

## **POSSIBLE CAREERS**

- / Business Manager
- / Project Manager
- / Sports Administrator
- / Event Manager
- / Human Resources Officer
- / Administrator
- / Accountant
- / Payroll Officer
- / Investigator
- / Bookkeeper
- / Teacher
- / Workplace Trainer and Assessor

## STUDY MODE KEY

Ap Apprenticeship

Tr Traineeship

Vc VCAL

Ft Full time

Pt Part time

Oc Off campus

Selected courses are provided to eligible individuals with funds made available by the Commonwealth and Victorian Governments.

For details visit boxhill.edu.au

The information contained in this publication is correct at time of print (August 2017). Box Hill Institute reserves the right to alter, amend or delete details of course offerings and other information published here.

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CAE - RTO 3737 M1180 08/17



## BUSINESS

Business and management skills are needed in every industry. Whether you're overseeing an organisation or business area, developing human capital, managing finances or keeping a business afloat with quality administration, a career in business and management offers limitless potential.

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

This course will give you essential training for working in libraries, information services or other cultural institutions. You will develop an understanding of the library information services industry, learn how to search databases and use cataloguing tools. You will also help customers access information, operate computing packages and provide multimedia assistance.

## **ENTRY REQUIREMENTS**

You must have:

- > good written and oral communication skills
- > successfully completed Year 12 or equivalent, or be mature age
- y good computer skills.

## **CAREER OUTCOMES**

After successful completion, you may wish to apply for employment opportunities as a library assistant in school, university, institute, public or special libraries. You may also find employment in information agencies, booksellers, library supply agencies and library software suppliers.

## STUDY PATHWAYS

After successful completion, you may wish to apply for entry into the Diploma of Library and Information Services or, with substantially Distinction level grades, into the Bachelor of Library and Information Management, both offered by Box Hill Institute.

#### START DATE

February and July

#### **HOW TO APPLY**

VTAC and direct entry

#### LOCATION

Box Hill

## **DURATION**



Ft 12 months



up to 3 years

## CERTIFICATE IV IN HUMAN RESOURCES (BSB41015)

Get 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.

This course covers customer service, financial and general information. You will gain relationship management, communication and risk management skills.

## **ENTRY REQUIREMENTS**

You must have successfully completed Year 12 or its equivalent or qualify as a mature age applicant.

## **CAREER OUTCOMES**

Almost all businesses require a human resources department to oversee staff hiring and termination, salaries and the general wellbeing of employees. Typical employers include large private enterprises, large government organisations and human resource recruitment consultancies. Areas of work may include; recruitment, occupational health and safety, employee and industrial relations or computerised human resources management record systems.

#### STUDY PATHWAYS

You may wish to apply for entry into the Diploma of Human Resources Management.

#### START DATE

You can enrol throughout the year

## **HOW TO APPLY**

Direct entry

#### LOCATION

Box Hill

#### **DURATION**

Pt Length varies

## **CERTIFICATE IV IN BUSINESS (BSB40215)**

Learn the essential skills you need to work as an administrator and/or a project officer. You will gain important business skills such as developing text documents and spreadsheets, writing simple and complex business documents, maintaining financial records and creating presentations. You will learn how to organise meetings, undertake marketing activities, develop teams, coordinate business resources and deliver customer service.

You will be able to use 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.

## **ENTRY REQUIREMENTS**

You must have:

- > successfully completed Year 12, or
- > experience working in support roles without formal qualifications.

#### **CAREER OUTCOMES**

After successful completion, you may wish to apply for employment opportunities as an administrator or project officer. Relevant job titles include administrative officer, marketing assistant, sales assistant and project officer.

#### STUDY PATHWAYS

After successful completion, you may wish to apply for entry into the Diploma of Business at Box Hill Institute or into a relevant Bachelor Degree at Box Hill Institute or any other chosen university.

#### START DATE

You can enrol throughout the year

## **HOW TO APPLY**

Direct entry

Recognition of Prior Learning is available

#### **LOCATION**

Box Hill

## **DURATION**



P+ 2 years



## **CERTIFICATE IV IN BUSINESS (BSB40215)**

The Certificate IV in Business is delivered within six months or as part of the Diploma of Business over 12 months.

Build on previously learned skills or your existing business experience with this course. You will 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.

