate IV in Industrial Automation and Control. You will learn to select, install, set up, test, fault find, repair and maintain automated equipment associated with circuits and systems.

Application: **Direct Entry**

As part of the application process, applicants must:

- ◆ complete a Pre-Training Review (PTR)
- ◆ undertake a literacy and numeracy (LN) assessment to determine suitability for admission.
- ◆ have completed of Certificate II in Electrotechnology Studies or Certificate III in Electrotechnology Electrician

1Y**S****ELECTRICAL SAFETY TESTING OF ELECTRICAL CORD CONNECTED EQUIPMENT AND CORD ASSEMBLIES SKILL SET****UEESS00174**vu.edu.au/courses/UEESS00174

Add test and tagging of voltage electrical equipment to your skillset to assist in your area of trade. This course is ideal for non-licensed electricians already employed in industry wanting to safely test and tag low voltage electrical equipment. This includes mechanical fitters, hot water plumbers and other associated trades.

Application: **Direct Entry**

All applicants will be required to complete a Pre-Training Review to determine suitability for admission. This course has no specific admission requirements. However, Learners are best equipped to successfully undertake the course if they have an ACSF level of three (3) both in Literacy and Numeracy and it is expected that they have basic computer skills.

3D**I****S****RESTRICTED – DISCONNECTION/RECONNECTION OF FIXED WIRED LOW VOLTAGE ELECTRICAL EQUIPMENT****UEESS00133**vu.edu.au/courses/UEESS00133

Further your electro technology skill set by learning how to disconnect/reconnect fixed wired low voltage electrical equipment over five consecutive days.

Application: **Direct Entry**

All applicants will be required to complete a Pre-Training Review to determine suitability for admission. This course has no specific admission requirements. However, Learners are best equipped to successfully undertake the course if they have an ACSF level of three (3) both in Literacy and Numeracy and it is expected that they have basic computer skills.

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Participants should have a trade background and hold a relevant Certificate III in Electrotechnology or equivalent

Participants should advise training staff if they have any colour / vision impairments. Participants should have a Trade background.

CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP)**22569VIC**vu.edu.au/courses/22569VIC

This pre-apprenticeship course will increase your opportunities to gain a plumbing apprenticeship. You will study a range of units that introduce you to basic skills and knowledge such as measuring and calculating, industry terminology, reading plans and specifications, producing simple technical drawings, using basic welding equipment and more.

Application: **Direct Entry**

Applicants must be 16 years and over at the time of course commencement.

3M**S**

As part of the application process, all applicants will be required to complete a pre-training assessment and a literacy and numeracy assessment to assist with determining eligibility for admission.

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VETDSS (Vocational Education and Training Delivered to Secondary Students): The literacy and numeracy levels of applicants will be assessed through consultation with the relevant school.

For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses**CAMPUSES:**

C CITY CAMPUS **FN** FOOTSCRAY NICHOLSON **FP** FOOTSCRAY PARK **I** INDUSTRY **OL** ONLINE **SA** ST ALBANS **S** SUNSHINE **W** WERRIBEE

OVERVIEW

ADMISSION



CERTIFICATE II IN DRAINAGE

CPC20720

vu.edu.au/courses/CPC20720

Gain specialist skills in planning, installing, maintaining and repairing stormwater, drainage and sewerage systems. The course will be delivered using our award-winning blended learning model which will enable you to learn on and off campus for the theory component of the course. On successful completion of this course, you will be able to apply for registration with the Victorian Building Authority (VBA) as a drainer. Check with the VBA for current requirements.

Application: **Direct Entry**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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CERTIFICATE III IN SIGNS AND GRAPHICS

CPC30216

vu.edu.au/courses/CPC30216

This apprenticeship course will support you to become a qualified sign writer. Gain skills in vinyl cutting, sign fabrication, sign installation, sign design, graphic design, computer design software, signwriting, vehicle wrapping, heritage signage and more.

Application: **Employer Choice**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Local admission requirements for applicants:

- ◆ must be employed as an apprentice and have a training contract with their employer
- ◆ must have an active Epsilon number prior to commencing the course

CERTIFICATE III IN PLUMBING

CPC32420

vu.edu.au/courses/CPC32420

This apprenticeship course will provide you with training and support to gain a trade qualification. The Certificate III in Plumbing (General Plumbing, Roofing and/or Mechanical) includes a blend of classroom and practical workshop- tasks that further develop the skills and knowledge you learn in your workplace. You will learn about: water supply, sanitary drainage, gas supply and fitting, roofing, heating and cooling and more.

Application: **Employer Choice**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Local admission requirements for applicants:

- ◆ must be employed as an apprentice and have a training contract with their employer
- ◆ must have an active Epsilon number prior to commencing the course

CERTIFICATE IV IN PLUMBING AND SERVICES

CPC40920

vu.edu.au/courses/CPC40920

Gain the knowledge and skills to become a licensed plumber with a Certificate IV in Plumbing and Services (Operations Stream) at VU Polytechnic. This course is designed for registered plumbers who are looking to extend their technical skills and knowledge. On completion, you will be prepared to apply for your plumbing licence with the Victorian Building Authority (VBA). Check with the VBA for current requirements.

Application: **Direct Entry**

As part of the application process, applicants must:

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- ◆ hold Certificate III in Plumbing or be authorised to undertake plumbing work by an Australian regulator/licensing body.
- ◆ complete a Pre-Training Review (PTR)
- ◆ undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

Students wishing to undertake Elective units:

- CPCPWT4022 Commission and maintain backflow prevention devices
- ◆ CPCPWT4023 Commission and maintain hot and heated water temperature control devices must have completed the pre-requisite units:
- ◆ CPCPCM2043 Carry out WHS requirements
- ◆ CPCPWT3022 Install and commission water heating systems and adjust controls and devices



Direct Entry: Individuals can apply direct on the website at vupolytechnic.edu.au

Employer Choice: These courses may be available as apprenticeships, traineeships and/or customised training for industry groups.

For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

CAMPUSES:

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CYBER SECURITY & INFORMATION TECHNOLOGY

Start your journey in one of the largest and most diverse sectors globally. We work closely with industry partners to ensure you're work-ready upon graduation and equipped with the technical and people skills that employers are looking for. Skills such as problem solving, critical thinking, programming, basic cloud computing and more.

The Cybersecurity Training Centre at our St Albans Campus features a simulated Security Operations Centre (SOC), as well as attack and defend rooms, where you can take on roles such as SOC manager or cyber protector, acquiring work-ready skills.

Exposure to leading industry platforms such as Amazon Web Services, Microsoft Azure, CISCO, Salesforce, Splunk, virtualisation platforms and the latest software packages will underpin your training. This ensures you develop skills to meet industry demand and further enhances your employability.

STUDY AREAS

- ◆ Cyber Security
- ◆ Information Technology

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I WAS WORKING IN THE IT INDUSTRY WHEN I REALISED THE IMPORTANCE OF UPSKILLING IN THE AREA OF CYBERSECURITY. WITH SO MUCH ATTENTION ON THIS BOOMING PROFESSION, I ENROLLED IN THE CERTIFICATE IV IN CYBERSECURITY.

”

MONIKA
Certificate IV in Cyber Security 22334VIC

Our key partners include:



Career opportunities: Network Administrator, Network Operations Technician and Tester, Cyber Security Practitioner, IT Administrator, IT Security Analyst, Web Technician

OVERVIEW

ADMISSION



CERTIFICATE IV IN CYBER SECURITY

22334VIC

vu.edu.au/courses/22334VIC

Develop your skills to work in the rapidly-growing cybersecurity and IT industry. Learn how to monitor the risk of cyber security attacks, protect organisations from security breaches and use a range of tools to mitigate risk. With exposure to leading industry platforms such as Amazon Web Services, Splunk and CISCO, your training will ensure you gain the skills for the technologies industry demand.

