Please note

The text in this file has been automatically extracted and may contain minor errors. For the original version please consult the paper copy held in the Swinburne Library.
The information given in this Handbook is intended as a guide for persons seeking admission to Swinburne University of Technology and shall not be deemed to constitute a contract on the terms thereof between Swinburne University of Technology and a student or any third party. The Higher Education Division and the TAFE Division of the University both reserve the right to cancel, suspend or modify in any way the matters contained in this document.

In 1982, the Freedom of Information Act was passed by the Parliament of Victoria. The Act, which applies to Swinburne and other tertiary institutions, came into effect on 5 July 1983. The Act gives (with certain exemptions), legally enforceable rights of access to information. It is the policy of Swinburne to conform with the spirit and intention of the Act in the disclosure to the public of any information they may seek. Enquiries should be made to the Registrar.

Equality of educational opportunity is Swinburne policy.

There is a total ban on smoking in all Swinburne buildings and vehicles from January 1 1991.

Swinburne University of Technology - TAFE Division
Prahran Campus
144 High Street
Prahran, 3181
Telephone: (03) 522 6700
Facsimile: (03) 529 5294
HANDBOOK SUMMARY

General Information
Swinburne the proud past V
Swinburne today VI
Coat of Arms VII
Staff and Office Bearers VIII
Swinburne Council
Chancellery
Office of the Vice Chancellor
TAFE Division
Prahran Campus
Swinburne Services
Corporate Division

Swinburne Services
Learning Services IX
Library X
Student Services
Computer Centre
International Student Unit
Publicity Unit
Bookshop Co-operative
Student Activities

Swinburne TAFE Division
Board of TAFE ii
Membership of Board of Technical Studies iii
Application Procedure xi
Examination Regulations xii
State Training board STB Application for Examiners report

STB Examinations - Applications for access to examinations script

Centre for Business Studies and Information Technology
Academic Staff 2
1993 Principal Dates 3
Certificate in Office and Secretarial Studies 6
Advanced Certificate in Office Administration 7
Advanced Certificate in General Insurance and Certificate of General Insurance 9
Advanced Certificate in Management 10
Associate Diploma of Business Credit Management & Advanced Certificate in Credit Procedures and Practices 12
Associate Diploma of Business Accounting and Advanced Certificate in Accounting 13
Associate Diploma of Social Science (Library and Information Studies) 15
Certificate of Records Management 19
Associate Diploma of Business Programming and Advanced Certificate in Information Technology 20
Certificate in Computer Business Applications 22
Course in Sub-Agency Practice 23
Advanced Certificate in Estate Agency 24
Jobtrain Courses Pre-employment Programs for Youth and Adults 26
Certificate in Vocational Studies
Credit control 27
Finance 27
Insurance 28
Office 29
Real Estate 30
Building Societies 31
Industry Training 32
Centre for Social and Community Services, Access and The Arts

Academic Staff 36
Associate Diploma of Social Science 38
Child Care
Certificate in Child Care (Assistant) 40
Advanced Certificate in Managing S.A.C.S. 41
Certificate in Child Care (Home Based) 42
Advanced Certificate in Residential and Community Services 42
Community Options Program 43
Certificate in Home and Community Care 43
Certificate in Occupational Studies and Community Services 44
Advanced Certificate in Koori Child Care 44
Certificate in Koori Home and Community Care 45
Certificate in Child Care (Home Based Koori Foster Care) 45
Associate Diploma of Arts (Graphic Art) 46
Advanced Certificate in Art and Design 48
Certificate in Performing Arts (Foundation Studies) /Showbiz 50

Department of Adult Education — Adult Literacy and Basic Education Unit 51
English for Further Studies in Business 52
Migrant Access Education Program 53
English for Occupational Purposes 54
English for Further Studies (General) 55
Migrant Women's Curse 56
Adult VCE: Preparatory Programs - VCE Tertiary Preparation 56
Language and Community Programs 57

Centre for Furniture Studies

Academic Staff 62
Furniture Studies Furniture Polishing (Apprenticeships) 63
Furniture Studies Upholstering (Apprenticeships) 64
Furniture Studies Cabinet Making (Apprenticeships) 65
Furniture Studies Wood Machining (Apprenticeships) 66
Swinburne—the Proud Past

On 1 July 1992 Swinburne was proclaimed a university by the Parliament of Victoria, a significant accomplishment in Swinburne’s metamorphosis from a small technical college in Hawthorn to a University of Technology.

Swinburne was established in 1908 as the Eastern Suburbs Technical College. The first students were enrolled in 1909, when classes began in carpentry, plumbing and blacksmithing. The institution grew and prospered. Soon afterwards, a boys junior technical school and the first girls technical school in Victoria, were established.

In 1913 the institution changed its name to Swinburne Technical College, to commemorate the Honourable George Swinburne, a former Mayor of Hawthorn and a member of the Parliament of Victoria who was largely responsible for the initial establishment of the college.

In 1965 Swinburne affiliated with the Victoria Institute of Colleges which was established in that year by an Act of the Parliament of Victoria to ‘foster the development and improvement of tertiary education in technical, agriculture, commercial and other fields of learning (including the liberal arts and the humanities) in institutions other than in the universities of Victoria’.

The range of courses and the various levels at which they were offered grew to such an extent that in 1969, the boys and girls technical schools were taken over by the Victorian Education Department while the college remained as an autonomous institution.

An extensive re-organisation of advanced education took place in Victoria in the period 1976-78 culminating in the passing of the Victorian Post-Secondary Education Act. Under the Act the Victoria Institute of Colleges was dissolved and the Victorian Post-Secondary Education Commission established. Under the new arrangements, Swinburne Council was given power to grant bachelor degrees. The first of these was awarded at a conferring ceremony held on Thursday 21 May 1981 at the Camberwell Civic Centre.

Swinburne Today

Swinburne has a strong reputation in Australia and overseas as a provider of career orientated education and as an institution with commitment to research. The University maintains a strong technology base and important links with industry which are complemented by a number of innovative specialist research centres which attract a great deal of international interest.

A feature of many Swinburne undergraduate courses is their applied vocational emphasis and direct industry application through Industry Based Learning (IBL) programs. Swinburne was a pioneer of IBL programs which place students directly in industry for vocational employment as an integral part of the course structure.

Swinburne is a unique tertiary institution providing both higher education and technical and further education (TAFE) within a well integrated structure. The multi-sectoral nature of Swinburne offers a progression of courses starting from apprenticeships to postgraduate qualifications of Doctoral degree (PhD).

The creation of study pathways between courses is firmly in place at Swinburne. This process of articulation provides students with greater flexibility to complete tertiary qualifications.

Swinburne has two teaching divisions under the control of one Council. They are:

Higher Education Division
This division offers professional qualifications (diploma and degree of Bachelor) and graduate qualifications (diploma and degrees of Master and PhD). Enrolments in 1992 were 4580 full-time and 3661 part-time students.

Technical and Further Education Division
This division offers courses at professional and paraprofessional level, covering associate diploma, advanced certificate, apprenticeship, VCE and access programs. A number of specialist courses are also provided for industry and the community. Enrolments in 1991 were 2126 full-time and 13434 part-time students.

Hawthorn Campus
Hawthorn is Swinburne’s original campus. The foundation stone of the first building was laid in 1908. The city of Melbourne is seven kilometres away and the campus covers an area of approximately four hectares. It is close to Glenferrie railway station, is well served by other means of public transport and is close to parklands.
**Eastern Campus (Lilydale)**
In 1992 Swinburne commenced undergraduate programs and some postgraduate studies at its Eastern Campus in Lilydale, offering the same excellence of academic programs as already established on the Hawthorn Campus.

This campus provides a small friendly environment, easily accessible and directly serving the tertiary education needs of the outer eastern metropolitan region, with all the amenities of a modern university in a natural bushland setting.

**Prahran Campus**
Prahran Campus (formerly Prahran College of TAFE) joined Swinburne in 1992. The roots of this campus are deeply entrenched in the history of the local area and originated from the activities of the Prahran Mechanics Institute (circa 1854). The campus is easily accessible by train, tram and bus and is situated in cosmopolitan Prahran.

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**Coat of Arms**
The coat of arms conferred on Swinburne by the College of Arms on 25 June 1969 is based on the coat of arms of the Swinburne family.

At a period during the 12th-13th century, when the northern counties of England were ruled by the Scots, a knight of France came to the aid of Queen Margaret of Scotland. She rewarded him with a grant of land in what is now Northumberland, on the banks of the Swin Burn, a small river that flows into the North Tyne, where he built a castle. He became known as William Swinburn(e) and soon the county reverted to the crown of England.

The Swinburne family coat of arms in medieval times was silver with three boars' heads in triangular formation. In the 17th century, during the wars between the Stuart Kings and the Parliament of England, the Swinburnes fought for the royalists. After the restoration of Charles II in 1660, the head of the family was created a baronet for his services. The crest became a baronet's coronet, with the boar's head rising from it and the coat of arms, divided horizontally red and silver, was charged three cinquefoils counter-charged.

Swinburne holds a unique place among educational institutions in Australia in the link that persists between it and the founder and his family. The conferring of a modification of the family's coat of arms preserves and strengthens that link.

The arms: the basic colours of red and white, and the cinquefoils charged on the shield, commemorate the arms of the Swinburne family. The omission of the third cinquefoil which appears in the family coat and the addition of the Bordure and the Mullets (Stars) are what are known heraldically as 'differences', which may often serve to indicate an association with another armigerous body or family. The four Mullets in Cross symbolise the Southern Cross.

The crest: the demi-Boar and the cinquefoil perpetuate the Swinburne connection; the book is symbolic of learning.

The motto: the College of Arms' translation of the motto is:

*Achievement through learning.*
Swinburne Council

Membership as at 14 September 1992

Chancellor
To be appointed

Appointed by the Governor-in-Council
C.M. Burnup, BA(SIT), DipEd(Ext)(Deputy Chancellor)
R.J. Coughlin, DipAppSc(SIT), TSTC(MSTC)
J.J. Eastwood, BA(Hons), DipEd(Melb)
W.G. Elms, FCIA, FFAIM
P.N. Honeywood, MLA, BA(Ext)(ANU)
N.J. Maughan, MLA
B. van Ernst, BEd(Mon), MEad(Ext), PhD(Ext), TPTC, MACE
K.N. Watson, AM, BA, BEd(Ext)

Appointed by the Minister for Education
To be appointed

Appointed by the University Council
K.D. Brown, CertProfMedLabTech(Ext), GradDipOrgBeh(SIT), TTIC(Haw)
T.W. Brown, FCA
T.P. Bruce, LLB(Ext)
S.M.L. Guilfoyle, FCIS, FCPA
A. Polis, BA, DipEd(Ext)
MA. Puglisi, LLB(Ext), Barrister and Solicitor(Ext) Supreme Court
J. Short
H.S. Wragge, AM, MEadSc, BEE, FTS, FIEAust, FIREE

One vacancy

Member of ex officio
Professor J.G. Wallace, MA, MEad(Ext), PhD(Ext), FASSA
(Vice-Chancellor)

Appointed by the Academic Board
T.H. Randle, BEd(Ext), MSocSc(Ext), PhD(Salford), ARACI, MRSC, MACA, MAIMF

Appointed by the Board of Technical Studies
G.A. Harrison, DipMechEng(ITT), BSc(Ext)

TTIC

Elected by higher education academic staff
M. Suffern, BE(Chem)(Mon), DipChemEng, DipAppChem(SIT), MIEAust

Elected by TAFE Academic staff
C. Forbes, BA, BSc(Hons), TPTC

Elected by general staff
M. Haase, BA
L. Scheuch-Evans, BS in Foreign Service (G’town)

Elected by higher education students
L.J. Ferguson

Elected by TAFE students
S.D. Rayward

Council Secretariat
Secretary
F.G. Bannon, BCom(Ext), FCPA, ACIS, ACIM, LCA

Executive Officer
A.J. Miles, BSc(Ext), BEd(Ext)

Chancellery

Vice-Chancellor, Swinburne University of Technology
Professor J.G. Wallace, MA, MEad(Ext), PhD(Ext), FASSA

Deputy Vice-Chancellor
F.G. Bannon, BCom(Ext), FCPA, ACIS, ACIM, LCA

Director, TAFE Division
P. Veenker, DipBBus(Ext), BBus(SIT), MedStud(Mgt)(Ext), TTC(HIE), CPA, MACE

Office of the Vice-Chancellor

Project Officer
S.J. Krul, BA(Hons)(Massey)

TAFE Division

Director
P. Veenker, DipBBus(Ext), BBus(SIT), MedStud(Mgt)(Ext), TTC(HIE), CPA, MACE

Deputy Director (Operations)
G. Harrison, DipMechEng(ITT), BSc(Ext), TTC

Deputy Director (Policy and Planning)
Dr. C. Woodrow, CBS(WillAng), BSc, MEd(UWA), PhD(Tor)

Prahran Campus

Assistant Director, Business Studies and Information Technology
G. Ryan, BEc, DipEd, AACS

Assistant Director, Social and Community Services, Access and The Arts
D. Bennett, BA, DipEd, BEd, MACE

Assistant Director, Furniture Studies
L. Edwards, DipEdAdmin, TPTC

Head, Industry Training
G. Romuld, BEc, DipEd
Head, Traineeship and Labour Market Programs.
S. Henderson, BA, DipEd, BEd.

Head, Child Care
J. Bissland, BA(Hons), MA, GradaDipChDev,
MEd, GRADDipEd.

Head, Family and Community Studies
M. Juchnowski, BA, DipEd, MA, MACE

Head, Language and Community Programs
K. Hellyer, BA, DipEd, DipEng (MONASH)

Head, Adult Education
B. Brosnan, DipRelSTS, BTheol, (CTU),
BA(Hons), MEd (MONASH) DipTEFL(ILC)

Head, Wood Machining
N. Rogers, DipITT, TTrIC

Head, Polishing (Furniture)
R. Warr, DipITT, TTrIC

Head, Upholstery
T. Lithgow, CertPracDec, DipITT, TTrIC

Head, Cabinet Making
J. Simpson, DipITT, TTrIC

Acting Head, Applied Art (Finished Art)
P. Greenwood, CertAppArt, TIT

Head, Art and Design
F. Kalaitzis, DipA&D (Printmaking), DipEd.

Head, Performing Arts
P. Creed, BA(Hons) DipTeaching

SWINBURNE SERVICES

Computer Services
J. Blake, BSc, DipEd

Learning Services
R. Cameron, AssDipAppSci

Library
R. Humphries, BA(Hons)(Birm), GradDip Lib'ship(RMIT)

CORPORATE DIVISION

Deputy Vice-Chancellor
F.G. Bannon, BCom(Melb), FCPA, ACIS, ACIM, LCA

Buildings, Grounds and Services
C. Pantazis, BEd (QLD), AITEA

Equity Unit
J. Roberts, BA

Finance
M. Pitt, BBus(DEAKIN)

Freedom of Information (Hawthorn Campus)
S.P. Jervis, BA(Adel)

Human Resources
H. Rawling, BA, GradDipPersAdmin, AHRI

Publicity and Information
M. Haase, BA

Swinburne Press
D. Lawson

Student Administration
M. Mayuga-Buono

Student Services
D. Balgovind, BA(Hons) MAPss, DipEd

SWINBURNE SERVICES

Learning Services

Co-ordinator
Robert Cameron Ass.DipAppSci

Administrative Assistant/Technical Services
Margaret Young

Technician
Tomas Weisz, CertTech Audio Visual Media
Learning Services located on level 1 of
Building D provides assistance in the design,
production, management and use of mediated
learning materials, and technical and other
consultative services regarding Audio Visual
equipment. The Unit is also responsible for
providing general Audio Visual services to the
College. These include the loan and screening
of films and videotapes from the State and
National film lending libraries, video and
audio recording and replay, equipment loans
and photographics. Learning services are
principally for teaching staff, but assistance
may be provided to students in the
preparation of assignments and projects for
their studies.

Library

Campus Librarian
R. Humphries, BA(Hons)(Birm),
GradDipLib'ship(RMIT)

Information Services Librarian
M. Fox, BEd(LaT), AALIA

Liaison Librarians

Art & Design
Gordon Turnbull, BEd(LaT),
GradDipLib'ship(RMIT)

Child Care, Family & Community Studies,
Performing Arts, Furniture Studies
Mary Thorney, BA(Mon), DipEd(Mon),
GradDipLib'ship(RMIT)

Business Studies & Information Technology
Marion Fox, BEd(LaT), AALIA

Compensatory Education, Migrant Education,
Adult Education, Students with Disabilities &
Access
Erika Dunstan, BA(Melb), DipEd(Melb),
GradDipLib'ship(MCAE)
Swinburne Library

The libraries on each of the three campuses of Swinburne University of Technology (Prahran, Hawthorn & Eastern) provide learning and information resources and services in support of Swinburne's teaching and research programs. Students are entitled to use and borrow from any campus library.

The combined collections include over 200,000 books, 3,000 periodical titles, print and CD-ROM indexes and abstracts, and a large collection of audio and video tapes, slides, interactive videodiscs' and computer software. All materials in the collections are available for use in the libraries, and most may be borrowed. Access to all collection is facilitated by a shared online catalogue, and an inter-campus loan service. The range of resources available is extended through reciprocal borrowing arrangements with most other university and TAFE libraries, and a number of networked access arrangements to electronic databases.

Library staff work closely with teaching staff to develop resources and help students to make best use of them. Programs designed to develop student's information skills are an integral part of most courses. Individual assistance is provided at several service desks on each campus during the extensive opening hours. A range of printed guides to resources and services is also available.

Opening hours during teaching periods are:

PRAHRAN CAMPUS: Tel: 522 6998
Monday - Thursday 8.30 am - 8.30 pm
Friday 8.30 am - 5 pm
Queen's Birthday, Melbourne Cup Day

HAWTHORN CAMPUS: Tel: 819 8330
Monday - Thursday 8.45 am - 10 pm
Friday 8.45 am - 8.30 pm
Most Saturdays, some Sundays, ANZAC Day,
Queen's Birthday, Show Day, Melbourne Cup Day.

EASTERN CAMPUS: Tel: 728 7115
Monday - Friday 8.45 am - 5 pm

Check library guides and notice boards for opening hours at weekend, public holidays, and non-teaching periods.

Summary of Library borrowing regulations and conditions of use

Persons entitled to use the library

Each campus library is available for use by all full-time and part-time students and staff of Swinburne University of Technology who accept the library regulations. Members of the general public, including past students and staff, are welcome to read or use the facilities within the library provided that they also accept the regulations. They may also borrow from each library on payment of a membership fee to the Swinburne Library Information Service.

The Swinburne Librarian, Campus Librarian, or the senior staff member on the premises may refuse entry to the library to any person not registered as a borrower.

Persons entitled to borrow from the Library

Members of the Council of Swinburne

Full-time and part-time students of Swinburne University of Technology. Approved borrowers from other institutions with which Swinburne has a reciprocal borrowing agreement.

Registered members of the Swinburne Library Information Service.

Such other persons or organisations as the Swinburne Librarian or Campus Librarians may from time to time approve as borrowers.

Photocopying

Photocopying machines are available in the library. Users must note the relevant provisions of the Copyright Act and abide by them.

Borrowing

All materials borrowed must be recorded at appropriate issue points before the patron enters the security gate to leave the library. The due date is stamped on the item or on a transaction slip when it is borrowed. The borrower accepts responsibility for the care of any item borrowed and for its return in good condition on or before the due date. The library reserves the right to recall any item on loan before the expiration of the normal loan period.

Books with a 14 day loan period or greater can be returned to any of the campus libraries. All other items must be returned to the campus library from which they are borrowed. Audiovisual materials, periodicals and computer software should be returned to the loans desk from which they were borrowed.
**Identity cards**
A current Swinburne identity card must be presented each time an item is borrowed, otherwise service will be refused. Cards are not transferable and lost identity cards must be replaced immediately.

**Borrowing Periods**

**Students:** the normal loan period for students is a fortnight. This period may be extended for a further fortnight provided that the item has not been reserved by another user and that it is not overdue.

**Staff:** the normal loan period for staff members and higher degree students, foremost library materials, is four weeks. This period may be extended for a further four weeks provided that the item has not been reserved by another user and that it is not overdue.

**Reserve collections**
Most material on these collections may be borrowed for a period of two hours for use within the library. A small number of items are available for overnight loan.

**Items not available for loan outside the library**
These include material in the reference collection, rare books and archives collections, any items marked 'Not for loan' or 'Display'.

**Periodicals and audiovisual material**
Details of loan conditions for items from the periodicals and audiovisual collections are contained in the campus library guides.