#### **ENTRY REQUIREMENTS**

You must have completed Year 12 (VCE) or equivalent or be mature age.

#### **CAREER OUTCOMES**

After completion, you may wish to apply for employment opportunities as an administrator or project officer. Relevant job titles include administrative officer, marketing or sales assistant and project officer.

## STUDY PATHWAYS

After successful completion, you may wish to apply for entry into the Diploma of Business at Box Hill Institute or into a relevant Bachelor Degree at Box Hill Institute or any other chosen university.

## START DATE

**February** 

## **HOW TO APPLY**

VTAC and direct entry

#### LOCATION

Box Hill, Lilydale

## **DURATION**



6 months



1-2 years

## DIPLOMA OF LIBRARY AND INFORMATION SERVICE (BSB52115)

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.

You will 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**

You must have:

- > successfully completed Year 12 or equivalent, or be a mature age applicant
- > good written and oral communication skills
- y good computer skills.

## **CAREER OUTCOMES**

After successful completion, you may wish to apply for employment opportunities as a library technician in a school, university, institute, public, special, state or national library.

Employment options may exist in information agencies, booksellers, library supply agencies and library software suppliers.

You will be eligible to apply for membership of the Australian Library and Information Association as a library technician.

#### STUDY PATHWAYS

After successful completion, you may wish to apply for entry into the Bachelor of Library and Information Management, or other professional librarianship courses. You may be eligible for advanced standing depending on the level of your results.

#### START DATE

January and June

Rolling enrolments are available.

## **HOW TO APPLY**

VTAC and direct entry

#### LOCATION

Box Hill

## **DURATION**



Ft 12 months



Flexible up to 4 years



## DIPLOMA OF SPORT AND RECREATION MANAGEMENT (SIS50115)

The sport management industry is growing rapidly and needs passionate people like you. This qualification is your first step to either working in the sports industry or a stepping stone to a university degree. You can become part of this rewarding industry by studying our practical hands on course delivered by industry professionals. Take the opportunity to learn from, and speak to, current industry professionals working with our industry partners. Areas of study include client services, marketing, communication, risk management, event management and facility management.

During this course, you will undertake involved work experience that will assist your confidence to apply and perform in industry.

This course is widely recognised by event management organisations.

#### **ENTRY REQUIREMENTS**

You must have successfully completed Year 12 (VCE) of education or equivalent. Mature age students are welcome to apply.

#### **CAREER OUTCOMES**

After successful completion, you will be awarded a Diploma of Sport and Recreation Management.

This qualification will prepare you for work in a wide range of roles in the sports industry. You may apply for employment opportunities in sports management, sports administration, sports coaching, officiating, event management and sport facility management.

## STUDY PATHWAYS

After successful completion, you may wish to apply for degree courses in a number of areas including Sport Management or Management. You may be eligible for credits for up to 12 months for studies.

## START DATE

**February** 

## **HOW TO APPLY**

VTAC and direct entry

#### **LOCATION**

Box Hill

#### **DURATION**



Ft 12 months

## **DIPLOMA OF EVENT MANAGEMENT (SIT50316)**

Melbourne is known as the sporting events capital of the world. 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 Events is the course for you. You can become part of this rewarding industry when you attend our practical hands on courses delivered by industry professionals. 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**

You must have completed Year 12 (VCE) or equivalent. Mature age applicants are welcome to apply.

#### CAREER OUTCOMES

This qualification will prepare you for work in a wide range of roles in the sports and events industry. Through your practical work experience, you will gain confidence and essential management skills to apply to work.

You may wish to apply for employment opportunities in event management, sport facility management and sports management.

#### STUDY PATHWAYS

After successful completion, you may wish to apply for a range of degree courses including sports management, sports administration, outdoor recreation, teaching or event management.

You may be eligible to receive credits up to 12 months for your completed studies.

## START DATE

February

#### **HOW TO APPLY**

VTAC and direct entry

## **LOCATION**

Box Hill, Lilydale

#### **DURATION**



## **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 (in a fun way!), projects, teams and continuous improvement.

This course will prepare you for promotion in the workplace. We encourage you to bring your workplace ideas and issues into class. We talk about how the 'real world' works, rather than the textbook interpretation.