Application: **Direct Entry**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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ADVANCED DIPLOMA OF CYBER SECURITY

22445VIC

vu.edu.au/courses/22445VIC

This is a para professional qualification that will provide graduates with the knowledge and skills that will equip them to provide a comprehensive set of technical services. This includes performing a security risk assessment for an organisation, implementing best practice for identity management, evaluating an organisation's compliance with relevant cyber security standards, laws and codes of practice, evaluating and implementing security protection devices and software, managing a cyber security environment, assessing and securing cloud services and performing digital forensic investigations on workstations and mobile devices.

Application: **Direct Entry, Employer Choice**

Applicants are required to have:

- Successful completion 22334VIC Certificate IV in Cyber Security (or equivalent) or relevant experience in cyber security work in ICT industry (technical domain).

Applicants will be required to complete a pre-training interview and complete a literacy and numeracy assessment to assist with determining with suitability for admission.

Students undertaking study part time will take approximately two (2) years to complete depending on subjects undertaken per semester.

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CERTIFICATE III IN INFORMATION TECHNOLOGY

ICT30120

vu.edu.au/courses/ICT30120

Build your digital skills in animation, basic cloud computing, basic cyber awareness, digital media, generalist IT support services, networking, programming, systems and web development with this course. You will develop industry essential skills that are relevant across multiple sectors, including critical thinking, problem solving, presenting and customer service to support a range of technologies, processes, procedures, policies, people and clients.

Application: **Direct Entry**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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CERTIFICATE IV IN INFORMATION TECHNOLOGY

ICT40120

vu.edu.au/courses/ICT40120

Build your skills and knowledge to help you to succeed in the rapidly growing IT, programming and digital industry. This course is specifically designed as a blended model to focus on digital technology and programming skills.

Throughout this course you will develop industry essential skills that involve problem solving, effective communication, database maintenance, gaming development, networking, programming, systems administration support and web development.

Application: **Direct Entry**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

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Direct Entry: Individuals can apply direct on the website at vupolytechnic.edu.au

Employer Choice: These courses may be available as apprenticeships, traineeships and/or customised training for industry groups.

For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

CAMPUSES:

C CITY CAMPUS **FN** FOOTSCRAY NICHOLSON **FP** FOOTSCRAY PARK **I** INDUSTRY **OL** ONLINE **SA** ST ALBANS **S** SUNSHINE **W** WERRIBEE

ENGLISH & PREPARATION PROGRAMS

We offer a range of English language and general education programs for students from non-English speaking and English speaking backgrounds. Our courses will help you to develop and establish learning routines and skills in English speaking, listening, reading, writing, numeracy and learning, as well as digital literacy.

If you're looking to access higher education, our Certificate IV in Tertiary Preparation 22582VIC provides an important pathway to many tertiary (higher education) courses. Our Foundations at VU course is a 13-week course providing you with an alternative pathway if you didn't meet direct entry requirements, to reach your goal of studying a higher education undergraduate or diploma course.

Our Transition & Work Education programs prepare students with additional needs with the skills to participate in community life and transition into employment or further study.

Our Youth English Program won the Multicultural Award 2020 for Excellence in Vocational Education and Training.

STUDY AREAS

- ◆ English Language courses
- ◆ Transition & Work Education programs
- ◆ Preparation programs
- ◆ VCAL
- ◆ VCE

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THIS CERTIFICATE TAUGHT ME HOW TO LEARN AND HOW TO ACHIEVE THE RESULTS I DREAMED OF, WHILE BEING A SUCCESSFUL AND CONFIDENT STUDENT.

”

DANIEL

Certificate IV in Tertiary Preparation 22582VIC
Diploma of Beauty Therapy SHB50115
Bachelor of Biomedical Science



Our key partners include:



Career opportunities:

Entry-level Employment, Pathways to further Vocational Education

OVERVIEW**ADMISSION****CERTIFICATE I IN GENERAL EDUCATION FOR ADULTS (INTRODUCTORY)****22476VIC**vu.edu.au/courses/22476VIC

Develop your English, maths and computer skills in a supportive and encouraging environment. You will develop skills in reading and writing, numeracy and digital literacy. This course will help you meet your personal needs as well as help you to participate in the community.

Application: **Direct Entry**

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

6M**FN****SA****S****W****CERTIFICATE I IN GENERAL EDUCATION FOR ADULTS****22472VIC**vu.edu.au/courses/22472VIC

Develop your skills in reading, writing, numeracy, computers and communication to meet your own needs and to participate in work, further study or the community.

Application: **Direct Entry**

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

6M**FN****SA****S****W****CERTIFICATE II IN GENERAL EDUCATION FOR ADULTS****22473VIC**vu.edu.au/courses/22473VIC

Gain confidence in reading, writing, numeracy, computers and communication. In this course you will gain the skills you need for further study or employment.

Application: **Direct Entry**

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

6M**FN****SA****S****W****CERTIFICATE III IN GENERAL EDUCATION FOR ADULTS****22474VIC**vu.edu.au/courses/22474VIC

Extend your skills in reading, writing and numeracy to help you progress to higher level studies and/or employment.

Application: **Direct Entry**

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

6M**FN****SA****S****W****COURSE IN INITIAL EAL****22482VIC**vu.edu.au/courses/22482VIC

Designed for newly or recently arrived pre-literate learners, VU Polytechnic's Course in Initial EAL will help to develop and establish learning routines. During this course you will learn to sound and read words, and to recognise and write letters.

Application: **Direct Entry**

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

6M**FN****SA****S****W****COURSE IN EAL****22483VIC**vu.edu.au/courses/22483VIC

Designed for newly or recently-arrived learners, this course will help you to develop basic English skills. During this course you will develop initial skills in English speaking, listening, reading, writing, numeracy and learning.

Application: **Direct Entry**

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

6M**FN****SA****S****W****CERTIFICATE I IN EAL (ACCESS)****22484VIC**vu.edu.au/courses/22484VIC

This course is designed for people learning English as an Additional Language (EAL). You will develop speaking, listening, reading, writing, numeracy and computer skills to prepare for further English education and future employment.

Application: **Direct Entry**

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

6M**FN****SA****S****W****CERTIFICATE II IN EAL (ACCESS)****22485VIC**vu.edu.au/courses/22485VIC

Improve your English language skills in reading, writing, speaking and listening. Learn about Australian society, and strategies for a successful transition into work or further study in Australia.

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

6M**FN****SA****S****W**For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses**CAMPUSES:**

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Victoria University Polytechnic Course Guide — Victoria University, CRICOS No. 00124K (Melbourne), 02475D (Sydney) | RTO Code: 3113
All care has been taken to ensure the content is correct at the time of printing (April 2022).

OVERVIEW

ADMISSION



CERTIFICATE III IN EAL (ACCESS) 22486VIC

vu.edu.au/courses/22486VIC

Extend your English language skills in reading, writing, speaking and listening, and develop the ability to better deal with formal and informal situations in your social and community life, as well as in the workplace.

Application: **Direct Entry**

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

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CERTIFICATE IV IN EAL (ACCESS) 22487VIC

vu.edu.au/courses/22487VIC

This course is designed for people learning English as an Additional Language who need to develop English language speaking, listening, reading, writing and learning skills prior to further English language education, tertiary or vocational education and ultimately employment.

Application: **Direct Entry**

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

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CERTIFICATE II IN EAL (EMPLOYMENT) 22488VIC

vu.edu.au/courses/22488VIC

Strengthen your reading, writing, speaking, maths and listening skills for the workplace. Learn job-related skills including job applications, knowledge of Australian culture and society, and basic computer skills.

Application: **Direct Entry**

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

6M **FN**
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CERTIFICATE III IN EAL (EMPLOYMENT) 22489VIC

vu.edu.au/courses/22489VIC

Advance your English language skills in reading, writing, speaking and listening and gain the skills needed to increase your employment opportunities.

