

# SUMMARY COURSE GUIDE



BOX HILL  
INSTITUTE

# 2018



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# FIND THE RIGHT CAREER PATH

## A Practical Guide to Finding the Right Career Path

Choosing a career path is one of life's big decisions. The coloured columns located below can be used to find out which category best suits your personality and interests and then you can match this to different courses. All courses listed in this guide include a colour-coded symbol to identify its match to the Holland type category.

### Artistic Types

Artistic types enjoy making things and using their imaginations. They are typically sensitive and visionary and solve problems by creating something new.

#### Qualities

- › I am creative
- › I am imaginative
- › I am artistic
- › I am impulsive
- › I am independent
- › I like being original
- › I like to work with ideas
- › I am innovative

### Investigative Types

Investigative types tend to be analytical and enjoy research, mathematical and scientific challenges.

#### Qualities

- › I am intellectual
- › I am logical & analytical
- › I value information & ideas
- › I value knowledge & accuracy
- › I enjoy thinking & reading
- › I enjoy researching
- › I enjoy problem solving
- › I enjoy investigating

<b>Ap</b> Apprenticeship	<b>Ft</b> Full time
<b>Tr</b> Traineeship	<b>Pt</b> Part time
<b>Vc</b> VCAL	<b>Oc</b> Off campus

### Realistic Types

Realistic types usually have mechanical and athletic abilities, and they like to work outdoors and with tools and machines. They typically like to work with things more than people.

#### Qualities

- › I have practical skills
- › I have mechanical abilities
- › I have technical abilities
- › I have physical abilities
- › I value doing
- › I enjoy working with materials
- › I enjoy machines & tools
- › I enjoy plants & animals

### Social Types

Social types usually like to be around other people, are interested in how people get along, and like to help other people with their problems. They typically like to help, teach, and counsel people more than engage in mechanical or technical activities.

#### Qualities

- › I have good people skills
- › I am understanding
- › I am helpful
- › I value personal interaction
- › I value service
- › I value community
- › I enjoy working with people
- › I enjoy helping & teaching

### Conventional Types

Conventional types usually have clerical and math abilities, and they like to work indoors and organise things. They typically like to follow orderly routines and meet clear standards, avoiding work that does not have clear directions.

#### Qualities

- › I have good technical skills
- › I have attention to detail
- › I value efficiency
- › I value accuracy
- › I value consistency
- › I enjoy detail
- › I enjoy structure
- › I enjoy systematic activities

### Enterprising Types

Enterprising types usually have leadership and speaking abilities, are interested in money and politics, and like to influence people. They typically like to persuade or direct others more than work on scientific or complicated topics.

#### Qualities

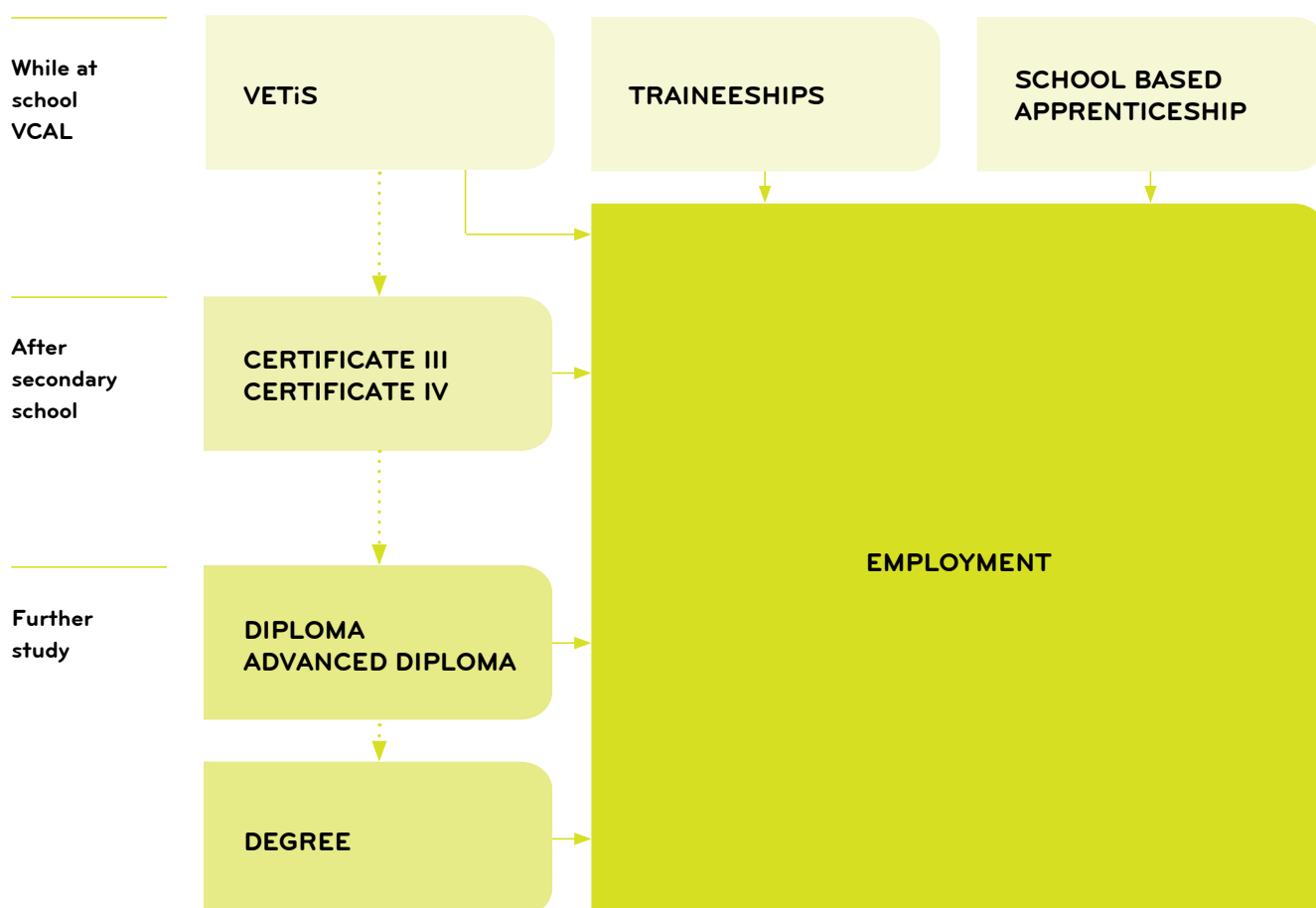
- › I have organisational skills
- › I have management skills
- › I have motivational skills
- › I value leadership
- › I value responsibility
- › I value achievement
- › I enjoy challenge & risk taking
- › I enjoy leading others

# STUDY PATHWAYS

Our vocational and degree courses focus on developing practical skills that you'll need for a career. Various pathways to employment and university provide students with the flexibility to choose the path that's right for them.

Pathways from school based study can lead to certificate and diploma level study or even on to a degree or vocational graduate certificate at Box Hill Institute. A number of guaranteed pathways to university also exist to help students gain the qualifications they need to succeed in the career of their choice.

By choosing a pathway you'll get the support you need to transition into Higher Education. Our hands on learning, coupled with small class sizes means you get a personalised learning experience with greater access to teachers and other resources. With Box Hill Institute you will gain industry connections and have work placement opportunities while you study plus you can earn credit towards higher qualifications which can save you money.



# SECONDARY SCHOOL STUDY OPTIONS

Preparing for the workplace while completing VCE or VCAL.

## VET IN SCHOOLS (VETiS)

VETiS is a vocationally oriented program for Year 10, 11 and 12 students who are completing their VCE or VCAL. With a VETiS program, students come to Box Hill Institute one day a week during their two-year VCE period and obtain a Certificate II qualification. This qualification will assist students in applying for further study or working in an industry.

For more information, call us on 1300 269 445 or  
email: [vetis@boxhill.edu.au](mailto:vetis@boxhill.edu.au).

## VICTORIAN CERTIFICATE OF EDUCATION (VCE)

The VCE is an accredited secondary certificate that recognises the successful completion of secondary education. It is recognised internationally and provides a pathway to further education and training, and to employment. Box Hill Institute provides the opportunity to study VCE on a part time or full time basis with a wide range of subjects offered during the day and evening.

For more information, contact us on 1300 269 445 or  
email: [vce@boxhill.edu.au](mailto:vce@boxhill.edu.au)

## VICTORIAN CERTIFICATE OF APPLIED LEARNING (VCAL/iVCAL)

VCAL provides a practical option for students in Years 10, 11 and 12. It offers work related experience, literacy and numeracy skills and the opportunity to develop personal skills important for life and work. Like VCE, VCAL is an accredited secondary certificate that is recognised internationally and provides pathways to further study and work. An orientation camp is part of the program.

iVCAL is an alternative to traditional classroom delivery and can be completed online. It allows students to study in their own home, local library or anywhere with access to the internet and a computer or equivalent device. Students can log in and complete their lessons day or night, anywhere in the world with online support from teachers, pathways officers and counsellors. iVCAL will suit those who prefer to study in an alternative to the classroom environment and need flexibility in their study pattern.

For more information, contact us on 1300 269 445 or  
email: [vcal@boxhill.edu.au](mailto:vcal@boxhill.edu.au)

# HOW TO GET STARTED

Follow this easy step-by-step apprenticeship guide for practical, hands-on accredited training.

## STEP 1

To commence an apprenticeship or traineeship students must first find an employer. This can be direct or through a Group Training Company.

## STEP 2

The students and their employer meet with Jobs Plus Apprenticeships Services and arrange a training contract. Jobs Plus will provide information and advice on all training options.

## STEP 3

The students and their employer select Box Hill Institute as the Registered Training Organisation (RTO). The employer then applies to us and we will arrange a pre-training review and enrolment.

## ENROLLING

Students can enrol in an apprenticeship or traineeship throughout the year at Box Hill Institute. They simply need to find the pre-apprenticeship course they want to do and apply directly to Box Hill Institute.

Students wishing to complete apprenticeships and traineeships need to follow the three steps above.

If you're interested in a school based apprenticeship or traineeship, discuss your options with your school teachers or careers advisor.

If you are interested in learning more about school based apprenticeships or traineeships, please contact the Schools Relationship Unit at Box Hill Institute on 1300 BOX HILL or email: [schools@boxhill.edu.au](mailto:schools@boxhill.edu.au).



## Animal Technology / Animal Training / Animal Welfare / Captive Animals / Equine Studies / Pet Grooming / Vet Nursing

### CERTIFICATE II IN ANIMAL STUDIES (ACM20110)

You will attend 7 days of classes followed by 4 days of work placement at the RSPCA Burwood East – these are held on weekdays. The practical work placement is made available at the RSPCA.

Over the work placement days, you may be working in the animal shelter facility, pet adoption centre and large animal barn. There is a commitment of an estimated 3-4 hours per week required to meet all assessment requirements. You will have tutorial times available for one on one time with teaching staff one morning per week while studying.

#### ENTRY REQUIREMENTS

Year 10 or equivalent

#### CAREER OUTCOMES

Animal care or shelter attendant, kennel hand, dog walker, cattery attendant, pet shop attendant, assistant dog groomer

#### STUDY PATHWAYS

Certificate III in Pet Grooming, Certificate III in Animal Studies, Certificate IV in Companion Animal Services, Certificate IV in Veterinary Nursing

#### START DATE

Visit [rspcavic.org](http://rspcavic.org) for more information about start dates

#### HOW TO APPLY

Direct Entry. Apply online at [rspcavic.org](http://rspcavic.org). Box Hill Institute will administer student enrolment

#### LOCATION

Box Hill

#### DURATION

**Ft** 15 weeks

### CERTIFICATE III IN PET GROOMING (ACM30612)

Including practical and theory classes in basic animal behaviour, animal hygiene, workplace health and safety processes and infection control techniques, this course will provide you with comprehensive training in all aspects of pet grooming services. You will also gain excellent customer service skills.

#### ENTRY REQUIREMENTS

Not applicable

#### CAREER OUTCOMES

Pet retail, pet grooming, pet boarding, animal rescue, animal training, veterinary clinics

#### STUDY PATHWAYS

Certificate IV in Companion Animal Services, Certificate IV in Veterinary Nursing, Diploma of Animal Technology

#### START DATE

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

#### HOW TO APPLY

VTAC and direct entry

#### LOCATION

Box Hill, Lilydale

#### DURATION

**Ft** 6 months (3-4 days per week)

**Pt** 12 months (Flexible course length and options available)

### CERTIFICATE III IN CAPTIVE ANIMALS (ACM30310)

For those working or volunteering in the captive animal industry (including zoos, wildlife parks and public aquariums that house captive animals), this course will further develop your skills and knowledge of the field. Combines practical workshops and online assessments, you will enhance your understanding of the industry.

#### ENTRY REQUIREMENTS

One or more years work experience in an approved captive animal facility with 8 hours work per week or more in paid or volunteer work in an approved captive animal facility, application, interview

#### CAREER OUTCOMES

Captive animal industry

#### START DATE

February

#### HOW TO APPLY

Direct Entry

#### LOCATION

Lilydale

#### DURATION

**Pt** Flexible 2 to 3 years



**CERTIFICATE III IN ANIMAL STUDIES (SPECIALISING IN VETERINARY NURSE SKILLS) (ACM30110)**

Through a combination of classroom learning and practical rotation at our Pets on Elgar veterinary clinic, excursions to Myuna Farm and the RSPCA Discovery Day you will learn: animal handling; providing nutritional requirements; infection control; veterinary reception duties; hydrobathing; working safely and sustainably in the animal care industry.

**ENTRY REQUIREMENTS**

Year 10 or equivalent

**CAREER OUTCOMES**

Veterinary nurse, animal shelter or welfare attendant, pet shop attendant, boarding kennel/ cattery attendant, pet groomer

**STUDY PATHWAYS**

Certificate IV in Veterinary Nursing, Certificate IV Companion Animal Services, Diploma of Animal Technology

**START DATE**

February and July

**HOW TO APPLY**

Direct Entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 12 months (1 day per week)

**CERTIFICATE III IN ANIMAL STUDIES (ACM30110)**

This course will give you the basic skills and knowledge needed to work in the companion animal services industry. You will gain skills in animal care, animal health management, and animal behaviour. You may also take advantage of a work placement in the animal services industry to gain industry experience.

**ENTRY REQUIREMENTS**

Year 10 or equivalent

**CAREER OUTCOMES**

Animal attendant

**STUDY PATHWAYS**

Certificate IV Companion Animal Services, Diploma of Animal Technology

**START DATE**

February and July

**HOW TO APPLY**

Direct entry

**LOCATION**

City, Lilydale

**DURATION**

**Pt** 1 year, 1 evening per week (3 hours)

**CERTIFICATE IV IN VETERINARY NURSING (ACM40412)****Tr**

As an on-campus student, you will participate in a combination of classroom learning and practical rotations through the Pets on Elgar Veterinary clinic. If you prefer to study off campus, you will engage in online activities with the support from your teachers.

As a student of this course, you are eligible to apply for a scholarship to the UK Animal Studies Tour where you will visit behind the scenes of world class veterinary clinics and other animal care facilities in the UK.

**ENTRY REQUIREMENTS**

Year 10 or equivalent with 15 hours per week or more of voluntary or paid employment as a nurse in a veterinary clinic, application form.

**CAREER OUTCOMES**

Veterinary nurse

**STUDY PATHWAYS**

Diploma of Veterinary Nursing (General Practice)

**START DATE**

February and July

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Pt** 2 years

Flexible duration, typically 3 years



**CERTIFICATE IV IN COMPANION ANIMAL SERVICES (ACM40310)**

Learn how to provide daily care for animals through nutrition, monitoring health and specific animal related units. You will acquire the practical skills and knowledge required to work in dog training, pet grooming, animal-shelters, boarding kennels, catteries, pet shops and other companion animal organisations, and gain essential communication skills and workplace health and safety procedures in an animal care environment.

**ENTRY REQUIREMENTS**

Evidence of current tetanus vaccination

**CAREER OUTCOMES**

Pet retail, pet grooming salons, pet boarding facilities, retail aquariums, animal rescue centres, animal training facilities and welfare organizations

**STUDY PATHWAYS**

Animal Technology

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 12 months (optional practical work placement)

**Pt** 24+ months (The time taken to complete this course may vary depending on the individual)

**DIPLOMA OF VETERINARY NURSING (GENERAL PRACTICE) (ACM50512)**

This course gives qualified experienced veterinary nurses the knowledge and leadership skills to effectively perform the role of a senior veterinary nurse or nursing manager in general practice. You will learn to manage a leadership role effectively in a veterinary practice, ensuring quality customer service, patient care, team performance, current animal behaviour therapies, in addition to supporting veterinary diagnosis and managing workplace safety and health.

**ENTRY REQUIREMENTS**

Experienced veterinary nurse currently employed, Certificate IV in Veterinary Nursing, resume, application form, interview.

**CAREER OUTCOMES**

Senior veterinary nurse, veterinary nursing manager, clinic practice manager

**STUDY PATHWAYS**

Practice Management, Animal Science/Bioscience

**START DATE**

January  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill, Workplace

**DURATION**

**Ft** 18 months (blended delivery)

**DIPLOMA OF ANIMAL TECHNOLOGY (ACM50110)**

You will learn the practical skills and industry knowledge required to work as an Animal Technician in a medical research facility or similar establishment. You will learn how to ensure the well-being of animals, routine animal husbandry, basic non-surgical techniques, the use of anaesthesia in animals, and animal breeding.

**ENTRY REQUIREMENTS**

Year 10 or equivalent and evidence of current tetanus vaccination.

**CAREER OUTCOMES**

Animal Technician in animal facilities, e.g. hospitals, universities, biomedical research; and animal related industries e.g. welfare, training, veterinary nursing

**STUDY PATHWAYS**

Bachelor of Animal & Veterinary Biosciences at La Trobe University

**START DATE**

February and July

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 2 year

**Pt** Flexible duration  
Please note – First year hours are full time and subsequent years are part time

**GRADUATE DIPLOMA IN ANIMAL BIOMECHANICAL MEDICINE (22245VIC)**

Developed by the Animal Biomechanical Professionals Australia (ABPA) to provide experienced veterinarians, chiropractors and osteopaths with practical skills and knowledge in animal biomechanical examination and treatment, this course teaches relevant canine and equine anatomy, biomechanics and neurophysiology.