The assessments are designed to cement your learning and are based around your workplace. If you work in recruitment, you could design a PD for a role you want to fill, develop selection criteria and interview questions and then role play the interview.

#### **ENTRY REQUIREMENTS**

You must have the equivalent of Year 12 level literacy and numeracy, or be a mature aged applicant.

#### CAREER OUTCOMES

After successful completion, you will be equipped with the skills and knowledge needed for employment as a manager in a medium to large organisations, or as a manager of your own business.

#### STUDY PATHWAYS

After successful completion of this course, you may choose to study a degree level course at university. Box Hill Institute has a Credit Transfer Agreement with Australian Catholic University (ACU) to grant you 50 credit points in their Bachelor of Business Administration. Some other Higher Education Institutions may also offer Credit Transfers.

#### START DATE

You can enrol throughout the year

## **HOW TO APPLY**

Direct entry

#### **LOCATION**

Box Hill

#### **DURATION**

12 months

## **DIPLOMA OF BUSINESS (BSB50215)**

The Diploma of Business (6 months) is delivered in conjunction with Certificate IV in Business (6 months) 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.

You may use your knowledge to apply for Management roles in a variety of industries.

## **ENTRY REQUIREMENTS**

You must have completed Year 12 (VCE) or equivalent, or be a mature age applicant.

## **CAREER OUTCOMES**

After successful completion, you may wish to apply for employment opportunities such as a manager, program consultant, program coordinator.

## STUDY PATHWAYS

After successful completion, you may choose to apply for further study in:

- > Bachelor of Commerce (Applied) at Box Hill Institute
- > A Degree qualification at your chosen degree providers.

For details of direct entry options into ACU visit, ACU articulation.

## START DATE

July

#### **HOW TO APPLY**

VTAC and direct entry

## **LOCATION**

Box Hill

#### **DURATION**



Ft 12 months



2+ years

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

Learn the practical skills and in-depth knowledge needed for success in the information industry. This unique on-campus program is supplemented by integrated work placements and optional internships throughout the course.

Whether for a library, corporate office, government department or a consultancy, this program equips you with computing skills in systems analysis; database management; website creation; network connectivity of user devices; finding, organising, formatting and presenting information from a world of sources.

This degree gives you the knowledge to effectively search the web for linked data stores and national repositories. You will have the know-how to restructure, format and present information as web pages, presentations, social media posts, and images, using the latest technology.

The roles of Information and Knowledge Specialist, Librarian and Information Manager are diverse, dynamic and constantly evolving. You will have strong Library and Information Management (LIM) knowledge and skills, along with a strong theoretical and practical understanding of information resources and users, information systems and infrastructure, management of information services, cultural and heritage resources and the enabling information technologies.

An exit point is available after completion of the first year, with the Diploma of Library and Information Management.

#### **ENTRY REQUIREMENTS**

You should have either:

- > successfully completed VCE with a study score of at least 25 in English Units 3 and 4, or equivalent; or
- > successfully completed the Certificate IV in Library, Information and Cultural Services; or
- > be a mature age applicant with experience in the information industry.

Advanced Standing may be available to recent holders of the Diploma of Library and Information Services.

## **CAREER OUTCOMES**

This career can help you make a difference.

After successful completion, you may wish to apply for professional roles in an information agency. Your skills in Information Management (IM) and Information Communication Technology (ICT) will assist you in finding a role in Municipal, State, health or school libraries, in Corporate Information and Knowledge Management or in many professional roles in the GLAMR sector.

Roles may also include corporate and specialist librarian, knowledge manager, LMS developer, information Management (IM) services sales staff or information analysts.

You may also find positions in relevant allied industries or choose a pathway into higher educational qualifications.

#### STUDY PATHWAYS

After successful completion, you may wish to apply for entry into postgraduate study in information management and knowledge management.

#### LEARNING OUTCOMES

Visit boxhill.edu.au for further information.

## START DATE

February and July

#### **HOW TO APPLY**

VTAC and direct entry

## **LOCATION**

City

#### **DURATION**



F† 3 years



6 years

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

Your studies will be conducted in our innovative student run record label, Boxa Music and our Music Industry Business Office (MiBO), where you will learn in real life industry scenarios alongside industry specialists. You will gain experience in running a record company, work with artists, stage events, work directly with industry booking gigs, releasing records, promoting bands and other real world music business activities.