Application: **Direct Entry**

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

6M **FN**
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CERTIFICATE IV IN EAL (EMPLOYMENT/ PROFESSIONAL) 22490VIC

vu.edu.au/courses/22490VIC

Expand your English language skills in reading, writing, speaking and listening. Learn to communicate effectively in a wide range of workplace scenarios.

Application: **Direct Entry**

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

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CERTIFICATE III IN EAL (FURTHER STUDY) 22491VIC

vu.edu.au/courses/22491VIC

Advance your English language skills in reading, writing, speaking and listening, and gain the skills needed to undertake further study in a range of courses.

Application: **Direct Entry**

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

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CERTIFICATE IV IN EAL (FURTHER STUDY) 22492VIC

vu.edu.au/courses/22492VIC

Advance your well-developed English language skills in reading, writing, speaking and listening and gain the skills needed to make the transition into vocational or higher education courses.

Application: **Direct Entry**

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

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CERTIFICATE I IN TRANSITION EDUCATION 22567VIC

vu.edu.au/courses/22567VIC

This course is designed for young people with an intellectual or cognitive disability. You will develop skills to explore and discover options within the community, employment, volunteer work or further study. In a highly supportive learning environment you will develop community awareness, independence, and the skills and knowledge to identify suitable future options.

Application: **Direct Entry**

Entry to the 22567VIC Certificate I in Transition Education is intended for post compulsory school age learners with evidence of a permanent cognitive or intellectual disability.

Evidence of permanent cognitive and/or intellectual disability could include but is not limited to:

- ◆ Formal assessment by a registered medical practitioner
- ◆ Doctors / specialist reports
- ◆ Attendance at a Specialist School / SDS
- ◆ Integration support at school
- ◆ Integration support at school with modified curriculum

This evidence is provided at the point of application.

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

1Y **FN**
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For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

CAMPUSES:

C CITY CAMPUS **FN** FOOTSCRAY NICHOLSON **FP** FOOTSCRAY PARK **I** INDUSTRY **OL** ONLINE **SA** ST ALBANS **S** SUNSHINE **W** WERRIBEE

OVERVIEW

CERTIFICATE I IN WORK EDUCATION

22566VIC

vu.edu.au/courses/22566VIC

This course is designed for young people with an intellectual or cognitive disability. Through classroom-based learning and work placement you will develop skills for employment or vocational education. In this supportive program you will further develop community awareness, independence and knowledge of other courses you can take to improve your employment prospects.

Application: **Direct Entry**

ADMISSION



Entry to the 22566VIC Certificate I in Work Education is intended for post compulsory school age learners with evidence of permanent cognitive and/or intellectual disability. Evidence of permanent cognitive and / or intellectual disability could include but is not limited to:

- ◆ Formal assessment by a registered medical practitioner
- ◆ Doctors / specialist reports
- ◆ Attendance at a Specialist School
- ◆ Integration support at school
- ◆ Integration support at school with modified curriculum

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

1Y

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SA

CERTIFICATE II IN WORK EDUCATION

22481VIC

vu.edu.au/courses/22481VIC

This course is designed for young people with an intellectual or cognitive disability. You will learn in a supportive environment, with experienced teachers. You can choose to focus on hospitality or business and you will have the opportunity to develop hands-on skills in simulated work place settings and placements in a range of workplaces.

Application: **Direct Entry**

Entry to the 22481VIC Certificate II in Work Education is intended for post compulsory school age learners with evidence of a permanent cognitive and /or intellectual disability. Evidence of permanent cognitive and / or intellectual disability could include but is not limited to:

- ◆ Formal assessment by a registered medical practitioner
- ◆ Doctors / specialist reports
- ◆ Attendance at a Specialist School
- ◆ Integration support at school
- ◆ Integration support at school with modified curriculum

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

1Y

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CERTIFICATE IV IN TERTIARY PREPARATION

22582VIC

vu.edu.au/courses/22582VIC

Develop the knowledge and skills required for successful transition into further study in vocational education and training or higher education. You will develop skills for academic writing, problem solving, planning and organising, technology and research, collaborative learning and team work, and independent learning.

Application: **Direct Entry**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

6M

FP

DIPLOMA OF TEACHER EDUCATION PREPARATION

22451VIC

vu.edu.au/courses/22451VIC

This course provides you with the essential skills required to pathway into an undergraduate teacher education program. You will develop fundamental knowledge of the education environment, inclusive education, the teaching profession and approaches to learning in the context of early childhood, primary and secondary schooling.

Application: **Direct Entry**

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

Practical placements

For employment and practical placement purposes, all applicants require:

- ◆ Valid Working with Children Check. If you are unable to provide the required evidence in the timeframe specified by the course coordinator, you will be unable to undertake practical placement in a workplace and will therefore not be eligible to progress in this course.

For further information and to apply for a check you can visit:

- ◆ Working with Children Check – <http://www.workingwithchildren.vic.gov.au/>

1Y

FP

VCAL – VICTORIAN CERTIFICATE OF APPLIED LEARNING (INTERMEDIATE)

VCALINT001

vu.edu.au/courses/VCALINT001

This course provides options for young people exploring work pathways and further education. The emphasis is on giving young people skills and knowledge relevant to work and life. Skills developed are: literacy and numeracy, work related skills, industry specific skills, and personal and employability skills.

Students also enrol into a vocational qualification, from a range of course options available, to complete the Industry Skills requirements of the course.

Application: **Direct Entry**

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

1Y

FN

For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

CAMPUSES:

C CITY CAMPUS **FN** FOOTSCRAY NICHOLSON **FP** FOOTSCRAY PARK **I** INDUSTRY **OL** ONLINE **SA** ST ALBANS **S** SUNSHINE **W** WERRIBEE

VCAL – VICTORIAN CERTIFICATE OF APPLIED LEARNING (SENIOR) VCALSEN001

vu.edu.au/courses/VCALSEN001

This course aims to provide skills, knowledge and attitudes to enable you to make informed choices regarding pathways to work and further education. The emphasis is on applied learning, giving you skills and knowledge relevant to work and life. It develops literacy and numeracy skills, work related skills, industry specific skills and personal and employability skills.

Students also enrol into a vocational qualification, from a range of course options available, to complete the Industry Skills requirements of the course.

Application: **Direct Entry**

As part of the application process, all applicants are required to attend an interview to complete a Pre-Training Review (PTR) including a literacy and numeracy assessment to determine suitability for admission.

1Y FN

VCE – VICTORIAN CERTIFICATE OF EDUCATION VCE0000001

VCE0000001

vu.edu.au/courses/VCE0000001

Expand your further study options and gain the necessary qualification to enter most certificate, diploma and bachelor degree courses. Completing your VCE can provide pathways into vocational higher education courses and a broad range of careers. VCE also prepares you to directly enter the job market.