**ENTRY REQUIREMENTS**

Bachelor of Veterinary Science OR Bachelor of Chiropractic Science OR Master of Chiropractic OR Bachelor of Applied Science (Osteopathy) AND registered to practice, minimum of 2 years in full time practice, application form, interview

**CAREER OUTCOMES**

Membership of the Animal Biomechanical Practitioners of Australia (ABPA)

**START DATE**

July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 2 years

**ART, DESIGN & WRITING****Fashion / Graphic Design / Professional Writing and Editing / Visual Arts****CERTIFICATE II IN APPLIED FASHION DESIGN AND TECHNOLOGY (MST20616)****Vc**

This is an entry level qualification for those with an interest in the fashion and design industry looking to build a strong foundation of skills. The training program covers sewing, textiles, drawing and design of a simple garment.

Sessions are delivered on-campus at Box Hill Institute or at secondary schools as part of VETiS and VCAL programs.

**ENTRY REQUIREMENTS**

Year 10 or Year 9 by negotiation

**CAREER OUTCOMES**

Garment sample hands, machinists, garment cutters and makers, finishing operators, quality assurance officers

**STUDY PATHWAYS**

Bachelor of Fashion, Bachelor of Fashion Merchandising

**START DATE**

February

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Pt** 2 years

**CERTIFICATE III IN VISUAL ARTS (CUA31115)****Vc**

Study a variety of art practices to develop your techniques in drawing, painting and sculpting. Enrich your artistic understanding with visits to exhibitions and artistic talks. With the support of artist teachers, you will gain practical and technical skills to reach your artistic goals.

**ENTRY REQUIREMENTS**

Visual art folio and interview

**CAREER OUTCOMES**

Art and craft works

**STUDY PATHWAYS**

Certificate IV in Visual Arts

**START DATE**

February and July

**HOW TO APPLY**

Direct entry

**LOCATION**

City

**DURATION**

**Ft** 1 year, 2 days per week

**Pt** 2 years

**CERTIFICATE III IN INTERIOR DECORATION RETAIL SERVICES (MSF31013)****Vc**

This course aims to provide students an introductory exploration into the interior decoration industry in retail environment. It will be delivered through a variety of interactive tutorials and class activities. The weekly activities performed in groups and individually, will build towards the completion of a small scale project in each semester and its presentation.

**ENTRY REQUIREMENTS**

Year 10 or Year 9 by negotiation

**CAREER OUTCOMES**

Vocational roles in retailers/department stores and showrooms

**START DATE**

February

**HOW TO APPLY**

Direct entry

**LOCATION**

City

**DURATION**

**Pt** 2 years, Wednesday afternoons

**CERTIFICATE III IN DESIGN FUNDAMENTALS (CUA30715)****Vc**

This entry level design course will help you build a strong foundation of graphic design skills. The course covers the basics of design, giving you versatile skills that can be applied to any design area, including graphic design, fashion or interior design.

**ENTRY REQUIREMENTS**

Year 10 or Year 9 by negotiation

**STUDY PATHWAYS**

Certificate IV in Design

**START DATE**

February. Visit [boxhill.edu.au/](http://boxhill.edu.au/) dates for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Pt** 1 -2 year

**CERTIFICATE IV IN VISUAL ARTS (CUA41315)**

Enabling you to build on conceptual and practical skills, you will undertake extensive studies in drawing, painting, printmaking and sculpture. You will listen to artists speak about their work and broaden your understanding of art history and theory. Our practising artist teachers will provide you with valuable mentoring and guide you in developing experience with practical techniques.

**ENTRY REQUIREMENTS**

Visual art folio and interview

**CAREER OUTCOMES**

Visual artist

**STUDY PATHWAYS**

Diploma of Visual Arts

**START DATE**

February and July

**HOW TO APPLY**

Direct entry

**LOCATION**

City

**DURATION**

**Ft** 1 year **Pt** 2 years

**CERTIFICATE IV IN PROFESSIONAL WRITING AND EDITING (22203VIC)**

This course is a highly practical foundation course designed to help you develop and extend your writing skills. Gain grounding in core computing and editing skills and an overview of the various industries in which writers work. You will also have the opportunity to undertake a number of writing specialisations, including short story, nonfiction, screenwriting and journalism.

**ENTRY REQUIREMENTS**

Year 12 or equivalent

**CAREER OUTCOMES**

Publishing, writer

**STUDY PATHWAYS**

Diploma of Professional Writing and Editing

**START DATE**

February and July

**HOW TO APPLY**

Direct entry

**LOCATION**

City

**DURATION**

**Ft** 1 year

**Pt** 2 years

**CERTIFICATE IV IN DESIGN (CUA40715)**

Develop your graphic art skills in a range of areas, including graphic design, industrial design and product design. Gain diversifiable skills in design concepts, techniques, media and communication skills. Learn a combination of theoretical and practical skills and practices to develop artistically and professionally.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Graphic designer, graphic artist for print shops, design agencies, design studios, self-employed

**STUDY PATHWAYS**

Diploma of Graphic Design

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 6 months

**DIPLOMA OF VISUAL ARTS (CUA51115)**

Explore and develop your visual arts potential in a specialised area such as painting, printmaking and sculpture. With the regular and detailed feedback of teachers, you will grow as an artist and be prepared for your career. Studies in art theory and art business are integral to the Diploma, giving you a holistic learning experience.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, mature age, Certificate IV in Visual Arts or experience is preferred. Folio review and interview

**CAREER OUTCOMES**

Self-employed art practitioner

**STUDY PATHWAYS**

Bachelor of Visual Communication (Fine Art) at Deakin University

**START DATE**

February

**HOW TO APPLY**

Direct entry

**LOCATION**

City

**DURATION**

**Ft** 1 year

**Pt** Flexible, duration decided by negotiation

**DIPLOMA OF PROFESSIONAL WRITING AND EDITING (22091VIC)**

This Diploma is a professional level course for those who already have some writing experience, and includes fiction, non-fiction, editing and research. Throughout the course, you will develop a portfolio of professional work that will make an invaluable addition to your CV. You will become well qualified to work in a wide range of industries or pursue further studies at university.

**ENTRY REQUIREMENTS**

Folio of written work

**CAREER OUTCOMES**

Publishing, writer, editor, proof-reader

**STUDY PATHWAYS**

Creative writing, editing or publishing degree or postgraduate course

**START DATE**

February and July

**HOW TO APPLY**

Direct entry

**LOCATION**

City

**DURATION**

**Ft** 1 year

**Pt** available



**DIPLOMA OF GRAPHIC DESIGN (CUA50715)**

Develop the skills and knowledge required to work as a graphic designer. You will learn design principles and elements, technical drawings, digital image development & illustration and design for web environments. Your major studies will include design, design theory, digital art and design, finished art, graphic arts, graphic design, project management and web design.

**ENTRY REQUIREMENTS**

Year 12 or mature age applicant, a folio and interview, Certificate IV in Design

**CAREER OUTCOMES**

Graphic designer, graphic artist for print shops, design agencies, design studios, self-employed

**STUDY PATHWAYS**

Advanced Diploma of Graphic Design

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

 1 year

**ADVANCED DIPLOMA OF GRAPHIC DESIGN (CUA60315)**

This course will extend your understanding of the print and design industry and will help you gain advanced skills in managing major projects and implementing design solutions when dealing with complex design briefs.

Major studies will include 2D and 3D design theory, advanced digital production, copyright, project management, multimedia, web design and interactive interface design.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Designer in graphic design, advertising, publishing, digital media

**STUDY PATHWAYS**

Bachelor of Media and Communication at Deakin University

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

 1 year

**BACHELOR OF FASHION MERCHANDISING (CRS1300160)**

The Bachelor of Fashion Merchandising course provides career opportunities in the rapidly changing fashion retail industry. You will learn digital merchandising, how to market your brand, understand how consumers shop using mobile technologies, and design and develop a fashion website. You will develop your skills as a fashion buyer, create a fashion range plan, and then merchandise it through a virtual retail store.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Fashion buyer, merchandiser, visual merchandiser, product developer, retail manager, marketing assistant, self-employed

**STUDY PATHWAYS**

Further postgraduate study such as a Masters program

**START DATE**

February and July

**HOW TO APPLY**

VTAC – Year 12 students

Direct entry – Semester 2 or  
Non-Year 12 students

**LOCATION**

City

**DURATION**

 3 years

**BACHELOR OF FASHION (CRS1201269)**

Gain the skills and knowledge required to work as a fashion designer of the future with this bachelor degree. You will learn about fashion theory, design elements and principles, CAD illustration, patternmaking, garment construction and application of these skills in the industry.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Fashion designer, product developer, pattern technician, production manager, trend forecaster

**STUDY PATHWAYS**

Master of Design, Masters of Arts

**START DATE**

February  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 3 years. You can graduate with an Associate Degree in Fashion on completion of 2 years full time study.

**DIPLOMA OF AVIATION (INSTRUMENT RATING) (AVI50415)**

Don't let the weather limit your ability to fly. Learn how to take on the challenging and exciting role of flying an aircraft solely with reference to Instruments in a variety of weather conditions. Gain theory skills in preparation for the Instrument Rating Exam (IREX), before gaining intensive simulator training, a multi engine endorsement and dual navigation exercises.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Charter pilot, flight instruction, agricultural operations, airline, search and rescue, fire spotting, aerial survey, air ambulance, joy flights, emergency services, charter and freight operation

**STUDY PATHWAYS**

Advanced Diploma of Aviation (Chief Flight Instructor), Advanced Diploma of Aviation (Pilot in Command)

**START DATE**

Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry. Box Hill Institute will administer student enrolment

**LOCATION**

Box Hill

**DURATION**

**Pt** 20 weeks

**DIPLOMA OF AVIATION (COMMERCIAL PILOT LICENCE – AEROPLANE) (AVI50215)**

Don't let your desire to fly planes remain a dream. Delivered by Box Hill Institute and Soar Advanced Flight Training, this course will give you the skills you need for an exciting career as a fully qualified commercial pilot. Fast track your career in aviation, with experienced and knowledgeable instructors and access to state-of-the-art equipment.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Charter pilot, flight instructor, agricultural operations pilot, commercial airline pilot, search and rescue pilot, fire spotting and aerial surveyor, joy flight operator, air ambulance pilot

**STUDY PATHWAYS**

Advanced Diploma of Aviation (Chief Flight Instructor), Advanced Diploma of Aviation (Pilot in Command), Bachelor of Aviation, Bachelor of Aviation Management

**START DATE**

March

**HOW TO APPLY**

Direct entry. Box Hill Institute will administer student enrolment

**LOCATION**

Box Hill

**DURATION**

**Pt** 2 years

**DIPLOMA OF AVIATION (FLIGHT INSTRUCTOR) (AVI50516)**

An instructor rating is one of the best ways you can sharpen your flying skills, strengthen discipline, accuracy and proficiency. The training and qualifications you will receive throughout this course will increase job opportunities upon graduation.

This course is ideal for students who have completed their Diploma of Aviation (Commercial Pilot Licence), have a passion for flying, want to share their knowledge, or perhaps want to start their flying career.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Conduct flight training, ratings (except for flight examiner ratings), endorsements (except for flight examiner endorsements), grant design feature and flight activity endorsements to pilot licence holders, conduct differences training for variants of types of aircraft, conduct training for general pilot competency

**STUDY PATHWAYS**

Advanced Diploma of Aviation (Chief Flight Instructor), Advanced Diploma of Aviation (Pilot in Command), Bachelor of Aviation, Bachelor of Aviation Management

**START DATE**

April

Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry. Box Hill Institute will administer student enrolment.

**LOCATION**

Box Hill

**DURATION**

**Ft** 16 weeks

**BUSINESS & MANAGEMENT**

Business / Commerce / Compliance Finance Management / Marketing / Real Estate / Small Business / Workplace Health and Safety / Workplace Training / Vocational Training

**CERTIFICATE IV IN WORK HEALTH AND SAFETY (BSB41415)**

Learn how to ensure safe and healthy working conditions, and prevent illness and injury in the workplace. For those wanting to work in workplace health and safety, learn how to identify hazards and assess work health and safety risks, contribute to the implementation of strategies to control risk and implement and environmentally sustainable work practices.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, mature age

**CAREER OUTCOMES**

Supervisor, health and safety representative, occupational health and safety officer, human resources practitioner

**STUDY PATHWAYS**

Diploma of Work Health & Safety

**START DATE**

You can enrol throughout the year. Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Pt** Flexible – the time taken to complete this course will vary depending on the individual input

**CERTIFICATE IV IN PROPERTY SERVICES (REAL ESTATE) (CPP40307)**

In this course, you will gain the skills to operate as a licensed real estate agent in Australia. Learn to conduct property appraisals, obtain property listings and market properties. Building on your knowledge from the Property (Agents' Representative) course, you will learn to present and explain property reports, manage client relationships and provide other property management services.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, mature age

**CAREER OUTCOMES**

Real estate agent

**STUDY PATHWAYS**

Diploma of Property Services (Agency Management)

**START DATE**

February and July. If you are studying during the evening, you can enrol throughout the year.

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 6 months **Pt** 12 months

**CERTIFICATE IV IN PROPERTY SERVICES (REAL ESTATE) (CPP40307)**

This course will give you the qualification to operate as a licensed Real Estate Agent in Victoria. You will learn about real estate accounting requirements, management of client and agency relationships, listing and sale of properties, and property leasing. You will also gain essential skills on how to conduct property appraisals and auctions, how to manage property, and develop an understanding of risk management in the real estate industry.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, mature age

**CAREER OUTCOMES**

Real estate agent

**STUDY PATHWAYS**

Diploma of Property Services (Agency Management)

**START DATE**

You can enrol throughout the year. Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Off campus

**DURATION**

**Oc** Length varies. Time taken to complete this course will vary depending on individual input

**CERTIFICATE IV IN HUMAN RESOURCES (BSB41015)**

Gain the skills and training you need to work in human resources support roles. You will learn how to recruit, select and induct staff, review human resources functions and support performance management functions. You will also learn how to implement industrial relations procedures.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, mature age

**CAREER OUTCOMES**

Recruitment, occupational health and safety, employee and industrial relations, computerised human resources management record systems

**STUDY PATHWAYS**

Diploma of Human Resources Management

**START DATE**

You can enrol throughout the year. Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Oc** The time taken to complete this course will vary depending on the individual input



**CERTIFICATE IV IN BUSINESS (BSB40215)**

You will gain well developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. You may provide leadership and guidance to others.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, relevant experience working in support roles.  
Administrative officer, marketing assistant, sales assistant, project officer

**CAREER OUTCOMES**

Administrator, project officer, marketing or sales assistant

**STUDY PATHWAYS**

Diploma of Business, Bachelor Degree

**START DATE**

You can enrol throughout the year

**HOW TO APPLY**

Direct entry

**LOCATION**

Off campus

**DURATION**

**Oc** 2 years

The time taken to complete this course will vary depending on the individual input

**CERTIFICATE IV IN BUSINESS (BSB40215)**

Learn essential business skills, such as developing text documents and spreadsheets, maintaining financial records and creating presentations. You will also learn how to organise meetings, coordinate business resources and deliver customer service and various business-related subjects. You may do this course within 6 months or as part of the Diploma of Business over 12 months.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, mature age

**CAREER OUTCOMES**

Administrator, project officer, marketing or sales assistant

**STUDY PATHWAYS**

Diploma of Business, Bachelor Degree

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 6 months **Pt** 1 – 2 years

**CERTIFICATE IV IN BOOKKEEPING (FNS40215)**

This course will equip you with the skills and knowledge to work as a bookkeeper using MYOB software including how to communicate, use technology and apply health and safety practices in the workplace. You will develop and implement policies and practices relevant to bookkeeping activities, and establish and maintain cash and accrual accounting systems. You will learn how to maintain asset and inventory records, prepare financial statements and establish and maintain a payroll system.

**ENTRY REQUIREMENTS**

Year 12 or experience working in support roles or basic manual and accounting software skills

**CAREER OUTCOMES**

Bookkeeper

**STUDY PATHWAYS**

Diploma of Accounting

**START DATE**

February and July (on-campus)  
You can enrol throughout the year (off campus)

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 5 months (3 days per week on average)

**CERTIFICATE IV IN ACCOUNTING (FNS40615)**

Gain the skills for a role in financial services and other industries requiring accounting support functions. You will learn how to prepare financial reports, design and produce business documents and process financial transactions. You will also gain skills in professional practices to gain a well-rounded understanding of the job.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, experience working in support roles

**CAREER OUTCOMES**

Accounting roles, e.g. Business Activity Statements (BAS), office taxes, operational reporting, producing non-complex management reports, compiling data for job costing reports, maintaining inventory records, managing a small office, ensuring legal requirements

**STUDY PATHWAYS**

Diploma of Accounting

**START DATE**

You can enrol throughout the year. Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information.

**HOW TO APPLY**

Direct entry

**LOCATION**

Off campus

**DURATION**

**Oc** Time varies – the time taken to complete this course will vary depending on the individual input

**CERTIFICATE IV IN ACCOUNTING (FNS40615)**

This course will equip you with the skills to work in accounting working with budgets, costing, assets and inventory. You will learn how to prepare basic financial statements, budgets and asset and inventory registers. This course also enables you to work within a business environment and complete office tax forms.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, mature age

**CAREER OUTCOMES**

Budget assistant, costing clerk, asset and inventory clerk, accounts assistant

**STUDY PATHWAYS**

Diploma of Accounting

**START DATE**

February and July. Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 6 months **Pt** 1 – 2 years

**DIPLOMA OF PROPERTY SERVICES (AGENCY MANAGEMENT) (CPP50307)**

This diploma will build upon your real estate foundations, allowing you to specialise in administering and managing a real estate or property agency. The units of study will cover an in-depth examination of management performance strategies, techniques to implement and optimise a business operations plan and tactics for recruitment.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, mature age, Certificate IV in Property Services (Real Estate)

**CAREER OUTCOMES**

Agency manager, property manager, real estate broker, business manager

**START DATE**

June and September (on campus)  
You can enrol throughout the year (off campus)

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill, Off campus

**DURATION**

**Ft** Variable

**Oc** Variable

**DIPLOMA OF MARKETING AND COMMUNICATION (BSB52415)**

Start your career or further develop your skills in marketing in small to medium sized organisations.