**Reservations**
Items on loan may be reserved at any of the campus libraries. Reservations for items on loan will not be accepted from a person who already has the item or another copy of the item on loan.

**Lost or damaged material**
If an item is lost or damaged this must be reported immediately to the library from which it was borrowed. If a lost item cannot be found after a reasonable search, the borrower is responsible for the replacement cost plus a processing charge.

The borrower is responsible for the cost of repair of a damaged item.

**Penalties**
Each campus library issues loans subject to the imposition of penalties for late return and non-return of items. When an item falls overdue, borrowing privileges are suspended at all campus libraries. Further details of these penalties are contained in the campus library guides. For students, the issuing of results, certificates and eligibility for re-enrolment is dependant upon all outstanding library penalties being resolved by the end of the academic year. For staff, all material on loan to them must be returned and all penalties resolved before they leave employment with Swinburne.

**Rules for general conduct**
Eating, drinking and smoking are not permitted in areas open to the public in any campus library.

Playing games is not permitted in any campus library.

Bags and cases may be brought into any campus library and must upon request be presented for inspection at the library exit.

An atmosphere of quiet must be maintained in the campus libraries so that they are at all times places conducive to independent study and quiet reading.

Discussion is permitted only in areas so designated.

Any person who, in the opinion of a library staff member and the senior staff member on the premises, repeatedly fails to observe any of the above rules, or who engages in anti-social behaviour or damages library property in any way, must produce a Swinburne identity card on request.

Offenders will be responsible for all damage caused, and will be subject to disciplinary action which may include exclusion from the Library and suspension of borrowing privileges.

If a student is dissatisfied with any punitive action taken by the Library, a request for a review can be made in accordance with Swinburne's official 'Grievance Procedures'.

**Power to alter rules**
One or more of the rules may be changed from time to time by the Vice-Chancellor or Deputy Vice-Chancellor, on the recommendations of the Swinburne Librarian.

At the discretion of the Swinburne Librarian, one or more of the rules may, under special circumstances, be temporarily suspended. Any change to or suspension of any rule shall be reported at the earliest opportunity to the Vice-Chancellor or Deputy Vice-Chancellor.

**Student Services**

**Staff**

Co-ordinator: Dinesh Balgovind, BA(Hons) MAPss, DipEd.
Counsellor: Mema Galante, BA, BSocWork, AASW
International Student Advisor: Rita Black, BA(Hons)DipEd, BED, TEFL
Campus Nurse: Wendy Avery, RN, RPM
Legal Advisor: Bernadette Elliot
Secretary/Information Officer: Sue Morgan, AssDipAdmin & Secretarial Studies.

At the Counselling Services, we are concerned with the wellbeing of all members of the College Community. Counselling provides an opportunity for students and staff to discuss their concerns in a confidential and non-judgemental environment. You can gain access to relevant information and learn more effective ways of handling your problems. Our ultimate aim is to make your time at Prahran more satisfying and productive.

What Services are Available?
You may come to discuss a single difficulty or a complicated mixture of academic, personal and practical problems. For some people, one visit is enough, while others may choose to return on a regular basis for further discussions.

Personal Counselling
This may include difficulties with a relationship, problems of loneliness, alienation, doubts about self-worth, uncertainty about the future, an unhappy home situation, anxiety about sexual matters, bereavement, feelings of social inadequacy or any other personal issues.

Educational and Study Skills Help
These relate to study habits and techniques, management of time and organisation of work, reading skills, note-taking and essay writing, revision and examination techniques. The emphasis is on the student developing good study habits.

Student assistance schemes
AUSTUDY
Generally, AUSTUDY provides financial help, on an income and assets-tested basis, to students who are 16 years of age or over and who are studying approved full-time secondary and tertiary studies.

Some part-time students receiving a sole parent pension may also receive the education supplement.

Helpful hints about AUSTUDY:

- Pick up your application form and information booklet from AUSTUDY, a CES office or from your campus.
- Read the information booklet carefully.
- If having read the booklet you still have questions, then seek help from the Financial Adviser on campus.
- If your friends, family or family accountant say you are not eligible, don’t assume they are correct - the eligibility criteria are complex and students’ circumstances vary.
- Don’t assume that you are not eligible, if in doubt put in an application anyway.
- Fill in your application form carefully - mistakes or omissions will mean delays in receiving your first payment.
- Supply all the documentation requested, otherwise delays will occur.
- Get your application in early - it always take AUSTUDY some weeks to process your application.
- If applying for first semester get your application in by March 31, 1993, if you want to receive backpay to the first of January.
- Don’t accept a decision from AUSTUDY if you think it is inaccurate or unfair. Ask your Financial Advisor on campus for assistance.

Student loans
With approval of the Loans Fund Committee, financial assistance may be obtained for full-time students from the following loan funds:

Commonwealth Help for Needy Students Loan Fund
Special Assistance for Students Program

Student Aid Fund
Rotary Swinburne Bursary Fund

Overseas Student Loan Fund
Emergency, short term loans are available to full and part-time students from the student union aid fund.

Dependent Spouse Allowance
If you qualify for living allowance at the independent rate and you have a spouse and child who are dependent on you, you may receive an additional allowance.

The allowance is also payable for a dependent de facto spouse if there is a natural or adopted child of the relationship who is dependant on you.

Some students are eligible for fares allowance

Health Care Card
Students who qualify for AUSTUDY may also be eligible for a Health Care Card from the Department of Social Security. The major benefit of this card is access to low cost pharmaceutical prescriptions. You can obtain more information about the Health Care Card by contacting your local DSS office.
General Information

**Child Care Assistance for Sole Parents**
Contact the Department of Health, Housing and Community Services for information.

**Aboriginal Secondary Assistance Scheme (ABSTUDY)**
ABSTUDY provides financial help for Aboriginal and Torres Strait Islander students who want to stay at secondary school or go on to further education. It can help school children and also adults returning to study. This scheme is administered by the Department of Employment, Education and Training.

**Young Homeless Allowance**
This scheme was introduced by the Commonwealth Government on 1 July 1986 for full-time secondary or tertiary students or people receiving a Social Security benefit. Ask at Student Services for more information.

**Family Allowance Supplement**
Students who are eligible for a living allowance and who have a dependent child may receive Family Allowance Supplement (FAS) from the Department of Social Security.

FAS will be paid to eligible clients at the maximum rate, free of any income test and in addition to family allowance. It is not taxable.

You can find out more details and how to apply from your local DSS office.

**Concession tickets**
Concession tickets are available for travel to and from Swinburne on public transport.

Students who wish to purchase these tickets should go to the Student Administration Office to complete the necessary forms.

Only full-time students are eligible for fare concessions.

Students must present their student card when applying for a concession form. Australian Airlines and Ansett Airlines concessions are available from The Contact Centre, Student Union or Gom STA Travel Agencies.

Full-time students are also eligible for an international student card. Available from The Contact Centre, Student Union.

**Career Counselling**
Careers Counselling helps people identify the important factors to consider in order to find a suitable career direction. We can provide you with assistance in choosing a course or relevant training. We have Job and Course Explorer (JAC), the computerised career information system. In addition, a careers information library is available for your perusal.

The Counselling Service can also assist you in these areas:
- Job Seeking Skills
- Housing
- Stress Management
- Relaxation
- Assertiveness
- Child Care Referrals
- Welfare information and advice

**Free Legal Advisory Service**
An on-campus Legal Advisory Service is available. The solicitor is available for consultations on Thursdays between 12.00 noon and 2 pm.

**Making Contact**
Appointments can be made by phone or by dropping in to the Counselling Service. Whenever possible the Counsellor will see you immediately. Phone enquiries are welcome.

The Counselling Service is open Monday through to Friday, 9 am to 5 pm. After hours appointments, designed especially for part-time students can be arranged by phoning the Counselling Service during office hours.

**Where to find us**
We are located at Level 2 in Building U, just above the cafeteria.

**Computer Centre**
Co-ordinator: John Blake, BSc,DipEd.
Computer Operators: Cong-Chi Nguyen Steven Rees, AssDipEng

Computer Services is responsible for the management of two VAX/VMS systems, and for a network of about 100 personal computers. This equipment is used to support the academic and administrative functions of the College.

One VAX/VMS system is dedicated to administrative use, and the other system has shared administrative and academic usage. Software available for student use includes BASIC, COBOL and Pascal programming languages, and a relationship database. There are also a number of installed packages which are used exclusively by the Department of Library Studies. Presently, student access to VAX/VMS systems is via terminals in room U310, and via PCs running a communications package in room H310.

The network of PCs is primarily used to teach word-processing; spreadsheet, database and business management applications. These facilities are being extended to provide access for administrative users wishing to use the available applications. There is a smaller
network of PCs and Macintosh's which are used by the Department of Finished Art for the teaching of Desktop Publishing and Computer Graphics.

**Equity Unit**

**Equal Opportunity Officer (Operations):** Julie Roberts, BA

Swinburne University of Technology is committed to the concept of equality of opportunity in all aspects of education, training and employment. The University recognises that equal opportunity is a matter of social justice and legal responsibility.

The Manager, Equity Unit works within the University management to ensure that the University is meeting its responsibilities in providing an educational and working environment which is free from discriminatory practices.

Primary objectives are:

- to ensure that equal opportunity considerations, including compliance with relevant state and federal legislation, are taken into account in the provision of all educational programs in the University. This includes facilitating the removal of barriers to the full participation of all members of the community in the education system.
- to develop and implement equity policies and practices in the employment of all University staff.

The objectives of equal opportunity have an impact on all aspects of University operations.

Any person may contact the Manager, Equity Unit, Mary Jones, Tel: 819 8855 or the EO Officer (Operations) Julie Roberts, located in Room H641, Tel: 522 6708 with any concerns or for further information.

**Negotiated Targets Strategy**

The State Training Board has adopted a policy of setting aside places in all mainstream TAFE programs for people from the following disadvantaged groups:

- women, where they are under represented
- people with disabilities
- people who have been or are currently institutionalised
- sole supporting parents
- Aborigines and Torres Strait Islanders.

If you are in one of these categories please contact the Equity Unit as above to determine if you are eligible for special entry.

**Students with Disabilities**

The EO Officer (Operations) acts as a contact/resource person for students and staff with disabilities. This assistance may include the provision of support such as attendant care, notetakers, interpreters for hearing impaired, or the provision of special equipment.

The University has an Integration Committee policy which brings together all the relevant sectors of the University to identify and put in place the most appropriate assistance and service required for each individual student.

Any student with a disability may use the parking bays designated 'Disabled' in the service vehicle carpark off St. John's Street by both paying for a Prahran Campus parking permit and displaying a disabled driver's permit (available from your local council). Any student with a temporary disability (e.g. broken leg) may apply to the Manager, Equity Unit for a temporary disabled parking permit to allow them to park in the parking bay designated 'Disabled'.

If you have a disability and are considering applying for any course offered at Swinburne University of Technology you are strongly advised to discuss your application with the Manager, Equity Unit, well before the enrolment date.

**Sexual Harassment**

The University is committed to providing a working and learning environment that is free from sexual harassment. For information on the University's policy and procedures contact Julie Roberts or Mary Jones, Equity Unit on 522 6708.

**International Student Unit**

**Liaison Officer:** Pamela Stewart

The International Student Unit was established to provide a focal point for Swinburne's International activities.

This includes being responsible for all matters relating to the implementation of Swinburne's international program and co-ordinating academic links with overseas tertiary institutions.

All enquiries for study at Swinburne by non residents of Australia should be directed to the unit to ensure that Australian government admission policies are followed.

The co-ordinator of the ongoing welfare of overseas students is also a responsibility of the unit.

The unit also operates a student hostel for international and Australian students.
Publicity and Information Unit
Manager: Mark Haase, BA

The role of the Publicity and Information Unit is to publicise, both internally and externally, the activities of Swinburne University. The specific functions of the unit include the provision, production and distribution of information relating to Swinburne courses, staff and campus activities. This is achieved through media liaison and advertising, specific course brochures and external publications such as Swinburne News, the annual Swinburne handbooks, an internal staff newsletter and the staffing and resourcing of the Enquiries Office.

One of the unit's highest priorities is to actively promote Swinburne's public profile and the quality and range of education offered. To this end, the unit plays a major role in the co-ordination and organisation of exhibitions which includes Swinburne's annual Open Day.

Swinburne Student Bookshop Co-operative Limited Prahran Campus

History
The Co-operative began trading in February 1978, its objective being to provide an efficient and convenient service to the Swinburne community.

The Bookshop was set up as a Co-operative structure to raise working capital via the sale of shares and also to ensure that the control of the operation remained with the members who use the Co-operative. The Co-operative's profits remain with the organisation to ensure its continued growth and viability. No external beneficiaries exist.

Membership
For the Co-operative to continue to operate successfully it must have members. By members buying shares and patronising the bookshop they are in turn ensuring the Bookshop has an inflow of share capital for growth and the patronage ensures its viability.

In return the Co-operative provides a convenient and efficient service on campus. Members are also entitled to attend and vote at all A.G.M.’s and are also eligible to be elected a Board member of the Co-operative as per the society's rules.

To become a member of the Co-op you simply fill in a share application form and pay $15.00 for 5 x $1.00 shares. You will then be issued with a membership card which should be presented when making a purchase at the Co-op to receive your discount.

How to make the best use of the services offered by your bookshop.
Familiarise yourself with the many services offered by your bookshop. Here is a convenient list for your information.

We sell:
- Text and references, novels, and general interest books
- Secondhand books
- Full range of stationery supplies
- Full range of office supplies
- Gifts, cards, wrapping paper and novelties
- Audio and video cassettes
- Graphic and artist supplies
- Calculators and accessories
- Binding service for presentation of assignments etc.
- You are also able to sell your used and unwanted books through the bookshop

We suggest that if you are intending to purchase a required text or reference, that you do so at the beginning of each semester. If you cannot afford to purchase it immediately, have it put aside. This will help to alert us to any possible shortages early in the semester. Top up orders can then be placed where necessary to ensure the book arrives in a time to be of use for that semester.

If you find the book is unavailable ask the staff when it will arrive and place a personal order at the information counter to secure a copy when supplies become available.

Co-operative hours
Hours of opening
Normal hours of opening for the bookshop during terms and semesters are:
- Monday to Thursday 8.30 am to 5.00 pm inclusive
- Friday 8.30 am to 3.00 pm
- Public holidays Closed

During vacations
Mid-semester, term and semester breaks:
- Monday to Friday 9.00 am to 3.00 pm with a lunch break between 12-1.00 pm

Christmas vacation:
- Closed mid-December to late January.

Services
The bookshop offers a variety of services to students and staff and is receptive to any new ideas.

Further information, rules and regulations can be sought from the Registered Office of the Co-operative, situated in the Union Building, John Street, Hawthorn.
Student Activities

Student Union - what is it?
The Student Union is a legal expression of the Student body identified with Swinburne. The primary function and focus of the organisation is to represent the members in the common context of their relationship with Swinburne and the Union - as students, and in their education. The second focus of the Union is to provide services, for the members within the framework of effectiveness, convenience and need.

The Union in representing the members operates within the realms of the consumer advocate and lobbyist. Successful outcomes on behalf of the membership has been dependent on good student representation and a core of professional staff working together, developing policy and precedent through careful implementation. Policy developed and decisions implemented are mindful of past and future membership. Incorporation has breathed life in perpetuity, into this organisation which has become increasingly effective by the year in servicing the membership.

Membership and its aims
Membership to the Union - based on enrolment and payment of the General Service Fee. The purposes for which the Union is established are:

(1) to advance the social, educational and general welfare of the student body of Swinburne and to provide services for the student body;
(2) to represent and safeguard the students in matters affecting their interests and privileges and to afford a recognised means of communication between the students and the authorities of Swinburne and other educational bodies;
(3) to promote, encourage and co-ordinate the activities of student committees and societies;
(4) to promote and foster a corporate spirit amongst the student body;
(5) to strive for wider recognition and greater appreciation of the standard of all academic awards of Swinburne.

The 1993 Executive of the Union consists of:-

President Simon Rayward
Vice-president Marilyn Giunta
Activities Director Susan Yip
Education Director Fiona Scott
Media Director Narelle Phelan
Finance Director Ian Dais

The role of the Executive is to control and manage the business and affairs of the Union. The meetings of the Executive occurs at least once a month from February to November and are open to all members.

The affairs of the Union fall principally into the following areas: education and welfare services, social activities, and media. These areas are governed by management committees, whose responsibility is to develop policies of the Union in the areas of their activity. The management committees consist of: the relevant Executive member as Chairperson, two to three members for the Union Executive, two to four persons elected from the student body. The Executive at the monthly meeting receives and considers the policy submitted by the management committees.

In March or April of each year the Executive calls an Annual General Meeting to present the preceding years audited financial statement. In October or November of each year the Executive convenes a Budget Meeting. At this meeting the proposed Budget for the next financial year is presented by the Executive to the student body for their approval. Further, the Executive reports on the activities of the Union for the period since the preceding Budget Meeting.

All student members are eligible to stand and vote in elections and all have the same rights in respect to the Union and thus are entitled to use the services provided by it.

Further information on the Student Union activities, services or facilities are available from the Student Union Diary given out free of charge during enrolment.
General Information
**BOARD OF TAFE**

The function of the Board is to administer the affairs of the TAFE Division of the University under authority delegated by Council. Membership of the Board of TAFE as at 1 October 1992.

Ten members who represent the wide community, who are associated with an industry or field served by the TAFE Division but are not members of staff or students of Swinburne.

Mr. K. Adamson, GradDipManagement, MIFE
Mr. T. Bruce, LLB(Melb)
Ms. K. Brown, CertProfMedLabTech(NZ), TTIC(HIE), GradDipOrgBehav(SIT)
Ms. K. Deutsch, BSc, BEd
Ms. W. Dietman, BA, BSoCWork
Assoc Prof. M. Dietz, BEd, MSc, EdD(Chair)
Mr. C. Gahan, OAM, JP, DDA
Mr. S. Guilfoyle, FCIS, FCPA
Mr. J. Hughes, BMecEng, MBA
Ms. A. Siressac, LLB

Four members elected by and from the teaching staff of the TAFE Division of the University:

Ms. J. Bissland, BA(Hons), MA, GradDipChDev, MEd, GradDipEd
Dr. M. Elliott, BA, MEd, PhD
Ms. M. Hoffmann, BA, HDT, ARMIT, ALAA, BEd
Mr. J. Schulze, DipAppChem(RMIT), DipEd(HIE), ARACI

Two members elected by and from the general staff:

Ms. R. Humphries, BA(Hons), GradDip(LIB)
Mr. P. Wilkins, BBus(VicColl)
GradDipAccInfoSyst(CIT)

Two members elected by and from the students of the TAFE Division:

Ms. P. Menere, AdvCertRACS(Youth Child Stream)
Mr. S. Rayward

Director, TAFE Division, Swinburne University of Technology, Vice Chancellor, Swinburne University of Technology

**MEMBERSHIP OF BOARD OF TECHNICAL STUDIES**

*Members ex officio*
President of Council

*Vice Chancellor*
Director, TAFE Division

*Heads of Schools and Centres (6)*
Senior Curriculum Development Officer

*Elected members*
6 heads of teaching departments elected by and from the heads of teaching departments, with one to be elected from each school or centre.
4 teaching staff elected from and by the teaching staff, with 2 from each campus.
3 students, one elected by students at Hawthorn campus, one elected by students at Prahran campus and one elected by students of both campuses.
5 members from the general staff as follows:
Swinburne Librarian (or nominee)
Manager, Student Services (or nominee)
Two members drawn from and elected by the general staff at each of the two campuses.
APPLICATION PROCEDURE

Entrance requirements
The entrance requirements for courses are described within the respective school entries in the handbook.

Special entry
It should be noted that there are two categories of applicants who may be given special consideration. These are:

- mature-age applicants
- socially or physically disadvantaged applicants

In relation to the latter, a number of places are reserved for such applicants, in particular for applicants who are in the following categories:

- hearing impaired
- women in non-traditional courses
- sole-supporting parents
- recently de-institutionalised people

Please note: Some, but not all courses, have places reserved for people from particular disadvantaged groups.

PRIOR LEARNING

All students contemplating a TAFE course should read the following as it may affect how your course is structured.

As from the 1st August 1992 a national framework will exist for the recognition of training. An interstate and territory agreement will exist that includes a common set of processes and principals for recognition of training.