Application: **Direct Entry**

Non-Adult students

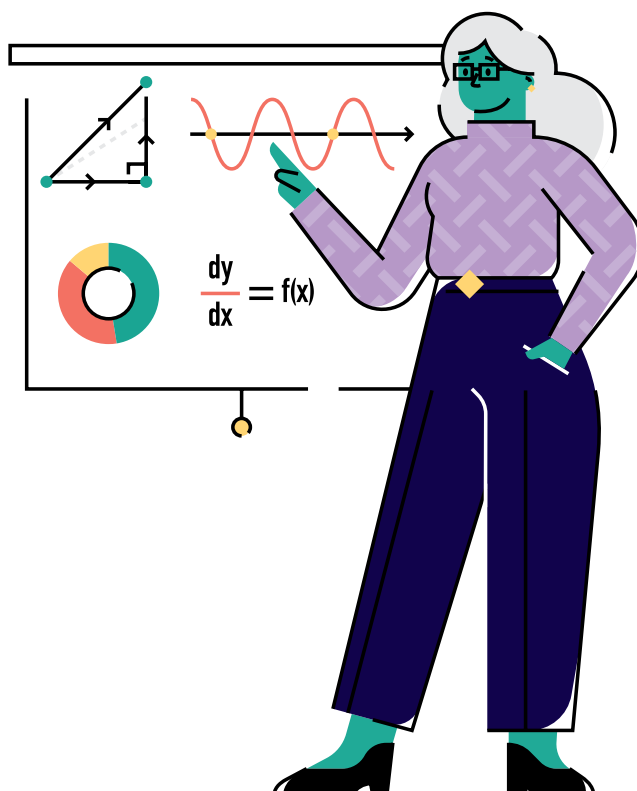
If applying as a non-adult student, applicants must be under 18 years of age on the 1st January in the year of enrolment and must have satisfactorily completed a minimum of eight (8) units in year 11. As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

Adult Students

If applying as an adult, applicants must be at least 18 years of age on the 1st of January in the year of enrolment and not have enrolled in more than seven units in the full year (Jan-Dec) preceding the first year of enrolment. In other words, if an applicant has completed eight (8) units or more in the preceding year, they must be enrolled as a non-adult.

As part of the application process, applicants must complete a Pre-Training Review (PTR) and undertake a literacy and numeracy (LN) assessment to determine suitability for admission.

2Y FN



Direct Entry: Individuals can apply direct on the website at vupolytechnic.edu.au

Employer Choice: These courses may be available as apprenticeships, traineeships and/or customised training for industry groups.

For more details about your course, including delivery mode options, please visit the course page; or browse for courses at vu.edu.au/courses

CAMPUSES:

C CITY CAMPUS FN FOOTSCRAY NICHOLSON FP FOOTSCRAY PARK I INDUSTRY OL ONLINE SA ST ALBANS S SUNSHINE W WERRIBEE

SHORT COURSES

Our range of short courses are a cost-effective and quick way to sharpen your skills and upgrade specialist knowledge in areas relevant to your interests.

Have you ever wanted to learn about cybersecurity or the basics of accounting principles? Or are you a licensed electrician who wants to learn how to install a solar grid?

Taught by industry professionals, our short courses will fast-track your ability to use skills that are highly sought-after by employers and give you a head start in your career.

You will also have access to our state of the art facilities and convenient campus locations around Melbourne.

From Responsible Service of Alcohol (RSA), to first aid, make-up, introduction to cyber security, civil construction, leadership and more, there is a wide range of workshops and courses to choose from.

Whether you are looking at diversifying your professional portfolio, maintaining your workplace licences and skill sets or pursuing a hobby, we have training available across many disciplines.

Our short course disciplines:

- ◆ Building & Construction
- ◆ Business Skills
- ◆ Civil Construction
- ◆ Digital Technology & Cybersecurity
- ◆ Disability
- ◆ Electrical & Engineering
- ◆ First Aid
- ◆ Hair, Make-Up & Beauty
- ◆ Hospitality
- ◆ Leadership & Management
- ◆ Preparation Programs

View and enrol in a short course at:
vupolytechnic.edu.au/short-courses

“

OUR PARTNERSHIP WITH VU POLYTECHNIC IS EXCEPTIONAL — THEY EXCELLED IN THEIR ABILITY TO WORK WITH US, CHANGED DIRECTION MIDSTREAM, TO BOTH DEVELOP AND DELIVER PROGRAMS WHICH WERE HIGHLY ENGAGING AND PROVIDED A PROFESSIONAL LEARNING EXPERIENCE.

”

“These courses have enabled us to keep our staff engaged and improve their skills during difficult times.”

CHRIS PEHLIVANIS
Western United Football Club,
Chief Executive Officer



STUDENT SUPPORT SERVICES

Financial and welfare advice

We offer free advice from professional, trained staff on financial assistance with study-related and living costs. Information about tax, government assistance, debt, household expenses, budgeting, financial planning and student loans are also available. We also can help you develop strategies to concentrate on your studies and get the most out of student life.

vu.edu.au/financial-assistance
vu.edu.au/welfare-services
03 9919 5400

Learning Hubs

Learning Hubs are welcoming, open and accessible library and virtual spaces where you can get advice and support on your university work and professional skills, in person, online and through our 24/7 online service, Learning Hub Tutoring.

Learning Hubs provide targeted support and skill-building to assist you through your units of study and to develop the skills crucial to your success. We offer daily drop-in sessions and practical workshops dedicated to writing, maths, business, presenting, research skills and much more!

Student Mentors also provide valuable help with drop-ins and Study Spaces. Can't make it to campus? Head to the Learning Hub VU Collaborate Space to access our Zoom Classroom and a range of online modules.

learninghub@vu.edu.au

Literacy and numeracy support

Literacy and Numeracy Support (LNSupport) is designed for learners in developing their literacy and numeracy skills in order to successfully complete their chosen vocational education course. This program is customised to assist each individual to develop their foundation skills.

learning.support@vu.edu.au

Counselling

We offer free and confidential counselling to students. We can assist you through study-related matters such as overcoming procrastination and stress, or personal issues such as improving confidence, concerns over wellbeing, relationships, anxiety, depression, sexuality, drugs or alcohol. Every semester we also offer free workshops on a range of areas, including skills for succeeding at TAFE, time management, emotional intelligence and stress management.

vu.edu.au/counselling
03 9919 5400

ABORIGINAL AND TORRES STRAIT ISLANDER STUDENTS

VU recognises and respects the Ancestors and Elders of the Kulin peoples as Traditional Owners of University land in Victoria, and the Eora Nations at the VU Sydney Campus. The Moondani Balluk Indigenous Academic Unit can assist with any queries from Aboriginal and Torres Strait Islander students. This includes access to a laptop, accommodation, enrolment, admissions and financial assistance, Aboriginal community events, referrals to service delivery organisations, study skill support, and transport.

Moondani Balluk provides a culturally safe space for all Aboriginal and Torres Strait Islander students.

Please feel free to drop in and meet other students and staff. We have offices at Footscray Park, Werribee and St Albans Campuses.

Moondani Balluk has an Aboriginal Student Support Officer, Marcus Brooke. Please contact him at:

marcus.brooke@vu.edu.au or
moondani.balluk@vu.edu.au,
or phone **03 9919 4914**.

vu.edu.au/indigenous
moondani.balluk@vu.edu.au
03 9919 2863

Health & medical advice

Our health adviser can provide advice, information and referrals about:

- ◆ general health
- ◆ lifestyle
- ◆ women's and men's health
- ◆ nutrition
- ◆ chronic illness
- ◆ family planning and sexual health
- ◆ injury assistance
- ◆ other health matters.

healthadvice@vu.edu.au
03 9919 4417

Accessibility support

We provide advice and assistance for students with accessibility and/or medical requirements. This may be a short-term condition like a broken hand, or something more permanent like a hearing or vision impairment. Students are assessed on an individual basis for appropriate support services. These may include alternative assessment arrangements, or special equipment or assistive technology, including specialised software.

vu.edu.au/accessibility-services
accessibility@vu.edu.au
03 9919 5400

VU Safe mobile app

VU Safe is our free, mobile safety app packed full of information, tools and features to keep you safe on campus. You can download it free on iOS and Android.

Features include:

- ◆ mobile BlueLight emergency alarm
- ◆ live tracking via 'Friend Walk'
- ◆ safety notifications
- ◆ immediate contact with emergency services
- ◆ access to security escort and first aid
- ◆ safety toolbox (includes alarm, flashlight, and shuttle bus tracking)
- ◆ COVID screening check.