This course will provide you with an in-depth understanding of marketing across a wide range of industry sectors. You will learn about the role of marketing in a dynamic business environment and understand the concepts and strategies employed by successful marketers.

You will learn how to create marketing strategies, write marketing plans, manage the marketing process, undertake direct and international marketing and build online customer loyalty.

**ENTRY REQUIREMENTS**

Certificate IV in Marketing and Communication, Year 12 or equivalent, mature age, relevant experience in management and/or marketing is advantageous

**CAREER OUTCOMES**

Marketing, communications

**STUDY PATHWAYS**

Bachelor of Commerce (Applied)

**START DATE**

February

You can enrol throughout the year

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Pt** 1 year, (one evening per week, 6.00 – 9.30pm)

**DIPLOMA OF LEADERSHIP AND MANAGEMENT (BSB51915)**

This course will give you the skills and knowledge to effectively manage teams or review management practices in all industry settings. You will learn how to manage quality customer service, budgets and financial plans, and knowledge management systems. You will also learn how to develop a workplace learning environment, manage staff performance and facilitate continuous improvement.

**ENTRY REQUIREMENTS**

Year 12 or its equivalent, mature age

**CAREER OUTCOMES**

Manager in medium to large organisation

**STUDY PATHWAYS**

Advanced Diploma of Management

**START DATE**

You can enrol throughout the year. Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Off campus

**DURATION**

**Oc** Length varies.

The time taken to complete this course will vary depending on the individual input

**DIPLOMA OF LEADERSHIP AND MANAGEMENT (BSB51915)**

The Diploma of Leadership and Management is designed for people who have some work experience and are looking to progress their careers, or realise they need new skills. You will explore units such as managing people, emotional intelligence, influential communication, budgeting, projects, teams and continuous improvement.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, mature age

**CAREER OUTCOMES**

Manager in medium to large organisation, self-employed

**STUDY PATHWAYS**

Bachelor of Business Administration at Australian Catholic University

**START DATE**

You can enrol throughout the year. Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Pt** 1 year, (one evening per week)

**DIPLOMA OF EVENT MANAGEMENT (SIT50316)**

If you are looking for a pathway to a university degree in Event Management or wanting to work in the broad events industry or run events for your organisation, the Diploma of Event Management is the course for you. You will learn about client services, marketing, communications, occupational health and safety, and event management. You will also have the opportunity to learn from, and speak to, current industry professionals working with our industry partners.

**ENTRY REQUIREMENTS**

Year 12 (VCE) or equivalent, mature age

**CAREER OUTCOMES**

Event management, sport facility management, sports management

**STUDY PATHWAYS**

Sports management, sports administration, outdoor recreation, teaching, event management degrees

**START DATE**

February

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Pt** 12 months (evenings)

**DIPLOMA OF BUSINESS (BSB50215)**

The Diploma of Business is delivered in conjunction with Certificate IV in Business to enhance your learning and career prospects. You will gain essential business skills such as delivering customer service, managing finances and producing documents, event management, writing skills and project management, human resources, and marketing principles.

**ENTRY REQUIREMENTS**

Year 12 (VCE) or equivalent, mature age

**CAREER OUTCOMES**

Manager, program consultant, program coordinator

**STUDY PATHWAYS**

Bachelor of Commerce (Applied)

**START DATE**

You can enrol throughout the year. Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 1 year (including Certificate IV in Business)

**Pt** 2+ years

**DIPLOMA OF ACCOUNTING (FNS50215)**

This course will give you the skills and training you need to work on company finance and financial management projects. Among a range of skills, you will learn how to prepare income tax returns, financial reports for reporting entities, and to prepare and maintain complex budgets and forecasts.

**ENTRY REQUIREMENTS**

Certificate IV in Accounting or mature age with knowledge of accounting

**CAREER OUTCOMES**

Financial reporting assistant, financial management, internal control, projects costing officer

**STUDY PATHWAYS**

Bachelor of Commerce (Applied)

**START DATE**

You can enrol throughout the year. Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Pt** Time varies – the time taken to complete this course will vary depending on the individual input



**DIPLOMA OF ACCOUNTING (FNS50215)**

The Diploma of Accounting teaches you how to prepare income tax returns, financial reports for reporting entities, and how to prepare and maintain complex budgets and forecasts. You will learn to develop and implement internal control procedures, marketing activities, and financial strategies. You will also learn to develop, implement and measure performance management systems.

**ENTRY REQUIREMENTS**

Certificate IV in Accounting or mature age with knowledge of accounting

**CAREER OUTCOMES**

Financial reporting assistant, financial management, internal control, projects costing officer

**STUDY PATHWAYS**

Bachelor of Commerce (Applied)

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry or VTAC

**LOCATION**

Box Hill

**DURATION**

**Ft** 6 months

**ASSOCIATE DEGREE IN COMMERCE (APPLIED) (CRS1201263)**

Develop practical business skills in a flexible learning environment to thrive in your career. This course is designed to meet emerging demands in the industry. You will be exposed to realistic business problems and environments, with the guidance of passionate teachers. Your learning will focus on key areas, including accounting, finance management, marketing, business ethics, communication and international business.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Industry, commerce, banking, finance, public, non-profit sectors

**STUDY PATHWAYS**

Bachelor of Commerce (Applied)

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

City

**DURATION**

**Ft** 2 years

**BACHELOR OF COMMERCE (APPLIED) (CRS1201262)**

Develop practical business skills in a flexible learning environment to start your career. This course is designed to meet emerging demands in the industry. As such, you will be exposed to realistic business problems and environments, with the guidance of passionate teachers. Your learning will focus on key areas, including accounting, finance management, marketing, business ethics, communication and international business.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Accountant, business analysts, economists, international traders, consultants

**STUDY PATHWAYS**

Not applicable

**START DATE**

February and July

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

City

**DURATION**

**Ft** 3 years

**Pt** Flexible options are available

## COMMUNITY &amp; CHILDREN'S SERVICES



## Community Services / Disability / Early Childhood Education / Individual Support / Youth Work

### CERTIFICATE III IN INDIVIDUAL SUPPORT (SPECIALISING IN AGEING, HOME AND COMMUNITY) (CHC33015)

Gain the essential skills and knowledge to care and support older people living in residential aged care facilities or their own homes. You will learn how to provide physical and psychosocial support to older people, including those living with dementia or other illnesses. You may have the opportunity to undertake a work placement with one of our industry partners, Benetas.

#### ENTRY REQUIREMENTS

Police check

#### CAREER OUTCOMES

Local government, community organisations, aged care facilities, private nursing homes

#### STUDY PATHWAYS

Diploma of Nursing

#### START DATE

May and February (Elgar campus)

#### HOW TO APPLY

Direct entry

#### LOCATION

Box Hill

#### DURATION

**Ft** 6 months, 3 days per week

You will participate in a minimum of 120 hrs of practical placement in residential and community settings.

### CERTIFICATE III IN EDUCATION SUPPORT (CHC30213)

This course will provide you with the skills and knowledge to assist teachers and students in a wide range of education settings. On attaining this qualification, you can be employed as a teacher's aide, integration aide or an education support worker. You will be engaged in a wide range of tasks supporting students and assist teachers to deliver a quality education program

#### ENTRY REQUIREMENTS

Aged at least 18, Working with Children Check, National Police Check

#### CAREER OUTCOMES

Teacher's Aide, Integration Aid, Education Support worker, English as a second Language Support worker

#### STUDY PATHWAYS

Certificate IV in Education Support

#### START DATE

April

Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

#### HOW TO APPLY

Direct entry

#### LOCATION

Box Hill

#### DURATION

**Ft** 6 months including practicum of 100 hours

**CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE (CHC30113)****Tr**

Working in Early Childhood can be meaningful, challenging and rewarding. In this course, you will learn the fundamentals of early childhood development and caring for children.

Through experienced trainers and extensive industry work placement you will gain the knowledge and skills to implement play and leisure programs, manage and guide children's behaviour, maintain a safe, clean and appealing environment and assist to implement policies and procedures in education and care services.

**ENTRY REQUIREMENTS**

Working with Children Check, National Police Check

**CAREER OUTCOMES**

Early childhood educator, outside school hours care assistant, play group supervisor, recreation assistant, family day care educator, nanny, childcare educator/assistant

**STUDY PATHWAYS**

Diploma of Early Childhood Education Care

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 6 months **Pt** 1 year

**CERTIFICATE IV IN DISABILITY (CHC43115)**

You will gain the skills and knowledge to work with people with disabilities and learn how to provide services that aid and empower your clients. You will develop support strategies and develop your communication, advocacy and networking skills. With over 150 hours of work placement, you will gain confidence and professional experience in this rewarding career.

**ENTRY REQUIREMENTS**

Aged 18 or over, Year 11 or equivalent, mature aged, Working with Children Check, National Police Record Check

**CAREER OUTCOMES**

Residential services, employment services, recreational services, adult day training services, advocacy services, respite services, peer support programs, educational facilities

**STUDY PATHWAYS**

Diploma of Community Services, Bachelor of Community Service

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 12 months

You will participate in 150 hours of industry work placement in a relevant disability or community service company scheduled outside of class times.

**CERTIFICATE IV IN YOUTH WORK (CHC40413)**

Develop your skills as a youth worker with this hands on course. You will learn how to support, advocate and empower young people to have a voice through an extensive range of networks. Specific course content includes community development, group work, crisis intervention, alcohol and other drugs, mental health, child protection and workplace health and safety.

**ENTRY REQUIREMENTS**

Year 11 or equivalent, Working with Children Check, Police Record Check

**CAREER OUTCOMES**

Community development worker (youth), youth & family resource officer, indigenous youth worker, recreational youth activities worker, youth case worker, residential care worker, youth housing support worker, youth worker, youth alcohol and other drugs worker

**STUDY PATHWAYS**

Diploma Youth Work, Diploma Community Services

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 12 months

**DIPLOMA OF YOUTH WORK (CHC50413)**

Enhance your skills and knowledge as a youth worker in a supervisory role with this hands-on course. You will develop comprehensive knowledge in case management, legal and ethical work practices, collaborative partnerships, mental health, child protection, service networks and program development.

**ENTRY REQUIREMENTS**

Certificate IV in Youth Work Applicants, Working with Children Check (WWCC), Police Record Check (NPC)

**CAREER OUTCOMES**

Case manager, community integration leader, youth and family services coordinator, program manager, senior case worker, senior youth worker, youth work team leader

**STUDY PATHWAYS**

Bachelor of Community Services

**START DATE**

February and July

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 12 months

**DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE (CHC50113)**

This course will equip you with the skills and knowledge necessary to work in the rewarding role of a Level 5 Early Childhood Educator. Through on-campus classes with experienced and supportive trainers, practical children services simulation rooms and extensive industry work placement, you will be confident in your role as a childhood educator.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Educator in long day care, occasional care, family day care, preschools, early intervention, out of hour's school care

**STUDY PATHWAYS**

Bachelor of Early Childhood Education

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 18 months

**DIPLOMA OF COMMUNITY SERVICES (CHC52015)**

Gain advanced skills work in the respected and rewarding community services sector. Learn to work in various service delivery roles including direct client work and community education or development projects. You will develop the knowledge, skills and values to work with individuals, families, social groups or larger communities to support activities, information and referral for those in need of assistance.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Community services worker, early intervention worker, group facilitator, youth officer, support facilitator, caseworker

**STUDY PATHWAYS**

Bachelor of Community Services

**START DATE**

February and July

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 18 months (three days per week for classes).

**BACHELOR OF EARLY CHILDHOOD EDUCATION (CRS1201270)**

This course will equip you with the knowledge and skills needed to be an effective early childhood teacher and leader.

During the course, you will gain an in depth knowledge of the principles and practices of exemplary practice in early childhood service provision including child development, early childhood pedagogy, child and family centred practice, legal and regulatory compliance requirements, provision of inclusive environments, and early childhood leadership. You will also gain skills in research methods, professional practice, project management, and professional communication.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Early childhood teacher

**STUDY PATHWAYS**

Master of Education

**START DATE**

February and July

**HOW TO APPLY**

Direct entry. Download and complete an application form.

**LOCATION**

Lilydale

**DURATION**

**Ft** 4 years (without approved Diploma)

**Pt** 1 year study options available  
RPL is given for approved Diplomas.

**BACHELOR OF COMMUNITY SERVICES (CRS1400046)**

This course is designed to provide you with a broad understanding of the community services sector and to equip you with the practices, principles and theories, to be an effective worker in the field. It offers a strong practical component and applied learning subjects, where you will gain real world experience working in and around the community services area.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Child protection practitioner, alcohol and other drugs worker, case manager, client services officer, family support worker, rehabilitation officer

**STUDY PATHWAYS**

Honour's degree, Masters degree

**START DATE**

February and July. Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry.  
Book your interview for Bachelor of Community Services

**LOCATION**

Lilydale

**DURATION**

**Ft** 2-3 years depending on prior qualifications. **Pt** available

**GRADUATE DIPLOMA IN EARLY CHILDHOOD TEACHING (CRS1300162)**

The course aims to develop graduates, who have the capability to integrate advanced and newly emerging knowledge in early childhood education and care and critically apply this knowledge to develop and implement educational and care programs and services for individual children and their families.

**ENTRY REQUIREMENTS**

Primary teaching qualification, current National Police Check, current Working with Children Check or VIT registration, interview

**CAREER OUTCOMES**

Kindergartens, pre-school, long day care centre employment

**STUDY PATHWAYS**

Master of Education

**START DATE**

February and July.

**HOW TO APPLY**

Direct entry. Download and complete an application form.

**LOCATION**

Lilydale

**DURATION**

**Ft** 1 year (2 semesters) of core units, then part time 1 semester to complete practicum requirements.

The course is delivered through weekend intensive workshops and regular evening tutorials, self-paced and on-line activities and industry related assessment.



## CULINARY ARTS &amp; HOSPITALITY



## Commercial Cookery / Hospitality / Patisserie

## CERTIFICATE III IN PATISserie (SIT31016)

This course will provide you with comprehensive training in all aspects of patisserie. You will learn how to make a variety of cakes, with a focus on both gluten and dairy free products. You will be exposed to making a range of pastry products, utilising various techniques and skills to produce high quality finishes that are of industry standard.

**ENTRY REQUIREMENTS**

Year 11 or equivalent, relevant employment experience will be considered

**CAREER OUTCOMES**

Pastry chef, patissier

**STUDY PATHWAYS**

Certificate IV in Patisserie, Diploma of Hospitality

**START DATE**

January and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 1 year

## CERTIFICATE III IN COMMERCIAL COOKERY (SIT30816)

Ap

This course offers the practical skills and knowledge you need to work as a qualified commercial cook. You will learn everything from making bread and filleting fish, to creating menus and cooking specialist dishes from recipes provided by top chefs. You will have the opportunity to enter a range of prestigious industry awards and competitions.

**ENTRY REQUIREMENTS**

Currently employed or seeking employment in commercial cookery

**CAREER OUTCOMES**

Head chef, sous chef

**STUDY PATHWAYS**

Certificate IV in Commercial Cookery, Certificate IV in Catering Operations, Certificate IV in Patisserie

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 1 year

## CERTIFICATE IV IN PATISserie (SIT40716)

This course will provide you with the training necessary to apply for positions such as pastry chefs who have a supervisory or team leading role in the kitchen. Aside from learning the skills in making a range of baked goods, you will gain workplace skills to be able to operate independently or with limited guidance from others.

**ENTRY REQUIREMENTS**

Certificate III in Patisserie or equivalent, relevant employment experience be considered

**CAREER OUTCOMES**

Chef de partie, chef patissier

**STUDY PATHWAYS**

Diploma of Hospitality Management

**START DATE**

January and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 6 months (4 days per week),  
(after successful completion of Certificate II in Patisserie – 12 months)

**CERTIFICATE IV IN HOSPITALITY (SIT40416)**

This hands-on course gives you the skills and knowledge to work in the hospitality industry in a range of venues. You will gain practical skills in food and beverage service, learn how to responsibly serve alcohol and follow workplace hygiene procedures.

**ENTRY REQUIREMENTS**

VCE, VET in schools, demonstrated interest hospitality industry

**CAREER OUTCOMES**

Bar supervisor or team leader, concierge, duty manager, food and beverage supervisor or team leader, front office supervisor or team leader, housekeeping supervisor or team leader, gaming supervisor or team leader, shift manager

**STUDY PATHWAYS**

Diploma of Hospitality Management

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 6 months

**DIPLOMA OF HOSPITALITY MANAGEMENT (SPECIALISING IN PATISSERIE) (SIT50416)**

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality and managerial skills with sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions. The course is designed to simulate conditions in a restaurant environment, therefore you may be required to attend classes between 6:00am and 11:00pm, Monday to Saturday.

**ENTRY REQUIREMENTS**

Certificate IV in Patisserie

**CAREER OUTCOMES**

Banquet or function manager, bar manager, café manager, chef de cuisine

**STUDY PATHWAYS**

Bachelor of Hospitality Management

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 6 months (after successful completion of Certificate III in Patisserie – 12 months and Certificate IV in Patisserie 6 months).

**DIPLOMA OF HOSPITALITY MANAGEMENT (SPECIALISING IN COMMERCIAL COOKERY) (SIT50416)**

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. It provides a pathway to work in any hospitality industry sector as a departmental or small business manager, and allows for multiskilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

**ENTRY REQUIREMENTS**

Year 12 or equivalent. Hospitality experience favoured

**CAREER OUTCOMES**

Banquet or function manager, bar manager, café manager, chef de cuisine

**STUDY PATHWAYS**

Bachelor of Hospitality Management

**START DATE**

January and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 2 years

This course incorporates the Certificate III (12 months) and the Certificate IV in Commercial Cookery (6 months)

## DIPLOMA OF HOSPITALITY MANAGEMENT (SPECIALISING IN BARS, HOTELS AND RESTAURANTS) (SIT50416)

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager.