TAFE system of interchangeable courses and subjects
If any TAFE certificate, advanced certificate, or associate diploma subjects have been passed at an institution other than Swinburne it is not necessary to apply for an exemption. The subject(s) will count towards a qualification regardless of where it was studied. When applying for your award, i.e., to graduate, simply provide Swinburne with result statements from the colleges where you studied other necessary subjects. This will also apply if you first study at Swinburne and then transfer to another TAFE institution.

Exemptions due to other academic studies
Exemptions can be granted on the basis of evidence of studies that are passed at an equal or higher standard at other places. The head of the relevant department should be consulted if the student requires advice.

Students seeking exemptions should complete an 'Application for Exemption' form available from Student Administration or from the department controlling the subject. The purpose of granting exemptions is to establish the equivalence of alternative studies. If there is doubt as to whether an exemption should be recommended, the matter should be referred to the appropriate head of department.

General rules for granting exemptions
(1) Credit will not be given to subjects which are at or below Australian university entrance standard, i.e., the equivalent of the Victorian Certificate of Education.

(2) Credit will be given only if there is a substantial overlap of topics, except where alternative subjects provide a suitable basis for study in an area of specialisation then exemptions may be granted for introductory specialist units even though the content of the alternative subject does not overlap.

Early application
It is advisable to supply for exemptions as soon as possible after enrolling. At re-enrolment, this will allow the selection of appropriate subjects necessary to complete the course; it also avoids problems caused by possible changes in the rules for granting exemptions.

Approval time
Applications are checked by heads of departments before being recommended to the school board which meets monthly. After approval, letters of notification are prepared and forwarded to students. Students should expect this process to take approximately two to three months.

Provision of additional information
If the alternative subject is not part of a widely recognised course the provision of results will not be sufficient. Applicants should also provide details of:

- syllabus content
- length of course
- assessment procedures

Sighting of original documents
Photocopied documents supporting applications must be marked 'certified original' by an officer of Swinburne. Students are advised to submit applications in person to Student Administration (photocopies can then be marked immediately on sighting of original) so that original documents need not be handed in.

Recognition of prior learning (RPL)
Swinburne gives recognition to course applicants for relevant experience and prior
formal and informal learning obtained through training and education, by an KPL assessment process. The recognition may result in the granting of a pass. At enrolment time students should consult with departmental staff regarding the relevance of their experience, education, and training. Students must notify their intention to apply for RPL on the enrolment forms.

Articulation
There are formal articulation arrangements in place. Students who plan to undertake subsequent studies in TAFE or the Higher Education sector are advised to contact the head of department or school in which they are enrolled, in order to discuss the course articulation and credit transfer opportunities which may be available to them.

For all associate diplomas offered by the TAFE Division, arrangements have been negotiated for entry with credits into related degree programs. Details of credit transfer arrangements will be available to students, through the respective departments, at enrolment time. Updated information will also be provided to students during their courses.

For further information on any of the above issues contact the appropriate head of department listed in the staff lists at the beginning of each school’s chapter.

Changes in course structures
Due to a regular review of all TAFE courses it is extremely important that students obtain up-to-date information on course structures before they enrol.

If a course is altered, students may continue on their original course or elect to adopt the new course structure. The only acceptable course structures are the ones current in the year the student first enrolled or any subsequent structure. Any student who elects to adopt a new course structure should obtain advice as to what credit will be given for completed units.

This handbook only lists the current course structures (and subjects). Students needing information on previous course structures should consult earlier handbooks which are available in the Library.

Student Administration Office
Student Administration has the responsibility for all aspects of administration concerning a student's enrolment at Prahran Campus. It is a service function to students and teaching staff within the College, providing information, advice and the administrative processes necessary for the conduct of academic programs.

Student Administration coordinates student enrolments. The information obtained at enrolment time is very important as it enables Student Administration to provide teaching staff with computerised lists of students undertaking given subjects; it records the subjects the student is officially enrolled for; it enables the College to communicate with the student throughout the year; and most important of all, the information gained from the student at enrolment time determines the subjects in which the student is eligible to be assessed. It is therefore of the utmost importance that all changes to a student’s circumstances be communicated to Student Administration.

1. ID (identity) cards: these must be carried at all times and are essential at re-enrolment and examination periods. A fee of $2.00 is charged for a replacement card. Students are not considered to be officially enrolled until all fees (where fees are assessed) are paid and an ID card is issued or updated.

2. Academic Transcripts are available on completion of the appropriate application form and payment of a $7.50 fee.

3. Statements of Student Status are available on request.

4. Statements of examination results are mailed to students annually and noticeboard listings of results are displayed each semester on departmental, noticeboards.

5. Travel concession forms are authorised.

6. Application to graduate are verified and processed.

The Student Administration Inquiries Counter is open from 9.00 am to 5.00 pm, Monday to Friday.

Enrolment Fees:
Students shall not be deemed to be enrolled unless the enrolment fee (as determined by STB), Student Association and all other fees as determined by the College Council have been paid.

A student shall be deemed to be enrolled at the College upon completion of enrolment requirements in a course approved by the Head of the Department.

An Overseas Student shall not be deemed to be enrolled unless the total fee for the
accredited and registered course, and all other fees as determined by the College Council, have been paid.

A student shall be deemed to be enrolled in the units approved on his/her current enrolment form, subject to any variations later approved under Regulation 6.

An Overseas Student shall be deemed to be enrolled upon completion of enrolment requirements in an accredited course, subject to approval by the relevant Assistant Director.

Advanced standing: a student who has previously completed appropriate units of a course at this or another educational institution may be considered, subject to approval of the appropriate authority, for admission to a College course with advanced standing provided written evidence is given of his/her previous qualifications and experience to the Manager, Student Administration.

Student Identity Card: all new students shall upon enrolment be issued with an Identity Card which should be carried during attendance at the College and should be presented upon request to an authorised office of the College when borrowing material from the Library or attending examinations. It should also be presented for validation each year when re-enrolling. Loss of an Identity Card should be reported immediately to the Manager, Student Administration, and upon payment of the prescribed fee, a replacement will be issued.

Late Fees: where fees are assessed a late fee is payable by any student enrolling after the final enrolment date or failing to confirm enrolment by the specified date, calculated at the rate of $10.00 for every week enrolment or confirmation is overdue, up to a maximum of three weeks when the matter shall be referred to the relevant Centre Board for consideration.

Assisted Students: students who are holders of scholarships or who are sponsored and have not received an enrolment voucher or appropriate letter of authority from their sponsor at the time of enrolment must complete enrolment and pay their own fees, where fees are assessed. A refund of fees will be made after the enrolment voucher or letter of authority has been lodged at the Student Administration Office.

Extension of time for payment: any student who is unable to pay fees where assessed by the due date may apply in writing to the Manager, Student Administration for an extension of time. Such an application must clearly state the reason why payment cannot be made and the duration of extension sought.

The application must be lodged before the date on which a late fee becomes payable. A student who has been granted an extension will be deemed to be enrolled provisionally pending payment of his/her fees.

Failure to meet liabilities: any student who is indebted to the College by reason of non-payment of fees, fine, levy, student loan, penalty or other imposition under Part B of these Regulations, and who has failed to discharge or make satisfactory arrangements to discharge this indebtedness within a specified time, or has been expelled, shall not be permitted to re-enrol, receive the results of any examinations or assessments, graduate, receive any award or confirmation of completion of course, or use any facility provided by the College.

An Overseas Student who has been expelled due to misconduct, or a failure to meet the course requirements of attendance and completion of prescribed assignments, shall not be permitted to re-enrol, receive any assessment or confirmation of completion of course, or use any facility provided by the College.

Refund of fees: where a student discontinues a course and advises the Manager, Student Administration prior to the last Friday in April in the first semester and prior to the last Friday in August in the second semester, a refund of some fees shall be made. No refund shall be made where a student fails to advise the Manager, Student Administration that the course has been discontinued after these dates, or where the funds to pay the fees were obtained through a Prahran Campus Student Loan which is still outstanding. Outstanding liabilities to the College by reason of non-payment of any fees, fine, charge or student loan will be offset against any refund due, and the remaining balance paid to the student.

Where an Overseas Student withdraws from a course due to personal reasons, he/she is entitled to a full refund of fees if notification of the withdrawal is given prior to beginning the course. Where a student withdraws from a course after the course has begun, individual cases will be considered on their merits. A service fee will be retained by the College for administrative costs.

General Policy and Procedure

Student Discipline

Introduction

The following sets out the Swinburne policy for a campus wide student discipline procedure and appeals process in order to regulate acceptable standards of student
behaviour within the TAFE Division. This is to ensure that the advancement of education is maintained at the highest level, by promoting communication between students and staff on this issue.

The policy is based on natural justice principles and as such is consistent with the United Nations Charter of Human Rights, and Acts of Parliament such as Victorian Equal Opportunity Act, Commonwealth Sex Discrimination and Racial Discrimination Acts.

1. Requirements of students

Every school in the TAFE Division has developed rules and regulations concerning such things as attendance, social behaviour, and compliance with course and college regulations for the programs under its jurisdiction. Students will be informed of these requirements at the time of their initial enrolment by the enrolling school.

Any activity that is in breach of the requirements of the school in which a student is enrolled, and which have been circulated by authorized heads of schools or departments, will be considered as misbehaviour, and thus be subject to disciplinary action.

2. Informal and formal procedures

This section contains the following:

- Definition of misbehaviour which could result in disciplinary action.
- Procedure to follow to consider misbehaviour.
- Degrees of Punitive Action

2.1 General definition

Any activity within the TAFE Division precincts that harms or threatens to harm the well being and the educational welfare of a person or persons or is likely to bring the TAFE Division into disrepute may be considered as misbehaviour. Furthermore, misbehaviour will be defined as any activity which is in breach of the requirements of the school in which the student is enrolled.

Any person or persons who are considered to be in breach of the above will be subject to the following procedure:

2.2 Procedure - conciliation and resolution

Phase (1) Informal Procedure (Stages One, Two and Three)

Stage - One

2.2.1 On the instance of an act being reported or identified as unacceptable, the teaching or administrative staff member will attempt to resolve the matter on a one-to-one or one-to-many basis.

Stage - Two

2.2.2 If the first action does not resolve the matter then the staff member concerned will raise the matter with the immediate supervisor who will attempt an informal discussion with both parties with the aim of resolving the concern.

Stage - Three

2.2.3 If the second action (stage two) is not successful, then the staff member concerned will raise the matter with the head of department. If the staff member involved in the first and second stage is the head of department the head of school will act as the conciliator in the third action (stage three).

Phase (2) Formal Procedure

Stage - Four

2.2.4 If the action at stage three fails to achieve a resolution, then the head of department or head of school (see paragraph 2.2.3) will:

- speak to the complainant
- speak to the person or persons against whom the complaint has been made
- raise the matter with the Student Union
- make a decision on punitive action to the taken after all parties have been heard
- make a written report outlining the complaint, the action (Stages One, Two and Three) and the decision taken
- forward a copy of the report to the following:
  - the complainant
  - the person or persons against whom the complaint has been lodged
  - the Student Union
  - the head of the school in which the student is enrolled or Director, TAFE Division if appropriate.

2.3 Degrees of punitive action

2.3.1 Warning on the first instance.

2.3.2 Suspension for a set period of time from class or all classes.

2.3.3 Exclusion from Swinburne.

3. Appeals

3.1 If the Complainant or the person or
persons the decision is against is
dissatisfied with the decision or the
punitive action, then the aggrieved
party has a right of appeal. The
appeal should be in writing and
directed to the head of school or the
Director, TAFE Division if
appropriate.

3.2 The head of school will assemble an
impartial panel consisting of:
• the head of school or nominee,
as chair of the panel
• an independent staff member
who is a nominee of head of
department
• the president of the Student
Union or nominee.

3.3 The terms of reference of the panel
will be to:
• hear evidence from the
Appellant
• call for other witnesses or
evidence
• decide if there has been an
injustice or breach in
procedure
• communicate their decision to
the Director, TAFE Division for
further action.

4. Confidentiality
All proceedings pursuant
to this policy
and all material brought forward in
connection with such proceeding shall be
treated as confidential.

5. General grievances procedure
At any point in the execution of the
procedures the student may wish to
make an official complaint and thereby
have the issue considered in accordance
with the "General Grievances Procedure
for Students".

General grievance procedure for students

1. Policy
1.1 Swinburne Council adopted an
The policy affirms commitment to
the principles of equal opportunity
with regard to employees of, and
applicants for employment within
Swinburne, and to students admitted
to, and prospective students of
Swinburne.
1.2 The policy and its successive
amendments stipulate that there
shall be no discrimin-ation on the
grounds of sex, marital status,
impairment, age, sexual preference,
or being a parent, childless or a defacto
spouse.

2. Definition of terms used in grievance
procedure
2.1 Grievance: a complaint presented by
an individual, or a group, based on
the opinion that they are, or have
been, receiving treatment that differs
from the treatment received by other
individuals or groups.
2.2 Discrimination:
a) Director Discrimination - any
decision or action which
specifically excludes a person
or group of people from a
benefit or opportunity, or
significantly reduces their
chances of obtaining it,
because a personal
characteristic irrelevant to the
situation is applied as a barrier.
b) Indirect Discrimination -
attitudes and assumptions
which are incorporated into
rules, policies and practices,
that appear to be neutral or to
treat everyone equally, but may
in fact disadvantage one group.
2.3 Status or Private Life: The Victorian
Equal Opportunity Act 1984
stipulates that no person shall
experience discrimination on the
grounds of that person's status or
private life. 'Status' refers to a
person's sex, marital status, race,
impairment, being a parent, childless
or a defacto spouse. 'Private Life'
refers to the holding or not holding
of any lawful religious or political
beliefs and engaging or refusing to
engage in any lawful religious or
political activities. The Act applies to
education and employment.
2.4 Complainant: person who lodges a
grievance.
2.5 Respondent: person who it is alleged
undertook the behaviour which
resulted in the grievance.
2.6 Grievance Procedure: a prescribed
set of actions to be followed when a
grievance is presented

3. Behaviours or actions which give rise to a
grievance
3.1 A grievance arises when a student
cannot obtain redress through
normal channels for what he/she
considers to be unfair or different
treatment. Such treatment may occur
in course assessment, or in
classroom behaviour and
interactions.
3.2 A grievance may include behaviour
outlawed by the Victorian Equal
Opportunity Act, the Federal Racial
Discrimination Act or the Federal Sex
Discrimination Act, such as discrimination on the basis of sex or marital status, or racial harassment. A separate grievance procedure exists to handle cases relating to sexual harassment.

4. Resolving a grievance

Informal procedure

4.1 In the first instance, the student should discuss the complaint where relevant, with the lecturer (Higher Education Division), member of teaching staff (TAFE Division) or member of administrative staff in an attempt to resolve the complaint.

4.2 If the grievance cannot be resolved in this way, the student may then raise the matter with the head of department.

4.3 Where a student has a complaint against a member of staff who is also the head of department, or in a case where the student feels that to approach the head of department is not appropriate, the student may take his/her complaint to the dean or head of school. The dean or head of school will carry out the role otherwise assigned to the head of department, in these grievance procedures.

4.4 The head of department will discuss the complaint with the student and advise the student where documentation describing the grievance procedure is available.

4.5 If the student’s preference is for internal resolution of the complaint, the head of department will take a written record of the complaint on a pro forma grievance form. It will contain:

a) the name of the complainant;

b) the name of the person(s) against whom the complaint is made;

c) the date of the complaint is made;

d) the date(s) the behaviour resulting in the grievance took place;

e) a brief description of the nature of the complaint;

f) a summary of follow-up actions taken.

The complainant will read and sign the grievance form as being a true record, after making any appropriate alterations.

4.6 No written record shall be taken nor any further action initiated, if the complainant is not willing to name the respondent or does not permit the head of department to enter into a conciliation process with the respondent.

4.7 In cases where complaints are made by a class (two or more students) concerning academic or teaching staff, the complainants will not be named and the head of department may proceed with conciliating and resolving the complaint.

4.8 With the agreement of the complainant, the head of department will then attempt to resolve the grievance with the member of staff named in the complaint through informal discussion and conciliation.

5. Conciliation and resolution

5.1 The head of department will meet informally with the respondent for the purposes of:

a) outlining the grievance and naming the complainant (except as covered by Clause 4.7);

b) making a written record of the respondent’s reply to the complaint, which is signed and considered a true record;

c) attempting to reach an agreement with the respondent that is acceptable to the complainant;

d) attempting to ensure that there are no reprisals taken against a student who has made a complaint in good faith;

e) outlining the requirements of State and Federal Government anti-discrimination legislation or Swinburne Council policy, where relevant;

f) advising the respondent that another staff member will be nominated to re-assess the student’s written work in complaints relating to course assessment.

5.2 If the grievance is successfully resolved to the satisfaction of the complainant the informal procedure will cease at this point.

5.3 The written record of the informal complaint will be retained for a period of 12 months in a confidential file in the office of the head of department.

6. Re-assessment of submitted work or exam paper

6.1 If the complaint concerns assessment of written work which includes assignments, reports or exam papers, the head of department may after discussing the complaint with the
staff member named as the respondent, nominate another staff member to re-assess the student’s work.

6.2 In the case where the respondent is also the head of department, the dean or head of school, acting as the student’s contact person may nominate a member of staff from another discipline or a member of staff from the same discipline in another institution to undertake a re-assessment of the student’s work.

7. Follow-up actions

7.1 The head of department will meet with the student each semester for a period of 12 months following successful resolution of the complaint, to ensure that retaliatory actions were not take against the student by virtue of the complaint.

7.2 The head of department will ensure wherever practically possible, that work presented by the complainant will be marked independently for the period of one year, following successful resolution of the complaint.

7.3 Where the student is subjected to retaliation he/she may approach the head of department or head of school or dean where appropriate and an investigation will be instituted.

7.4 Where a member of staff is found to have retaliated against the student, disciplinary procedures will be instituted. Such disciplinary action may be taken against the member of staff complained of in the original complaint or any other member of staff undertaking retaliatory action.

8. Formal procedure

8.1 If a grievance cannot be successfully conciliated by the head of department to the satisfaction of the complainant, the complainant may instruct the head of department to proceed with a formal complaint.

8.2 All formal complaints will be presented to the Appeals Committee.

8.3 The Appeals Committee will comprise:

a) the Vice-Chancellor’s nominee from within the Chancellory, who shall act as the Chair;

b) a representative of either the MUV, SASO, or ACUSA, depending upon the constituency of the respondent;

c) a representative of the Student Union.

8.4 The written reports, compiled by the head of department and signed by the complainant and the respondent will be forwarded by the head of department to the Chair of the Appeals Committee.

8.5 The complainant or the respondent may submit any other written material to the Committee in support of their case. Any additional evidence so provided, should first be submitted to the other party or parties named in the complaint.

8.6 The Chair of the Appeals Committee will advise the Equal Opportunity Officer if the grievance includes allegations of behaviour outlawed under State or Federal Government antidiscrimination legislation or Council Policy on Equal Opportunity.

9. Investigation of complaint

9.1 The Appeals Committee will investigate the grievance in the following manner:

a) the Committee will meet within seven working days of the date the formal complaint is made and consider all written documentation including the written statements of the complainant and respondent and the written statements of witnesses;

b) the Committee may call the complainant or the respondent to attend the meeting to explain any aspect of their written statement. If the complainant is required to appear before the Appeals Committee he/she may be accompanied by his/her head of department. If the respondent is required to attend he/she may be accompanied by his/her staff association or union representative.

The complainant and respondent would not normally appear before the Appeals Committee at the same time;

c) the Committee may call any witnesses who have submitted written statements concerning the grievance to appear before the Appeals Committee;

d) if the complaint contains allegations of behaviour outlawed by Federal or State
Government anti-discrimination legislation or Council Policy on Equal Opportunity, the Equal Opportunity Officer will attend the Appeals Committee meeting and advise the Committee accordingly. The Equal Opportunity Officer will not have voting rights.

9.2 Following deliberations the Committee will make appropriate recommendations. Committee decisions will be achieved through consensus or agreement reached between all members.

9.3 The Committee will forward its written recommendation to the Vice-Chancellor together with documentation of the grievance. Actions which may be taken are limited to:

a) not upholding the case;

b) upholding the case and stating that the following be considered, where relevant:
   • preparation be made to the complainant for any loss of academic credit or achievement suffered as a consequence of the behaviour
   • re-admitting a student who has been excluded from a course
   • directing the respondent to undertake
   • reprimanding the respondent
   • ensuring that the complainant is not subjected to retaliatory action by virtue of the complaint.

c) in the case where a grievance which concerned discrimination against a student on the grounds of that person’s status or private life being upheld, the following action may also be recommended:
   • suggesting that the respondent undertake counselling.