Classes include music marketing, artist management, touring, music events, record company operations, music publishing, social media, web design, audio recording, animation, video creation and editing. In the third year of the degree, you will be required to complete an industry internship and practical placement.

#### **ENTRY REQUIREMENTS**

Year 12 applicants must have successfully completed VCE with a study score of at least 20 in English.

Direct applicants who have not completed year 12 must have current employment or experience in the industry.

Interview: You will be asked a series of questions relating to your suitability for the course. You are expected to demonstrate a clear understanding of career goals and aptitude for the course of study including any relevant industry experience. You are welcome to present testimonials and extra-curricular evidence at your interview. While not an entry requirement, we highly regard applicants who have participated in Freeza programs.

Interviews will be held between October and December. Book at boxhill.edu.au

#### **CAREER OUTCOMES**

There are many employment opportunities. After successful completion, you may wish to apply for positions within the entertainment and performance industry, such as a booking agent, artist manager, record company owner, event manager, tour manager or music publisher.

## STUDY PATHWAYS

After successful completion, you may wish to apply for:

- > post-graduate study in our Masters of International Music Business
- > further study at other institutions, including post-graduate study in teaching and education.

If you exit having completed the second year of the Bachelor of Applied Business in Music Industry, you will be eligible for an Associate Degree in Applied Business in Music Industry.

## LEARNING OUTCOMES

Visit boxhill.edu.au for further information.

#### START DATE

February

#### **HOW TO APPLY**

VTAC and direct entry

#### **LOCATION**

Box Hill

#### **DURATION**



3 years



6 years

# BENJAMIN RAUSA BACHELOR OF MUSIC BUSINESS

Music entrepreneur, Benjamin Rausa, had been working at a record label and studying audio engineering when he found himself getting more and more involved in the business aspects of the industry.

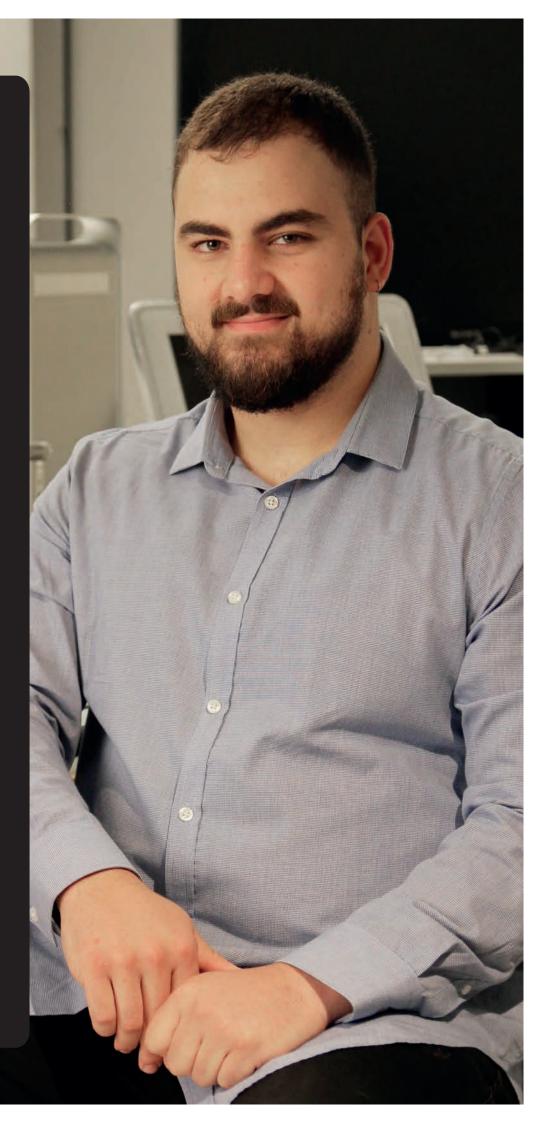
"At some point I realised I would like to learn more about the music industry. The Bachelor of Music Business course aligned perfectly with what I wanted to do. The first year was more intensive and we learnt about publishing and contract law, the specific detail is what engaged me," said Benjamin.

Benjamin, while studying, has started several successful musicrelated entures.