### ENTRY REQUIREMENTS

Year 12 or equivalent, mature age, hospitality experience is highly regarded

### CAREER OUTCOMES

Banquet or function manager, bar manager, café manager, chef de cuisine, chef pâtissier, club manager, executive housekeeper, front office manager, gaming manager, kitchen manager, motel manager, restaurant manager, sous chef, unit manager catering operations

### STUDY PATHWAYS

Bachelor of Hospitality Management

### START DATE

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

### HOW TO APPLY

VTAC and direct entry

### LOCATION

Box Hill

### DURATION

**F+** 6 months

## BACHELOR OF HOSPITALITY MANAGEMENT (CRS1201266)

This three-year degree course has a strong focus on practical learning. You will develop skills in accounting, marketing, business and hospitality law and workplace communications. You will learn about strategic project management, contemporary issues in hospitality and contemporary human resources management. You will also have the opportunity to practice your skills with a work-based hospitality management project.

### ENTRY REQUIREMENTS

Year 12 or equivalent with a minimum study score of 20 for English OR mature age applicants must attend an interview

### CAREER OUTCOMES

Function manager, account manager, sales and marketing, human resource manager, food and beverage manager, restaurant manager, small business operator, conference/convention and/or event manager

### STUDY PATHWAYS

Not applicable

### START DATE

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

### HOW TO APPLY

VTAC and direct entry

### LOCATION

City

### DURATION

**F+** 3 year **P+** 6 year

## ASSOCIATE DEGREE OF HOSPITALITY MANAGEMENT (CRS1201267)

This two year course teaches marketing concepts, business economics and how to manage accounting in relation to decision-making. You will gain skills in project management and organisational behaviour, conducting social research, and analysing business statistics.

### ENTRY REQUIREMENTS

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

### CAREER OUTCOMES

Function manager, account manager, sales and marketing, human resource manager, food and beverage manager, restaurant manager, small business operator, conference/convention and/or event manager

### STUDY PATHWAYS

Bachelor of Hospitality Management

### START DATE

February and July

### HOW TO APPLY

VTAC and direct entry

### LOCATION

City

### DURATION

**F+** 2 years **P+** 4 years



## Adult Learning / English as an Additional Language / General Education / VCAL and iVCAL

### ENGLISH LANGUAGE SKILLS

#### ENGLISH LANGUAGE INTENSIVE COURSES FOR OVERSEAS STUDENTS (044635A)

##### ENTRY REQUIREMENTS

Aged 18 or over before arrival in Australia

##### CAREER OUTCOMES

Not applicable

##### STUDY PATHWAYS

Not applicable

##### INTAKE DATES

**Term 1:** Intake 1: 30 Jan – 3 Mar  
Intake 2: 6 Mar – 7 Apr

**Term 2:** Intake 3: 24 Apr – 26 May  
Intake 4: 29 May – 30 Jun

**Term 3:** Intake 5: 17 Jul – 18 Aug  
Intake 6: 21 Aug – 22 Sep

**Term 4:** Intake 7: 9 Oct – 10 Nov  
Intake 8: 13 Nov – 15 Dec

##### START DATE

There are eight intakes every 5 weeks in 2017

##### HOW TO APPLY

Direct entry

##### LOCATION

Box Hill

##### DURATION

**Ft** 10 weeks

#### CERTIFICATE I IN EAL (ACCESS) (22250VIC)

The Certificate I in EAL (Access) will improve your English skills in listening, speaking, reading and writing so you can prepare for further studies or work. The course is designed for people from culturally diverse backgrounds who want to develop or improve their English.

##### ENTRY REQUIREMENTS

Aged 18 or over, non-English-speaking background

##### CAREER OUTCOMES

Not applicable

##### STUDY PATHWAYS

Certificate II in EAL

##### START DATE

February and July

##### HOW TO APPLY

Direct entry

##### LOCATION

Box Hill

##### DURATION

**Ft** 6-12 months **Pt** Available

#### CERTIFICATE II IN EAL (ACCESS) (22251VIC)

The Certificate II in EAL (Access) is designed for migrants or people from culturally diverse backgrounds who can speak English at a basic level. The course will help you improve your oral and written communication skills, and reading, listening and computer skills. You may also increase your understanding of Australian culture.

##### ENTRY REQUIREMENTS

Aged 18 or over, non-English-speaking background

##### CAREER OUTCOMES

Not applicable

##### STUDY PATHWAYS

Certificate III in EAL (Access)

##### START DATE

February and July

##### HOW TO APPLY

Direct entry

##### LOCATION

Box Hill, Lilydale

##### DURATION

**Ft** 6 months (5 days a week)

**Pt** 12 months (3 days a week)

### CERTIFICATE III IN EAL (ACCESS) (22253VIC)

This course is for new migrants or people from culturally diverse backgrounds with intermediate level English language skills. You will improve your oral and written communication to prepare for further study or work. You'll also gain computer skills and develop an understanding of Australian culture.

#### ENTRY REQUIREMENTS

Aged 18 or over, non-English speaking background

#### CAREER OUTCOMES

Not applicable

#### STUDY PATHWAYS

Certificate IV in EAL (Employment/Professional), Certificate IV in EAL (Access)

#### START DATE

February and July

#### HOW TO APPLY

Direct entry

#### LOCATION

Box Hill

#### DURATION

**Ft** 6-12 months **Pt** Available

### CERTIFICATE IV IN EAL (EMPLOYMENT/PROFESSIONAL) (22257VIC)

Learn to utilise your English skills and experience in a professional environment. You will enhance your listening, oral and written communication skills and learn essential job seeking skills. Undertake an industry placement and be provided with ongoing support. This course covers a range of work related skills, including resume writing, interview and oral presentation skills, networking, and Australian workplace culture.

#### ENTRY REQUIREMENTS

Level 3 of the Australian Core Skills Framework in learning, reading, writing, oral communication and numeracy.

#### CAREER OUTCOMES

Not applicable

#### START DATE

February, July and October

#### HOW TO APPLY

Direct entry

#### LOCATION

Box Hill

#### DURATION

**Ft** 10 weeks + 4-6 weeks work placement

### CERTIFICATE IV IN EAL (ACCESS) (22256VIC)

Improve your oral and written communication including reading, writing, speaking and listening, to prepare for further study or work. Through this course, you can also improve your computer skills and develop an understanding of Australian culture. This course is designed for new migrants or those who come from culturally diverse backgrounds who have upper intermediate English language skills.

#### ENTRY REQUIREMENTS

Aged 18 or over, non-English speaking background

#### CAREER OUTCOMES

Not applicable

#### STUDY PATHWAYS

Certificate IV in EAL (Employment)

#### START DATE

February and July

#### HOW TO APPLY

Direct entry

#### LOCATION

Box Hill

#### DURATION

**Ft** 6 months

**Pt** 12 months



## TRAINING & ASSESSMENT

### CERTIFICATE II IN GENERAL EDUCATION FOR ADULTS (22237VIC)

The Certificate II in General Education for Adults provides a range of units incorporating literacy, numeracy and pathways planning. As part of this course, you will have the opportunity to attend a camp, undertake work experience, participate in a community service project and learn practical maths as part of an applied project. This course is only available to students registered with the Reconnect Program.

#### ENTRY REQUIREMENTS

Registration with Reconnect Program

#### STUDY PATHWAYS

Further study options in VCE, VCAL and other vocational programs

#### HOW TO APPLY

Please contact Reconnect Program Coordinator, Meg Yates to find out further information or to attend one of the upcoming enrolment sessions.

Contact can be made with Meg by filling in the contact us page on the Reconnect webpage. <http://www.boxhill.edu.au/course/vce-vcap-ivcal/reconnect-program/>

#### START DATE

March

#### LOCATION

City, Lilydale

#### DURATION

**Ft** 14 weeks

## VCAL & iVCAL

### VICTORIAN CERTIFICATE OF APPLIED LEARNING (FOUNDATION LEVEL) (VCALFND001)

**Vc**

This unique iVCAL course offering is designed to be completed online. This self-paced course can be tailored to suit you. Plus, you can access iVCAL from anywhere in the world, 24/7 at any time of the day.

The iVCAL program is fully supported by teachers, student welfare officers and counsellors and has been designed so it is easy to access and use.

You can also choose to come in to the Nelson-campus to interact with the teachers and other students.

#### ENTRY REQUIREMENTS

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

#### CAREER OUTCOMES

Knowledge and skills to explore a chosen vocation

#### STUDY PATHWAYS

Intermediate VCAL

#### START DATE

Flexible start date, rolling enrolments. Visit enrolment hub for further information

#### LOCATION

Box Hill

#### HOW TO APPLY

Attend one of our VCAL information sessions.

#### DURATION

**Ft** 1 year **Pt** 1 year

Length varies – this course is delivered online and the time taken to complete it will depend on the individual and the units selected. All units in which you are enrolled should be completed within the calendar year (of enrolment).

## VICTORIAN CERTIFICATE OF APPLIED LEARNING (INTERMEDIATE) (VCALINT001)

Vc

This unique iVCAL course offering is designed to be completed online. This self-paced course can be tailored to suit you. Plus, you can access iVCAL from anywhere in the world, 24/7 at any time of the day. The iVCAL program is fully supported by teachers, student welfare officers and counsellors and has been designed so it is easy to access and use.

You can also choose to come in to the Nelson-campus to interact with the teachers and other students.

### ENTRY REQUIREMENTS

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

### CAREER OUTCOMES

Knowledge and skills to explore a chosen vocation

### STUDY PATHWAYS

Senior VCAL

### START DATE

Flexible start dates  
(rolling enrolments)  
Visit enrolment hub for further information

### LOCATION

Box Hill

### HOW TO APPLY

Attend one of our VCAL information sessions

### DURATION

**Ft** 1 year **Pt** 1 year

Length varies – this course is delivered online and the time taken to complete it will depend on the individual and the units selected. All units in which you are enrolled should be completed within the calendar year (of enrolment).

## VICTORIAN CERTIFICATE OF APPLIED LEARNING (INTERMEDIATE) (VCALINT001)

Vc

This applied alternative to Year 11 is designed to create an individual pathway for you to employment or further studies in a variety of adult learning settings. VCAL includes applied work skills and industry-based learning as well as job relevant literacy and numeracy skills. VCAL is a more focused, integrated and supportive alternative to VCE.

### ENTRY REQUIREMENTS

Year 10 or equivalent

### CAREER OUTCOMES

Entry into Senior VCAL, a certificate level industry course or general employment

### STUDY PATHWAYS

Senior VCAL, Certificate course

### START DATE

February

### LOCATION

Box Hill, City, Lilydale

### HOW TO APPLY

Attend one of our VCAL information sessions

### DURATION

**Ft** 12 months

## VICTORIAN CERTIFICATE OF APPLIED LEARNING (SENIOR) (SPECIALISING IN INDIVIDUAL PROGRAMS) (VCALSEN001)

Vc

This applied alternative to Year 12 is designed to create an individual pathway for you to employment or further studies in a variety of adult learning settings. VCAL includes applied work skills and industry-based learning as well as job relevant literacy and numeracy skills. VCAL is a more focused, integrated and supportive alternative to VCE.

### ENTRY REQUIREMENTS

Intermediate VCAL, Year 11 or equivalent

### CAREER OUTCOMES

General employment

### STUDY PATHWAYS

Certificate III or IV, Diploma

### START DATE

February

### LOCATION

Box Hill, City, Lilydale

### HOW TO APPLY

Attend one of our VCAL information sessions

### DURATION

**Ft** 12 months

## VICTORIAN CERTIFICATE OF APPLIED LEARNING (SENIOR) (VCALSEN001)



This unique iVCAL course offering is designed to be completed online. This self-paced course can be tailored to suit you. Plus, you can access iVCAL from anywhere in the world, 24/7 at any time of the day.

The iVCAL program is fully supported by teachers, student welfare officers and counsellors and has been designed so it is easy to access and use.

You can also choose to come in to the Nelson-campuses to interact with the teachers and other students.

### ENTRY REQUIREMENTS

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

### CAREER OUTCOMES

General employment, further studies in industry of interest

### STUDY PATHWAYS

Certificate III or IV, Diploma

### START DATE

Flexible start dates  
(rolling enrolments)

### LOCATION

Box Hill

### HOW TO APPLY

Attend one of our VCAL  
information sessions

### DURATION

**Ft** 1 year **Pt** 1 year

This course is delivered online and the time taken to complete will depend on the individual and the units selected. All units in which you are enrolled should be completed within the calendar year of enrolment.

## VICTORIAN CERTIFICATE OF APPLIED LEARNING (SENIOR) (VCALSEN001)

This year 12 alternative is designed to create an individual pathway for you to employment or further studies. You will study literacy, numeracy and job-related skills, and choose a vocational qualification. You will learn in an environment that is supportive and accommodating, while gaining skills for the real world.

### ENTRY REQUIREMENTS

Intermediate VCAL, Year 11 or equivalent

### CAREER OUTCOMES

General employment, apprenticeship, traineeship

### STUDY PATHWAYS

Not applicable

### START DATE

Beginning and rolling enrolments

### LOCATION

Box Hill

### HOW TO APPLY

Direct Entry

### DURATION

**Ft** 1 year

## HAIR, BEAUTY &amp; FLORISTRY



## Barbering / Beauty / Floristry / Hairdressing

## CERTIFICATE II IN SALON ASSISTANT (SHB20216)

You will gain the basic skills and knowledge used in hairdressing salons to provide assistance with client services. These routines and repetitive tasks are completed under direct supervision and with guidance from our hairdressing teachers in our simulated Hairdressing Salon at BHI.

**ENTRY REQUIREMENTS**

VCAL

**CAREER OUTCOMES**

Salon assistant, apprentice hairdresser

**STUDY PATHWAYS**

Certificate III in Hairdressing, Certificate III in Barbering

**START DATE**

January

Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VCAL – Direct entry through BHI

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 1 year (2 days per week)

## CERTIFICATE II IN RETAIL COSMETICS (SHB20116)

Vc

Enhance your skills and employment opportunities with knowledge of the cosmetic industries. Learn how to demonstrate cosmetic beauty products and how to become a retail sales consultant.

**CAREER OUTCOMES**

Retail sales for cosmetic counters, demonstrating cosmetic products

**STUDY PATHWAYS**

Certificate III in Make-up, Certificate III in Beauty

**START DATE**

February and July

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 6 months (1 day per week)

## CERTIFICATE II IN FLORISTRY (ASSISTANT) (SFL20115)

Gain the skills and knowledge to apply for roles in the floristry industry at an assistant level.

Learn basic construction skills and techniques for items such as bunches, bouquets, boxed arrangements, table centres and basic wired items such as corsages and buttonholes. You will also learn floristry specific operational subjects and customer services skills.

**ENTRY REQUIREMENTS**

Aged 16 or over

**CAREER OUTCOMES**

Floristry assistant

**STUDY PATHWAYS**

Certificate III in Floristry

**START DATE**

February and July

Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 6 months

**CERTIFICATE III IN MAKE-UP (SHB30215)**

Enhance your skills as a Make-up artist by designing and applying make-up for a range of purposes and occasions across the beauty, fashion, media and entertainment industries.

After successful completion, you will possess a range of well-developed technical and consultation skills. You will be able to apply discretion and judgement when required and will be responsible for your own outputs. This includes working cooperatively with a range of individuals including photographers, fashion stylists and media production staff.

Work is typically conducted as part of a team or on a freelance basis in settings such as make-up studios, retail cosmetic counters, fashion and media sets and photography studios.

**ENTRY REQUIREMENTS**

Year 10 or equivalent

**CAREER OUTCOMES**

Make-up artist

**STUDY PATHWAYS**

Diploma of Beauty Therapy, Diploma of Screen and Media (Make-up for TV and film)

**START DATE**

February

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 12 months

**CERTIFICATE III IN MAKE-UP (SHB30215)**

This course will give you the skills and knowledge required to design and apply make-up for a range of purposes and occasions across the beauty, fashion, media and entertainment industries. You will have a range of well-developed technical and consultation skills, to make you into a well-rounded make-up professional.

**ENTRY REQUIREMENTS**

Aged 17 years or more, Year 11 or equivalent

**CAREER OUTCOMES**

Make-up artist

**STUDY PATHWAYS**

Diploma of Beauty Therapy

**START DATE**

February and July

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 6 months (3 days per week)

**CERTIFICATE III IN HAIRDRESSING (SHB30416)****Ap**

This qualification reflects the role of hairdressers who use a range of well-developed sales, consultation and technical skills and knowledge to provide a broad range of hairdressing services to clients. They use discretion and judgement to provide client services and take responsibility for the outcomes of their own work.

**ENTRY REQUIREMENTS**

Employed as hairdressing apprentice

**CAREER OUTCOMES**

Hairdresser

**STUDY PATHWAYS**

Certificate IV in Hairdressing, Diploma of Salon Management

**START DATE**

February, April, July, October

**HOW TO APPLY**

Direct entry (with an active Delta)

**LOCATION**

Box Hill

**DURATION**

**Pt** 2-3 years

**CERTIFICATE III IN HAIRDRESSING (SHB30416)****Ap**

You will cut, colour, style and treat hair while learning how to coordinate a salon team and sell various products and services. Your teachers will encourage and support you in our simulated Hairdressing Salon.

**ENTRY REQUIREMENTS**

Aged 17 years or more, Year 10 or equivalent

**CAREER OUTCOMES**

Hairdresser

**STUDY PATHWAYS**

Diploma of Salon Management

**START DATE**

February and July

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 1 year (4 days per week)

**Pt** 2.5 years, 1 day per week

**CERTIFICATE III IN FLORISTRY (SFL30115)****Ap**

While working as an apprentice you will enhance your skills as a Florist at Box Hill Institute with this hands on course. This qualification reflects the role of skilled florists who use a range of well-developed floristry skills to design, construct and sell a diverse range of floristry products. These individuals have sound knowledge of construction techniques and floristry design elements and principles. Using discretion and judgement, they work with some independence and under limited supervision. They may provide technical advice and support to team members.