9.4 All grievances shall have undergone the process of a formal resolution within a period of three months of the receipt by the Chair of the Appeals Committee of the formal written complaint.

9.5 The Complainant and the respondent will be advised in writing by the Chair of the Appeals Committee of the decision made within seven days of submission of the Appeals Committee’s recommendation to the Vice-Chancellor.

10. Appeals

10.1 Either party shall have the right of appeal. The appeal should be submitted in writing to the Vice-Chancellor within seven days of the receipt of the Committee’s decision. The appellant shall be entitled to present new evidence or to re-argue his/her case.

10.2 The finding of such an appeal shall be communicated to the appellant within fourteen days of the appeal being lodged.

11. Complaints of discrimination - external procedures

11.1 In the case of a grievance being concerned with allegations of discrimination against the complainant on the grounds of that person’s status or private life, the complainant has the right to present a complaint to the appropriate external authority.

11.2 Where internal grievance procedures are being followed, the complainant may wish to refer the matter to the appropriate external authority at any stage of the process, and in particular:

a) when no further action is taken;

b) when he/she may wish to appeal against the Committee’s decision.

11.3 Where the matter is taken up with the external authority, the internal grievance procedure shall cease to apply in the case.

11.4 The appropriate external authority in the case of discrimination complaints is the Office of the Commissioner for Equal Opportunity in Victoria.

12. Confidentiality

12.1 Confidentiality will be strictly observed throughout the conciliation and resolution process. Information and records related to complaints will be considered exempt documents under Freedom of Information legislation.

13. Record keeping and storage

13.1 The written record of the complaint will be retained for a period of 12 months in a confidential manner.

13.2 Where all appeal mechanisms are exhausted or where the complaint is not sustained, written documentation of the case will be destroyed.

13.3 The Equal Opportunity Officer shall have access to statistical information concerning discrimination related complaints.
14. Conflict of Interest
14.1 If the head of department feels that to undertake conciliation of a complaint would place him/herself in the situation of a conflict of interest, the head of department will direct the student to take the grievance to the dean or the head of school.
14.2 A complainant may at any stage of the informal procedure seek the assistance of the dean or head of school if he/she believes a conflict of interest exists or may arise as a result of the complaint.

15. Resources
15.1 The complainant may at any stage of the grievance procedure approach where relevant, the following offices or persons for advice and/or support:
   a) Student Union;
   b) Swinburne Student Services;
   c) Equal Opportunity Office.
15.2 Members of staff so contacted are advised to direct the complainant to his/her head of department.
15.3 The respondent may approach the staff association or union for advice and support.


EXAMINATION REGULATIONS

1. Entrance requirements
   (i) Eligibility: to be eligible to enter for an examination, a candidate must have:
      (a) fulfilled the prerequisites prescribed in the syllabus for the subject of the examination;
      (b) enrolled for classes in the subject of the examination and have completed such assignments, tests and other work to the satisfaction of the lecturer in charge of the subject;
      (c) paid to the College, or made satisfactory arrangements to pay within a specified time all prescribed fees, any student loans which are overdue for payment, any fine or monetary imposition imposed under Part B of these Regulations, unless the same has been stayed or suspended in the manner therein provided, and any Library charges/arrangements liable under Regulation D4.1.7 or D4.2.3.
   (ii) Right of Appeal: any candidate who has been refused permission to sit for an examination may appeal to the relevant Centre Board.

2. Examination times
   (i) No information relating to the time or place of an examination will be given over the telephone.
   (ii) Notification of examination times and room location will be posted on the official notice board.
   (iii) Where a candidate has two examinations at the same time the Manager, Student Administration may approve his/her taking one of the examinations at another time on the same day provided that he/she is under appropriate supervision between the time of the two examinations.
   (iv) Candidates will be admitted to the examination room fifteen minutes before the commencement times of the examination to read the examination paper. No writing will be permitted during this time.
   (v) No candidate may enter the examination room more than thirty minutes after writing begins nor shall any candidate be allowed to leave the examination room before the expiration of thirty minutes from the start of the examination. No candidate having once left the examination room shall be permitted to return unless during such absence he/she has been under supervision.
   (vi) Student ID cards must be produced upon request at all examinations.
   (vii) No writing shall be permitted after the Supervisor in Charge has instructed candidates to cease writing.
   (viii) Smoking is not permitted in an examination room.

   (i) Overseas students whose nature language is not English may be permitted to take into the examination room a dictionary to be used solely for the purposes of translation. Application for such permission may be made to the Assistant Director of the relevant Centre or the Head of the relevant Department seven days prior to the examination.
   (ii) Candidates for examinations are permitted access to texts or aids for designated examinations only as authorised on official College examination timetables. The College
reserves the right to inspect all tests and aids brought to examinations and to confiscate any text or aid which is unauthorised.

4. Absence from an Examination

(i) Where a candidate misses an examination through misreading the timetable, he/she is not entitled to a further examination.

(ii) Where a candidate is absent from an examination due to illness or other serious cause, the Manager, Student Administration shall, on receiving medical evidence or other evidence within forty-eight hours of the examination, inform the Assistant Director of the Centre/Head of Department responsible for the unit who may grant such further tests as will permit an assessment of the candidate to be made.

(iii) Disability: a candidate who believes that his/her performance at an examination will be affected by a serious illness during the semester or by some other cause beyond his/her control and who desires these circumstances to be taken into consideration in determining his/her standing, is required to bring the circumstances, supported by a medical certificate or other such evidence, to the notice of the Manager, Student Administration in writing before the date of the examination.

(iv) Illness during the examination: a candidate who attempts an examination, yet claims that his/her performance was prejudiced by sickness or accident on the date of the examination must notify the Supervisor in Charge of the examination immediately after the examination and submit a medical certificate to the Manager, Student Administration within forty-eight hours of the examination.

5. Examination results

(i) No candidate is permitted to communicate with lecturers concerning examination results prior to their publication.

(ii) No information concerning examination results will be given over the telephone.

(iii) Results of examinations will be posted on the official notice board at the College.

(iv) Results of examinations will be recorded as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DI</td>
<td>Distinction</td>
</tr>
<tr>
<td>NN</td>
<td>Fail</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td>AN</td>
<td>Absent Fail</td>
</tr>
<tr>
<td>P</td>
<td>Pass (Pass/Fail)</td>
</tr>
<tr>
<td>WD</td>
<td>Withdrawn without penalty</td>
</tr>
<tr>
<td>PP</td>
<td>Provisional Pass</td>
</tr>
<tr>
<td>AA</td>
<td>Annually assessed</td>
</tr>
<tr>
<td>DF</td>
<td>Deferred</td>
</tr>
</tbody>
</table>

(v) If a candidate’s number does not appear on the official notice board he/she must consult the Student Administration office for the official record of results.

6. Correspondence and change of address

(i) All correspondence should be directed to the Manager, Student Administration and students should quote their student number.

(ii) Students are required to notify the Manager, Student Administration of any change in their address as soon as possible. The College does not accept any responsibility for official communications which fail to reach a student or a student who has not notified the Manager, Student Administration of change of address.

(STB) State Training Board

External Examinations and special consideration applications.

The following is an extract from STB Regulations Examination Instruction Booklet (TEX1). All reference to college, should be read as TAFE Division, for the purposes of Swinburne University, in the following text.

Extract:

1. Applications + Consideration and special examinations

1.1 Application for special consideration or admission to a special examination shall reach the office of the STB within 72 hours of the examination. Such applications will be accepted only on the appropriate form and should be sent to:

Examinations Branch
State Training Board
P.O. Box 266D,
Melbourne, Vic., 3001

1.1.1 A candidate who applies on medical grounds for special consideration or a special examination shall submit an application and medical certificate. Students must use the comprehensive form
A medical certificate relating to a candidate's condition at the time he/she sat for or should have sat for an examination, must be signed by a medical practitioner no later than two days after the date of the examination.

A candidate who applies for special consideration or a special examination other than on medical grounds, shall submit with his application, a statutory declaration stating the facts upon which he/she relies and shall furnish any corroborative evidence which may be required.

The decision of the Director, Industry Programs Division shall be final. Any special examination will be conducted in accordance with directions issued from time to time by the Director, Industry Programs Division and procedures issued by Examinations Branch.

Special examinations facilities may be made available for students with disabilities. On application to the Examinations Branch, arrangements can be made for additional reading or writing time, special seating or rooms or any other assistance which may be necessary.

Applications will only be accepted on the appropriate form.

Special Examinations

A candidate does not have an automatic right to sit for a special examination and special examinations are not available in Electrical Wiring, Plumbing, or any trade practical examination.

The provision of special examinations are costly, have limited life and present a security risk.

The provision of special examinations will only be undertaken in commonly called for examinations and cost considerations will be taken into account before the granting of any special examination.

The State Training Board provides in many cases multiple attempts at examinations in a year and while accident and illness may be unfortunate candidates should not expect the provision of examinations as a compensation for personal trauma.

No more than three special examinations per semester will be granted in State Training Board examinations. Candidates should only apply for critical subjects to maintain their course objectives.

The inability to attend examinations is not grounds for a special examination. Misreading of timetables, diaries, pressure of work, overseas trips and similar reasons put forward for non attendance are not acceptable grounds for an application.

Time limits will be strictly applied and the 72 hour deadline from the day of the examination will be essential in any submission. The application must reach the State Training Board examinations physically within that time limit.

Acceptable grounds for application are restricted to:

(a) Severe current illness at time of the examination preventing the candidate from sitting that day. This must be verified by a medical examiner immediately and a comprehensive medical report presented. Unspecific certificates or unclear basis for medical grounds will not be accepted. The report must be on the specified form and in the prescribed manner.

(b) Mild Complaints

Mild complaints such as migraine, stomach upsets, colds may not be sufficient grounds for the granting of special examinations. Candidates therefore, should not expect that a medical report will automatically provide them with access to examinations.

(c) Close family death applications must be supported with printed evidence and a Statutory Declaration. The supporting evidence must be complete.

(d) Attendance at a court of law which is scheduled and unavoidable. Evidence must be presented 14 days prior to the normal examination sitting date. Where possible
reschedule of the time of sitting will be arranged rather than a granting of a special examination therefore prior notice is essential.

3.9 In certain circumstances, Colleges who strongly feel that a special examination should be provided (and if a special examination does not exist) may be requested to provide the examination. The procedure is set out clearly on page 4 of the State Training Board Examiners handbook. Colleges must not proceed without the permission of the STB Examinations Branch.

3.10 Guidelines for Special Consideration

Students cannot ask for special consideration for a pre-existing illness. The fact that a student was ill prior to or while study was in progress, does not in itself constitute grounds for special consideration. The inability to study is definitely not grounds for consideration.

3.10.1 Special consideration is requested from examiners in the following instances:
(a) Sudden severe illness certified on a written report on the appropriate form. Other unspecific doctor’s certificates are not acceptable.
(b) Close death in a family involving immediate family members.
(c) Chronic handicapped disabilities.
(d) Court appearances

3.10.2 Applications for above must reach the State Training Board Examinations within strict time limits.

3.10.3 (a) & (b) must be received by State Training Board Examinations within 72 hours from examination.

3.10.4 (c) & (d) must be received by State Training Board Examinations 14 days prior to the examinations. Evidence must be provided to support the application. Any application received after the paper is marked will not be accepted, therefore speed is essential for applications to be effective.

3.10.5 Special consideration will only assist the student in limited cases. General exemptions are not given in any subject.

Therefore special consideration is extended to the opportunity to sit, or to attempt the paper. The student can be given marginal allowance for actual inability to perform or cope with the examination content. The candidate must be able (in general) to reach the common standard expected with only the borderline cases being considered.

3.10.6 Special consideration will only be requested, and examiners are asked to apply a valued judgement if possible. No criteria is therefore imposed on examiners to consider or take into account such requests. The final judgement remains with the referee decision given to the examiners in their appointment.

3.11 Chronic or Long Term Handicapped

3.11.1 A Candidate with a history of disability need only apply once and if application has been approved, that student is issued with a letter showing any extra time allowance or special provision. The student should thereafter enclose photocasts of that letter with each examination script so that further consideration can be given by the examiner who actually marks the paper.

3.11.2 Chronic recognisable complaints such as Dyslexia, hearing, sight and cerebral palsy problems are usually easily verified. Any such evidence from handicapped rehabilitation centres or prior medical and College records as to the complaint will usually be acceptable and need not be further verified (by additional medical reports) other than by a letter from the Centre/College involved. However, the student must still fill in the form so that details are complete and further work is not needed by College or Examinations staff to glean missed particulars. Common allowance are:
(a) Extra examination time
(b) extra reading time
(c) provision of scribe
(d) isolation provision
3.11.3 College student administration/record sections of colleges must retain the appropriate form for distribution to all candidates on request.

* College should be read as TAFE Division for the purposes of Swinburne University.

**STB - Application for Examiners report**

**Recorrections**

1. Any candidate who fails an externally set and marked examination other than a practical examination may, on payment of a fee of $25.00 (made payable to the STB, Victoria), have his/her examination paper in that subject recorrected. This fee is non-refundable.

   (a) Any application for a recorrection must be lodged, together with the prescribed fee, to the Examinations Branch not later than the end of August for first semester exams and the end of February for second semester exams.

   (b) Applications will only be accepted on the appropriate form which is available from the Student Administration Office.

   (c) Applications should be addressed to:

   Branch Examinations
   State Training Board, Victoria
   P.O. box 266D,
   Melbourne, Vic. 3001

2. The result of the recorrection will be provided as soon as possible though not necessarily before the supplementary examinations are held, if applicable.

   (a) Where a candidate's eligibility to sit for a supplementary examination depends on the result of a recorrection, and where the recorrection result is not available before the time set for the examination, the candidate should be allowed to sit for the examination and an appropriate endorsement of the fact should be made on the front of his/her answer papers.

   (b) A candidate who is not granted a pass on a recorrection of his/her examination paper will be furnished with a report on that examination paper.

   (c) Students who have passed in any subject cannot apply for a remark in that paper.

   (d) Where a paper is externally set but internally marked by the college it is then a matter between the candidate and the college. Recorrections are only available for examinations that are both externally set and marked by the STB.

**STB Examinations - Application for access to examinations script**

Applications must be made on appropriate form available from Student Administration.

A fee payable for the inspection at a rate of $8.00 per quarter hour or part thereof, payable to:

   Branch Examinations
   State Training Board,
   P.O. Box 266D,
   Melbourne, Vic. 3001.

The following points should also be noted:

- Copy drawings larger than A4 are not available however inspection is possible.
- Papers are only kept for 6 months after examination date.
- Practical assessments are not kept, theory scripts only may be applied for.
- College and student number must be quoted.
- A separate form must be completed for each subject requested together with $8.00 minimum payment per examination script.
ACADEMIC STAFF

Head of Centre
Assistant Director: Glenn Ryan, BSc, Grad Dip Bus, Dip Ed, AACS

Administrator & Secretary: Rosalyn Hill
Administrative Assistant: Sophie Ziebell

Computer Services
Head of Department: John Blake, BSc, Dip Ed
Computer Operators: Cong-Chi Nguyen, Steven Rees, Ass Dip Eng

Department of Financial and Administrative Studies
Head of Department: Dennis Tonkin, Dip Bus Stud, Dip Ed
Teacher II: Garrie Kirby, ASA, Dip Tch, CPA, Grad Dip ACC, BEd
Teachers: Peter Baker, BBus Stud (Acc), Dip Ed, ASA, CPA, Ruth Denmead-Lewis, ADip SS, DT T, FSS, BEd, Grad Dip Ed Admin
Ailene Hewitt, BA, Dip Ed, Further CBS (Manag)
Dianah Liburne, BBus, ASA
Cyla Mcerkin-Hartman, BComm, TITC, Med Stud
Doreen Phillips, CBS (Sec), Dip T T, BEd
Paul Power, BBus, Dip Ed, MgtC, Cert Bus Stud, AIMM, CPA, AICM, JP
Anne Rogers, Dip T T
Rosemary Thoars, ACA, Dip Bus (Acc)
DipBus (P), ACA, Dip Ed
Gerard Spence, BBus, ASCPA (Taxation)

Department of Industry Training
Head of Department: Gaye Romulid, BSc, Dip Ed
Research Officer: Jillian Lansharry, DTP, BEd
Administrator: Ronni Stanley
Administrative Assistant: Vanessa Beresford-Wilie

Department of Library and Information Studies
Head of Department: Mary Hoffmann, BA, HDT, ARMIT, AAILA, BEd
Secretary: Turkan Gagali
Teacher II: Joan Brain, MA, BA (Hons) BSSc, Dip Lib, Cert Ed
Teacher II: Paula Ryan, Ass Dip Data Processing, Dip Tech T
Teacher II: George Valoppi, BSc, BEd
Teachers: Julia Blunden, BA, Dip Ed,
### 1993 PRINCIPAL DATES

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Monday 11</td>
<td>Full-time Sub-Agency Practice Course number 71 begins</td>
</tr>
<tr>
<td></td>
<td>Friday 22</td>
<td>Teachers return from leave, Part-time Sub-Agency Practice Course number 72 finishes (Mon &amp; Wed)</td>
</tr>
<tr>
<td></td>
<td>Monday 25</td>
<td>Teachers return, Part-time Sub-Agency Practice Course number 72 begins (Mon &amp; Wed)</td>
</tr>
<tr>
<td></td>
<td>Wednesday 27</td>
<td>New Student enrolments, all departments 12 noon to 5.00 pm, H401 and H402</td>
</tr>
<tr>
<td>February</td>
<td>Monday 1</td>
<td>Part-time classes start</td>
</tr>
<tr>
<td></td>
<td>Tuesday 2</td>
<td>Part-time classes start for returning students as per timetable 1.00 pm</td>
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<tr>
<td></td>
<td>Wednesday 3</td>
<td>Full-time students meetings</td>
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<td></td>
<td>Thursday 4</td>
<td>Office Traineeship classes start</td>
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<td></td>
<td>Monday 8</td>
<td>Part-time classes start</td>
</tr>
<tr>
<td></td>
<td>Tuesday 16</td>
<td>Part-time Sub-Agency Practice Course number 73 begins (Tue &amp; Thu)</td>
</tr>
</tbody>
</table>

**March**
- Monday 8: Public Holiday
- Wednesday 10: SAPC number 72 finishes
- Monday 15: Part-time Sub-Agency Practice Course number 74 begins (Mon & Wed)
- Thursday 25: SAPC Number 73 finishes
- Tuesday 30: Part-time Sub-Agency Practice Course number 75 begins (Tue & Thu, no classes 1314, 1514)

**April**
- Friday 2: Block release classes start, Library & Information studies
- Thursday 8: Block release classes finish, Library & Information studies
- Friday 9: Public Holiday, Good Friday
- Monday 12: Public Holiday, Easter Monday
- Tuesday 13: Public Holiday, Easter Tuesday
- Wednesday 14: First day of non-attendance time
- Monday 19: Posting of subject selection forms, Real Estate Block 2
- Friday 23: Last day of non-attendance time

**May**
- Monday 3: Due date for return of subject selection forms, Real Estate Block 2
- Wednesday 5: SAPC number 74 finishes
- Friday 7: Classes cease, Real Estate Block 1
- Monday 10: Exams commence, Real Estate Block 1
- Part-time Sub-Agency Practice Course number 76 begins (Mon & Wed, no class 716)
- Wednesday 12: New Student Enrolment, Real Estate Block 2
- Tuesday 18: SAPC number 75 finishes
- Thursday 20: Part-time Sub-Agency Practice Course number 77 begins (Tue & Thu, extra classes Wed 16/6, 23/6)
- Friday 14: Exams finish, Real Estate Block 1
- Monday 24: Classes begin, Real Estate Block 2
- Wednesday 26: Real Estate Traineeship finishes