"At Box Hill Institute I have been able to delve deeply into the workings of the music business. All of the skills I have obtained I have applied to my dance music media website, 6AM AT THE GARAGE, and the event company, Innocuous, which ran a 700-plus person laneway party as part of Melbourne Music Week," said Benjamin.

"Everyone values learning in different ways, but for me it has been an extremely important part of my life to be continuously engaged with new learning materials. This is what drew me to continue further study at a degree level and what inspires me to do it to the best of my abilities."

His nominator, Lisa Jennings had the following to say about Benjamin, "Benjamin is an exemplary student. His academic work is of the highest standard and his achievements outside of the college are staggering. Benjamin is one of the most successful young promoters on the Melbourne nightclub scene. He has taken what he has learnt in the practical elements of his course and combined them with his own experience and motivation to create a number of companies, which are at the forefront of the Melbourne music scene."



## MASTER OF INTERNATIONAL MUSIC BUSINESS (CRS1300316)

The Master of International Music Business course will enable you to exercise leadership in international music business with advanced knowledge, strategic creative entrepreneurial skills, research acumen, and engagement with contemporary issues in relation to the creation, production, distribution and consumption of music and music-related products. Graduates will be equipped to manage complex music business issues during a period of the rapid change of economic, musical, cultural, social, legal, and technological factors within the music industry.

This course has been designed to cater for existing music industry employees to study full or part time, whilst maintaining their current industry based careers or for recent graduates of music business/music industry courses to further their study in the field.

## **ENTRY REQUIREMENTS**

You must have:

- > successful completion of the Graduate Diploma of International Music
- > an Australian undergraduate degree (or equivalent) in a related discipline.

#### CAREER OUTCOMES

Graduates will have advanced business and management skills and knowledge that can be applied across the broad spectrum of Music Business activities. These range from venue and live performance management, to recording, and radio, television and Internet publishing and sales.

#### STUDY PATHWAYS

Once you graduate, you may apply for further post-graduate study at other institutions. This includes post-graduate study in teaching and education or a PhD in the field.

#### LEARNING OUTCOMES

Visit boxhill.edu.au for further information.

#### START DATE

You can enrol throughout the year

## **HOW TO APPLY**

Direct entry

## **LOCATION**

Box Hill

#### **DURATION**

Ft 2 years

4-6 years

FOR DETAILED **INFORMATION ON ALL** COURSES, INCLUDING **ASSESSMENT** REQUIREMENTS. **FEES AND UNITS VISIT BOXHILL.EDU.AU** 

## COMMERCE

Our commerce programs equip you with the relevant skills and knowledge to succeed in the business world. Developing your business skills will help you achieve your career goals.

## ASSOCIATE DEGREE OF COMMERCE (APPLIED) (CRS1201263)

Get job ready with a Box Hill Institute commerce degree. This commerce program can offer you the opportunity to develop your business skills and be part of a learning community that provides the necessary support to help you achieve your goals.

Offering courses at both degree and associate degree levels, your studies will focus on developing your skills in key areas such as accounting (including auditing and taxation), finance, management, marketing, business ethics, law, economics, communication and international business.

Our courses are designed to meet the emerging demands of business and the broader community. You will be exposed to realistic business problems and environments designed to be wholly relevant to the national and global marketplace a must for when starting out your career in this field.

#### **ENTRY REQUIREMENTS**

#### VTAC applicant (Year 12 student)

- > you must have successfully completed VCE with a study score of at least 20 in units 3 and 4 English (any)
- > VCE subjects accounting, economics, legal studies and mathematics would benefit you undertaking this course.

#### Direct entry (Non-Year 12 applicant)

- > you must have completed a relevant tertiary program, or
- > have evidence of current employment or experience in industry and evidence of ability to meet the educational demands of the program.

## **CAREER OUTCOMES**

Commerce is the language of business, and accounting and international business are very portable skill sets. Commerce is the field that informs key business decisions.

This degree opens up a career path with countless possibilities. You may wish to apply for a wide range of employment opportunities in generalist business positions in industry, commerce, banking, finance, public and non-profit sectors.

#### STUDY PATHWAYS

After successful completion, you may wish to apply for entry into the Bachelor of Commerce (Applied). You may be eligible to receive credit equivalent of 4 semesters in duration and can complete it within 1 year of full-time study.