**ENTRY REQUIREMENTS**

Employed as a florist

**CAREER OUTCOMES**

Florist

**STUDY PATHWAYS**

Certificate IV in Floristry

**START DATE**

Rolling enrolments

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Pt** 2-3 years (1 day per week)

The time taken to complete this course may vary depending on the individual input.

**CERTIFICATE III IN FLORISTRY (SFL30115)**

Gain a recognised qualification to secure a job as a florist. You will learn basic construction skills and techniques for items such as bunches, bouquets, boxed arrangements, table centres and basic wired items such as corsages and buttonholes for a range of occasions. In addition, you will gain industry experience in the Box Hill Institute retail shop Flowers on Elgar.

**ENTRY REQUIREMENTS**

Aged 17 or over, mature age

**CAREER OUTCOMES**

Florist

**STUDY PATHWAYS**

Certificate IV in Floristry

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 1 year (3 days per week)

**CERTIFICATE III IN BEAUTY SERVICES (SHB30115)**

Learn a variety of beauty techniques in our professional-level, real-life simulated teaching facilities. Gain skills in waxing, manicures, make-up, ear piercing, nail enhancement, cosmetic tanning and tinting services. Along with these practical skills, you will also learn about the science of skin and nails and the communication and retail techniques.

**ENTRY REQUIREMENTS**

Aged 17 years or more, Year 11 or equivalent

**CAREER OUTCOMES**

Beautician

**STUDY PATHWAYS**

Certificate IV in Beauty Therapy, Diploma of Beauty Therapy

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 6 months (3 days per week)



**CERTIFICATE III IN BARBERING (SHB30516)**

Ap

Enhance your skills as a barber with this hands-on course. You will learn how to use a range of well-developed sales, consultation and technical skills and knowledge to provide a broad range of barbering services to clients.

This course gives you the essential practical skills to create men's traditional and modern hair cutting structures, cut hair using clipper & over-comb Techniques, design tracks and carvings, shave heads and faces, shape Beards & Moustaches and provide general men's grooming service.

**ENTRY REQUIREMENTS**

Direct entry, relevant employment

**CAREER OUTCOMES**

Barber, men's stylist

**STUDY PATHWAYS**

Certificate III in Hairdressing, Diploma of Salon Management

**START DATE**

February, April, July and October

**HOW TO APPLY**

Direct entry (with notification of a current Delta)

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Pt** 2-3 years (1 day per week)

The time taken to complete this course may vary depending on the individual input.

**CERTIFICATE III IN BARBERING (SHB30516)**

This course will provide the necessary skills to become a Barber. You will learn how to create traditional and modern haircutting structures, cut hair using clipper & over-comb Techniques, design tracks and carvings, shave heads and faces and provide general men's grooming service.

**ENTRY REQUIREMENTS**

Aged 17 years or more, Year 10 or equivalent

**CAREER OUTCOMES**

Barber, men's stylist

**STUDY PATHWAYS**

Diploma of Salon Management

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 12 months

**CERTIFICATE IV IN BEAUTY THERAPY (SHB40115)**

This qualification reflects the role of beauty therapists. You will learn to provide a range of beauty therapy treatments and services, including lash and brow treatments, nail services, make-up, massage and waxing. Develop effective communication to work with clients to recommend treatments and services and sell retail skin care and cosmetic products.

**ENTRY REQUIREMENTS**

Aged 17 years or more, Year 11 or equivalent

**CAREER OUTCOMES**

Beauty therapist

**STUDY PATHWAYS**

Diploma of Beauty Therapy

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 12 months (4 days per week)

**DIPLOMA OF BEAUTY THERAPY (SHB50115)**

Become an expert in the most up-to-date beauty treatment skills and knowledge. Learn to practice the healing methods of hydrotherapy, aromatherapy and massage. This course teaches you traditional beauty therapy with a holistic approach, utilising natural products and environmentally sustainable practices. Experience in our simulated day spa environment will allow you to gain confidence and expertise.

**ENTRY REQUIREMENTS**

Not applicable

**CAREER OUTCOMES**

Beauty therapist

**STUDY PATHWAYS**

Bachelor of Health Science (Dermal Therapies), Diploma of Salon Management

**START DATE**

January and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 12 months

**HORTICULTURE & LAND SCIENCES**

## Conservation and Land Management / Horticulture / Sustainable Operations

**CERTIFICATE II IN LANDSCAPING (AHC21616)**

This course is a great opportunity to establish skills in paving, machinery operation, low profile retaining wall construction and other skills relevant to landscaping.

**ENTRY REQUIREMENTS**

Not applicable

**CAREER OUTCOMES**

Landscape worker

**STUDY PATHWAYS**

Certificate III in Horticulture

**START DATE**

February

**HOW TO APPLY**

Direct entry

**LOCATION**

Lilydale

**DURATION**

**Ft** 12 months **Pt** 24 months

**CERTIFICATE II IN HORTICULTURE (AHC20416)**

What a great way to kick start career in horticulture at the Lilydale campus of Box Hill Institute, by studying Certificate II in Horticulture you can acquire skills and training for employment in the diverse horticultural industry of the Yarra valley and ranges. Classes are practically orientated so you won't be stuck indoors but rather outside getting yours hands on experience.

**ENTRY REQUIREMENTS**

Not applicable

**CAREER OUTCOMES**

Gardening labourer, landscape construction apprentice, nursery production apprentice, Parks and Gardens apprentice, turf apprentice

**STUDY PATHWAYS**

Certificate III in Horticulture

**START DATE**

February

**HOW TO APPLY**

Direct entry

**LOCATION**

Lilydale

**DURATION**

**Ft** 12 months **Pt** 24 months

**CERTIFICATE II IN CONSERVATION AND LAND MANAGEMENT (AHC21016)**

What a great way to kick start career in Conservation Land management at the Lilydale campus of Box Hill Institute, by studying Certificate II in Conservation Land Management you can acquire skills and training for employment in this growing industry of the Yarra valley and ranges. Classes are practically orientated so you won't be stuck indoors but rather outside getting yours hands on experience.

**ENTRY REQUIREMENTS**

Not applicable

**CAREER OUTCOMES**

Indigenous land management, conservation earthworks, lands, parks and wildlife, conservation support worker

**STUDY PATHWAYS**

Certificate III in Conservation Land Management

**START DATE**

February

**HOW TO APPLY**

Direct entry

**LOCATION**

Lilydale

**DURATION**

**Ft** 12 months **Pt** 24 months

**CERTIFICATE III IN PRODUCTION NURSERY (AHC31116)**

This course trains staff working in the wholesale nursery industry in the areas of plant production, nursery biosecurity and plant health management.

**ENTRY REQUIREMENTS**

Currently employed in wholesale nursery

**CAREER OUTCOMES**

Nursery worker

**STUDY PATHWAYS**

Certificate IV in Horticulture, Diploma in Horticulture

**START DATE**

February and July

**HOW TO APPLY**

Direct entry

**LOCATION**

Lilydale

**DURATION**

**Pt** 3 years

**CERTIFICATE III IN LANDSCAPE CONSTRUCTION (AHC30916)**

This is a hands on course where you gain skills in paving, surveying, retaining wall construction, stonework and much more.

**ENTRY REQUIREMENTS**

Currently employed in landscape

**CAREER OUTCOMES**

Landscaper

**STUDY PATHWAYS**

Certificate IV in Horticulture, Diploma of Landscape Design

**START DATE**

February and July

**HOW TO APPLY**

Direct entry

**LOCATION**

Lilydale

**DURATION**

**Pt** 3 years

**CERTIFICATE III IN HORTICULTURE (AHC30716)**

Here is your chance to gain experience in Horticulture. Enhance your skills in the ever-growing industry of Horticulture in and around the Yarra valley and ranges. Some of the topics covered are as follows Machinery operation, Propagation, Chainsaw operations, soils and a whole lot more.

**ENTRY REQUIREMENTS**

Not applicable

**CAREER OUTCOMES**

Horticulturalist, gardener

**STUDY PATHWAYS**

Certificate IV in Horticulture, Certificate IV in Conservation Land Management

**START DATE**

February

**HOW TO APPLY**

Direct entry

**LOCATION**

Lilydale

**DURATION**

**Ft** 12 months **Pt** 24 months

**CERTIFICATE III IN CONSERVATION AND LAND MANAGEMENT (AHC31416)**

Enhance your skills in such areas of machinery operations, plant identification, fencing and revegetation works.

**ENTRY REQUIREMENTS**

Not applicable

**CAREER OUTCOMES**

Ranger, bush crewmember

**STUDY PATHWAYS**

Certificate IV in Conservation and Land Management

**START DATE**

February

**HOW TO APPLY**

Direct entry

**LOCATION**

Lilydale

**DURATION**

**Ft** 12 months **Pt** 24 months

**CERTIFICATE IV IN HORTICULTURE (AHC40416)**

Enhance your skills in the Conservation Land management industry, with landscape design units, Plant identification and management skills as well as plant nutrition and pest management.

**STUDY PATHWAYS**

Diploma of Horticulture

**START DATE**

March

**HOW TO APPLY**

Direct entry

**LOCATION**

Lilydale

**DURATION**

**Ft** 18 months **Pt** 3 years

**CERTIFICATE IV IN CONSERVATION AND LAND MANAGEMENT (AHC40916)**

Gains skills in project management in an environmental context as plant identification, soil sampling and planning and implementation of revegetation works. Included in the course is a high level of field work to provide a real life understanding of subject material

**CAREER OUTCOMES**

Local government, state government, landcare, regional catchment management authorities

**STUDY PATHWAYS**

Diploma of Conservation and Land Management

**START DATE**

March

**HOW TO APPLY**

Direct entry

**LOCATION**

Lilydale

**DURATION**

**Ft** 18 months **Pt** 3 years

**DIPLOMA OF HORTICULTURE (AHC50416)**

This course will give you skills across a number of study areas from Landscape design, Plant classification, Plant health and Parks and gardens management

**CAREER OUTCOMES**

Senior horticulturist, parks and garden manager, horticulture enterprise manager

**STUDY PATHWAYS**

Bachelor Degree

**START DATE**

March

**HOW TO APPLY**

Direct entry

**LOCATION**

Lilydale

**DURATION**

**Ft** 2 years **Pt** 4 years

**DIPLOMA OF CONSERVATION AND LAND MANAGEMENT (AHC51116)**

You will be equipped with skills and knowledge to be able to manage staff, manage fauna populations, monitor biodiversity, develop a management plan for a designated area, conduct biological surveys, collect and classify plants and develop workplace policy and procedures for sustainability.

**ENTRY REQUIREMENTS**

Not applicable

**CAREER OUTCOMES**

Lands, parks and wildlife manager, senior ranger

**STUDY PATHWAYS**

Advanced Diploma of Conservation and Land Management

**START DATE**

March

**HOW TO APPLY**

Direct entry

**LOCATION**

Lilydale

**DURATION**

**Ft** 24 months **Pt** 48 months

**ICT & INFORMATION MANAGEMENT**

## Cyber Security / Info Tech / Networking and Games Development / Software and Web Development / Telecommunications

**CERTIFICATE I IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY (ICT10115)**

Gain basic competency and knowledge of Information Communication Technology (ICT), allowing you to function successfully and with confidence in the current technology landscape. You will learn how to perform basic ICT functions on a personal computer and gain a firm grounding in engaging in online activities, including how to use, communicate and securely search the internet.

**ENTRY REQUIREMENTS**

Year 9 or equivalent

**CAREER OUTCOMES**

PC and server installation and support, programming, web page design, games development

**STUDY PATHWAYS**

Certificate IV, Advanced Diploma

**START DATE**

January, April and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Pt** 6 months

**CERTIFICATE III IN TELECOMMUNICATIONS TECHNOLOGY (ICT30515)**

This course provides you with the skills to be involved in the selection, installation and configuration of equipment in converging technologies that integrate radio, optical and internet protocol (IP) based applications. You will learn skills in ribbon fibre cable splicing and terminating and in using optical and RF measuring instruments. The requirements of ACMA Open rule are met. Electrical skills, network equipment installation and the use of hand and power tools are learned as well as OHS and sustainability practices.

**ENTRY REQUIREMENTS**

Not applicable

**CAREER OUTCOMES**

NBN fibre installer, nbn splicer telecommunications, network equipment installer, telecommunications voice and data equipment installer, IP based security alarms installer, telecommunications equipment operator, telecommunications tradesperson

**STUDY PATHWAYS**

Certificate IV in Telecommunications Network Engineering

**START DATE**

You can enrol throughout the year

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 6 months **Pt** 12 months

**CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY (ICT30115)****Tr**

Available to year 10 to 12 school and VCAL students, this award winning traineeship has been developed by Lightmare Studios and is delivered in cooperation with Box Hill Institute. Gain an introduction to the Australian Games Design Industry by developing drawing and animation skills. Practice these skills during weekly online work shifts for Lightmare.

**ENTRY REQUIREMENTS**

Victorian secondary school student, aged 15 years or older, VCAL student  
Register at Lightmare Studios Website

**CAREER OUTCOMES**

Assistant animator, assistant games designer, assistant digital media author/designer, assistant digital media developer/programmer, assistant web media designer, assistant interaction media developer, support digital media developer, support digital media development technician

**STUDY PATHWAYS**

Certificate IV, Diploma, Degree

**START DATE**

January and July

**HOW TO APPLY**

Direct Entry via Lightmare

**LOCATION**

Box Hill, City, Lilydale

**DURATION**

**Pt** 6 months. You are required to attend 1 day per week at one of the three Box Hill Institute Campus sites delivering this course

**CERTIFICATE IV IN TELECOMMUNICATIONS ENGINEERING TECHNOLOGY (ICT41215)**

You will gain the skills and ability of a technician with a range of telecommunications skills. You will learn to install and maintain enterprise network in emerging and converging technologies, internet protocol (IP) based network telecommunications equipment, IP network in home networks and small and medium enterprises and assess installation requirements of converging voice, video and data IP networks.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, mature age

**CAREER OUTCOMES**

Telecommunications network technician, customer computer system installer, customer premises equipment installer, home network installer, IP networks installer, network security equipment installer, optical network equipment installer, radio technician, RFID system installer, secure IT network installer

**STUDY PATHWAYS**

Diploma, Advanced Diploma, Bachelor of Computer Systems

**START DATE**

You can enrol in this course throughout the year

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 1 year  
**Pt** 18 months

The time taken to complete this course will vary upon the number of units you are enrolled in. Evening study options are available.



**CERTIFICATE IV IN LIBRARY AND INFORMATION SERVICES (BSB42115)**

The Certificate IV in Library, Information and Cultural Studies will give you essential training for working in libraries, information services or other cultural institutions. You will learn how to use databases and cataloguing tools, and it will teach you how to provide quality customer service, use and respect copyright, develop understanding of workplace health and safety, and work effectively in teams.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, mature age

**CAREER OUTCOMES**

Library assistant

**STUDY PATHWAYS**

Diploma of Library and Information Services, Bachelor of Library and Information Management

**START DATE**

February and July

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill, Off campus

**DURATION**

**Ft** 1 year (to complete the Diploma you will only need to undertake an additional year of study)

**Pt** **Oc** Up to 3 years

Single units may also be taken in a variety of modes such as weekly classes, day blocks, distance learning and workplace (on-the-job)

**CERTIFICATE IV IN INFORMATION TECHNOLOGY (SPECIALISING IN CYBER SECURITY) (ICT40115)**

This specially designed course will give you the skills and knowledge to work as a Cyber Security Technician. Gain practical knowledge in a range of areas, including basic networking, system testing, website security, network security and more. This course was developed in conjunction with a significant industry advisory panel, giving it a high level of industry-relevance.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, mature aged

**CAREER OUTCOMES**

Cyber security technician, computer technician, cyber security intrusion tester, cyber security support technician, security penetration tester, information systems security support technician, systems support, PC support

**STUDY PATHWAYS**

Diploma, Advanced Diploma

**START DATE**

February, April, July, and October

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 12 months

**Pt** Flexible, duration negotiable

**CERTIFICATE IV IN INFORMATION TECHNOLOGY (ICT40115)**

This course will help you build foundation networking, computer systems, virtualization, systems administration, programming, web design and database skills. You will develop the skills and confidence to work as a support help desk technician.

Your studies will also build your workplace communication and business skills to be able to communicate confidently with internal and external clients, as well as colleagues whilst working on simple projects.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Computer technician, customer support, information systems operator, PC support, support programmer, website support, technical support, user support technician

**STUDY PATHWAYS**

Diploma, Advanced Diploma, Bachelor of Computer Systems

**START DATE**

February and July

You may commence some units on a part time basis outside of these start dates.

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 1 year **Pt** 18 months

The time taken to complete this course will vary upon the number of units you are enrolled in. Evening study options are available

**CERTIFICATE IV IN DIGITAL MEDIA TECHNOLOGIES (ICT40815)**

Build your digital skills in animation, drawing, storyboarding and programming. This course allows you to select electives from a diverse range of units to build specialist skills in the emerging Digital Media field. You will also learn skills in workplace communication and business to become a confident industry professional.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Support 2-D/3-D artist, Assistant animator, assistant game designer, support games developer, assistant graphic/media designer, interaction media developer, support digital media developer, assistant PC games programmer

**STUDY PATHWAYS**

Certificate IV in Digital Media Technologies, Diploma of Digital and Interactive Games, Degree in Media Arts and Games Development and Design

**START DATE**

February (FT and PT)  
and July (PT only)

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 1 year

**Pt** Duration will vary depending on the number of units enrolled in

**CERTIFICATE IV IN DIGITAL AND INTERACTIVE GAMES (ICT40915)**

This course gives you a unique insight into both the programming and art disciplines of game design. Covering art, programming and a collaborative project, you will gain diverse skills, techniques and knowledge in an engaging environment that will see you prepared for a number of pathways and opportunities in this exciting field.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Support 2-D/3-D artist, assistant animator, assistant designer, support games developer, assistant graphic/medial designer, interaction media developer, support digital media developer, assistant PC games programmer

**STUDY PATHWAYS**

Diploma of Digital and Interactive Games, Degree

**START DATE**

February (FT and PT)  
and July (PT only)

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 1 year

**Pt** Duration will vary depending on the number of units enrolled in

**CERTIFICATE IV IN COMPUTER SYSTEMS TECHNOLOGY (ICT41015)**

The Certificate IV in Computer Systems Technology gives you the foundation skills and knowledge used in installing and maintaining computers and computer networks.