For more information, go to **vu.edu.au/safety-app**

Asylum seekers & refugees

Refugees and asylum seekers are an important and valued part of the Victoria University Polytechnic community. We support students with asylum-seeker backgrounds through subsidised TAFE courses, scholarships, and targeted refugee and asylum seeker support services.

You can study English or a range of vocational training courses. Our teachers and advisers will help you so that you can make the best decisions about your study based on your needs.

We also offer sponsored places to asylum seekers, including tuition and materials fees. Courses are available up to advanced diploma level, including certificate and foundation courses.

For more information, go to
vupolytechnic.edu.au/asylum-seeker-support

Apprentice support

The Apprenticeship Support Program, funded by the Victorian Government, helps apprentices navigate the apprenticeship system.

The program engages Apprenticeship Support Officers (ASOs) across Victoria to offer free, confidential support and advice.

We also have a dedicated Apprenticeship Support Officer based at Sunshine Campus, who travels to all campuses regularly to chat to apprentices and answer questions they may have confidentially.

For more information, go to
vu.edu.au/apprentice-support-program

Skills and Jobs Centre

We have hubs located in Sunshine and Footscray and convenient online consultations for those looking to enter the workforce, start training, reskill, or for employers to meet their workforce needs.

There are no eligibility requirements for our services and we are happy to make an appointment or take your call.

You can contact:
sjc@vu.edu.au
03 9919 9988

Housing services

Our Student Housing Service provides free advice and assistance to students looking for housing, as well as general tenancy advice.

For more information: **vu.edu.au/housing**



STUDENT LIFE AT VU

Get active with over 24 sports clubs

We have fantastic sports facilities on campus, including fitness centres, swimming pools and tennis courts. Check out our amazing sports facilities and choose a sports club to join at vu.edu.au/sport-fitness

Share interests in 50 student clubs & societies

Clubs and societies are a great way to meet like-minded people and build support networks.

There is a group to cover almost any interest. You can choose from a wide range of clubs and societies, or even start a new club. Join a club or society at vu.edu.au/current-students/campus-life/clubs-student-groups

Become a mentor, ambassador or volunteer

Give back to the community, make new friends and gain experience as a VU Vollie. We also offer paid programs for VU student ambassadors and student mentors.

Have fun at student events

Student events are held throughout the year, kicking off with the Orientation Festival, 'O-Fest,' in February. See upcoming events at facebook.com/vustudentlife

Join a diverse & inclusive community

We are proud to be one of the most culturally diverse universities in Australia. When you study at VU, you will share classes, conversations and friendships with students from over 90 different cultural backgrounds. We also have 240,000 VU alumni living and working around the world to connect with.

Pride & allyship

Our support for the LGBTQIA+ and gender diverse community was recognised with bronze status at the 2021 Australian LGBTQ Inclusion Awards. Pride rooms, all-gender facilities, queer groups, and pride and ally networks are just some of the ways we show continuous support. To find out more about student events and initiatives, contact the Student Union's LGBTQIA+ Officers to get involved or become an ally.



HOW MUCH WILL YOUR COURSE COST?

The fees you pay as a VET student depends on a number of factors including:

- ◆ whether the course is government funded
- ◆ your citizenship status
- ◆ when you commence the course
- ◆ your age
- ◆ your prior qualifications
- ◆ the units and course that you enrol in.

You may be eligible for a government subsidy (such as Skills First) to support tuition fees. This depends on:

- ◆ citizenship status
- ◆ age at time of enrolment
- ◆ prior study completed.

For more information:

vupolytechnic.edu.au/course-fees

VET student loans

Student loans are available to assist eligible students studying approved higher level vocational education (VET) qualifications.

Higher-level VET qualifications are at the diploma level and above. If you are eligible, VET Student Loans can be used to pay all or part of your tuition fees, but cannot be used for additional study costs such as materials fees, student services and amenities fees or textbooks.

Free TAFE

Free TAFE courses align with skills and jobs that are in demand from Victorian employers. Free TAFE for priority courses covers tuition fees for students who are eligible for government-subsidised training. If you are eligible, you will need to pay the Student Services and Amenities Fee and any materials fees.

vupolytechnic.edu.au/free-tafe

Material fees may also be required for some courses that relate to goods and materials that are provided/supplied by VU Polytechnic in the training where they are used or needed.

Student Services and Amenities Fee

The Student Services and Amenities Fee (SSAF) is a compulsory fee charged by most universities. It is used to improve the provision of non-academic services and amenities, not directly related to your course.

Material fees

TYPE	COST PER YEAR (AUD)
Full-time (government subsidised students with no concession, studying more than 25 hours per year)	\$156.50
Part-time (government subsidised students with no concession, studying more than 25 hours per year)	\$156.50
Off-campus & Industry training (students studying off campus, and industry training)	\$46.95
Concession (students currently eligible for concession rates on tuition)	\$ 93.90

Please note fees are subject to change; visit vupolytechnic.edu.au/course-fees and vu.edu.au/ssaf for up-to-date information on fees and costs.

HOW TO APPLY

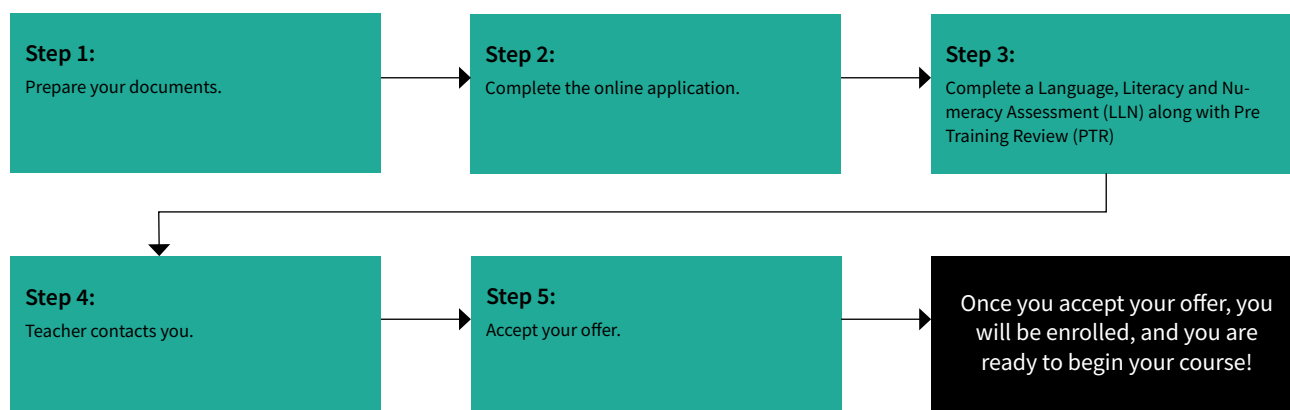
BEFORE YOU START

Before you start your application, you'll need to decide on your course! With our wide range of industry-relevant courses and nationally-accredited qualifications, you'll be sure to find the right course to achieve your goals and take you to the next step in your career. If you are an Asylum Seeker Applicant, please contact 1300 82 33 87 for more information.

Take the time to read the information on the course page, so you know what to expect.

NON-APPRENTICESHIP COURSES

For non-apprenticeship courses, there are five steps to apply and enrol in a VU Polytechnic course if you are an Australian or New Zealand citizen, or hold an Australian permanent visa.



Watch a short video that explains the application process.

Or visit vupolytechnic.edu.au/apply Please contact 1300 82 33 87 (8.30am – 5.00pm, Monday – Friday) if you need help with your application.