#### LEARNING OUTCOMES

Visit boxhill.edu.au for further information.

#### START DATE

February and July

#### **HOW TO APPLY**

VTAC and direct entry

#### LOCATION

City

## **DURATION**



## BACHELOR OF COMMERCE (APPLIED) (CRS1201262)

Our courses are designed to meet the emerging demands of business and the broader community. You will be exposed to realistic business problems and environments, and your qualification is designed to be wholly relevant to the national and global marketplace a must for when starting out your career in this field.

Offering courses at both degree and associate degree levels, your studies will focus on developing your skills in key areas such as accounting (including auditing and taxation), finance, management, marketing, business ethics, law, economics, communication and international business.

## **ENTRY REQUIREMENTS** VTAC.

> You must have successfully completed VCE (or equivalent) with a study score of at least 20 in units 3 and 4 English (any). The following VCE subjects would benefit students undertaking the degree: accounting, economics, legal studies and mathematics.

#### Direct entry (Non-Year 12 applicants)

- > you must have completed a relevant tertiary program; or
- > have evidence of current employment or experience in industry and evidence of ability to meet the educational demands of the program.

#### CAREER OUTCOMES

Commerce is the language of business. Accounting and international business are very portable skill sets. Commerce is the field that informs key business decisions. Talented individuals who possess commercial knowledge are globally in demand for senior roles and on boards of management.

You may wish to apply for employment opportunities as accountants, business analysts, economists or international traders and consultants.

You will gain a solid understanding of business issues and processes as well as develop critical problem solving, communication and leadership skills. These are the skills you need for a career, and to become a leader in commerce and business.

## STUDY PATHWAYS

After successful completion, you may apply for entrance to post-graduate studies at a range of universities.

The Bachelor of Commerce (Applied) is accredited by CPA Australia and the Institute of Chartered Accountants. Undergraduates may apply for student membership of these professional accounting bodies, which they can convert to associate membership on graduation. You can then choose to undertake the professional body's qualification program and after 3 years relevant practical experience progress to full membership.

#### LEARNING OUTCOMES

Visit boxhill edu au for further information

#### START DATE

February and July

## **HOW TO APPLY**

VTAC and direct entry

#### LOCATION

City

#### **DURATION**



댉 3 years



Flexible



## **FINANCE**

Finance is all about decision making and ideal for anyone interested in working in global financial markets, designing dynamic financial business management strategies, or providing top-level financial advice to governments, companies or individuals.

## **CERTIFICATE IV IN ACCOUNTING (FNS40615)**

Gain the skills to work in the field of accounting with this practical course. Working with budgets, costing, assets and inventory, you will develop a broad knowledge of accounting. These skills enable you to work within a business environment and complete office tax forms.

## **ENTRY REQUIREMENTS**

You must have completed Year 12 (VCE) or equivalent or be a mature age applicant.

## **CAREER OUTCOMES**

After successful completion, you may wish to apply for a range of employment opportunities including budget assistant, costing clerk, asset and inventory clerk and accounts assistant.

#### STUDY PATHWAYS

After successful completion, you will have many further study options including guaranteed entry into:

- > Diploma of Accounting, and;
- > Bachelor of Commerce (Applied) at Box Hill Institute.

#### START DATE

February

#### **HOW TO APPLY**

VTAC and direct entry

#### LOCATION

Box Hill, Lilydale

## **DURATION**

6 months

1-2 years

## **CERTIFICATE IV IN ACCOUNTING (FNS40615)**

This course will prepare you for accounting job roles 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. As part of your studies, you will set up and operate a computerised accounting system, and carry out business and instalment activity statement tasks along with learning how to make decisions in a legal context and apply principals of professional practice to work in financial services

## **ENTRY REQUIREMENTS**

You must have at least one of the following:

- > Successfully completed Year 12 or
- > Experience working in support roles without formal qualifications.

## **CAREER OUTCOMES**

Gain practical skills for accounting roles with duties such as completing Business Activity Statements (BAS) and other office taxes, operational reporting, producing non-complex management reports, compiling data for job costing reports, supervising the operation of computer-based financial systems, classifying recording and reporting accounting information, maintaining inventory records, managing a small office and ensuring relevant legal requirements are followed.