This course is built around developing your practical skills in computer maintenance, installing, maintaining and troubleshooting operating systems, network configuration and maintenance, basic programming, web design and database skills.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Network support administrator, network operations support, network operations technician, network technician, network support technician, level 1 help desk support, desktop deployment technician

**STUDY PATHWAYS**

Diploma, Advanced Diploma, Bachelor of Computer Systems

**START DATE**

February and July  
You may commence some units on a part time basis outside of these start dates.

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 1 year **Pt** 18 months

The time taken to complete this course will vary upon the number of units you are enrolled in. Evening study options are available

**DIPLOMA OF SOFTWARE DEVELOPMENT (ICT50715)**

This course gives you a solid foundation in current industry software and web programming tools. You will develop practical skills used in designing and building enterprise databases, software and web applications, android applications, and addressing content management and versioning control. Learn to use a range of programming languages, not to mention skills in design, development and other software solutions.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Analyst programmer, program developer, assistant software applications programmer, software developer, database support programmer, web developer, web support programmer

**STUDY PATHWAYS**

Advanced Diploma, Degree

**START DATE**

February. If you are commencing the preliminary Certificate IV, intakes are available in February and July

**HOW TO APPLY**

VTAC or Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 1 year **Pt** Duration varies

**DIPLOMA OF LIBRARY AND INFORMATION SERVICES (BSB52115)****Oc**

This course will provide you with comprehensive training in the day-to-day running of libraries and information agencies. You will gain essential skills in communication and customer service, computer, technical and administration, including learn how to deliver small group training and effectively supervise staff. You will develop knowledge in reference work, cataloguing, systems management, database searching, and collection management.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, mature age

**CAREER OUTCOMES**

Library technician

**STUDY PATHWAYS**

Bachelor of Library and Information Management

**START DATE**

January and June. Rolling enrolments are available

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill, Off campus

**DURATION**

**Ft** 1 year **Pt** **Oc** Up to 4 years

**DIPLOMA OF INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATION (ICT50315)**

This course has been designed to build your Information Technology knowledge and skills in the area of computer systems administration and network technologies. You will be well suited to this course if you are interested in networking, routing and switching principles, computer operating systems, computer hardware, database development, and cloud and virtualisation technologies.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, Certificate IV IT skills and knowledge, mature age

**CAREER OUTCOMES**

Network administrator, IT administrator, IT operations administrator, network services administrator, network support coordinator, network operations analyst, network security coordinator, network e-business coordinator, internet/intranet systems administrator, systems administrator

**STUDY PATHWAYS**

Advanced Diploma, Degree

**START DATE**

February and July

**HOW TO APPLY**

VTAC or Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 1 year

**Pt** The time taken to complete this course will vary upon the number of units you are enrolled in

**DIPLOMA OF INFORMATION TECHNOLOGY NETWORKING (ICT50415)**

This course will equip you with the in-demand skills and knowledge to build and manage network systems in a business environment. You will receive systems administration training and be introduced to networking concepts. You will further learn about system testing, security, project management, databases, programming, and many more necessary skills to succeed in this profession.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Network administrator, IT administrator, IT operations administrator, network services administrator, network support coordinator, network operations analyst, network security coordinator, network e-business coordinator

**STUDY PATHWAYS**

Advanced Diploma, Degree

**START DATE**

February

If you are commencing the preliminary Certificate IV, intake are available in February and July

**HOW TO APPLY**

VTAC or Direct entry

**LOCATION**

Box Hill

**DURATION**

**F+** 1 year, with prior skills and knowledge in IT at Certificate IV level, or 2 years, which includes stage 1 – Certificate IV in Computer Systems Technology

**P+** Duration will vary depending on the number of units enrolled in

**DIPLOMA OF DIGITAL AND INTERACTIVE GAMES (ICT50215)**

Gain hands-on industry and practical experience to develop and launch your own digital games. Continue to develop strong technical skills in programming, digital drawing, modelling and animation skills. Gain efficiency with industry standard applications, develop games concepts and have the opportunity to apply for an industry placement.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, Certificate IV qualification in programming, games animation or digital media OR mature age applicants with current work experience in the digital media, programming or games animation industry

**CAREER OUTCOMES**

2-D/3-D technical artist, game animator, game designer, game developer, digital media developer, interactive media developer, PC games programmer

**STUDY PATHWAYS**

Bachelor Degree in Games, Animation, Digital Media

**START DATE**

February

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**F+** 1 year

**P+** Duration will vary depending on the number of units enrolled in

**DIPLOMA OF DATABASE DESIGN AND DEVELOPMENT (ICT50515)**

This course immerses you into current industry database, software and web programming. You will develop practical skills used in designing and building enterprise databases, software and web applications, android applications, and addressing content management and versioning control. Learn a vast range of program languages and collaborate with classmates to develop fundamental technical and practice skills.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Database programmer, database analyst, program developer, assistant software applications programmer, software developer, database support programmer, web support programmer

**STUDY PATHWAYS**

Advanced Diploma, Degree

**START DATE**

February

If you are commencing the preliminary Certificate IV level course intakes are available in February and July.

**HOW TO APPLY**

VTAC or Direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**F+** 1 year, for students that have skills at a certificate IV in IT level

**P+** Duration will vary depending on the number of units enrolled in

**DIPLOMA OF COMPUTER SYSTEMS (CRS1201271)**

The Diploma of Computer Systems forms part of the Bachelor of Computer Systems course. It draws on fundamental studies in computer hardware, software, networking, systems analysis and databases. Electives allow study of broader topics such as cloud computing, operating systems and programming for web applications. This course may lead to certifications in Cisco CCNA and more.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Computer networking associate, junior internet or intranet network administrator, junior network design engineer

**STUDY PATHWAYS**

Bachelor of Computer Systems

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC

**LOCATION**

Box Hill

**DURATION**

**Ft** 1 year **Pt** 2 years

**ADVANCED DIPLOMA OF COMPUTER SYSTEMS TECHNOLOGY (ICT60515)**

Gain advanced skills in managing computers and computer networks in class and the workplace. You will develop practical skills in computer maintenance, operating systems, network configuration and maintenance, interface design and internet working technologies, not to mention a vast range of fundamental vendor certifications that will equip you with highly sought-after computer system skills.

**ENTRY REQUIREMENTS**

Year 12 or equivalent and skills in or Certificate IV qualification in computer systems or information technology

**CAREER OUTCOMES**

Network administrator or coordinator, network engineer, enterprise systems administrator, systems developer, IT administrator or coordinator, IT operations administrator or coordinator, network services administrator or coordinator

**STUDY PATHWAYS**

Associate Degree in Computer Systems and Bachelor of Computer Systems

**START DATE**

February  
If you are commencing the preliminary Certificate IV, intakes are available in February and July

**HOW TO APPLY**

VTAC or Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 1 year  
**Pt** Flexible duration

**ASSOCIATE DEGREE IN COMPUTER SYSTEMS (CRS1201257)**

This two year associate degree draws on fundamental studies in computer hardware and software, networking, virtualisation, operating systems, network security, emerging computer technologies, programming for web applications, business and communication skills and entrepreneurship and innovations skills. It is intended to produce adaptable graduates who are as comfortable presenting ideas in the boardroom as they are in the workshop.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Computer networking associate, internet or intranet network administrator, network professional or analyst or a junior network design engineer

**STUDY PATHWAYS**

Bachelor of Computer Systems

**START DATE**

February, July and October  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 2 years **Pt** 4-6 years  
Transfer between full and part time modes easily.

**BACHELOR OF LIBRARY AND INFORMATION MANAGEMENT (CRS1400013)**

This unique course is academically rigorous, with a strong focus on practical skills, to prepare you for the dynamic information profession. Gain highly refined research skills, with a strong academic foundation. You will gain industry experience through professional placements, and expertise in varied research-related areas, providing you with the opportunity to show leadership, initiative and professional judgment.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Corporate and specialist librarian, knowledge manager, LMS developer, Information Management (IM) services sales staff, information analysts

**STUDY PATHWAYS**

Postgraduate degree

**START DATE**

February (FT and PT)  
and July (PT only)

**HOW TO APPLY**

VTAC and direct entry  
Book an interview through our  
Booking System for Bachelor of  
Library and Management

**LOCATION**

City

**DURATION**

**Ft** 3 years **Pt** 6 years

**BACHELOR OF COMPUTER SYSTEMS (CRS1201256)**

Gain practical skills along with the theory base of a technically oriented ICT degree. Box Hill is a Cisco Training Centre for AsiaPac and the course may lead to certifications in Cisco (CCNA and CCNP), Linux LPI, Microsoft (MCTS), VMWare VCP. The networking major includes further topics such as Cisco Academy CCNP. The cloud computing and virtualisation stream will include desktop, applications and data virtualisation, with courseware from NetApp, EMC, Citrix and VMWare.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Computer networking engineer, internet/intranet network administrator, network analyst, network design engineer, network capacity planner, network solutions architect, data centre engineer, data centre administrator, systems engineer, systems analyst

**STUDY PATHWAYS**

Bachelor degree, Honour degree, Master degree

**START DATE**

February and July

**HOW TO APPLY**

VTAC and direct entry  
Book an interview for Bachelor of  
Computer Systems

**LOCATION**

Box Hill

**DURATION**

**Ft** 3 years **Pt** 6 years

**GRADUATE DIPLOMA OF VIRTUALISATION TECHNOLOGIES (10180NAT)**

The Graduate Diploma of Virtualisation Technologies is designed to build up your industry certified skills within an academic framework. Individual modules include courseware from the Cisco Academy, VMware, NetApp, Citrix and Cloudera and the course fee includes industry certification exams.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Network engineer and planner, big data analyst, data centre designer and administrator, database and virtual database administrator, enterprise systems administrator, virtual systems administrators

**STUDY PATHWAYS**

Post-graduate studies

**START DATE**

Enrolments can be made at any  
time, and modules will be offered  
according to demand.

Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for  
further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 1 year  
**Pt** 2 years (2 days per week).



**GRADUATE DIPLOMA OF NETWORK SECURITY (CRS1400011)**

The Graduate Diploma of Network Security addresses critical business needs in network security, developing networking and security theory and skills to secure the corporate network against threats. Gain hands-on experience taught by industry certified professionals using state of the art equipment.

**ENTRY REQUIREMENTS**

Successful completion of an Undergraduate Degree

**CAREER OUTCOMES**

ICT security manager, ICT audit manager, network security engineer, network engineer, security analyst, security consultant, security engineer, security assurance manager, security specialist, security and risk analyst

**STUDY PATHWAYS**

Master of Network Security degree

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

City

**DURATION**

**F+** 1 year

**P+** 2 years (2 days per week)

**MASTER OF CYBER SECURITY (CRS1400012)**

The Master of Cyber Security is a new degree addressing critical business needs in network security. This unique course develops networking and security theory and skills to secure the corporate network against threats.

**ENTRY REQUIREMENTS**

Successful completion of an Undergraduate Degree

**CAREER OUTCOMES**

ICT security manager, security analyst, network security engineer, network engineer, security consultant, security engineer, ICT audit manager, security assurance manager, security specialist, security and risk analyst

**STUDY PATHWAYS**

Research degree

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

TBC

**DURATION**

**F+** 2 years

**P+** 4 years (2 days per week)

**MUSIC, MUSICAL THEATRE AND PRODUCTION****Music / Music Business / Musical Theatre / Sound Production / Technical Production****CERTIFICATE III IN MUSIC INDUSTRY (SPECIALISING IN PERFORMANCE) (CUA30915)**

**Vc**

In this course, you will improve your musical skills, including theory-based knowledge and performance skills, and musicianship. You will undertake instrument lessons, improve your listening skills and learn notation, and may choose to take lessons in a second instrument. With the guidance of well-respected, industry-experienced teachers, will learn in a supportive environment with excellent facilities.

**ENTRY REQUIREMENTS**

Aged 17 or over, Year 12 or equivalent is desirable but not essential

**CAREER OUTCOMES**

Music production, sound production

**STUDY PATHWAYS**

Certificate IV in Music Industry (Sound Production), Certificate IV in Music Industry (Performance)

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**F+** 6 months

**CERTIFICATE III IN MUSIC INDUSTRY (SPECIALISING IN MUSIC BUSINESS) (CUA30915)****Vc**

Gain the skills and confidence to excel in the music business world. You will learn theoretical and practical skills, while gaining hands-on experience in managing and promoting bands and events. The knowledge and skills you learn in this program will support your ability to organise events, work with bands or participate in FReeZA.

**ENTRY REQUIREMENTS**

Aged 16 or over

**CAREER OUTCOMES**

Assistant band manager

**STUDY PATHWAYS**

Bachelor of Music Business

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Lilydale

**DURATION**

**Ft** 6 months **Pt** 1 year

**CERTIFICATE III IN COMMUNITY DANCE, THEATRE AND EVENTS (CUA30213)****Vc**

This course is designed to develop your basic skills in community dance, theatre and events as a pathway into higher level study to develop small music theatre shows or cabaret. Develop your skills in acting, voice, and dance in our specialist dance studio and other facilities, from industry-experienced teachers.

**ENTRY REQUIREMENTS**

Year 10 or Year 9 (by negotiation)

**STUDY PATHWAYS**

Diploma of Musical Theatre

**START DATE**

February  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

City

**DURATION**

**Pt** 12 months

**CERTIFICATE IV IN MUSIC INDUSTRY (SPECIALISING IN SOUND PRODUCTION) (CUA40915)**

You will gain skills in audio electronic systems, learn how to use modern audio studio equipment, notation and sequencing programs including Pro Tools systems. This course teach you to set up and control sound for live performances and hone your instrumental skills to perform and demonstrate music examples or input musical data. You will also learn recording and editing skills on industry media while studying current and historical styles of commercial recording.

**ENTRY REQUIREMENTS**

Year 12 or equivalent

**CAREER OUTCOMES**

Recording engineer, producer, editor, live sound operator

**STUDY PATHWAYS**

Diploma of Sound Production, Bachelor of Applied Music (Audio Production), Bachelor of Sound Production

**START DATE**

February and July

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 6 months

**CERTIFICATE IV IN MUSIC INDUSTRY (SPECIALISING IN PERFORMANCE) (CUA40915)**

Gain a solid foundation in all aspects of the music industry, with subjects designed for you to collaborate with other musicians, and fill any gaps in existing skills in performance, theory, songwriting, improvisation and music technology. Learn from industry professions in a passion-filled, supportive environment.

**ENTRY REQUIREMENTS**

Aged 17 or over, mature age, Year 12 or equivalent preferred, audition

**CAREER OUTCOMES**

Live performance, music media, recording, solo artist, band artist, writer, arranger, composer

**STUDY PATHWAYS**

Diploma of Music, Diploma of Sound Production, Bachelor of Applied Music (Performance), Bachelor of Applied Music (Composition) and Bachelor of Applied Music (Audio Production)

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 6 months

**CERTIFICATE IV IN LIVE PRODUCTION AND TECHNICAL SERVICES (CUA40415)**

You will be trained in lighting, sound operation and stage management of events and productions, and receive training in planning for rehearsals, events and shows. Study units also include Level II first aid, construction industry induction (white card), elevated work platform, occupational health and safety, and testing and tagging of portable electrical equipment. This is a comprehensive training opportunity for future technicians and coordinators of production operations.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, mature age, experience in theatre, events or entertainment is highly regarded

**CAREER OUTCOMES**

Lighting technician, sound technician, stage management

**STUDY PATHWAYS**

Diploma of Live Production and Technical Services

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 6 months

**DIPLOMA OF MUSICAL THEATRE (CUA50213)**

This course is designed to help you develop your creative talents in singing, dancing and acting in musical theatre including cabaret and small theatre shows. You will develop multi-creative skills in voice, acting, show creation and dance. Study and network in a strong ensemble environment, and learn methodologies to apply directly to the job of performing.

The musical theatre program is offered with an optional dual qualification with Diploma of Music Industry (performance).

**ENTRY REQUIREMENTS**

Year 12 or equivalent, audition

**CAREER OUTCOMES**

Cabaret, theatre

**STUDY PATHWAYS**

Not applicable

**START DATE**

February

**HOW TO APPLY**

Direct entry

**LOCATION**

City

**DURATION**

**Ft** 1 year

**DIPLOMA OF MUSIC INDUSTRY (SPECIALISING IN PERFORMANCE) (CUA50815)**

This course covers core study areas including instrument styles, aural training, improvisation, business and copyright. You will have the opportunity to choose electives suit your skills, such as composition, music theory, recording studio skills or electronic music performance. You will also gain professional experience and have exposure to passionate, industry-experienced teachers to get you industry-ready.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, mature age, audition

**CAREER OUTCOMES**

Performer, songwriter, band leader, recording artist

**STUDY PATHWAYS**

Bachelor of Applied Music (Performance or Composition)

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill, City

**DURATION**

**Ft** 1 year

**DIPLOMA OF LIVE PRODUCTION AND TECHNICAL SERVICES (CUA50415)**

Do you wish to work in the entertainment industry in the areas of live sound, lighting and stage management? This course is designed for you. You will be trained in skill areas such as lighting and sound operation and management of live events. Through comprehensive training and a work placement component, you will gain invaluable industry-based skills.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Lighting technician, sound technician, stage management, production and technical management

**STUDY PATHWAYS**

Further studies on arts, performing arts, dramatic arts

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 1 year

**BACHELOR OF SOUND PRODUCTION (CRS1400264)**

This course will see you work with industry leaders to develop highly sought-after sound production skills. Learn a vast range of skills, including how to mix, produce and record for live music, television, video games and beyond. You will have access to world-class sound production facilities, opportunities to work with industry leaders and to develop priceless industry connections.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Music Engineer, DJ, Music producer, sound designer for game audio, sound designer for film, TV and animation, film composer, electronic music producer, beat maker, game audio composer, sound recordist, film mixer, live sound engineering, theatre engineer, foley artist, documentary composer

**STUDY PATHWAYS**

Masters of Music (Contemporary Practice)

**START DATE**

February and July

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 3 years (Possible option of an accelerated 2 year delivery via our trimester model (subject to availability)).