APPRENTICESHIP COURSES



For more information, visit vupolytechnic.edu.au/apprenticeships-traineeships

PATHWAYS

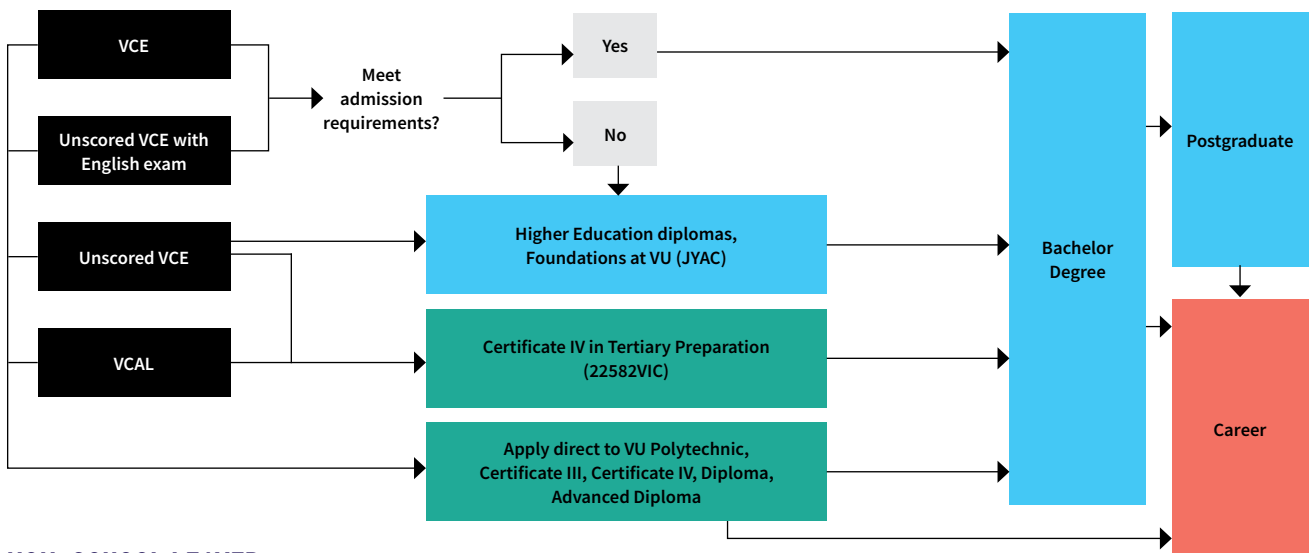
There are many ways you can start your education journey at VU. We offer transitions between courses at all levels. We call these ‘pathways.’

Pathways allow you to move between courses, recognising the units and qualifications you have already achieved. So, if you complete a TAFE course at VU Polytechnic, not only do you have a qualification to start working in your chosen field, you may be eligible for credits towards a higher education course. Our pathways are designed to suit all types of students.

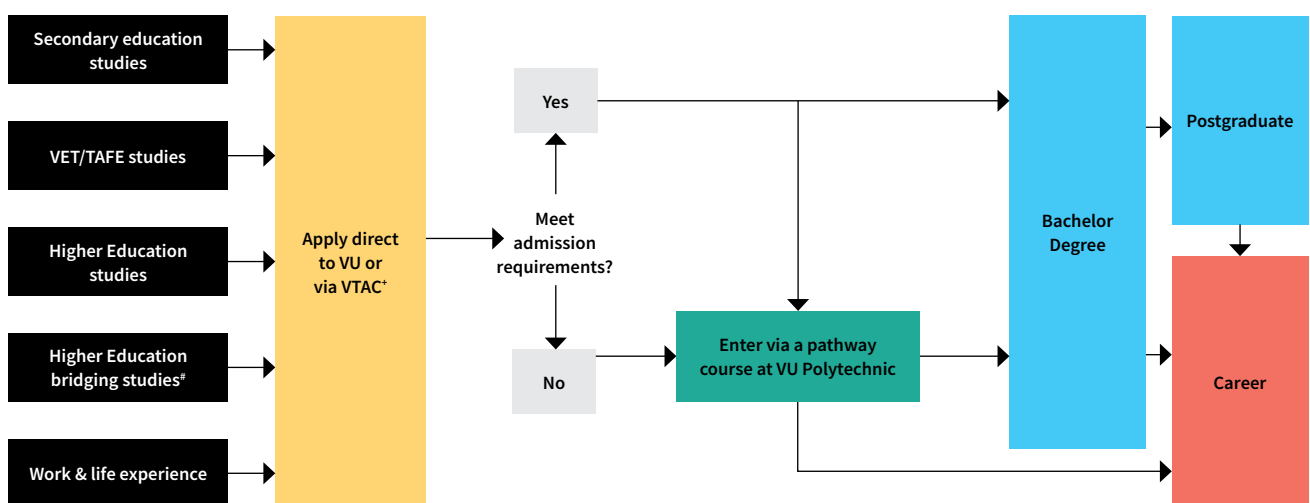
Whether you've just finished secondary school, are looking for career advancement, want to develop new skills or change your career direction, we can offer you a solution.

As one of only six universities in Australia that offers both TAFE qualifications and university degrees, you're bound to find a pathway at VU to meet your goals.

SCHOOL LEAVER



NON-SCHOOL LEAVER



* Please check relevant course page for application preference.

* 22582VIC Certificate IV in Tertiary Preparation, JYAC Foundations at VU.

PATHWAYS

Guaranteed pathways

When you complete a TAFE course that is a guaranteed pathway to your chosen higher education course, you will be eligible for an offer into your chosen course, provided you meet any additional admissions requirements.

Credit

Credit for prior study reduces the length of your course and allows you to graduate sooner – by recognising your previous learning outcomes and qualifications. Many guaranteed pathways provide credits towards higher diplomas and degrees, as does most study in higher education courses and units where learning outcomes match.

How credit works

Most units (subjects) equal 12 credit points. Studying full-time you will complete between 3–4 units per semester. 48 credit points is equivalent to one semester, and 96 credit points is equivalent to a year full-time study. Most bachelor degrees are three to four years of equivalent full-time study.

Credit calculator

Use our credit calculator to find out what credits you may be eligible to receive towards completion of your course. Don't worry if your prior studies are not listed in the calculator, apply to have your credit assessed and you might be the first.

BUSINESS

PATHWAY COURSE	CODE	CREDITS	DESTINATION COURSE
Associate Degree in Hospitality and Hotel Management	VAHH	192	BACHELOR OF BUSINESS BBNS Majors: Accounting Banking & Finance Event Management Financial Risk Management Human Resource Management Information Systems Management International Trade Management & Innovation Marketing Supply Chain & Logistics Management Tourism & Hospitality Management
Advanced Diploma of Hospitality Management	SIT60316	144	
Diploma of Accounting	FNS50217	96	
Diploma of Business (Enterprise)	VDBE	96	
Diploma of Event Management	SIT50316	96	
Diploma of Hospitality Management	SIT50416	96	
Diploma of Leadership and Management	BSB50420	96	
Diploma of Payroll Services	FNS50417	96	
Diploma of Project Management	BSB50820	96	
Diploma of Travel and Tourism Management	SIT50116	96	
Foundations at VU	JYAC	0	DIPLOMA OF BUSINESS (ENTERPRISE) VBDE
Foundations at VU	JYAC	0	

CREATIVE ARTS & HUMANITIES

PATHWAY COURSE	CODE	CREDITS	DESTINATION COURSE
Diploma of Education Studies	EDES	96	BACHELOR OF ARTS ABAB
Foundations at VU	JYAC	0	
Foundations at VU	JYAC	0	BACHELOR OF CRIMINAL JUSTICE ABCJ
Foundations at VU	JYAC	0	BACHELOR OF CRIMINAL JUSTICE AND PSYCHOLOGICAL STUDIES ABCY
Foundations at VU	JYAC	0	BACHELOR OF MUSIC* ABMC
Foundations at VU	JYAC	0	BACHELOR OF SCREEN MEDIA ABSN