## STUDY PATHWAYS

After successful completion, you may wish to apply for entry into the Diploma of Accounting.

## START DATE

You can enrol throughout the year

## **HOW TO APPLY**

Direct entry

#### LOCATION

Box Hill

#### **DURATION**

Oc Length varies

## **CERTIFICATE IV IN BOOKKEEPING (FNS40215)**

This course will equip you with the skills and knowledge to work as a bookkeeper using MYOB software. You will learn 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. This course will also teach you how to maintain asset and inventory records, prepare financial statements, and establish and maintain a payroll system.

#### **ENTRY REQUIREMENTS**

You must have at least one of the following:

- > successfully completed Year 12 or
- > experience working in support roles without formal qualifications
- > basic manual & accounting software skills.

#### **CAREER OUTCOMES**

After successful completion, you may wish to apply for employment opportunities such as:

- > professional contract bookkeeper (working under the direction of a tax agent or public accountant for a bookkeeping business or franchise)
- > working as an employed bookkeeper for a business or organisation
- > running your own bookkeeping business.

## STUDY PATHWAYS

After successful completion, you may wish to apply for further study in the Diploma of Accounting. After successful completion of the Diploma of Accounting - you may wish to take up the opportunity of guaranteed direct entry into our Bachelor of Commerce (Applied) with exemptions for four subjects (if eligible).

#### 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

## **DIPLOMA OF ACCOUNTING (FNS50215)**

Are you interested in working on company finance and financial management projects? The Diploma of Accounting will give you the skills and training you need.

You will learn how to prepare income tax returns, financial reports for reporting entities, and 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 develop, implement and measure performance management systems.

## **ENTRY REQUIREMENTS**

You must have:

- > successfully completed the core units from the Certificate IV in Accounting or
- > be mature age with work experience demonstrating an underpinning knowledge in the field of accounting (you must go through an RPL process for this).

#### **CAREER OUTCOMES**

Work opportunities may include working as an assistant in a company who require financial reporting or financial management projects, internal control or as a projects costing officer.

As a student, we can assist you with resume and job application writing.

#### STUDY PATHWAYS

After successful completion, you may wish to apply for entry into the Bachelor of Commerce (Applied).

#### START DATE

You can enrol throughout the year

## **HOW TO APPLY**

Direct entry

## **LOCATION**

Box Hill

## **DURATION**



Pt Length varies

## **WORK HEALTH & SAFETY**

If you have a passion for safety and believe that everyone deserves the right to work in a healthy and safe work environment, a career in Work Health Safety could be right for you.

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

The Certificate IV in Workplace Health and Safety is tailored to those wanting a career in workplace health and safety (WHS), or those who already oversee workplace health and safety (WHS) in their workplace. You will learn about key elements of WHS, and how you can ensure safe and healthy working conditions, and prevent illness and injury in the workplace.

You will learn how to identify hazards and assess work health and safety risks, contribute to the implementation of strategies to control WHS risk and implement and monitor environmentally sustainable work practices.

## **ENTRY REQUIREMENTS**

You must have completed Year 12 (VCE) or equivalent, or be mature age.

#### CAREER OUTCOMES

Roles may include supervisors with significant work health and safety responsibilities, health and safety representatives, occupational health and safety officer and human resources practitioners.

## STUDY PATHWAYS

You may wish to progress to the Diploma of Work Health & Safety at another institute.

#### START DATE

You can enrol throughout the year

#### **HOW TO APPLY**

Direct entry

#### LOCATION

Box Hill

## **DURATION**

FL Length varies

FOR DETAILED **INFORMATION ON ALL** COURSES, INCLUDING **ASSESSMENT** REQUIREMENTS. **FEES AND UNITS VISIT BOXHILL.EDU.AU** 

## **PROPERTY**

The real estate sector continues to prosper like never before. If the hustle and bustle of weekend auctions appeals to you, a job in real estate could be your dream career.

## 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 be provided with knowledge and skills in areas related to the legal liability and legal responsibility of Real Estate Agents.

During this course, 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, along with how to manage property. You will develop an understanding of risk management in the real estate industry.

## **ENTRY REQUIREMENTS**

You must have successfully completed Year 12 or be a mature age applicant.