**Pt** Flexible

**BACHELOR OF APPLIED MUSIC (PERFORMANCE) (CRS1201261)**

This course focuses on the performance of contemporary popular, roots and jazz styles. You will receive one-on-one tuition on your principal instrument and attend instrumental technical classes. The course incorporates studies in solo and ensemble performance, improvisation; and opportunities for off campus performances and recordings are provided.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Recording band artist, studio session musician, writer and arranger, record producer, studio engineer, production manager, producer/programmer/designer of music and multimedia software packages, production crew member

**STUDY PATHWAYS**

Masters of Music (Contemporary Practice)

**START DATE**

January (FT) and May (PT). Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry.  
Book an interview for the Bachelor of Applied Music – Performance

**LOCATION**

Box Hill

**DURATION**

**Ft** 3 years

**Pt** 6 years

You can graduate with the Associate Degree in Applied Music after 2 years of full time, or 4 years of part time study.

**DIPLOMA OF MUSICAL THEATRE (CUA50213)**

This course is designed to help you develop your creative talents in singing, dancing and acting in musical theatre including cabaret and small theatre shows. You will develop multi-creative skills in voice, acting, show creation and dance. Study and network in a strong ensemble environment, and learn methodologies to apply directly to the job of performing.

The musical theatre program is offered with an optional dual qualification with Diploma of Music Industry (performance).

**ENTRY REQUIREMENTS**

Year 12 or equivalent, audition

**CAREER OUTCOMES**

Cabaret, theatre

**STUDY PATHWAYS**

Not applicable

**START DATE**

February

**HOW TO APPLY**

Direct entry

**LOCATION**

City

**DURATION**

**Ft** 1 year

**BACHELOR OF APPLIED MUSIC (COMPOSITION) (CRS1400176)**

Box Hill Institute's Bachelor of Applied Music (Composition) will prepare you for work in computer games, film, TV, and/or animation, and for a career as a songwriter, band member, arranger or orchestrator. One of Australia's leading composition degrees, the course has been designed to give you a competitive edge by blending studies in the latest music technology with traditional composition techniques.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Recording band artist, studio session musician, writer and arranger, record producer, studio engineer, production manager, producer/programmer/designer of music and multimedia software packages, production crew member

**STUDY PATHWAYS**

Honours degree, postgraduate diploma, Master degree, Master of Music (Contemporary Practice)

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 3 years

**Pt** 6 years

You can graduate with the Associate Degree in Applied Music after 2 years of full time, or 4 years of part time study.

**BACHELOR OF APPLIED MUSIC (AUDIO PRODUCTION) (CRS1400175)**

This course incorporates studies in analogue and digital recording techniques (ProTools), live sound mixing, high quality multi-track recording, production principles, electronic music history, sound design, electronic sound creation and interactive systems culminating in a senior project. You will collaborate with performers, composers, filmmakers and game designers to produce high quality recordings and sound tracks.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Recording band artist, studio session musician, writer and arranger, record producer, studio engineer, production manager, producer/programmer/designer of music and multimedia software packages, production crew member

**STUDY PATHWAYS**

Postgraduate degree

**START DATE**

January (FT) and May (PT)  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 3 years

**Pt** 6 years

You can graduate with the Associate Degree in Applied Music after 2 years of full time, or 4 years of part time study.

**BACHELOR OF APPLIED BUSINESS IN MUSIC INDUSTRY (CRS1201265)**

This degree gives you the opportunity to specialise and it is run by experts currently working in the industry. Your studies will be conducted in our student run record label, Boxa Music and our Music Industry Business Office where you will learn in real life industry scenarios alongside industry specialists, gain experience in running a record company, work with artists, stage events, and other music business activities.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Booking agent, artist manager, record company owner, event manager, tour manager, music publisher

**STUDY PATHWAYS**

Masters of International Music Business, post-graduate degree

**START DATE**

February

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 3 years

**Pt** 4-6 years

There is an exit point after two years full time study Associate Degree in Applied Business in Music Industry.

**GRADUATE DIPLOMA OF MUSIC (CONTEMPORARY PRACTICE) (CRS1400226)**

This course will provide you with advanced industry-relevant musical knowledge and skills particularly across genres with a strong technology, cross-media, collaborative and interdisciplinary focus. You will also receive a thorough, reflective and scholarly understanding of your area of musical practice.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Live performance, song writing, music theatre, audio recording, post production, composition for film, television, corporate video, animation and game audio, music publishing, music retail, music education (i.e. studio teaching), advertising

**STUDY PATHWAYS**

Further studies in performance, musicology, music therapy, music education, and doctoral study

**START DATE**

February

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 1 year

**Pt** Up to 4 years (options available)



**MASTER OF MUSIC (CONTEMPORARY PRACTICE) (CRS1400227)**

The Box Hill Master of Music (Contemporary Practice) is a 2 year full time coursework Masters (part-time attendance available), which presents a series of experiences designed to develop the broad-based collaborative cross-disciplinary skills one needs for the wide variety of music careers today.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Live performance, song writing, music theatre, audio recording and post production, composition for film, television, corporate video, animation and game audio, music publishing, music retail, music education (i.e. studio teaching), advertising

**STUDY PATHWAYS**

Further studies in performance, musicology, music therapy, music education, and doctoral study

**START DATE**

February

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 2 years

**Pt** Flexible

**MASTER OF INTERNATIONAL MUSIC BUSINESS (CRS1300316)**

This online postgraduate degree gives current music industry personnel or graduates the opportunity to acquire elite music industry knowledge and leadership skills to advance your music industry career, and focuses specifically on music business. It is run by music business experts with many years of industry experience.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Music and entertainment manager, music project manager, artist and major event manager, major record company senior administrator, independent record company manager, music publishing, music organisation manager

**STUDY PATHWAYS**

Post-graduate degree

**START DATE**

You can enrol throughout the year.

Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 2 years

**Pt** 4-6 years (options available)

## NURSING &amp; HEALTH PROGRAMS



## Dental / Health and Wellbeing / Nursing

## CERTIFICATE III IN HOSPITAL/HEALTH SERVICES PHARMACY SUPPORT (HLT37115)

This course is suitable for those who are employed and provide technical support under a pharmacist's supervision in a hospital setting. You will develop knowledge and skills to successfully undertake this role including dispensing of prescriptions, managing pharmaceutical stock, infection control, anatomy and medical terminology.

**ENTRY REQUIREMENTS**

Currently employed as a hospital pharmacy technician

**CAREER OUTCOMES**

Hospital pharmacy technician

**STUDY PATHWAYS**

Certificate IV in Hospital/Health Services Pharmacy Support

**START DATE**

Applicants can commence at any time throughout the year

**HOW TO APPLY**

Apply directly Health and Community Services, School of Health Sciences at [hacs@boxhill.edu.au](mailto:hacs@boxhill.edu.au) or telephone +61 3 9286 9106

**LOCATION**

Box Hill, Off campus

**DURATION**

**Pt** **Oc** Self-directed and through applicant's workplace. It is recommended applicants complete the course within a 12-18 month period.

## CERTIFICATE III IN HEALTH SERVICES ASSISTANCE (SPECIALISING IN OPERATING THEATRE TECHNICIAN) (HTL33115)

Learn the required skills and knowledge to work in the fast-paced role of a Theatre Technician. You will learn skills to be able to transfer the patient to theatre, moving them safely on to the operating table, attaching various pieces of essential equipment and generally interacting with the surgical team to ensure the patient's journey is smooth, safe and comfortable.

**ENTRY REQUIREMENTS**

You must have: Year 12 or equivalent, mature age, current Police Check, Working with Children Check, Healthcare Workers Schedule A immunisations, information session

**CAREER OUTCOMES**

Operating theatre technician

**STUDY PATHWAYS**

Senior Theatre Technician

**START DATE**

February and July

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 6 months, including 2 weeks practical placement (approximately 80 hours)

**CERTIFICATE III IN HEALTH SERVICES ASSISTANCE (HLT33115)**

This qualification will give you the necessary skills and knowledge to find work in a hospital setting such as health services assistance with direct client contact under supervision. You will undertake typical work tasks include making and maintaining patient beds, patient movement, cleaning of wards and patient meal service.

**ENTRY REQUIREMENTS**

Current Police Check, Working with Children Check, Healthcare Workers Schedule A immunisations, information session

**CAREER OUTCOMES**

Health service assistant

**STUDY PATHWAYS**

Further studies in nursing or allied health

**START DATE**

February and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 6 months (1 semester)

**CERTIFICATE III IN DENTAL ASSISTING (HLT35015)**

Learn how to assist all dental clinicians and gain an understanding of what this role involves. This includes maintaining high standards of infection control, assisting with practice administration and supporting quality and professionalism in the dental sector. Gain industry experience by undertaking a minimum of 300 hours practical placement.

**ENTRY REQUIREMENTS**

Year 11 or equivalent, information session

**CAREER OUTCOMES**

Dental assistant

**STUDY PATHWAYS**

Certificate IV in Dental Assisting

**START DATE**

February  
Dental Trainees can commence at any time throughout the year

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 12 months

**CERTIFICATE IV IN HOSPITAL/HEALTH SERVICES PHARMACY SUPPORT (HLT47115)**

Designed for those currently employed as a pharmacy technician in a hospital, this course will improve your knowledge and professional abilities in this role. You will learn how to conduct small-scale compounding of general and aseptic pharmaceuticals, support pharmacists on the wards by collecting client information and test results and assist in dispensing administration.

**ENTRY REQUIREMENTS**

Currently employed in a hospital as a pharmacy technician

**CAREER OUTCOMES**

Pharmacy technician, senior pharmacy technician

**STUDY PATHWAYS**

Further studies in health

**START DATE**

Continuous enrolments throughout the year

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 12 -18 months

**DIPLOMA OF NURSING (HLT54115)**

This course will equip you with the essential skills and knowledge to work as an enrolled nurse in a variety of health care settings. You will learn how to implement basic nursing care, assess client's health and analyse health-related information.

Learn how to administer and monitor medications, and care for clients and develop effective communication skills while working within legal and ethical parameters in nursing.

You will be required to complete a mandatory 400 hours clinical placement across metropolitan and rural areas.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Acute care, chronic care, aged care, rehabilitation, community, mental health

**STUDY PATHWAYS**

Bachelor of Nursing

**START DATE**

February and July

**HOW TO APPLY**

VTAC and direct entry

You will be required to attend a group interview as part of your application process.

**LOCATION**

Box Hill, City, Lilydale

**DURATION**

**Ft** 1.5 years

(3 to 4 days per week)

**Pt** 2.5 years

(2 to 3 days per week)

**QUARRYING & EXTRACTIVE INDUSTRIES****DIPLOMA OF SURFACE OPERATIONS MANAGEMENT (RII50115)**

This course will give you the necessary training you will need to be competent and compliant in the role of a team leader or supervisor in an open cut quarrying or mining operation. You will perform tasks involving a broad range of activities that are complex and non-routine. You will be responsible for the quantity and quality of the output of others, contribute to the development of technical solutions to non-routine problems and apply safety management plans to the workplace.

**ENTRY REQUIREMENTS**

Currently employed in the extractive industries sector

**CAREER OUTCOMES**

Quarry manager, operations manager, various specialist management roles

**STUDY PATHWAYS**

Advanced Diploma of Extractive Industries Management

**START DATE**

There are numerous intake opportunities throughout the year, please contact our Course Advisors for more information.

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Pt** 10 months



## Biosecurity / Laboratory Skills / Laboratory Technology / Science

### CERTIFICATE III IN LABORATORY SKILLS (MSL30116)

Developed for inclusion in a school program (VCE or VCAL), this course will provide you with entry level technical training in laboratory skills across a range of industries. Study various skills, including recording and presenting data and planning and conducting laboratory/field work. Learn to perform a range of laboratory tests, such as performing microscopic examinations and antiseptic techniques.

#### ENTRY REQUIREMENTS

Year 10 or Year 9 (by negotiation)

#### CAREER OUTCOMES

Sampler, tester, laboratory/field assistant

#### STUDY PATHWAYS

Certificate IV in Laboratory Techniques, Diploma of Laboratory Technology, Degree, Associate Degree

#### START DATE

February. Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

#### HOW TO APPLY

Direct entry

#### LOCATION

Lilydale

#### DURATION

**Pt** 2 years

### CERTIFICATE IV IN LABORATORY TECHNIQUES (MSL40116)

This course provides you with the essential skills and knowledge to work as a technical officer or laboratory technician in a range of science based industries. You will gain technical skills and scientific knowledge in microscopy, chemistry, microbiology, histology and tissue culture to start your career in science. In highly practical classes, you will prepare your chemicals, equipment and learn to use modern laboratory equipment as you undertake a wide range of analytical testing experiments.

#### ENTRY REQUIREMENTS

Year 10 or equivalent

#### CAREER OUTCOMES

Laboratory technician, technical officer

#### STUDY PATHWAYS

Diploma of Laboratory Technology

#### START DATE

February and July

#### HOW TO APPLY

VTAC and direct entry

#### LOCATION

Box Hill

#### DURATION

**Ft** 12 months

**Pt** 18+ months (variable)

### DIPLOMA OF LABORATORY TECHNOLOGY (MSL50116)

This course will provide you with the laboratory skills and knowledge needed to work in scientific laboratories. You will acquire practical scientific knowledge and technical skills in aseptic techniques and microscopy, microbiology, histology, environmental testing, molecular biology and electrophoresis, and chemical testing. You will also learn to plan and conduct laboratory work, use application software, analyse data and report these results.

#### CAREER OUTCOMES

Technical officer, laboratory assistant, scientific officer, quality assurance

#### STUDY PATHWAYS

Bachelor of Biosecurity Science, Bachelor of Biomedical Science (Laboratory Medicine)

#### START DATE

February and July. Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

#### HOW TO APPLY

VTAC and direct entry

#### LOCATION

Box Hill

#### DURATION

**Ft** 2 years

**Pt** 4 years

**BACHELOR OF BIOSECURITY SCIENCE (CRS1400045)**

Combine your interests in agriculture, animals and plants with science in a rewarding and practical career in biosecurity.

This course will develop your skills and practical knowledge in the plant and animal sciences in combination with an understanding of the science and regulation of biosecurity.

The Bachelor of Biosecurity Science is the only dedicated undergraduate biosecurity course offered in Australia and is run in association with Box Hill Institute's Biosecurity Centre of Excellence.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Biosecurity compliance officer, technical officer – biosecurity, biosecurity inspections officer, biosecurity policy officer, quarantine, field or extension officer, livestock industry, grains and horticulture industry, biosecurity research organisation

**STUDY PATHWAYS**

Honours, Master

**START DATE**

February (FT) and  
July (PT)

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Lilydale

**DURATION**

**Ft** 3 years

**Pt** 6 years

**SPORT & FITNESS****Fitness / Sport and Recreation****CERTIFICATE III IN FITNESS (SIS30315)**

In this course, you will gain practical skills in fitness, combining fitness and business units. Learn from industry professionals, with a focus on the latest training techniques. Develop your skills in our classrooms and on site gym.

**ENTRY REQUIREMENTS**

Aged least 17 or over, mature age, Year 11 or equivalent is advantageous

**CAREER OUTCOMES**

Personal trainer

**STUDY PATHWAYS**

Certificate IV in Fitness

**START DATE**

February and April  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for  
further information

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 3 months (3 days per week)

**CERTIFICATE IV IN FITNESS (SIS40215)**

You will gain practical skills in fitness in this hands-on course, which combines fitness and business units. Learn from industry professionals, with a focus on the latest training techniques. Develop your skills in our classrooms and on-site gym, and further through a practical placement component.

**ENTRY REQUIREMENTS**

Aged 17 or over, Certificate III in Fitness, mature age

**CAREER OUTCOMES**

Personal trainer

**STUDY PATHWAYS**

Diploma of Sport Development

**START DATE**

February and September

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 6 months (3 days per week)

**DIPLOMA OF SPORT DEVELOPMENT (SIS50612)**

The Diploma of Sport Development includes units in client services, marketing, communications, occupational health and safety, event management, facility management, health and fitness. Students will also have the opportunity to learn from and work with current industry professionals. The course is delivered with the Certificate III in Fitness so students will gain important knowledge in anatomy and physiology, which can be used practically in the fitness industry.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, mature age

**CAREER OUTCOMES**

Sports management, sports administration, fitness, sports coaching, officiating or event management

**STUDY PATHWAYS**

Sports science, sports management, human movement degrees

**START DATE**

February.

Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 1 year

**DIPLOMA OF SPORT AND RECREATION MANAGEMENT (SIS50115)**

The sport management industry is growing rapidly and needs more people that are qualified. So whether you are looking for a pathway to a university degree or wanting to work in the sports industry this qualification is your first step.

You will learn about many areas of the sports industry, including client services, marketing, communication, risk management, event management and facility management. You will also have the opportunity to learn from, and speak to, current industry professionals working with our industry partners.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, mature age

**CAREER OUTCOMES**

Sports management, sports administration, sports coaching, officiating, event management, sport facility management

**STUDY PATHWAYS**

Sport Management Degree

**START DATE**

February

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 1 year



## TRADES



## Automotive / Building / Electrical and Electronics / Furniture and Cabinet Making / Plumbing / Refrigeration

### CERTIFICATE II IN SPLIT AIR-CONDITIONING AND HEAT PUMP SYSTEMS (UEE20111)

This five-week course will provide you as a plumber or electrician with the skills and knowledge to apply for a Refrigerant Handling Licence issued by the Australian Refrigeration Council. You will learn how to install and disconnect split air conditioning and water heating pump systems, including how to work with refrigerant tubing and fittings to position, assemble and start up.

#### ENTRY REQUIREMENTS

Currently engaged in electrotechnology or associated industry

#### CAREER OUTCOMES

ARC Licensed to install, commission and decommission split air conditioning systems

#### STUDY PATHWAYS

Certificate III in Air-Conditioning and Refrigeration

#### START DATE

Monthly intakes. This course commences every month and runs for 5 weeks.