**June**
- Friday 4: Posting of subject selection forms
- Part-time Accounting
- Part-time Credit Management
- Part-time Records Management
- Part-time Insurance
- Part-time Management
- Monday 7: Public Holiday
- Friday 11: Classes cease
- Accounting
- Credit Management
- Records Management
- Insurance
- Management
- Off-campus
<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>14</td>
<td>Examinations start&lt;br&gt;Accounting&lt;br&gt;Credit Management&lt;br&gt;Records Management&lt;br&gt;Insurance&lt;br&gt;Management&lt;br&gt;Off-campus</td>
</tr>
<tr>
<td>Friday</td>
<td>18</td>
<td>Classes cease&lt;br&gt;Library and Information Studies</td>
</tr>
<tr>
<td>Saturday</td>
<td>19</td>
<td>Block release classes start, Library &amp; Information studies</td>
</tr>
<tr>
<td>Monday</td>
<td>21</td>
<td>Due date for return of subject selection forms&lt;br&gt;Part-time Accounting&lt;br&gt;Part-time Credit Management&lt;br&gt;Part-time Records Management&lt;br&gt;Part-time Insurance&lt;br&gt;Part-time Management&lt;br&gt;SAPC number 76 finishes</td>
</tr>
<tr>
<td>Wednesday</td>
<td>23</td>
<td>SAPC number 77 finishes</td>
</tr>
<tr>
<td>Friday</td>
<td>25</td>
<td>Examinations finish</td>
</tr>
<tr>
<td>Tuesday</td>
<td>29</td>
<td>New student enrolments, all departments, 12.00 noon to 5.00 pm, H401 and H402&lt;br&gt;Block release classes finish, Library &amp; Information studies</td>
</tr>
<tr>
<td>July</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>5</td>
<td>First day or leave</td>
</tr>
<tr>
<td>Friday</td>
<td>9</td>
<td>Last day of leave</td>
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<tr>
<td>Monday</td>
<td>12</td>
<td>Part-time classes start&lt;br&gt;Accounting&lt;br&gt;Credit Management&lt;br&gt;Insurance&lt;br&gt;Library and Information Studies&lt;br&gt;Management&lt;br&gt;Records Management&lt;br&gt;Returning full-time students classes start&lt;br&gt;Accounting&lt;br&gt;Office Administration&lt;br&gt;Office and Secretarial Information Technology and Programming</td>
</tr>
<tr>
<td>Tuesday</td>
<td>13</td>
<td>Part-time SubAgency Practice Course number 78 begins (Tue &amp; Thu)</td>
</tr>
<tr>
<td>Monday</td>
<td>16</td>
<td>Office Traineeship finishes</td>
</tr>
<tr>
<td>Monday</td>
<td>26</td>
<td>Posting of Subject Selection forms, Real Estate Block 3</td>
</tr>
<tr>
<td>August</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>9</td>
<td>Due date for return of subject selection forms, Real Estate Block 2</td>
</tr>
<tr>
<td>Friday</td>
<td>13</td>
<td>Classes cease, Real Estate Block 2</td>
</tr>
<tr>
<td>Monday</td>
<td>16</td>
<td>Exams commence, Real Estate Block 2</td>
</tr>
<tr>
<td>Wednesday</td>
<td>18</td>
<td>New Student Enrolment, Real Estate Block 3</td>
</tr>
<tr>
<td>Thursday</td>
<td>19</td>
<td>SAPC number 78 finishes</td>
</tr>
<tr>
<td>Friday</td>
<td>20</td>
<td>Exams finish, Real Estate Block 2</td>
</tr>
<tr>
<td>Monday</td>
<td>30</td>
<td>Classes begin, Real Estate Block 3</td>
</tr>
<tr>
<td>Tuesday</td>
<td>31</td>
<td>Part-time SubAgency Practice Course number 80 begins (Tue &amp; Thur)</td>
</tr>
<tr>
<td>September</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td>9</td>
<td>Block release classes start, Library &amp; Information studies</td>
</tr>
<tr>
<td>Monday</td>
<td>13</td>
<td>Part-time SubAgency Practice Course number 81 begins (Mon &amp; Wed, no classes 2/29)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>15</td>
<td>SAPC number 79 finishes</td>
</tr>
<tr>
<td>Sunday</td>
<td>19</td>
<td>Block release classes finish, Library &amp; Information studies</td>
</tr>
<tr>
<td>Monday</td>
<td>20</td>
<td>First day of non-attendance time</td>
</tr>
<tr>
<td>Thursday</td>
<td>23</td>
<td>Public Holiday, Show Day</td>
</tr>
<tr>
<td>October</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>1</td>
<td>Last day of non-attendance time</td>
</tr>
<tr>
<td>Thursday</td>
<td>21</td>
<td>SAPC number 80 finishes</td>
</tr>
<tr>
<td>Monday</td>
<td>25</td>
<td>SAPC number 81 finishes</td>
</tr>
<tr>
<td>Tuesday</td>
<td>26</td>
<td>Part-time SubAgency Practice Course number 82 begins (Tue &amp; Thu, no classes 2/11, 3/11)</td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>2</td>
<td>Public Holiday, Cup Day</td>
</tr>
<tr>
<td>Monday</td>
<td>8</td>
<td>Posting of subject selection forms&lt;br&gt;Part-time Accounting&lt;br&gt;Part-time Credit Management&lt;br&gt;Part-time Records Management&lt;br&gt;Part-time Insurance&lt;br&gt;Part-time Management&lt;br&gt;Part-time Sub-Agency Practice Course number 83 begins (Mon &amp; Wed, extra class 3/11)</td>
</tr>
<tr>
<td>Friday</td>
<td>19</td>
<td>Classes cease&lt;br&gt;Accounting&lt;br&gt;Credit Management&lt;br&gt;Records Management&lt;br&gt;Insurance&lt;br&gt;Management&lt;br&gt;Off-campus</td>
</tr>
</tbody>
</table>
Monday 22 Examinations start
  Accounting
  Credit Management
  Records Management
  Insurance
  Management
  Off-campus
Due date for return of subject selection forms
  Part-time Accounting
  Part-time Credit Management
  Part-time Records Management
  Part-time Insurance
  Part-time Management

Friday 26 Classes cease
  Library and Information studies
  Block release classes start, Library & Information studies

Monday 29 Examinations start, Real Estate Block 3
  Full-time Sub-Agency Practice Course number 84 begins

December
Friday 3 Examinations finish
Sunday 5 Block release classes finish, Library & Information studies
Tuesday 7 New student enrolment, all departments
Friday 10 SAPC number 84 finishes
Monday 13 SAPC number 83 finishes
Tuesday 14 SAPC number 82 finishes
Friday 17 Last day of semester
Course Aims
To develop skills, knowledge and attitudes which can be adapted and developed within a changing office environment. Students will develop techniques in typewriting, utilization of word processing, office computer packages and other business equipment.

Who Should Enrol?
Those who have completed secondary education and require further training before entering the work force. People wishing to re-enter the work force and those requiring retraining to update their skills using modern equipment.

Entrance Requirements
Normal prerequisite is satisfactory completion of the first stage of Victorian Certificate of Education (VCE) (Year 11, including English). Persons without the first stage of the VCE, who are of mature age and experienced to undertake the course successfully, may be admitted.

Course Duration and Mode of Study
This course comprises 11 compulsory core units which would normally be completed in one year of full time study.

The College year is divided into 2 semesters each of approximately 17 weeks teaching. Attendance of 21-24 hours per week will be required.

Further Studies
The College also offers the Advanced certificate in Office Administration and the Associate Diploma of Business (Office Administration).

Employment Prospects
Secretarial skills are currently in great demand. Normally all students who complete the Office and Secretarial Studies Certificate are placed in jobs within one or two months.

Industry Recognition
The Certificate of Office and Secretarial Studies has statewide TAFE accreditation and is well recognised by employers.

Application Procedure
New students are enrolled twice a year subject to funding. Enrolments are in February for semester one and July for semester two. Prospective students must complete an application form which is available from:-

Centre for Business Studies and Information Technology
Swinburne University of Technology - TAFE Division
Prahran Campus, 144 High Street, Prahran, 3181.
Telephone: (03) 522 6828, Fax (03) 529 5294

Applications best meeting the entrance criteria are offered places in order of receipt. Written notification of a place is made no later than February, for semester one, and July, for semester two. Notification of failure to gain a place is made after these dates and when all places are filled. Applications close on 30 November for semester one enrolment and on 31 May for semester two enrolment. Late applications may be accepted depending on availability of places.

Off Campus
Students may be able to undertake all or part of this course through the college Off-Campus Centre. Enquiries should be directed to the Off-Campus Centre, telephone 522 6798.

Assessment Procedures
To gain the award students must:-
- pass all required units by demonstrating achievement of the performance objectives as outlined in current syllabus documentation;
- attend 80% of class contact time.

Exemption Applications
Exemption from units may be granted to those who have passed equivalent subjects at other institutions. No exemption will be granted for HSC or VCE subjects where these are part of the entrance requirement. Application forms are available at enrolment time.

English Language
Units are conducted in English. Students with English as a Second Language require advanced level English. Generally students must have sufficient English language skills to understand instructions, read technical books and magazines, make oral presentations, and prepare written reports. Full-time students will be given opportunity for extra English tuition of up to 3 hours per week.

Fees and Charges
The College charges an enrolment fee based on the maximum contact hours for the enrolled units. The schedule is as follows:-

<table>
<thead>
<tr>
<th>Band</th>
<th>Contact Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0 - 39</td>
<td>$30</td>
</tr>
<tr>
<td>2</td>
<td>40 - 79</td>
<td>$50</td>
</tr>
<tr>
<td>3</td>
<td>80 - 239</td>
<td>$140</td>
</tr>
<tr>
<td>4</td>
<td>240 - 359</td>
<td>$210</td>
</tr>
<tr>
<td>5</td>
<td>360 - 539</td>
<td>$310</td>
</tr>
<tr>
<td>6</td>
<td>540 - plus</td>
<td>$390</td>
</tr>
</tbody>
</table>

The Student Union also charges a fee which is compulsory.

Course Structure and Contact Hours
Students must complete all the core semester one and semester two units to be eligible for the award of the Certificate of Office and Secretarial Studies. The elective units are optional.
Course Code
Certificate of Office and Secretarial Studies
BS502

Unit Names and Codes
Full-time Hours Prerequisite

Semester One
Administration Procedures 1 CB400
3 hrs x 17 weeks = 51
Typewriting Production 1 CB402
8 hrs x 17 weeks = 136
Word Processing 1 CB404
3 hrs x 17 weeks = 51
Introduction to Computers 1 CB406
3 hrs x 17 weeks = 51
Applied Business Communication CC220
3 hrs x 17 weeks = 51

Specialist Streams (Optional, one may be selected if offered)

Shorthand CB409
5 hrs x 17 weeks = 85
Accounting for the Office 1 CB411
3 hrs x 17 weeks = 51

Semester Two
Administration Procedures 2 CB401
3 hrs x 17 weeks = 51 prior CB400
Typewriting Production 2 CB403
8 hrs x 17 weeks = 136 prior CB402
Word Processing 2 CB405
3 hrs x 17 weeks = 51 prior CB404
Management Skills 1 CC221
3 hrs x 17 weeks = 51 prior CC220
Introduction to Computers 2 CB407
3 hrs x 17 weeks = 51 prior CB406
Practical Placement Program CB408
2 Weeks Block Release

Specialist Streams (Optional, one may be selected if offered)

Stenography CB410
5 hrs x 17 weeks = 85 prior CB409
Accounting for the Office 2
3 hrs x 17 weeks = 51 prior CB411

The Practical Placement Program is equivalent to two hours per week for two semesters and equal 1 unit. It is recommended to be taken in a block of two weeks. Details of this unit are available on enrolment.

Advanced Certificate in Office Administration

Course Aims
This course is designed to provide extensive and up-to-date training in the area of Office Administration. To develop basic and advanced techniques in typewriting, stenography, word processing and office computer packages.

Entrance Requirements
The normal prerequisite for entry into this course is the satisfactory completion of an approved course of study at year 12 or equivalent, including year 12 English. However, persons without year 12 who are considered to be sufficiently mature and experienced to undertake the course successfully may be admitted; this particularly applies to mature aged applicants and people with industrial experience.

Course Duration and Mode of Study
The Associate Diploma of Business (Office Administration) is a two year course which provides extensive training for students seeking employment in secretarial and office work. The second year of this course is only offered at Prahran Campus if funds and student demand are sufficient. When it is not offered students will be helped to find places in other TAFE colleges conducting the second year. The Advanced Certificate in Office Administration is designed to provide a basic core of skills for secretarial and office work. The College year is divided into 2 semesters each of approximately 17 weeks teaching and 2 weeks examination. Attendance of 23-24 hours per week will be required.

Industry Recognition
The Associate Diploma of Business (Office Administration) and the Advanced Certificate in Office Administration are statewide accredited courses and are well recognised by employers.

Employment Prospects
Students permitted to work in Australia may gain initial employment in a wide variety of office related functions for example, Office Administration, Secretary - Senior Secretary, Administrative Assistant, Personal Assistant, Bilingual Secretary.

Application Procedure
New students are enrolled twice a year subject to funding. Enrolments are in February for semester one and July for semester two. Prospective students must complete an application form which is available from:-
Centre for Business Studies and Information Technology
Swinburne University of Technology - TAFE Division
Prahran Campus, 144 High Street, Prahran, 3181.
Telephone: (03) 522 6828, Fax (03) 529 5274

Applications best meeting the entrance criteria are offered places in order of receipt. Written notification of a place is made no later than February, for semester one, and July, for semester two. Notification of failure to gain a place is made after these dates and when all places are filled. Applications close on 30 November for semester one enrolment and on 31 May for semester 2 enrolment. Late applications may be accepted depending on availability of places.
Off Campus

Students may be able to undertake all or part of this course through the college Off-Campus Centre. Enquiries should be directed to the Off-Campus Centre, telephone 522 6798.

Assessment Procedures

To gain the award students must:-

* pass all required units by demonstrating achievement of the performance objectives as outlined in current syllabus documentation;
* attend 80% of class contact time.

Exemption Applications

Exemption from units may be granted to those who have passed equivalent subjects at other institutions. No exemption will be granted for HSC or VCE subjects where these are part of the entrance requirement. Application forms are available at enrolment time.

English Language

Units are conducted in English. Students with English as a Second Language require advanced level English. Generally students must have sufficient English language skills to understand instructions, read technical books and magazines, make oral presentations, and prepare written reports. Full-time students will be given opportunity for extra English tuition of up to 3 hours per week.

Fees and Charges

The College charges an enrolment fee based on the maximum contact hours for the enrolled units. The schedule is as follows:-

<table>
<thead>
<tr>
<th>Band</th>
<th>Hours</th>
<th>Nil</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>39</td>
</tr>
<tr>
<td>2</td>
<td>40</td>
<td>79</td>
</tr>
<tr>
<td>3</td>
<td>80</td>
<td>239</td>
</tr>
<tr>
<td>4</td>
<td>210</td>
<td>359</td>
</tr>
<tr>
<td>5</td>
<td>360</td>
<td>539</td>
</tr>
<tr>
<td>6</td>
<td>540</td>
<td>plus</td>
</tr>
</tbody>
</table>

The Student Union also charges a fee which is compulsory.

Course Structure

Students are required to complete Stage 1 to obtain the Advanced Certificate in Office Administration and Stage 1 and 2 to obtain the Associate Diploma of Business (Office Administration). Stage 1 of the course comprises 9 compulsory units and 2 electives. Stage 2 of the course comprises 5 compulsory units and 6 electives.

Course Codes

Advanced Certificate in Office Administration BS508

Associate Diploma of Business (Office Administration) BS509

Unit Names and Codes

<table>
<thead>
<tr>
<th>Full-time Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
</table>

Stage 1 • First Year •

Advanced Certificate in Office Administration

Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Administration</td>
<td>CB415</td>
<td>3 hrs x 17 weeks = 51</td>
<td>nil</td>
</tr>
<tr>
<td>Document Production</td>
<td>CB413</td>
<td>8 hrs x 17 weeks = 136</td>
<td>nil</td>
</tr>
<tr>
<td>Introduction to Accounting</td>
<td>CA511</td>
<td>5 hrs x 17 weeks = 85</td>
<td>nil</td>
</tr>
<tr>
<td>Business Computer Applications</td>
<td>CC611</td>
<td>3 hrs x 17 weeks = 51</td>
<td>nil</td>
</tr>
<tr>
<td>Specialist Elective</td>
<td></td>
<td>5 hrs x 17 weeks = 85</td>
<td>nil</td>
</tr>
</tbody>
</table>

Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Administration</td>
<td>CB416</td>
<td>3 hrs x 17 weeks = 51</td>
<td>prior CB415</td>
</tr>
<tr>
<td>Document Production</td>
<td>CB414</td>
<td>8 hrs x 17 weeks = 136</td>
<td>prior CB413</td>
</tr>
<tr>
<td>Business Law</td>
<td>CC516</td>
<td>3 hrs x 17 weeks = 51</td>
<td>nil</td>
</tr>
<tr>
<td>Business Computer Applications</td>
<td>CC612</td>
<td>3 hrs x 17 weeks = 51</td>
<td>prior CC611</td>
</tr>
<tr>
<td>Specialist Elective</td>
<td></td>
<td>5 hrs x 17 weeks = 51</td>
<td>nil</td>
</tr>
<tr>
<td>Practiced Placement (1 Unit)</td>
<td>CB418</td>
<td></td>
<td>Block Release for Two weeks</td>
</tr>
</tbody>
</table>

Stage 2 (offered at College discretion)

Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supervision</td>
<td>CB420</td>
<td>3 hrs x 17 weeks = 51</td>
<td>prior CB416</td>
</tr>
<tr>
<td>Document Production</td>
<td>CB422</td>
<td>3 hrs x 17 weeks = 136</td>
<td>prior CB414</td>
</tr>
<tr>
<td>Specialist Elective Units</td>
<td></td>
<td></td>
<td>(equivalent to 2 units)</td>
</tr>
<tr>
<td>Specialist Elective Units</td>
<td></td>
<td>3 hrs x 17 weeks = 51 ea.</td>
<td></td>
</tr>
</tbody>
</table>

Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supervision</td>
<td>CB421</td>
<td>3 hrs x 17 weeks = 51</td>
<td>prior CB420</td>
</tr>
<tr>
<td>Document Production</td>
<td>CB423</td>
<td>8 hrs x 17 weeks = 136</td>
<td>prior CB422</td>
</tr>
<tr>
<td>Specialist Elective Units</td>
<td></td>
<td></td>
<td>(equivalent to 2 units)</td>
</tr>
<tr>
<td>Specialist Elective Units</td>
<td></td>
<td>3 hrs x 17 weeks = 51 ea.</td>
<td></td>
</tr>
</tbody>
</table>

Electives (offered at College discretion)

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics</td>
<td>CC508</td>
<td>3 hrs x 17 weeks = 51</td>
<td>nil</td>
</tr>
<tr>
<td>Shorthand</td>
<td>CB424</td>
<td>5 hrs x 17 weeks = 85</td>
<td>nil</td>
</tr>
<tr>
<td>Shorthand</td>
<td>CB425</td>
<td>5 hrs x 17 weeks = 85</td>
<td>nil</td>
</tr>
<tr>
<td>Stenography</td>
<td>CB426</td>
<td>5 hrs x 17 weeks = 85</td>
<td>nil</td>
</tr>
<tr>
<td>Stenography</td>
<td>CB427</td>
<td>5 hrs x 17 weeks = 85</td>
<td>nil</td>
</tr>
<tr>
<td>Note Taking</td>
<td>CB428</td>
<td>5 hrs x 17 weeks = 51</td>
<td>nil</td>
</tr>
</tbody>
</table>
The Advanced Certificate in General Insurance and Certificate of General Insurance

Course Aims
To provide an integrated education in General Insurance, and develop knowledge and skills necessary for underwriting, broking, administrative and supervisory positions.

Entrance Requirements
The normal prerequisite for entry into this course is the satisfactory completion of an approved course of study at Year 11 and current employment in the insurance industry. Persons considered to be sufficiently mature and experienced to undertake the course successfully, may be admitted without the Year 11 requirement.

Course Duration and Mode of Study
The Advanced Certificate consists of 18 units normally completed over four years on a part-time basis. The Certificate program consists of nine units normally completed over two years on a part-time basis. The College year is divided into two semesters, each of approximately 17 weeks. Attendance of 6-8 contact hours per week is usual.

Further Studies
A Bachelor of Business (Insurance) is available from Deakin University. Students who complete the Advanced Certificate of General Insurance are eligible to apply.

Employment Prospects
There were approximately 26,000 people employed Australia-wide in the Insurance Industry in 1991. Trained, skilled and experienced insurance professionals, and those still studying are frequently sought by the Insurance Industry.

Industry Recognition
Completion of the 9 units comprising the Certificate entitles students to apply for Affiliate membership of the Australian Insurance Institute. Completion of the 18 units comprising the Advanced Certificate academically qualifies students for admission as an Associate member of the Australian Insurance Institute. Completion of the 18 units also qualifies students for receipt of an Endorsement Certificate in Property and Liability Streams from the Australian Insurance Institute. The Australian Insurance Institute applies a six year rule on exemption applications for students transferring to their self-study program.