#### **CAREER OUTCOMES**

After successful completion of this course, you may gain employment as a qualified Real Estate Agent.

#### STUDY PATHWAYS

After successful completion, you may progress to the Diploma of Property Services (Agency Management). You may be able to apply for similar courses at a more advanced level at other Institutions or Universities and possibly receive credit for studies already completed.

#### START DATE

You can enrol throughout the year

#### **HOW TO APPLY**

Direct entry

#### **LOCATION**

City

#### **DURATION**



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

This course will give you the knowledge, skills and qualification to operate as a licensed real estate agent in Victoria.

Building on your knowledge from Property (Agents' Representative) training, you will learn how to conduct property appraisals, obtain property listings and market properties.

You will learn how to provide property management services, present and explain property reports and manage client relationships.

You will develop an understanding of estate agents' legal liabilities and responsibilities and learn how to implement financial management systems.

#### **ENTRY REQUIREMENTS**

You must have successfully completed Year 12 (VCE) or equivalent, or be a mature age applicant.

## **CAREER OUTCOMES**

After successful completion, you may apply for employment opportunities as a qualified Real Estate Agent.

#### STUDY PATHWAYS

After successful completion, you may wish to apply for entry into the Diploma of Property Services (Agency Management) at Box Hill Institute.

#### START DATE

February and July

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

PT - 6 months, 2 evenings per

#### **HOW TO A PPLY**

VTAC and direct entry

#### LOCATION

Box Hill

## **DURATION**

6 months

12 months

## DIPLOMA OF PROPERTY MANAGEMENT (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.

You will cover an in-depth examination of:

- > management performance strategies
- > techniques to implement and optimise business operations
- > planning and tactics for recruitment

After successfully completing the Certificate IV in Property Services (Real Estate), you can complete three extra units to gain a Diploma of Property Services (Agency Management).

## **ENTRY REQUIREMENTS**

You must have:

- > Year 12 level literacy and numeracy or equivalent, or be a mature age applicant
- > Successfully completed Certificate IV in Property Services (Real Estate)

#### **CAREER OUTCOMES**

You will have the skills to manage a licensed real estate agency.

You may wish to apply for employment opportunities as an agency manager, property manager, real estate broker or business manager.

#### START DATE

July

**HOW TO APPLY** 

Direct entry

#### **LOCATION**

Box Hill and off campus

#### **DURATION**



Flexible

## DIPLOMA OF PROPERTY MANAGEMENT (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.

You will cover an in-depth examination of management performance strategies, techniques to implement and optimise business operations and planning and tactics for recruitment.

## **ENTRY REQUIREMENTS**

You must have:

- > Year 12 level literacy and numeracy or equivalent, or be a mature age applicant
- > Successfully completed Certificate IV in Property Services (Real Estate)

## **CAREER OUTCOMES**

You will have the skills to manage a licensed real estate agency.

You may wish to apply for employment opportunities as an agency manager, property manager, real estate broker or business manager.

#### STUDY PATHWAYS

After successfully completing the Certificate IV in Property Services (Real Estate), you can complete three extra units to gain a Diploma of Property Services (Agency Management).

#### START DATE

July

## **COURSE LENGTH**

Flexible study options available

#### **HOW TO APPLY**

Direct entry

#### LOCATION

Box Hill, off campus

## **DURATION**

P+ Flexible

## LITERACY & NUMERACY SUPPORT PROGRAM

The Literacy and Numeracy Support (LN Support) program provides eligible students with help to complete their course by focusing on workplace reading, writing, numeracy (maths) and communication skills.

The LN Support program is flexible, and provides support in classrooms and/or in group tutorials and with online activities. Students are enrolled in LN Support program units based on their Core Skills Diagnostic Test. When students have successfully completed these units, they receive a Box Hill Institute Statement of Attainment.

The LN Support Program is nationally accredited course and students use their second government subsidised place for that year. This training is provided to eligible individuals with funds made available by the Commonwealth and Victorian Governments.





**CONNECT WITH US** 











boxhill.edu.au
or call
1300 BOX HILL

## **BOX HILL INSTITUTE GROUP**

465 Elgar Road, Box Hill, Victoria

## **BOX HILL CAMPUSES**

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 CAMPUS

Lilydale Lakeside Campus Jarlo Drive, Lilydale