#### HOW TO APPLY

Direct entry

#### LOCATION

Box Hill

#### DURATION

**Pt** 5 weeks + 12 months supervised workplace installation.

### CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP) (22304VIC)

This course will equip you with the skills and knowledge for entry into an apprenticeship within the plumbing industry. Learn a range of skills, including how to locate, interpret and apply relevant information, use numeracy and calculations to carry out your work. You will learn about sustainable practices and strategies to identify employment opportunities in the plumbing industry.

#### ENTRY REQUIREMENTS

Not applicable

#### CAREER OUTCOMES

Preparation for Certificate III in Plumbing

#### STUDY PATHWAYS

Certificate III in Plumbing

#### START DATE

February or you can enrol throughout the year. Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

#### HOW TO APPLY

Direct entry

#### LOCATION

Box Hill, Lilydale

#### DURATION

**Ft** 16 weeks (3 days per week)  
Elgar (T, Th, F)  
Lilydale (M, T, Th)

### CERTIFICATE II IN FURNITURE MAKING (MSF20313)

Start your career in the cabinet and furniture making industry with this hands-on course. You will learn the skills and knowledge necessary to work with wood to create furniture, kitchens and cabinets, including how to use relevant tools, sustainable work practices and effective communication skills.

#### ENTRY REQUIREMENTS

Aged 16 years or over

#### CAREER OUTCOMES

Apprentice furniture or cabinetmaker, furniture retailer, furniture designer

#### STUDY PATHWAYS

Certificate III in Cabinet Making, Certificate III in Furniture Making

#### START DATE

You can enrol throughout the year

#### HOW TO APPLY

Direct entry

#### LOCATION

Box Hill

#### DURATION

**Pt** 6 months, (3 days per week)  
Flexible delivery options are available

## CERTIFICATE II IN ELECTROTECHNOLOGY STUDIES (PRE-VOCATIONAL) (SPECIALISING IN REFRIGERATION) (22261VIC)

This course provides students with the training and knowledge needed to gain employment in the refrigeration and electrical trade sector. You will learn to work safely with electrical equipment, wiring, power tools, hand tools and appliances, as well as literacy, numeracy and communication skills relevant to the field.

### ENTRY REQUIREMENTS

Not applicable

### CAREER OUTCOMES

Employment opportunities in the heating, ventilation, air-conditioning and refrigeration trade

### STUDY PATHWAYS

Certificate III qualifications

### START DATE

The course start dates are based on interest. To express your interest or for more information, please contact our Course Advisors on 1300 269 445

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill, Lilydale

### DURATION

**Ft** 9 weeks

## CERTIFICATE II IN ELECTROTECHNOLOGY STUDIES (PRE-VOCATIONAL) (SPECIALISING IN ELECTRICAL) (22261VIC)

Gain practical skills to help you find work in the electrical, security systems or refrigeration and air conditioning trades. You will learn how to interpret electrical drawings, operate safely in an electrical workshop and gain skills in identifying and using equipment in an electrotechnology environment.

### ENTRY REQUIREMENTS

Year 11 or equivalent literacy and numeracy level is preferred

### CAREER OUTCOMES

Apprentice in electrical, refrigeration and air conditioning, security systems industries

### STUDY PATHWAYS

Certificate III in Electrotechnology

### START DATE

You can enrol throughout the year  
Box Hill – 20 June & 5 September

Lilydale – 15 August & 24 October

Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill, Lilydale

### DURATION

**Ft** 8-10 weeks

Box Hill 8 weeks (M-F)

Lilydale 10 weeks (M, T, Th, F)

## CERTIFICATE II IN BUILDING AND CONSTRUCTION (CARPENTRY) PREAPPRENTICESHIP (22216VIC)

Gain the basic knowledge and skills to prepare for work or further study within the building and construction industry. You will receive an introduction to the industry, including how to perform industry calculations and use carpentry tools, sub-floor construction, installing window frames and doorframes, and formwork for concreting.

### ENTRY REQUIREMENTS

Year 10 or equivalent or equivalent

### CAREER OUTCOMES

Apprentice carpenter

### STUDY PATHWAYS

Certificate III in General Construction, Certificate IV in Building and Construction Building, Diploma of Building and Construction

### START DATE

You can enrol throughout the year  
Elgar – March, Lilydale – August

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill, Lilydale

### DURATION

**Pt** 11 weeks, (M-F)

**CERTIFICATE III IN SECURITY EQUIPMENT (UEE31411)**

Ap

This practical, hands-on apprenticeship provides comprehensive training in the installation and pre-commissioning set up of wired and wireless security systems in multiple, commercial industrial premises. You will gain a thorough understanding of how security systems work, how to use essential hand and power tools, and how to correctly install and maintain security systems equipment including CCTV.

**ENTRY REQUIREMENTS**

Currently employed in industry

**CAREER OUTCOMES**

Alarm installer

**STUDY PATHWAYS**

Certificate IV or Diploma in Electrotechnology

**START DATE**

You can enrol throughout the year  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 3 years

**CERTIFICATE III IN PLUMBING (CPC32413)**

Ap

This practical course will develop your skills in communication, team building and a range of industry specific skills that are associated with undergoing a plumbing apprenticeship. You will study five pre-determined streams, including water, sanitary, drainage, roofing and gas services.

**ENTRY REQUIREMENTS**

Registered with an Australian Apprenticeship Centre, training contract

**CAREER OUTCOMES**

Plumber

**STUDY PATHWAYS**

Certificate IV in Plumbing

**START DATE**

You can enrol throughout the year

**HOW TO APPLY**

Direct entry (via your employer and an Australian Apprenticeship Centre)

**LOCATION**

Box Hill

**DURATION**

**Pt** 3 years

**CERTIFICATE III IN FURNITURE MAKING (MSF30213)**

Ap

During this hands-on course, you will work with wood to learn a broad range of furniture making skills. Begin with drawing up plans and develop essential trade skills, such as how to use relevant tools and techniques to create different styles of furniture.

**ENTRY REQUIREMENTS**

Registered with an Australian Apprenticeship Centre, training contact

**CAREER OUTCOMES**

Furniture maker

**STUDY PATHWAYS**

Certificate IV in Furniture Design and Technology

**START DATE**

You can enrol throughout the year

**HOW TO APPLY**

Direct entry (application through your employer)

**LOCATION**

Box Hill

**DURATION**

**Ft** 3 years, (1 day per week)

## CERTIFICATE III IN ENGINEERING – MECHANICAL TRADE (SPECIALISING IN REFRIGERATION & AIR-CONDITIONING) (MEM30205)

Ap

This apprenticeship will give you a broad understanding of the refrigeration and air-conditioning industries. Learn how to use the hand and power tools, electrical equipment and gas equipment essential to the trade, plus how to identify and handle refrigerants.

Please note: This course is currently being reviewed. There may be some changes to the information provided here.

### ENTRY REQUIREMENTS

Aged 15 or over, registered with an Australian Apprenticeship Centre, training contract, Year 11 or equivalent preferred

### CAREER OUTCOMES

Refrigeration mechanic

### STUDY PATHWAYS

Diploma of Air-conditioning and Refrigeration Engineering

### START DATE

Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill

### DURATION

**Ft** 3 years  
(4th year entirely on the job)

## CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN (UEE30811)

Ap

Learn the fundamentals of all things electrical, both on the job and in our amazing facilities. Through this apprenticeship, you will learn practical and technical skills, including how to use hand and power tools, how to install and terminate wiring systems for network communications, as well as how to maintain and repair apparatus and associated electrical circuits.

### ENTRY REQUIREMENTS

Previously registered with an Australian Apprenticeship Centre, training contract, Year 11 or equivalent preferable

### CAREER OUTCOMES

Licensed electrical mechanic (electrician)

### STUDY PATHWAYS

Certificate IV level

### START DATE

You can enrol throughout the year  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill

### DURATION

**Ft** 4 years

## CERTIFICATE III IN CARPENTRY (CPC30211)

This course will provide you with the practical skills and technical knowledge to work in both the housing and industrial areas of the carpentry trade. You will learn to construct, erect and repair various structures made from wood and other materials, with access to a wide range of relevant tools and facilities.

### ENTRY REQUIREMENTS

Registered with an Australian Apprenticeship Centre, training contract

### CAREER OUTCOMES

Carpenter

### STUDY PATHWAYS

Certificate IV in Building and Construction (Building)

### START DATE

You can enrol throughout the year

### HOW TO APPLY

Direct entry – via your employer and an Australian Apprenticeship Centre

### LOCATION

Box Hill

### DURATION

**Pt** 3 years (opportunity to complete earlier depending on the individual input)

**CERTIFICATE III IN CARPENTRY (CPC30211)**

Ap

This course will provide you with the practical skills and technical knowledge to work in both the housing and industrial areas of the carpentry trade. You will learn to construct, erect and repair various structures made from wood and other materials, with access to a wide range of relevant tools and facilities.

**ENTRY REQUIREMENTS**

Registered with an Australian Apprenticeship Centre, training contract

**CAREER OUTCOMES**

Carpenter

**STUDY PATHWAYS**

Certificate IV in Building and Construction (Building)

**START DATE**

You can enrol throughout the year. Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry, via your employer and an Australian Apprenticeship Centre

**LOCATION**

Box Hill, Lilydale

**DURATION**

**Ft** 3 years (although it can be completed earlier depending on the individual)

**CERTIFICATE III IN CABINET MAKING (SPECIALISING IN KITCHEN AND BATHROOM) (MSF31113)**

Ap

This course will provide you with a broad range of furniture and cabinet making skills, with an emphasis on kitchen and bathroom manufacturing and installation. You will learn planning, construction methods and other fundamental skills, either through an apprenticeship or non-apprenticeship course.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Cabinetmaker, installer

**STUDY PATHWAYS**

Certificate IV in Furniture Design and Technology, management/competitive manufacturing qualifications

**START DATE**

You can enrol throughout the year. Ask about our flexible delivery options for non-apprenticeship training

**HOW TO APPLY**

Direct entry (apprentice are required to apply through your employer)

**LOCATION**

Box Hill

**DURATION**

**Ft** 3 years (1 day per week) Non-apprenticeship training – ask about our flexible delivery options)

**CERTIFICATE III IN CABINET MAKING (MSF31113)**

Ap

During this hands-on course, you will work with wood to learn a broad range of furniture and cabinet making skills. Begin with drawing up plans and develop essential trade skills, such as how to use relevant tools and techniques to create different styles of furniture.

**ENTRY REQUIREMENTS**

Registered with an Australian Apprenticeship Centre, training contact

**CAREER OUTCOMES**

Cabinetmaker, furniture retailer, furniture designer

**STUDY PATHWAYS**

Certificate IV in Furniture Design and Technology

**START DATE**

You can enrol throughout the year

**HOW TO APPLY**

Direct entry (apply through your employer and an Australian Apprenticeship Centre)

**LOCATION**

Box Hill

**DURATION**

**Ft** 3 years (1 day per week)

**CERTIFICATE III IN APPLIANCE SERVICE (UEE32111)**

Ap

This qualification provides competencies to handle and use refrigerants while servicing self-contained refrigeration and air conditioning appliances following prescribed routines. You will learn how to problem solve and how to deliver a service to customers.

Finding and rectifying faults in the various control systems and motors of equipment such as refrigeration and air conditioning will form part of your studies. You will also learn how to service small electrical appliances and power tools as well as larger items like fridges, clothes washing machines, dryers to name a few.

**ENTRY REQUIREMENTS**

Year 10 or equivalent, employed as an apprentice/trainee, Training Contract

**CAREER OUTCOMES**

Appliance service technician, business owner

**STUDY PATHWAYS**

Not applicable

**START DATE**

You can enrol throughout the year  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Pt** 3 years + 1 year of workplace training

**CERTIFICATE III IN AIR-CONDITIONING AND REFRIGERATION (UEE32211)**

Ap

This hands-on course will give you a broad understanding of the refrigeration and air-conditioning industries. Through classes and on the job training, you will learn to use tools, electrical wiring and equipment of the trade, as well as identify and handle various refrigerants. You will further learn how to service and repair cooling systems.

**ENTRY REQUIREMENTS**

Aged 15 years or over, registered with an Australian Apprenticeship Centre, Training Contract, Year 11 or equivalent in encouraged

**CAREER OUTCOMES**

Licensed refrigeration mechanic

**STUDY PATHWAYS**

Diploma of Air-conditioning and Refrigeration Engineering

**START DATE**

You can enrol throughout the year  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Pt** 3 years + a year entirely on the job (four years in total)

**CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING) (CPC40110)**

Gain the skills and knowledge to undertake a supervisory role in building and construction. Learn the fundamental practical and managerial skills and knowledge necessary for this role, including preparing major domestic construction contracts, OH&S, project estimates and small business management. Third and fourth year carpentry apprentices may choose to undertake our 6-month fast track option.

**ENTRY REQUIREMENTS**

Visit [boxhill.edu.au](http://boxhill.edu.au) for specific entry requirements

**CAREER OUTCOMES**

Site supervisor, supervisor, sub-contractor

**STUDY PATHWAYS**

Diploma of Building and Construction (Building)

**START DATE**

February, April and July  
Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 6 months **Pt** 12 months

**CERTIFICATE IV IN PLUMBING AND SERVICES (SPECIALISING IN OPERATIONS) (CPC40912)**

Through this course, you will gain the necessary knowledge to manage plumbing projects and look to running your own business. The units in the Operations Stream specialises in, gas fitting, water supply, sanitation, roofing (stormwater) or drainage.

This course is for plumbers who have completed their training and gained registration or who have industry experience.

**ENTRY REQUIREMENTS**

Relevant plumbing qualification or equivalent

**CAREER OUTCOMES**

Specialist plumber, operator roles with deep technical skills, business owner

**START DATE**

You can enrol throughout the year commencing in January.

Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry

**LOCATION**

Box Hill

**DURATION**

**Pt** 2 years

**CERTIFICATE IV IN INTEGRATED TECHNOLOGIES (SPECIALISING IN MOTOR CONTROL AND PROGRAMMABLE LOGIC CONTROLLERS) (22263VIC)**

You will learn about the industrial electrical trade with a focus on design and development of motor control circuits, pneumatics control and automation, PLC programs and SCADA.

**ENTRY REQUIREMENTS**

Qualified electricians or apprentices enrolled in Certificate III in Electrotechnology Electrician

**CAREER OUTCOMES**

Leading tradesperson, service technician, systems manager, facilities manager, small team leader

**START DATE**

February. Visit [boxhill.edu.au/dates](http://boxhill.edu.au/dates) for further information

**HOW TO APPLY**

Direct entry at the beginning of the year

**LOCATION**

Box Hill

**DURATION**

**Pt** 1-2 years

1 evening per week (2 years)

2 evenings per week (1 year)

**ADVANCED DIPLOMA OF BUILDING DESIGN (ARCHITECTURAL) (22268VIC)**

This course will prepare you for a career as an architectural building designer or draftsman. You will learn about architectural design and the construction of residential and commercial buildings, with a focus on sustainable design. You will also gain skills in design and technical drawing, project management and materials.

**ENTRY REQUIREMENTS**

Year 12 or equivalent, mature age

**CAREER OUTCOMES**

Architectural technician/draftsman

**STUDY PATHWAYS**

Architectural degree

**START DATE**

February and July

**HOW TO APPLY**

VTAC and direct entry

**LOCATION**

Box Hill

**DURATION**

**Ft** 2 years

**Pt** 3 years (3 evenings per week and the occasional Saturday)



# VETiS YEARS 10-12



## 2018 VET IN SCHOOLS COURSE AREAS

- › Allied Health Assistance
- › Animal Studies
- › Automotive
- › Building & Construction (Carpentry)
- › Childhood Education & Care
- › Cisco Networking Academy Program
- › Community Services
- › Cookery – Hospitality
- › Dance
- › Electrical Industry – Electrotechnology
- › Engineering
- › Equine Studies
- › Fashion
- › Furnishing (Cabinet-Making)
- › Graphic Design – Design Fundamentals
- › Hairdressing
- › Plumbing
- › Retail Make-Up
- › Sport & Recreation

# CAMPUS LOCATIONS

## BOX HILL INSTITUTE

### ELGAR CAMPUS

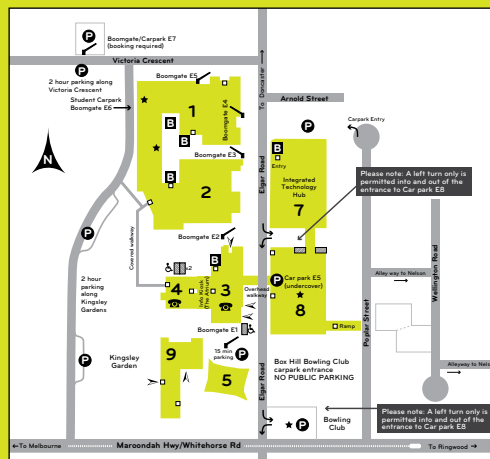
465 Elgar Road, Box Hill

### Nelson-campus

853 Whitehorse Road, Box Hill

### Whitehorse Campus

1000 Whitehorse Road, Box Hill



### CITY CAMPUS

Centre for Adult Education (CAE)

253 Flinders Lane, Melbourne



### LILYDALE CAMPUSES

#### John Street Campus

34 → 40 John Street, Lilydale

#### Lilydale Lakeside Campus

Jarlo Drive, Lilydale



# OPEN DAY

## SKILL SEEKERS SAVE THE DATE

**Sunday 20 August**  
Lilydale Lakeside

**Sunday 27 August**  
Box Hill

10am-3pm

RTO 4687  
CRICOS 0241U



**BOX HILL  
INSTITUTE**

[boxhill.edu.au/openday](http://boxhill.edu.au/openday)

**FOR SKILL SEEKERS**





CONNECT WITH US



VISIT

*boxhill.edu.au*

OR CALL

*1300 BOX HILL*



#### SCHOOLS RELATIONSHIP CONTACTS

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**Annie Ryall** Schools Relationship Co-ordinator  
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