Application Procedure
New students are enrolled twice a year subject to funding. Enrolments are in February for semester one and July for semester two. Prospective students must complete an application form which is available from:-

Centre for Business Studies and Information Technology
Swinburne University of Technology - TAFE Division
Prahran Campus, 144 High Street, Prahran, 3181
Telephone: (03) 522 6828, Fax (03) 529 5294

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Off Campus
Students may be able to undertake all or part of this course through the college Off-Campus Centre. Enquiries should be directed to the Off-Campus Centre, telephone 522 6798.

Assessment Procedures
To gain the award students must:-

* Pass all required units by demonstrating achievement of the performance objectives as outlined in current syllabus documentation;
* Attend 80% of class contact time.

Exemption Applications
Exemption from units may be granted to those who have passed equivalent subjects at other institutions. No exemption will be granted for HSC or VCE subjects where these are part of the entrance requirement. Application forms are available at enrolment time.

English Language
Units are conducted in English. Students with English as a Second Language require advanced level English. Generally students must have sufficient English language skills to understand instructions, read technical books and magazines, make oral presentations, and prepare
written reports. Full-time students will be given opportunity for extra English tuition of up to 3 hours per week.

**Fees and Charges**
The College charges an enrolment fee based on the maximum contact hours for the enrolled units. The schedule is as follows:

<table>
<thead>
<tr>
<th>Band</th>
<th>Contact Hours</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0 - 39</td>
<td>$30</td>
</tr>
<tr>
<td>2</td>
<td>40 - 79</td>
<td>$50</td>
</tr>
<tr>
<td>3</td>
<td>80 - 239</td>
<td>$140</td>
</tr>
<tr>
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<td>240 - 359</td>
<td>$210</td>
</tr>
<tr>
<td>5</td>
<td>360 - 539</td>
<td>$310</td>
</tr>
<tr>
<td>6</td>
<td>540 +</td>
<td>$390</td>
</tr>
</tbody>
</table>

The Student Union also charges a fee which is compulsory.

**Course Structure**
Students are required to complete Stage 1 to obtain the Certificate in General Insurance and Stages 1 and 2 to obtain the Advanced Certificate in General Insurance. Stage 1 and 2 comprise 9 units each.

**Course Codes**
Certificate of General Insurance BS101
Advanced Certificate in General Insurance BS402

**Unit Names and Codes**

<table>
<thead>
<tr>
<th>Part-time Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stage 1</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Accounting CA511</td>
<td>3 hrs x 17 weeks = 51</td>
</tr>
<tr>
<td>Applied Business Communication CC220</td>
<td>3 hrs x 17 weeks = 51</td>
</tr>
<tr>
<td>Business Computer Applications 1 CC611</td>
<td>2 hrs x 17 weeks = 34</td>
</tr>
<tr>
<td>Business Law 1 CC516</td>
<td>2 hrs x 17 weeks = 34</td>
</tr>
<tr>
<td>Business Law 2 CC517</td>
<td>2 hrs x 17 weeks = 34</td>
</tr>
<tr>
<td>Supervision Communication CI200</td>
<td>2 hrs x 17 weeks = 34 prior CC516</td>
</tr>
<tr>
<td>Personal Organisational Skills CI201</td>
<td>2 hrs x 17 weeks = 34 prior CC220</td>
</tr>
<tr>
<td>General Insurance Principles A CI101</td>
<td>2 hrs x 17 weeks = 34</td>
</tr>
<tr>
<td>Introduction to Insurance Classes CI102</td>
<td>2 hrs x 17 weeks = 34</td>
</tr>
</tbody>
</table>

| **Stage 2**     |             |
| Business Computer Applications 2 CC662 | 2 hrs x 17 weeks = 34 prior CC661 |
| Insurance Law CI204 | 2 hrs x 17 weeks = 34 prior CC517 |
| Policy Content and Claims - Property CI205 | 2 hrs x 17 weeks = 34 prior CI101, CI102, CI204, CA511 |
| Policy Content and Claims - Liability CI206 | 2 hrs x 17 weeks = 34 prior CI101, CI102, CI204, CA511 |

**Advanced Certificate in Management**

**Course Aims**
To prepare middle managers and intending middle managers with knowledge, skills and attitudes to direct the managerial functions of planning, leading, organising and controlling in a small business or medium to large scale organisation.

**Entrance Requirements**
The normal pre-requisite for entry into this course is the satisfactory completion of an approved course of study at Year 12 and at least 2 years of industrial experience. Persons considered to be sufficiently mature and with relevant industrial experience, may be admitted without meeting the Year 12 requirement.

**Course Duration and Mode of Study**
The program consists of 7 semester units and 1 two semester unit which will normally be completed over six months full-time or two years part-time basis. The College year is divided into two semesters, each of approximately 17 weeks. Attendance of 20 hours per week for full-time students or 6 hours per week for part-time students is usual.

**Employment Prospects**
Industry and commerce report a shortage of management graduates at this time. It is anticipated that this shortage will continue into the 1990's as industry attempts to cope with structural changes being imposed on it by federal and state governments.

**Industry Recognition**
Students and graduates will be able to register with the Australia Institute of Management (AIM). The course is favourably supported by other professional bodies such as the Australian Society of Accountants and the National Institute of Accountants.
Availability of Similar Programs
The Advanced Certificate in Management is offered at a number of other TAFE Colleges. In addition all other States and Territories have implemented a core curriculum for Certificate Courses in Management.

Further Studies
A large number of universities and college provide under-graduate and post-graduate courses in management.

Application Procedure
New students are enrolled twice a year subject to funding. Enrolments are in February for semester one and July for semester two. Prospective students must complete an application form which is available from:-
Centre for Business Studies and Information Technology
Swinburne University of Technology - TAFE Division
Prahran Campus, 144 High Street, Prahran, 3181.
Telephone: (03) 522 6828, Fax (03) 529 5294

Application Procedure
New students are enrolled twice a year subject to funding. Enrolments are in February for semester one and July for semester two. Prospective students must complete an application form which is available from:-
Centre for Business Studies and Information Technology
Swinburne University of Technology - TAFE Division
Prahran Campus, 144 High Street, Prahran, 3181.
Telephone: (03) 522 6828, Fax (03) 529 5294

Applications best meeting the entrance criteria are offered places in order of receipt. Written notification of a place is made no later than February, for semester one, and July, for semester two. Notification of failure to gain a place is made after these dates and when all places are filled. Applications close on 30 November for semester one enrolment and on 31 May for semester 2 enrolment. Late applications may be accepted depending on availability of places.

Off Campus
Students may be able to undertake all or part of this course through the college Off-Campus Centre. Enquiries should be directed to the Off-Campus Centre, telephone 522 6798.

Assessment Procedures
To gain the award students must:-
• pass all required units by demonstrating achievement of the performance objectives as outlined in current syllabus documentation;
• attend 80% of class contact time.

Exemption Applications
Exemption from units may be granted to those who have passed equivalent subjects at other institutions. No exemption will be granted for HSC or VCE subjects where these are part of the entrance requirement. Application forms are available at enrolment time.

English Language
Units are conducted in English. Students with English as a Second Language require advanced level English. Generally students must have sufficient English language skills to understand instructions, read technical books and magazines, make oral presentations, and prepare written reports. Full-time students will be given opportunity for extra English tuition of up to 3 hours per week.

Fees and Charges
The College charges an enrolment fee based on the maximum contact hours for the enrolled units. The schedule is as follows:-

<table>
<thead>
<tr>
<th>Band</th>
<th>Contact Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-39</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>40-79</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>80-239</td>
<td>$140</td>
<td></td>
</tr>
<tr>
<td>240-359</td>
<td>$210</td>
<td></td>
</tr>
<tr>
<td>360-539</td>
<td>$310</td>
<td></td>
</tr>
<tr>
<td>540- plus</td>
<td>$390</td>
<td></td>
</tr>
</tbody>
</table>

The Student Union also charges a fee which is compulsory.

Course Structure
Students are required to complete stages 1, 2, 3 and 4 to obtain the Advanced Certificate in Management.

Course Code
Advanced Certificate in Management BS209

Unit Names and Codes

Full Time Hours Part-time Hours

<table>
<thead>
<tr>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>CF020</td>
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<td>CF021</td>
</tr>
<tr>
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<td>CF026</td>
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<td>CF027</td>
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</tr>
<tr>
<td>CF024, CF025</td>
</tr>
<tr>
<td>CF026</td>
</tr>
<tr>
<td>CF024, 0025</td>
</tr>
<tr>
<td>CF023</td>
</tr>
<tr>
<td>CF022, CF026, CF027</td>
</tr>
</tbody>
</table>

*These units require an additional hour per week project work in addition to the normal out-of-class reading required for all units.
ASSOCIATE DIPLOMA OF BUSINESS CREDIT MANAGEMENT
& ADVANCED CERTIFICATE IN CREDIT PROCEDURES AND PRACTICES

Course Aims
To improve the quality of middle management in the Credit Industry. To provide training and qualifications to persons currently employed in the Credit Industry.

Who Should Enrol?
Those working in the field of Credit Management and those aspiring to upgrade qualifications and training to the position of Credit Manager.

Entrance Requirements
The normal prerequisite for entry into this course is the satisfactory completion of an approved course of study at Year 12 level and to be currently employed in the Credit Industry. However, persons without year 12 who are considered to be sufficiently mature and experienced to undertake the course successfully may be admitted; this particularly applies to mature aged applicants and people with relevant industrial experience.

Course Duration and Mode of Study
The Advanced Certificate
The Advanced Certificate comprises 10 units and is normally undertaken on a part-time basis over 2 years.

The Associate Diploma
The Associate Diploma comprises 21 units, and is normally undertaken on a part-time basis over 4 or 5 years.

The College year is divided into 2 semesters each of approximately 17 weeks. Attendance of 5-7 contact hours per week will normally be required. All classes are conducted on campus, with full-time concurrent work in the Credit Industry an essential element of the course.

Professional Recognition
Completion of the Associate Diploma of Business (Credit Management) and the Advanced Certificate in Credit Procedures and Practices have been recognised by the Australian Institute of Credit Management as meeting its professional membership requirements.

Availability of Similar Programs
In addition to the Associate Diploma of Business (Credit Management) Swinburne also offers an Advanced Certificate in Credit Procedures and Practices. There are no other courses in Credit Management conducted within the TAFE system.

Application Procedure
New students are enrolled twice a year subject to funding. Enrolments are in February for semester one and July for semester two. Prospective students must complete an application form which is available from:-

Centre for Business Studies and Information Technology
Swinburne University of Technology - TAFE Division
Prahran Campus, 144 High Street, Prahran, 3181.
Telephone: (03) 522 6828, Fax (03) 529 5294

Applications best meeting the entrance criteria are offered places in order of receipt. Written notification of a place is made no later than February, for semester one, and July, for semester two. Notification of failure to gain a place is made after these dates and when all places are filled. Applications close on 30 November for semester one enrolment and on 31 May for semester 2 enrolment. Late applications may be accepted depending on availability of places.

Off Campus
Students may be able to undertake all or part of this course through the college Off-Campus Centre. Enquiries should be directed to the Off-Campus Centre, telephone 522 6798.

Assessment Procedures
To gain the award students must:

* pass all required units by demonstrating achievement of the performance objectives as outlined in current syllabus documentation;
* attend 80% of class contact time.

Exemption Applications
Exemption from units may be granted to those who have passed equivalent subjects at other institutions. No exemption will be granted for HSC or VCE subjects where these are part of the entrance requirement. Application forms are available at enrolment time.

English Language
Units are conducted in English. Students with English as a Second Language require advanced level English. Generally students must have sufficient English language skills to understand instructions, read technical books and magazines, make oral presentations, and prepare written reports. Full-time students will be given opportunity for extra English tuition of up to 3 hours per week.

Fees and Charges
The College charges an enrolment fee based on the maximum contact hours for the enrolled units. The schedule is as follows:-
Computer Based Management Information Systems CX114
2 hrs x 17 weeks = 34 prior CA511

Stage 4
Office and Computer Systems Management CF026
2 hrs x 17 weeks = 34 prior CA512
Human Management CF021
2 hrs x 17 weeks = 34 prior CC221
Financial Management CA522
3 hrs x 17 weeks = 51 prior CC221
Credit Management Project CX120
2 hrs x 17 weeks = 34 prior stages 1, 2 and 3 concurrent CF026 or CF021

ASSOCIATE DIPLOMA OF BUSINESS ACCOUNTING AND ADVANCED CERTIFICATE IN ACCOUNTING

Course Aims
The course provides up-to-date training for a variety of professional accounting positions. Students gain ‘hands on’ experience using accounting, taxation, spreadsheet, database and work processing software.

Entrance Requirements
The normal prerequisite for entry into this course is the satisfactory completion of an approved course of study at Year 12 level. However, persons without year 12 who are considered to be sufficiently mature and experienced to undertake the course successfully may be admitted; this particularly applies to mature aged applicants and people with relevant industrial experience.

Course Duration and Mode of Study
The Advanced Certificate
The Advanced Certificate comprises 12 units and may be undertaken by full-time or part-time study. Full-time students will study the course over one year, whilst part-time students will normally take two years to complete the program.

The Associate Diploma
The Associate Diploma comprises 24 units and may be undertaken by full-time or part-time study. Full-time students will study the course over two years, whilst part-time students will normally take four to five years to complete the program.

The College year is divided into 2 semesters each of approximately 17 weeks. Attendance of 23-24 hours per week for full-time and 5-7 hours per week for part-time students will normally be required.
Further Studies
Students completing the Associate Diploma of Business (Accounting) may be eligible to apply for admission to Bachelor of Business courses conducted by a number of Colleges of Advanced Education and Universities (for example, Deakin University, Monash University, Swinburne University of Technology).

Employment Prospects
Initial employment may be gained in a wide variety of accounting related functions for example, costing, payroll, accounts payable, accounts receivable, taxation or budgeting. Associate Diploma of Business (Accounting) holders may also advance to management positions in industry, commerce and Government.

Industry Recognition
1. National Institute of Accountants
Students who complete the Associate Diploma of Business (Accounting) including advanced accounting will be academically qualified to join the National Institute of Accountants. Direct enquiries to The National Institute of Accountants, 5th Floor, Gateway Plaza, 449 Swanston Street, Melbourne, 3000. Telephone 663 3457.

2. Tax Agent’s Registration Board
Students who complete the Associate Diploma of Business (Accounting), including the three taxation units, and who are eligible for membership of the NIA are academically qualified to apply for a Tax Agent’s Licence. Applications must be made within three years of completing the tax units. Direct enquiries to The Tax Agents Registration Board of Victoria, 350 Little Collins Street, Melbourne, 3000. Telephone 608 2882.

Application Procedure
New students are enrolled twice a year subject to funding. Enrolments are in February for semester one and July for semester two. Prospective students must complete an application form which is available from:-

Centre for Business Studies and Information Technology
Swinburne University of Technology - TAFE Division
Prahran Campus, 144 High Street, Prahran, 3181.
Telephone: (03) 522 6828, Fax (03) 529 5294

Assessment Procedures
To gain the award students must:-
* pass all required units by demonstrating achievement of the performance objectives as outlined in current syllabus documentation;
* attend 80% of class contact time.

Exemption Applications
Exemption from units may be granted to those who have passed equivalent subjects at other institutions. No exemption will be granted for MSC or VCE subjects where these are part of the entrance requirement. Application forms are available at enrolment time.

English Language
Units are conducted in English. Students with English as a Second Language require advanced level English. Generally students must have sufficient English language skills to understand instructions, read technical books and magazines, make oral presentations, and prepare written reports. Full-time students will be given opportunity for extra English tuition of up to 3 hours per week.

Fees and Charges
The College charges an enrolment fee based on the maximum contact hours for the enrolled units. The schedule is as follows:-

<table>
<thead>
<tr>
<th>Band</th>
<th>Contact Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0 - 39</td>
<td>$30</td>
</tr>
<tr>
<td>2</td>
<td>40 - 79</td>
<td>$50</td>
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<tr>
<td>3</td>
<td>80 - 239</td>
<td>$140</td>
</tr>
<tr>
<td>4</td>
<td>240 - 359</td>
<td>$210</td>
</tr>
<tr>
<td>5</td>
<td>360 - 539</td>
<td>$310</td>
</tr>
<tr>
<td>6</td>
<td>540 - plus</td>
<td>$390</td>
</tr>
</tbody>
</table>

The Student Union also charges a fee which is compulsory.

Course Structure and Contact Hours
Students are required to complete Stage 1 to obtain the Advanced Certificate in Accounting and Stages 1 and 2 to obtain the Associate Diploma of Business (Accounting). Stage 1 of the course comprises 12 compulsory units. Stage 2 of the course comprises 9 compulsory units and 3 electives.
### Course Codes

- **Associate Diploma of Business (Accounting)** BS400
- **Advanced Certificate in Accounting BS400**

### Unit Names and Codes

**Part-Time Hours**

<table>
<thead>
<tr>
<th>Stage 1 (J2units)</th>
<th>Semester 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Accounting CA511</td>
<td>3 hrs x 17 weeks = 51</td>
</tr>
<tr>
<td>Applied Business Economics 1 CC158</td>
<td>2 hrs x 17 weeks = 34</td>
</tr>
<tr>
<td>Applied Business Communication CC220</td>
<td>3 hrs x 17 weeks = 51</td>
</tr>
<tr>
<td>Business Law 1 CC516</td>
<td>2 hrs x 17 weeks = 34</td>
</tr>
<tr>
<td>Applied Business Mathematics CA545</td>
<td>3 hrs x 17 weeks = 51</td>
</tr>
<tr>
<td>Business Computer Applications 1 CG11</td>
<td>2 hrs x 17 weeks = 34</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Reports CA512</td>
</tr>
<tr>
<td>Computer Based Accounting 1 CA551</td>
</tr>
<tr>
<td>Accounting Systems CA514</td>
</tr>
<tr>
<td>Partnership and Introductory Company Accounting CA515</td>
</tr>
<tr>
<td>Management Skills 1 CC221</td>
</tr>
<tr>
<td>Business Computer Applications 2 CG12</td>
</tr>
</tbody>
</table>

### Semester 3

- **Stage 2 (9 units plus 3 electives)**
  - Company Financial Reporting CA521 | 3 hrs x 17 weeks = 51 |
  - Financial Management CA522 | 3 hrs x 17 weeks = 51 |
  - Costing Principles CA523 | 3 hrs x 17 weeks = 51 |
  - Taxation Fundamentals CA529 | 3 hrs x 17 weeks = 51 |

### Semester 4

- **Stage 3**
  - Budgeting 1 CA561 | 2 hrs x 17 weeks = 34 |
  - Management Skills 2 CC222 | 3 hrs x 17 weeks = 51 |

### General Electives (select 3)

- Taxation Practice CA530 | 3 hrs x 17 weeks = 51 |
- Taxation Procedures CA531 | 2 hrs x 17 weeks = 34 |
- Advanced Accounting Theory CA558 | 2 hrs x 17 weeks = 34 |
- Integrated Work/Field Practice CA560 | 2 hrs x 17 weeks = 34 |

### Associate Diploma of Social Science (Library and Information Studies)

### Course Aims

To train Library Technicians for tasks requiring a combination of clerical and technical skills. Library Technicians are supervised by Librarians and may supervise and direct library clerks and other staff.

### Entrance Requirements

Normally students are required to have completed Year 12. Mature age applicants may be accepted without this qualification. All students must be in paid library employment before they can commence the specialist library subjects because work experience is an integral part of the course. Applications may be made in anticipation that library employment will be found and students may study the general/selected subjects while seeking employment.
Course Duration and Mode of Study
Students normally undertake this course over a three or four year period of part-time study. Day, evening and block release classes are available. Students normally attend classes for two hours a week for each unit enrolled. Those enrolled for block release attend for blocks of one, two or three days instead of on a weekly basis. On average two additional hours of work per unit are required for assignments etc. There is no set number of units to complete in any one year. Students choose the number of units they wish to study.

Industry Recognition
Completion of 23 units (17 compulsory and six electives) as listed, and the equivalent of 840 hours of paid approved work experience in a library, entitles the student to receive an Associate Diploma of Social Science (Library and Information Studies). Students completing the course are qualified for admission as members of the Library Technicians’ Section of the Library Association of Australia. They may also join the Australian Library Technicians Association when partly of fully qualified.

Advanced Standing
Evidence of having completed units of topics similar to those in the course will be examined. Exemption from elective units may be granted to those who have passed equivalent subjects at other institutions. No exemption will be granted for IISC or VCE subjects where these are part of the entrance requirement. Application forms are available at enrolment time.

Application Procedure
New students are enrolled twice a year subject to availability of places. Enrolments are in February for semester one and July for semester two. Prospective students must complete an application form which is available from:

Department of Library and Information Studies
Swinburne University of Technology – TAFE Division
Prahran Campus,
144 High Street, Prahran, 3181.
Telephone: (03) 522 6773 Fax (03) 529 5294.