EDUCATION

PATHWAY COURSE	CODE	CREDITS	DESTINATION COURSE
Diploma of Early Childhood Education and Care	CHC50113	96	BACHELOR OF EARLY CHILDHOOD EDUCATION EBEC →
Diploma of Education Studies	EDES	96	
Diploma of Teacher Education Preparation	22451VIC	24	
Foundations at VU	JYAC	0	
Diploma of Early Childhood Education and Care	CHC50113	96	BACHELOR OF EARLY CHILDHOOD EDUCATION AND LEADERSHIP EBCL →
Diploma of Education Studies	EDES	96	
Diploma of Teacher Education Preparation	22451VIC	24	
Diploma of Education Studies	EDES*	96	BACHELOR OF EDUCATION (P-12)* EBED →
Diploma of Teacher Education Preparation	22451VIC**	0	
Certificate IV in Education Support	CHC40213	0	DIPLOMA OF EDUCATION STUDIES EDES →
Foundations at VU	JYAC	0	
Diploma of Education Studies	EDES	96	BACHELOR OF EDUCATION STUDIES EBST →
Diploma of Teacher Education Preparation	22451VIC	24	

ENGINEERING, BUILT ENVIRONMENT & SCIENCE

PATHWAY COURSE	CODE	CREDITS	DESTINATION COURSE
Advanced Diploma of Building Design (Architectural)	22477VIC	144	BACHELOR OF BUILDING DESIGN NBBD →
Diploma of Building and Construction (Building)	CPC50220	96	
Foundations at VU	JYAC	0	
Diploma of Building and Construction (Building)	CPC50220	120	BACHELOR OF BUILDING SURVEYING NBBS →
Advanced Diploma of Building Design (Architectural)	22477VIC	96	
Foundations at VU	JYAC	0	
Diploma of Building and Construction (Building)	CPC50220	144	BACHELOR OF CONSTRUCTION MANAGEMENT (HONOURS) NHCM →
Advanced Diploma of Building Design (Architectural)	22477VIC	96	
Foundations at VU	JYAC	0	
Foundations at VU	JYAC	0	BACHELOR OF ENGINEERING (HONOURS) (ARCHITECTURAL ENGINEERING) NHEA →
Foundations at VU	JYAC	0	BACHELOR OF ENGINEERING (HONOURS) (CIVIL ENGINEERING) NHEC →
Foundations at VU	JYAC	0	BACHELOR OF ENGINEERING (HONOURS) (ELECTRICAL AND ELECTRONIC ENGINEERING) NHEE →
Foundations at VU	JYAC	0	BACHELOR OF ENGINEERING (HONOURS) (MECHANICAL ENGINEERING) NHEM →
Foundations at VU	JYAC	0	BACHELOR OF SCIENCE NBSC →

COMPUTERS & IT

PATHWAY COURSE	CODE	CREDITS	DESTINATION COURSE
Diploma of Information Technology	VDIT	96	BACHELOR OF INFORMATION TECHNOLOGY NBIT →
Foundations at VU	JYAC	0	
Advanced Diploma of Cyber Security	22445VIC	144	BACHELOR OF CYBER SECURITY NBSC →
Diploma of Information Technology	VDIT	96	
Foundations at VU	JYAC	0	DIPLOMA OF INFORMATION TECHNOLOGY VDIT →

HEALTH & BIOMEDICINE

PATHWAY COURSE	CODE	CREDITS	DESTINATION COURSE
Foundations at VU	JYAC	0	BACHELOR OF BIOMEDICAL AND EXERCISE SCIENCE HBES →
Foundations at VU	JYAC	0	BACHELOR OF BIOMEDICAL SCIENCE HBBS →
Diploma of Beauty Therapy	SHB50115	96	BACHELOR OF DERMAL SCIENCES HBDS →
Diploma of Nursing	HLT54115	84	
Foundations at VU	JYAC	0	
Diploma of Beauty Therapy	SHB50115	0	BACHELOR OF HEALTH SCIENCE HBHL →
Foundations at VU	JYAC	0	
Foundations at VU	JYAC	0	BACHELOR OF HUMAN NUTRITION HBNT →
Diploma of Nursing	HLT54115	96	BACHELOR OF NURSING* HBNB →
Diploma of Emergency Health Care	HLT51020	96	BACHELOR OF PARAMEDICINE HBPD →
Certificate IV in Mental Health	CHC43315	0	BACHELOR OF PSYCHOLOGICAL STUDIES ABPA →
Foundations at VU	JYAC	0	
Foundations at VU	JYAC	0	BACHELOR OF PSYCHOLOGICAL STUDIES/ BACHELOR OF BUSINESS ABPB →
Diploma of Community Development	CHC52115	96	BACHELOR OF SOCIAL WORK ABSW →
Diploma of Community Services	CHC52015	96	
Foundations at VU	JYAC	0	

*Meeting the minimum requirement for entry to second year does not guarantee entry. Places are limited and applicants will be competitively ranked based on course Weighted Average Mark from the first two semesters of study.

LAW & JUSTICE

PATHWAY COURSE	CODE	CREDITS	DESTINATION COURSE
Foundations at VU	JYAC	0	BACHELOR OF CRIMINOLOGY LBCR →
Advanced Diploma of Legal Practice	22565VIC	72	BACHELOR OF LAWS BLAW →
Advanced Diploma of Legal Practice	22565VIC	72	BACHELOR OF LAWS/BACHELOR OF ARTS LBLA →
Advanced Diploma of Legal Practice	22565VIC	72	BACHELOR OF LAWS/BACHELOR OF BUSINESS LBWB →
Advanced Diploma of Legal Practice	22565VIC	72	BACHELOR OF LAWS/ BACHELOR OF CRIMINOLOGY LBLC →
Advanced Diploma of Legal Practice	22565VIC	72	BACHELOR OF LAWS/ BACHELOR OF PSYCHOLOGICAL STUDIES LBWP →
Advanced Diploma of Legal Practice	22565VIC	84	BACHELOR OF LEGAL SERVICES LBLS →
Foundations at VU	JYAC	0	

SPORT & EXERCISE SCIENCE

PATHWAY COURSE	CODE	CREDITS	DESTINATION COURSE
Diploma of Remedial Massage	HLT52015	0	BACHELOR OF EXERCISE SCIENCE (CLINICAL PRACTICE) ABHE →
Certificate IV in Fitness	SIS40215	0	
Foundations at VU	JYAC	0	
Diploma of Remedial Massage	HLT52015	48	BACHELOR OF EXERCISE SCIENCE (SPORT PRACTICE) ABHD →
Foundations at VU	JYAC	0	
Diploma of Remedial Massage	HLT52015	48	BACHELOR OF FITNESS SBFI →
Certificate IV in Fitness	SIS40215	36	
Foundations at VU	JYAC	0	
Diploma of Remedial Massage	HLT52015	0	BACHELOR OF OUTDOOR EDUCATION AND ENVIRONMENTAL SCIENCE SBOE →
Foundations at VU	JYAC	0	BACHELOR OF OUTDOOR LEADERSHIP SBOL →
Diploma of Remedial Massage	HLT52015	0	BACHELOR OF PHYSICAL EDUCATION AND SPORT SCIENCE SBPH →
Certificate IV in Fitness	SIS40215	0	
Foundations at VU	JYAC	0	

PATHWAY COURSE	CODE	CREDITS	DESTINATION COURSE
Diploma of Remedial Massage	HLT52015	0	BACHELOR OF SPORT MANAGEMENT SBSM →
Certificate IV in Fitness	SIS40215	0	
Foundations at VU	JYAC	0	
Diploma of Remedial Massage	HLT52015	0	BACHELOR OF SPORT MANAGEMENT /BACHELOR OF BUSINESS SBSB →
Foundations at VU	JYAC	0	
Diploma of Remedial Massage	HLT52015	48	BACHELOR OF SPORT SCIENCE SBSA →
Certificate IV in Fitness	SIS40215	0	
Foundations at VU	JYAC	0	
Diploma of Remedial Massage	HLT52015	0	BACHELOR OF SPORT SCIENCE (HUMAN MOVEMENT) /BACHELOR OF PSYCHOLOGICAL STUDIES SBHP →
Foundations at VU	JYAC	0	
Diploma of Remedial Massage	HLT52015	48	BACHELOR OF SPORT SCIENCE (HUMAN MOVEMENT) /BACHELOR OF SPORT MANAGEMENT SBHS →
Foundations at VU	JYAC	0	

YOUTH & COMMUNITY

PATHWAY COURSE	CODE	CREDITS	DESTINATION COURSE
Diploma of Community Development	CHC52115	96	BACHELOR OF COMMUNITY DEVELOPMENT ABCD →
Foundations at VU	JYAC	0	
Certificate IV in Youth Work	CHC40413	0	BACHELOR OF YOUTH WORK ABYW →
Foundations at VU	JYAC	0	

JYAC FOUNDATIONS AT VU

This is a 13 week, fully funded, preparation course for domestic students who did not meet the admission requirements of a number of Undergraduate courses. It is a great option for VCE students (or equivalent) who have at a minimum, successfully completed Units 1, 2 and 3 or a comparable education level.