Written notification of a place is made no later than February, for semester one, and July, for semester two. Notification of failure to gain a place is made after these dates and when all places are filled.

Closing Dates
Applications close on 30 November for semester one enrolment and on 31 May for semester 2 enrolment. Late applications may be accepted depending on availability of places.

Off Campus
Students may be able to undertake some units of this course through the college Off-Campus Centre. Enquiries should be directed to the Off-Campus Centre, telephone 522 6798.

Assessment Procedures
To gain the award students must:

• pass all required units by demonstrating achievement of the performance objectives as outlined in current syllabus documentation;
• attend 80% of class contact time;
• complete 840 hours of paid work experience in a library concurrent with the course (this may be part-time or full-time).

Exemption Applications
Exemption from units may be granted to those who have passed equivalent subjects at other institutions. No exemption will be granted for IISC or VCE subjects where these are part of the entrance requirement. Application forms are available at enrolment time.

English Language
Units are conducted in English. Students with English as a Second Language require advanced level English. Students must have sufficient English language skills to understand oral instructions, read technical books and magazines, make oral presentations and prepare written reports.

Fees and Charges
The College charges an enrolment fee based on the maximum contact hours for enrolled units. The schedule is as follows:-

<table>
<thead>
<tr>
<th>Band</th>
<th>0 - 39</th>
<th>40 - 79</th>
<th>80 - 239</th>
<th>240 - 539</th>
<th>540 - plus</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$30</td>
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<td>$140</td>
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<td>$310</td>
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<td>6</td>
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</tr>
</tbody>
</table>

The Student Union also charges a fee which is compulsory.

Financial Assistance
Students requiring financial assistance can apply to the Student Loans Committee. Enquiries should be directed to the Student Loans, telephone 522 6729, or to the Student Counsellor, telephone, 522 6734.

Course Structure and Contact Hours
Students must complete 17 compulsory units, 6 electives and the equivalent of 840 hours of paid approved work experience in a library to obtain...
the Associate Diploma of Social Science (Library and Information Studies)

Course Code
Associate Diploma of Social Science (Library and Information Studies) SL101

Unit Names and Codes

<table>
<thead>
<tr>
<th>Part-Time Hours</th>
<th>Prerequisite</th>
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<tbody>
<tr>
<td><strong>Compulsory Units</strong></td>
<td></td>
</tr>
<tr>
<td>History of Books, Libraries, Communication IS1011</td>
<td>nil</td>
</tr>
<tr>
<td>2 hrs x 17 weeks = 36</td>
<td></td>
</tr>
<tr>
<td>Library Services IS1021</td>
<td>nil</td>
</tr>
<tr>
<td>2 hrs x 17 weeks = 36</td>
<td></td>
</tr>
<tr>
<td>Organising Resources IS1031</td>
<td>nil</td>
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<tr>
<td>2 hrs x 17 weeks = 36</td>
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</tr>
<tr>
<td>Organising Resources IS1041</td>
<td>prior IS103</td>
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<tr>
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<tr>
<td>Acquiring Resources IS1051</td>
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<tr>
<td>Acquiring Resources IS1061</td>
<td>prior IS105</td>
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<td>2 hrs x 17 weeks = 36</td>
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</tr>
<tr>
<td>Communication Skills IS107</td>
<td>nil</td>
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<tr>
<td>3 hrs x 17 weeks = 54</td>
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<tr>
<td>Communication Skills IS108</td>
<td>prior IS108</td>
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<tr>
<td>3 hrs x 17 weeks = 54</td>
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<tr>
<td>Keyboard Skills for Library Technicians IS111</td>
<td>nil</td>
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<td>2 hrs x 17 weeks = 36</td>
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<tr>
<td>Computers and Information Systems IS121</td>
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<td>2 hrs x 17 weeks = 36</td>
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<tr>
<td>Reference Services IS129</td>
<td>prior IS103, IS105, IS106</td>
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<td>Reference Services IS1301</td>
<td>prior IS129</td>
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<td>Organising Resources IS1231</td>
<td>prior IS103</td>
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<td>2 hrs x 17 weeks = 36</td>
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<tr>
<td>Organising Resources IS1241</td>
<td>prior IS103, IS203</td>
</tr>
<tr>
<td>2 hrs x 17 weeks = 36</td>
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<tr>
<td>Acquiring Resources IS1251</td>
<td>prior IS106</td>
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<tr>
<td>2 hrs x 17 weeks = 36</td>
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<tr>
<td>Introductory Unit IS127</td>
<td>prior IS106</td>
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<td>2 hrs x 17 weeks = 36</td>
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<tr>
<td>Organising Resources IS1281</td>
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<td>2 hrs x 17 weeks = 36</td>
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</tr>
<tr>
<td>Organising Resources IS1291</td>
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<td>Literature and the Arts IS110</td>
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<td>2 hrs x 17 weeks = 36</td>
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<tr>
<td>Keyboard Skills for Library Technicians IS112</td>
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<td>2 hrs x 17 weeks = 36</td>
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<td>Display and Promotion IS115</td>
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<tr>
<td>Display and Promotion IS116</td>
<td>prior IS115</td>
</tr>
<tr>
<td>3 hrs x 17 weeks = 54</td>
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<tr>
<td>Audio Visual Resources IS119</td>
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</tr>
<tr>
<td>3 hrs x 17 weeks = 54</td>
<td></td>
</tr>
<tr>
<td>Audio Visual Resources IS120</td>
<td>prior IS119</td>
</tr>
<tr>
<td>3 hrs x 17 weeks = 54</td>
<td></td>
</tr>
<tr>
<td>Computers and Information Systems IS121</td>
<td>prior IS120</td>
</tr>
<tr>
<td>2 hrs x 17 weeks = 36</td>
<td></td>
</tr>
</tbody>
</table>

The Sciences IS124
2 hrs x 17 weeks = 36 nil

Government Publications IS1251
2 hrs x 17 weeks = 36 nil

Children's Literature IS127
2 hrs x 17 weeks = 36 nil

Conservation of Library Materials IS150
3 hrs x 17 weeks = 54 nil

Photography IS151
3 hrs x 17 weeks = 54 nil

Introduction to Audio-Visual Management IS219
2 hrs x 17 weeks = 36 nil

* Units which students may undertake while seeking employment.

Unit Descriptions

**LS217 Introductory Unit**
Provides basic knowledge and skills in areas including accessioning, covering, repairs, shelving and circulation, copyright and statistics. Students should commence the course with this unit.

**LS105/106,205 Acquiring Resources A, B and C**
Routines involved in acquiring books, non-book and serial material; the use of bibliographies and computer based library management systems in acquisition work. A and B are prerequisites for C.

**LS107 History of Books, Libraries and Communication**
Provides an historical perspective to libraries, books and communication. Includes the development of the alphabet and printing.

**LS102 Library Services**
The function, organisation and services of different types of libraries. Tours of libraries are an important aspect of this unit.

**LS103 Organising Resources 1A**
The basic elements of descriptive cataloguing, checking and sorting bibliographic data and the use of Cutter-Sanborn tables.

**LS104 Organising Resources 1B**
Rules for filing catalogue entries using both the 1968 and 1980 ALA rules.

**LS203,204 Organising Resources 2A and 2B**
These two units cover the descriptive cataloguing for a range of materials, using automated and manual systems. The maintenance of catalogues and the generation of catalogue products is explained. Computerised cataloguing and authority record procedures are covered. Organising Resources 1A is a prerequisite.

**LS223 Organising Resources 2C**
The study of the Dewey Decimal Classification and Library of Congress Subject Headings. Organising Resources 1A is a prerequisite.
LS129/130 Reference Services A and B
A study of reference tools, their use in the library and the role of the Library Technician in the reference process. Interlibrary loans, selective dissemination of information and the compilation of bibliographical aids are covered. Acquiring Resources A and B and Organising Resources A and B are prerequisites.

LS107/108 Communication Skills A and B
These units cover essay and report writing and literature. Various options may be covered. These may include Technical and Report Writing, Letters and Structure of Language.

LS121/122 Maintaining Automated Systems A (Compulsory) B (Elective) A is a Prerequisite for B
This area of study enables students to develop their operational skills and knowledge of the application of computers in libraries. Technical and economic issues involved in the use of computer systems in libraries are introduced and a variety of computer systems are operated. No prior knowledge of computers is assumed.

LS111/112 Keyboard Skills for Library Technicians A (Compulsory) B (Elective) A is a prerequisite for B
Keyboard skills of 24 words per minute for the compulsory unit; display, tabulation, centering, business letters with 40 words per minute for the elective unit.

LS115/116 Display and Promotion A and B
Students are introduced to the role display and promotion techniques can play in promoting library services and enhancing the library environment.

No prior experience of producing display material is assumed. Emphasis is placed on modern display and promotion techniques using the resources which are available within the community.

LS119/1120 Audio-Visual Resources 1A and 1B 1A is a prerequisite for 1B
Students are introduced to the basic operation and application of a wide range of audio-visual materials and equipment. Emphasis is placed on ‘hands-on’ experience in order to develop the student’s confidence in using the variety of A-V equipment.

LS219 Introduction to Audio Visual Management
The unit aims to provide the knowledge and skills necessary for the operation, maintenance, organisation and management for audio-visual hardware and software.

LS118 Alternative Classification Schemes
Specialised classification schemes and thesauri e.g. Universal Decimal Classification, Bliss and PRICIS.

LS124 The Sciences
A unit designed for students who have not had the opportunity to study sciences before. It is not a practical course but a chance to explore theoretical and historical development of a number or basic scientific fields. The areas covered include astronomy, chemistry, evolution, genetics, medicine etc.

LS125 Government Publications
The unit introduces students to these publications as a resource. It is designed to create an awareness of their variety and subject range. It involves a study of publications issued by Australian Federal, State and Local Government as well as an awareness of similar publications in the United States, United Kingdom and International Organisations.

LS127 Children’s Literature
A study of children’s books through a variety of approaches. Books for both young children and adolescents are examined.

LS113/114 Behavioural Studies A and B A is a prerequisite for B
Basic psychology and the understanding of human relations.

LS109/110 Literature and the Arts A and B
An overview of literature and selected arts forms. Unit A is devoted to the literature and arts of Australia.

LS131/132 Basic Supervision A and B A is a prerequisite for B
The units are for students who may be required to supervise staff in the work place. Both theoretical and practical activities will be used to explore the nature of the supervisor’s role.

LS150 Conservation of Library Materials
An elective unit which is designed to introduce students to the main components of a library preservation/conservation programme and to give them an awareness of the causes of, and materials for remedying deterioration. Some basic practical skills and techniques for both preventing and remedying the deterioration of library materials will be imparted. No prerequisites are required although successful completion of LS217 (Introductory Unit) and LS101 (History of Books and Libraries) is recommended.

LS151 Photography
The unit teaches students to use a single lens reflex camera, to develop film and mount prints.
C


certificate of records management

Course Aims
To provide training and qualifications to persons currently employed or seeking employment within the Records Management field.

Entrance Requirements
The normal prerequisite for entry for people in employment into this course is the satisfactory completion of an approved course of study at Year 11.

Persons considered to be sufficiently mature and experienced to undertake the course successfully, may be admitted without the Year 11 requirement.

Course Duration and Mode of Study
The course for the Certificate of Records Management comprises 8 units. This course would normally be undertaken by 2 years part-time study i.e. 2 units per semester over 4 semesters. The College year is divided into 2 Semesters each of approximately 17 weeks. Attendance of 4-5 contact hours per week would normally be required. All classes are conducted on campus.

Note that units must be completed in the correct sequence and unit prerequisites must be met.

Employment Prospects
The Certificate of Records Management is primarily directed at untrained people already employed in Records Management. In general, employment prospects for suitable people are good.

Industry Recognition
The Records Management Association of Australia has a history of support for the course. The RMAA has been actively involved on educational subcommittees. Sessional staff are all RMAA members.

The course of study in Records Management has been endorsed by the RMAA as a course entitling graduates to professional membership of the RMAA.

Availability of Similar Programs
There are no other courses in Records Management conducted within the TAFE system.

Further Studies
University of Melbourne - Continuing Education offer a Graduate Diploma in Information Management (Archives and Records).

Application Procedure
New students are enrolled twice a year subject to funding. Enrolments are in February for semester one and July for semester two. Prospective students must complete an application form which is available from:

Department of Library and Information Studies
Swinburne University of Technology - TAFE Division
Prahran Campus, 144 High Street, Prahran, 3181 Telephone (03) 522 6773 Fax (03) 529 5294.

Written notification of a place is made no later than February, for semester one, and July for semester two. Notification of failure to gain a place is made after these dates and when all places are filled.

Closing Dates
Applications close on 30 November for semester one enrolment and on 31 May for semester 2 enrolment. Late applications may be accepted depending on availability of places.

Off Campus
Students may be able to undertake some of this course through the college Off-Campus Centre. Enquiries should be directed to the Off-Campus Centre telephone 522 6798.

Assessment Procedures
To gain the award students must:-

- pass all required units by demonstrating achievement of the performance objectives as outlined in current syllabus documentation;
- attend 80% of class contact time.

Exemption Applications
Exemption from units may be granted to those who have passed equivalent subjects at other institutions. Application forms are available at enrolment time.

English Language
Units are conducted in English. Students with English as a Second Language require advanced level English. Students must have sufficient English language skills to understand oral instructions, read technical books and magazines, make oral presentations and prepare written reports.

Fees and Charges
The College charges an enrolment fee based on the maximum contact hours for enrolled units. The schedule is as follows:-

<table>
<thead>
<tr>
<th>Band</th>
<th>0 - 39</th>
<th>$30</th>
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</thead>
<tbody>
<tr>
<td>Band 2</td>
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<tr>
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<td>$310</td>
</tr>
<tr>
<td>Band 6</td>
<td>540 - plus</td>
<td>$390</td>
</tr>
</tbody>
</table>

The Student Union also charges a fee which is compulsory.
Financial Assistance
Students requiring financial assistance can apply to the Student Loans Committee. Enquiries should be directed to the Student Union, telephone 522 6729, or to the Student Counsellor, telephone 522 6734.

Students demonstrating financial hardship may have the fees reduced or waived by the Director. This concession normally applies to students providing current documentary evidence or receipt of social security assistance.

Course Structure and Contact Hours
Students are required to complete all units to obtain the Certificate of Records Management.

Course Code
Certificate of Records Management [IS204]

Unit Names and Codes
Full-time Hours
Prerequisite
Stage 1
Applied Business Communications [CC220]
3 hrs x 17 weeks = 51 nil
Business Computer Applications I [CC611]
3 hrs x 17 weeks = 51 nil
Principles of Records Management [CY090]
2 hrs x 16 weeks = 32 nil
Disposal and Archives [CY091]
2 hrs x 16 weeks = 32 [CY090]

Stage 2
Manual Control Systems [CY092]
2 hrs x 16 weeks = 32 prior [CY090], [CY091]
Training and Management [CY093]
2 hrs x 16 weeks = 32 [CC220] preferred
Mechanical and Computerised Control Systems [CY094]
2 hrs x 16 weeks = 32 prior [CC611], [CY090], [CY091], [CY092]
Reviewing Records Programs [CY095]
2 hrs x 16 weeks = 32 prior [CY094], [CY090], [CY091], [CY092]

Course Structure
Students must complete subjects in the following sequence.

1st year
Semester 1 (Jan-Feb-June)
Applied Business Communications
Principles of Records Management

Semester 2 (July-November)
Business Computer Applications I
Disposal and Archives

2nd year
Semester 1 (Jan-Feb-June)
Manual Control Systems
Training and Management

Semester 2 (July-November)
Mechanical and Computerised Control Systems
Reviewing Records Programs

Associate Diploma of Business Programming and Advanced Certificate in Information Technology

Course Aims
This course is designed to train people as commercial programmers. Students will gain experience in systems analysis & design, structured programming, documentation, 4th generation languages, databases, operating systems and a variety of commercial applications packages.

Assessment Procedures
To gain the award of Associate Diploma of Business (Programming), students must:

- pass all units of the course by demonstrating achievement of the performance objectives as outlined in current syllabus documentation.
- attend 80% of class contact time.

Entrance Requirements
The normal prerequisite for entry into this course is the satisfactory completion of an approved course of study at Year 12 level. However, persons without year 12 who are considered to be sufficiently mature and experienced to undertake the course successfully may be admitted, this particularly applies to mature aged applicants and people with industrial experience.

Exemption Applications
Exemptions from units may be granted to those who have passed equivalent subjects at other institutions. No exemptions will be granted for HSC or VCE subjects.

Exemption application forms are available at enrolment or from the Centre for Business Studies and Information Technology Office, room H423, telephone 522 6828.

Course Duration and Mode of Study
Advanced Certificate in Information Technology • 26 units full-time over one year. Associate Diploma (subject to availability) • 18 units full time over one additional year. The college year is divided into 4 terms each of approximately 8 weeks. Attendance of 23-24 hours per week for full time students will normally be required.

Employment Prospects
Initial employment may be gained in a wide variety of programming and computer support functions.

Industrial Recognition
Course Structure and Contact Hours
Students are required to complete 44 units to
obtain the Associate Diploma of Business (Programming). Year 1 of the course comprises 24 compulsory units and two elective. Completion of Year 1 of the course makes students eligible for the award of Advanced Certificate in Information Technology. Year 2 of the course comprises 18 compulsory units. **Year 2 will only be offered subject to demand and resource availability.**

**Year 1 (24 units plus 2 electives)**

**Term 1**

- Introduction to Microcomputer Applications A
  - CD2000 4 hrs x 8 weeks = 32
- Communication Skills 3
  - CC123 4 hrs x 8 weeks = 32
- Keyboarding
  - CD202 2 hrs x 8 weeks = 16
- Programming Concepts
  - ACD203 4 hrs x 8 weeks = 32
- Computer Architecture
  - CD205 4 hrs x 8 weeks = 32
- Using a Microcomputer
  - CD204 2 hrs x 8 weeks = 16
- Business Organisations
  - CD205 2 hrs x 8 weeks = 16

**Term 2**

- Introduction to Microcomputer Applications B
  - CD206 4 hrs x 8 weeks = 32
- Communication Skills 3
  - CC123 4 hrs x 8 weeks = 32
- Accounting Concepts
  - CD207 4 hrs x 8 weeks = 32
- Programming Concepts B
  - CD208 4 hrs x 8 weeks = 32
- Introduction to Peripheral Devices
  - CD209 2 hrs x 8 weeks = 16
- Business Information Processing
  - CD211 2 hrs x 8 weeks = 16

**Term 3**

- Communication Skills 4
  - CC124 4 hrs x 8 weeks = 32
- Cobol Programming A
  - CD212 4 hrs x 8 weeks = 32
- Programming Techniques A
  - CD213 4 hrs x 8 weeks = 32
- Operating Systems
  - CD214 4 hrs x 8 weeks = 32
- Data Processing System Documentation Techniques
  - CD215 2 hrs x 8 weeks = 16
- Introduction to Sales & Marketing
  - CD216 2 hrs x 8 weeks = 16
- One General Elective
  - CD216 2 hrs x 8 weeks = 16

**Term 4**

- Communication Skills 4
  - CC124 4 hrs x 8 weeks = 32
- Cobol Programming B
  - CD217 4 hrs x 8 weeks = 32
- Programming Techniques B
  - CD218 4 hrs x 8 weeks = 32

**Introduction to Data Communications & Networks**
- CD219 4 hrs x 8 weeks = 32
**Microcomputer Hardware & Software Selection**
- CD220 2 hrs x 8 weeks = 16
**Computer Sales & Marketing**
- CD221 2 hrs x 8 weeks = 16
**1 General Elective**
- CD221 2 hrs x 8 weeks = 16

**Year 2 (18 units)**

**Term 1**

- Introduction to Systems Analysis & Design
  - CD226 4 hrs x 8 weeks = 32
- Project Management Techniques
  - CD227 4 hrs x 8 weeks = 32
- Cobol Programming C
  - CD228 4 hrs x 8 weeks = 32
- Database Design
  - CD229 4 hrs x 8 weeks = 32
- Database Programming A
  - CD230 4 hrs x 8 weeks = 32
- 3GL Programming Option A
  - CD231 4 hrs x 8 weeks = 32

**Term 2**

- Advanced Systems Analysis & Design
  - CD232 4 hrs x 8 weeks = 32
- Application Project A
  - CD233 4 hrs x 8 weeks = 32
- Advanced Cobol Programming A
  - CD234 4 hrs x 8 weeks = 32
- Database Programming B
  - CD235 4 hrs x 8 weeks = 32
- 3GL Programming Option B
  - CD236 4 hrs x 8 weeks = 32

**Term 3**

- Applied Systems Analysis & Design
  - CD237 2 hrs x 8 weeks = 16
- Application Project B
  - CD238 2 hrs x 8 weeks = 16
- Advanced Cobol Programming B
  - CD239 4 hrs x 8 weeks = 32
- System & Software Development Tools
  - CD240 4 hrs x 8 weeks = 32
- Data Communications
  - CD241 4 hrs x 8 weeks = 32
- 4GL Programming Option
  - CD242 4 hrs x 8 weeks = 32

**Term 4**

- Applied Systems Analysis & Design
  - CD237 2 hrs x 8 weeks = 16
- Application Project B
  - CD238 12 hrs x 8 weeks = 96
- Local Area Networks
  - CD243 2 hrs x 8 weeks = 32

**General Electives**

- Database Software Packages
  - CD222 2 hrs x 8 weeks = 16
- Accounting Software Packages
  - CD223 2 hrs x 8 weeks = 16
- Document Processing Software Packages
  - CD224 2 hrs x 8 weeks = 16
- Spreadsheets & Business Graphics
  - CD225 2 hrs x 8 weeks = 16
Language Support
Classes to assist with English are available to full-time students of non-English speaking backgrounds enrolled in courses offered by this Centre. Currently up to 3 hours tuition per week is available.