VICTORIA UNIVERSITY'S (VU) NEW 32-STOREY VU CITY TOWER FORMS THE STRIKING CENTRE-PIECE OF A NEW CAMPUS IN THE HEART OF MELBOURNE'S CBD.

The new City Campus is the future of education – bringing together TAFE and higher education, and offering students a tailored digital learning experience, designed to support a social, inclusive, and collaborative Victoria University community.

The City Tower offers a diverse range of TAFE courses -from business to health, beauty, hair, makeup, education and English languages. State-of-the-art practical teaching clinics, informed by the latest industry practices are also located within the tower.

These include an Osteo Clinic and the Dermatology Clinic – publicly accessible clinics run by VU Polytechnic and the College of Health & Biomedicine.

This new learning facility also features student-centric spaces designed to encourage collaboration, providing a a dynamic and interactive learning environment that will give you the confidence and skills to excel in your career.

Designed with the future in mind, the VU City Tower embodies VU's commitment to sustainable business practices. It has been awarded a 5-star Green Star rating, making it a leader in sustainable campus design.

With partnership at its core, the VU City Tower offers students and staff outstanding opportunities to engage and work with leading businesses, industry sectors and legal professionals, both on campus and at its doorstep.

CAMPUSES

◆ CITY CAMPUS

The new VU City Campus, opened in early 2022, embodies the university campus of the future. It houses a state-of-the-art, 32-level building in the heart of Melbourne's central business district (CBD) and legal precinct.

With industry partners located on our doorstep and on campus, and contributing to the design of our courses, you will benefit from networks, practical experience and real-world expertise from day one.

The brand new hair and beauty salon, Moss at VU, gives students the opportunity to perfect their skills in one pampering location.

The campus is home to courses in business, law, health, beauty, education and English language.

[Learn more about the City Campus and plan your journey](#)

◆ FOOTSCRAY NICHOLSON CAMPUS

A few minutes' walk from Footscray Station, this relaxed and friendly campus is home to VU Polytechnic courses in hospitality and event management, logistics, library and information services, early childhood, education support, business and legal practice.

Footscray Nicholson Campus has childcare facilities and a recreation centre. It also houses our award-winning student-run restaurant for hospitality and cookery students, VenU Restaurant.

[Plan your journey to Footscray Nicholson](#)

◆ FOOTSCRAY PARK CAMPUS

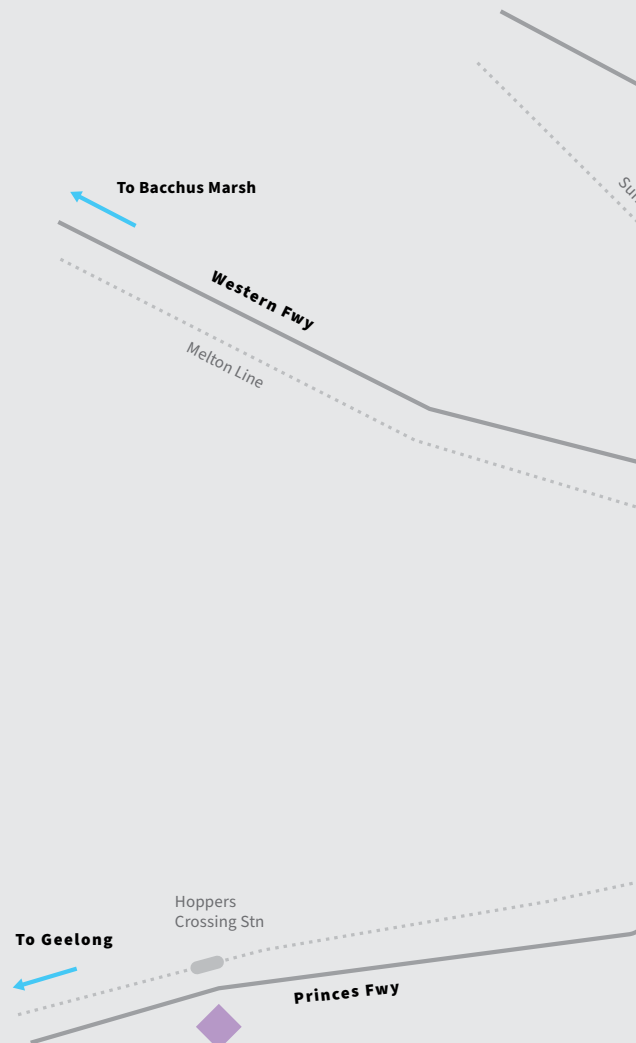
Our flagship Footscray Park Campus is next to parklands along the Maribyrnong River, and opposite the Flemington Racecourse, a short walk from Footscray Station (only two stops from Southern Cross Station). This campus has restaurants and cafes, learning commons, world-class sports science facilities, a bookshop, pool and gym.

Study areas offered at Footscray Park include business, sport, youth and community work, science, engineering and education.

[See a 360° Campus tour, and plan your journey](#)



New state of the art City Campus



ST ALBANS CAMPUS

Our St Albans Campus is a hub for health and nutrition research, with simulated nursing, midwifery and paramedicine labs. This campus also includes our state-of-the-art CISCO Cyber Security Training Centre, where students participate in cyber simulations.

Set in a landscape of native grasses and gum trees, you'll find a gym, and student-staffed nutrition and osteopathy clinics on site and open to the public.

There's plenty of parking available, and the campus is easy to reach by public transport.

Learn more about the St Albans Campus and plan your journey

SUNSHINE CAMPUS

Our Sunshine Campus is a learning hub for all things trades, such as building and construction, plumbing, electrical, and engineering, as well as our Western Melbourne English Program (WMEP). You can hone your skills through hands-on learning in a training facility that holds the latest machinery and technologies.

Launched in 2020, the Sunshine Skills Hub at VU Polytechnic includes a health and community services centre of excellence as well as an innovation and incubation space, along with a learning commons and café.

Learn more about the Sunshine Campus and plan your journey

WERRIBEE CAMPUS

Located in the fastest-growing area of Melbourne, our Werribee Campus is a part of a modern technology precinct.

Werribee Campus has specialised facilities for teaching and research, including major research centres for water treatment, food science, biomedical science and fire safety.

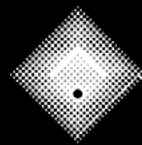
At this campus, you can study courses in civil construction, mental health, community services, early childhood education, health, trades, sport, logistics, and English and preparatory programs.

Co-located on campus, the Wyndham Tech School also offers selected partner schools' access to the latest digital innovations and programs.

Learn more about the Werribee Campus and plan your journey



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Please check the Victoria University Polytechnic website for more detailed information: vupolytechnic.edu.au.