How to Apply
All prospective students must complete an application form which is available from:
Centre for Business Studies and Information Technology,
Swinburne University of Technology - TAFE Division
Prahran Campus
144 High Street, Prahran, Vic., 3181.
Telephone: (03) 522 6828 Fax (03) 529 5294
Always quote course code BS205 when contacting the College by mail.

Further Studies
Students completing the Associate Diploma of Business (Programming) are eligible to apply for admission to Bachelor of Business courses conducted by a number of Colleges of Advanced Education (for example, Deakin University, Caulfield Institute of Technology, Swinburne University of Technology • Hawthorn Campus).

Fees and Charges
The College Charges a fee based on the number of course hours. Students who can demonstrate financial hardship may have the fee waived by the Director. This concession normally applies to students (or families) who are in receipt of social security assistance and who can provide current documentary evidence to support their claim. If you wish to apply to have your fees waived please indicate this in the appropriate place on the application form.

In addition the Student Union charges a fee which is compulsory. Students who have difficulty paying may apply to the Student Union for a loan to cover this cost. Applications for this must be directed to the Student Union.

Financial Assistance
Students in need of financial assistance may be able to apply to the Student Loans Committee. Enquiries regarding this should be directed to the Student Union, telephone 522 6729, or the Student Counsellor, telephone 522 6734.

Certificate in Computer Business Applications

Course Aims
This course is designed to provide up-to-date training for people who are wishing to gain a general understanding of computers and their application to businesses, offices and government departments. The course would be particularly suitable for people who are already in the work force and who need to start using computers, or people who are seeking some training prior to re-entry to the work force.

Assessment Procedures
To gain the award of the Certificate of Computer Business Applications, students must;

- pass all units of the course by demonstrating achievement of the performance objectives as outlined in current syllabus documentation,
- attend 80% of class contact time.

Entrance Requirements
The normal prerequisite for entry into this course is the satisfactory completion of an approved course of study at Year 11 level. However, persons without year 11 who are considered to be sufficiently mature and experienced to undertake the course successfully may be admitted, this particularly applies to mature aged applicants and people with industrial experience.

Exemption Applications
Exemption from units may be granted to those who have passed equivalent subjects at other institutions. Exemption application forms are available at enrolment or from the Centre for Business Studies and Information Technology Office, room H423, telephone 522 6828.

Course Duration and Mode of Study
The course comprises 5 units and is undertaken by full-time study. Students will study the course over one semester. The College year is divided into 2 semesters each of approximately 17 weeks. Attendance of 18-20 hours per week for students will normally be required.

Employment Prospects
This course is designed as an additional qualification to increase the computer expertise of a wide range of occupations. Normally people would require some other skill or qualification in addition to the Certificate in Computer Business Applications when seeking employment.

Industrial Recognition
The Computer Business Applications Certificate is well recognised as a vocational qualifications by business and the Public Service.

Availability of Similar Programs
In addition to the Certificate in Computer Business Applications the Prahran Campus also offers an Advanced Certificate in Information Technology (Programming). These programs are also offered by a number of other TAFE colleges in Victoria.
Course Structure and Contact Hours

Students are required to complete 5 units to obtain the Certificate in Computer Business Applications. All units of the course are compulsory.

**Compulsory 5 Units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Computers CD007</td>
<td>3 hrs</td>
<td>17 weeks</td>
</tr>
<tr>
<td>Keyboard Familiarization CD002</td>
<td>2 hrs</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Business Information Systems CD008</td>
<td>2 hrs</td>
<td>17 weeks</td>
</tr>
<tr>
<td>Business Software Applications CD009</td>
<td>4 hrs</td>
<td>17 weeks</td>
</tr>
<tr>
<td>Using Systems Software CD010</td>
<td>2 hrs</td>
<td>17 weeks</td>
</tr>
</tbody>
</table>

**How to Apply**

All prospective students must complete an application form which is available from:

Centre for Business Studies and Information Technology,
Swinburne University of Technology - TAFE Division
Prahran Campus
144 High Street, Prahran, Vic., 3181.
Telephone: (03) 522 6828 Fax (03) 527 5274

Always quote course code BS201 when contacting the College by mail.

Further Studies

Students completing the Certificate of Computer Business Applications are eligible to apply for the Advanced Certificate in Information Technology or the Associate Diploma in Business (Programming).

### Fees and Charges

The College charges a fee based on the number of hours of course content. Students who can demonstrate financial hardship may have the fee waived by the Director. This concession normally applies to students (or families) who are in receipt of social security assistance and who can provide current documentary evidence to support their claim. If you wish to apply to have your fees waived please indicate this in the appropriate place on the application form.

In addition the Student Union charges a fee which is compulsory. Students who have difficulty paying may apply to the Student Union for a loan to cover this cost. Applications for this must be directed to the Student Union.

### Financial Assistance

Students in need of financial assistance may be able to apply to the Student Loans Committee. Enquiries regarding this should be directed to the Student Union, telephone 522 6727, or the Student Counsellor, telephone 522 6734.

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**Course in Sub-Agency Practice**

**Course Aims**

The course in Sub-Agency Practice is being offered by the College to train people wishing to enter the Real Estate profession.

The course is designed to give participants a broad practical knowledge of the industry and fulfils the academic conditions required by the Estate Agents Board for licensing as a Sub-Agent.

### Who Should Enrol?

The course is designed for any person 18 years or over who lives in Victoria or 48 kilometres from the Victorian border and who has applied or intends to apply for a Sub-Agent’s Licence.

### Assessment Procedures

To complete the course in Sub-Agency Practice participants must:-

- complete all modules by passing four tests and successfully completing 4 assignments;
- attend at least 90% of class contact time.

### Entrance Requirements

Preference is given to people who are working in the Real Estate Industry or who have a firm offer of employment by an agent.

Applicants who have already secured a promise of employment from an Estate Agent should also provide the College with a completed copy of the form "Application for Admission to the Course by an Employer on Behalf of a Prospective Sub-Agent". This will ensure that the applicant obtains a place in the next course. This form is available from the Estate Agents Board.

There will also be a number of further places available for those who do not fall into the above category.

### Course Duration and Mode of Study

The course is of 50 hours duration conducted in three different modes:-

- part-time conducted on 2 nights a week for 4 hours each night. The length of the program is approximately 6 weeks.
- full-time attendance over 2 weeks.
- off-campus.

### Course Code

Course in Sub-Agency Practice BS601

### Course Content

There are three modules in the course:-

- Module 1 - The Real Estate Industry and Legislation
- Module 2 - Listing and Documentation
- Module 3 - Selling
**How to Apply**
All prospective students must complete an application form which is available from:

Centre for Business Studies & Information Technology
Swinburne University of Technology - TAFE Division
Prahran Campus, 144 High Street, Prahran, 3181. Telephone: 522 6828 Fax 529 5294.

**Fees and Charges**
The fee for the Sub-Agents course is $155. In addition participants will need to purchase three Acts of Parliament from the State Government Printer at 318 Little Bourke Street, Melbourne. The Acts are:-
- The Estate Agents Act 1980 ($8.90),
- The Sale of Land Act 1962 ($5.00), and

**Financial Assistance**
Students in need of financial assistance may be able to apply to the Student Loans Committee. Enquiries regarding this should be directed to the Student Union, telephone 522 6729, or to the Student Counsellor, telephone 522 6734.

**ADVANCED CERTIFICATE IN ESTATE AGENCY**

**Course Aims**
The Advanced Certificate in Estate Agency course is designed to meet the requirements for licensing under the Estate Agents Act and also to train students in the principles and practices of the Real Estate profession. The course is suitable for those working in positions requiring licensed Real Estate Agents. It is also suitable for people employed in related fields, such as property development or valuations, who wish to satisfy the academic requirements to be licensed as Estate Agents.

**Entrance Requirements**
The normal prerequisite for entry into this course is the satisfactory completion of an approved course of study at Year 12. However, persons considered to be sufficiently mature to undertake the course successfully may be admitted.

**Advanced Standing**
Applicants with passes in the Bachelor of Business (Valuation) are given automatic exemption in some units. Further information is available upon request.

**Course Duration and Mode of Study**
This course is normally undertaken by three years of part-time study. Attendance of 5 to 7 class contact hours per week will normally be required.

**Industrial Recognition**
Completion of the 23 modules listed under Course Structure meets the academic requirements for application for an Estate Agent’s Licence and entitles the student to be issued an Advanced Certificate in Estate Agency. A further requirement for licensing is that the applicant must have held a Sub-Agent’s Licence for four years, being employed full-time in this capacity for three years.

**Availability of Similar Programs**
The Advanced Certificate of Estate Agency is offered at a number of other TAFE Colleges. TAFE Colleges also conduct a course in Sub-Agency Practice a number of times a year. This course is aimed at people just starting in the Real Estate Industry. Enquiries should be directed to the appropriate TAFE college.

**Further Studies**
An undergraduate degree program is offered by the Faculty of Business, Department of Applied Economics at RMIT. It has three separate specialists streams - Valuations, Agency and Marketing, and Investment and Management. Specific details should be obtained from the Department of Applied Economics at RMIT, telephone 660 2662.

**Application Procedure**
New students are enrolled twice a year subject to funding. Enrolments are in February for semester one and July for semester two. Prospective students must complete an application form which is available from:-

Centre for Business Studies and Information Technology
Swinburne University of Technology - TAFE Division
Prahran Campus, 144 High Street, Prahran, 3181. Telephone: (03) 522 6828, Fax (03) 529 5294

Applications best meeting the entrance criteria are offered places in order of receipt. Written notification of a place is made no later than February, for semester one, and July, for semester two. Notification of failure to gain a place is made after these dates and when all places are filled. Applications close on 30 November for semester one enrolment and on 31 May for semester 2 enrolment. Late applications may be accepted depending on availability of places.

**Off Campus**
Students may be able to undertake all or part of this course through the college Off-Campus Centre. Enquiries should be directed to the Off-Campus Centre, telephone 522 6798.
Assessment Procedures
To gain the award students must:-
* pass all required units by demonstrating achievement of the performance objectives as outlined in current syllabus documentation;
* attend 80% of class contact time.

Exemption Applications
Exemption from units may be granted to those who have passed equivalent subjects at other institutions. No exemption will be granted for HSC or VCE subjects where these are part of the entrance requirement. Application forms are available at enrolment time.

English Language
Units are conducted in English. Students with English as a Second Language require advanced level English. Generally students must have sufficient English language skills to understand instructions, read technical books and magazines, make oral presentations, and prepare written reports. Full-time students will be given opportunity for extra English tuition of up to 3 hours per week.

Fees and Charges
The College charges an enrolment fee based on the maximum contact hours for the enrolled units. The schedule is as follows:-

<table>
<thead>
<tr>
<th>Band</th>
<th>0-39</th>
<th>40-79</th>
<th>80-239</th>
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<td>$140</td>
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</table>

The Student Union also charges a fee which is compulsory.

Course Structure and Contact Hours
Students must complete all units to obtain the Advanced Certificate in Estate Agency.

Course Code
Advanced Certificate in Estate Agency BS404

Unit Names and Codes  Prerequisite

<table>
<thead>
<tr>
<th>Stage</th>
<th>Part-time Hours</th>
<th>Stage 1</th>
<th>13 hours</th>
<th>nil</th>
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</thead>
<tbody>
<tr>
<td>Listing and Documentation CE402</td>
<td>25 hours</td>
<td>nil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selling CE403</td>
<td>18 hours</td>
<td>nil</td>
<td></td>
<td></td>
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Exemption Applications
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<td>$210</td>
<td>$390</td>
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The Student Union also charges a fee which is compulsory.

Course Structure and Contact Hours
Students must complete all units to obtain the Advanced Certificate in Estate Agency.

Course Code
Advanced Certificate in Estate Agency BS404

Unit Names and Codes  Prerequisite

<table>
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<tr>
<th>Stage</th>
<th>Part-time Hours</th>
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</table>
JOBTRAIN COURSES - PRE-EMPLOYMENT PROGRAMS FOR YOUTH AND ADULTS

What is a Pre-Employment Program?
A pre-employment program is a course designed to help you further your education and training and find work.

Facts About Jobtrain
1. There are various types of course available, your local Commonwealth Employment Service (CES) office has further details.
2. Jobtrain is funded by the Department of Employment, Education and Training in response to local needs.
3. Recruitment is handled by the CES in cooperation with TAFE colleges and other training bodies.
4. The Jobtrain courses at Swinburne are usually for full-time students.
5. Participants in Jobtrain courses may be entitled to various forms of financial assistance through the CES and the Department of Social Security.
6. The major goal of Jobtrain courses is to train people so they can find employment or go on to further education and training.

How You Will Benefit from Jobtrain
You will:
- develop new skills to improve your chances of employment
- explore new career paths
- meet and work with people who can assist you to identify strengths and help you make decisions about job prospects and required training
- increase motivation
- learn social skills
- increase self confidence and self awareness
- be awarded the Certificate of Occupational Studies, on successful completion of either of the Clerical Streams

Jobtrain Programs Offered
The Department of Traineeships & Labour Market Programs offers the accredited Certificate in Occupational Studies (Business Services - Office Stream) as a training program for gaining modern office skills.

Certificate in Occupational Studies (Office Stream)
The course is designed to provide training in a set of skills and knowledge which is generic to a range of clerical positions, and to provide stream studies in specific skill areas required by employers. The minimum length of the course is 300 hours with a minimum of 30% course time allocated to Case Studies and a minimum 50% course time allocated to Stream Studies. There is a 20% component that can be varied to suit particular industry of group needs at specific intake dates. The course usually comprises one semester of full-time study.

The course will include:

A. Core studies in
- Communication
- Technology Studies
- Problem Solving
- Career Planning /Work Education

B. Stream Studies which provide entry level vocational skills in an industry field, an occupational field or a range of these. Some subjects in this area are:
- Office Practices
- Word Processing 1
- Keyboarding 1, 2 and Advanced
- Office Calculations/Problem Solving
- Office Computer Applications
- Personal Finance Management
- Notetaking
- Practical work placement (optional)
- Basic Accounting

Assessment is on-going, based on industry tasks. Some subjects will have testing (eg. Keyboarding and exams to determine cross credits to other TAFE certificate courses.

A variety of clerical courses also offered throughout the year depending on the CES/DEET tender process. For further details contact Prahran Campus or your local CES.

Who Can Enrol?
Anyone of 16 years of age and has the potential to achieve course goals may apply through the CES for Jobtrain Courses. The CES may have preferred categories of selection eg. long term unemployed have first preference gaining course places. Applicants fill in an application form, do an interview and a test (if relevant).

Features of The Course
- Development of new skills
- A supportive learning environment
- Access to integration aids, if required
- Clarification of career options
- Attainment of accredited certificate
- Access to up-to-date computing and office equipment

How to apply
All prospective students must complete an application form which is available from:
Centre of Business Studies and Information Technology, Swinburne University of Technology - TAFE Division, Prahran Campus
144 High Street, Prahran, Victoria 3181
Telephone 522 6765 or 522 6762.
Applications may also be made through the Prahran Industry Service Centre.

Telephone 521 2058.

Certificate in Vocational Studies — Credit Control

The Certificate in Vocational Studies was originally developed as an off-the-job Training component for the Victorian Government’s Work/Study Program. It has since been adopted by TAFE colleges as the off-the-job training component for the Australian Traineeship System. The Certificate in Vocational Studies is the formal award associated with the completion of a Traineeship. Swinburne provides the Certificate in Vocational Studies in a number of areas including Real Estate, Insurance, Credit Control, Office Technology, Office, Finance and Building Society. All these courses have been accredited by the State Training Board of Victoria and endorsed by the relevant Industry Training Boards.

Course Duration

The Certificate in Vocational Studies can be completed in one academic year by attendance at a TAFE college for two days per week or on block release. Student intakes can occur at various times during the year, and trainees complete their 12 months of off-the-job training from the date of their enrolment.

The Training Plan and Structure

The training plan combines 39 weeks of work place (on-the-job) training and 13 weeks TAFE college (off-the-job) training. The 13 weeks off-the-job training is spread across the Traineeship year and may be undertaken as block release or day release from the employer.

Traineeship training programs are divided into three stages.

- **Stage 1** comprising general skills required to work in a modern workplace. This stage comprises 235 hours of training.
- **Stage 2** comprising a range of job specific skills. Trainees will select units appropriate to the skills required by their employer. This stage comprises a minimum of 155 hours training.
- **Stage 3** comprises advanced skill options to cater for trainees who enter the Traineeship with prior training or who complete Stages 1 and 2 in less than the minimum time (390 hours). These subjects are selected during the Traineeship on the basis of trainee performance.

Entrance Requirements

The Certificate in Vocational Studies is designed to meet the initial vocational training needs of young people, in particular those who have left secondary school and require extra skills and qualifications in order to gain full-time employment.

Certification and Recognition

Completion of the units listed below and the on-the-job training entitles trainees to the issue of a Certificate in Vocational Studies, a statement of results, and a Traineeship Certificate of Competency issued by the State Training Board of Victoria.

The Certificate in Vocational Studies is well recognised by public and private sector employers. In a number of industries the Certificate in Vocational Studies is recognised as part of Industrial Awards and as a qualification suitable for initial employment.

Exemptions

Trainees with passes in subjects at year 11 or year 12 level may be eligible for exception from some units in Stages 1 & 2. If this is the case Trainees may then undertake units from Stage 3 of the course. Further information is available on request from the Department of Traineeships and Labour Market Programs.

Content (Off-the-Job Training)

**Stage 1**

- Business Communications 50 hours
- Working Environment 50 hours
- Social Development 20 hours
- Customer Relations 24 hours

**Stage 2**

- Accounting for Debtors Control 80 hours
- Business and Credit Law 80 hours
- Introduction to Credit 36 hours
- Credit Collection Techniques 24 hours
- Information Technology (Credit) 26 hours

For Further Information

Contact your local Commonwealth Employment Service or phone the Department of Traineeships and Labour Market Programs, Level 4, Building H, 142 High Street, Prahran, 3181, telephone 522 6765. Traineeship positions can also be found advertised in the employment sections of newspapers.

Certificate in Vocational Studies — Finance

The Certificate in Vocational Studies was originally developed as an off-the-job Training component for the Victorian Government’s Work/Study Program. It has since been adopted by TAFE colleges as the off-the-job training component for the Australian Traineeship System. The Certificate in Vocational Studies is the formal award associated with the completion
of a Traineeship. Swinburne provides The Certificate in Vocational Studies in a number of areas including Real Estate, Insurance, Credit Control, Office Technology, Office, Finance and Building Society. All these courses have been accredited by the State Training Board of Victoria and endorsed by the relevant Industry Training Boards.

Course Duration
The Certificate in Vocational Studies can be completed in one academic year by attendance at a TAFE college for two days per week or on block release. Student intakes can occur at various times during the year, and trainees complete their 12 months of off-the-job training from the date of their employment. College training commences after the student has gained relevant Traineeship employment.

The Training Plan and Structure
The training plan combines 39 weeks of workplace (on-the-job) training and 13 weeks TAFE college (off-the-job) training. The 13 weeks off-the-job training is spread across the Traineeship year and may be undertaken as block release or day release from the employer.

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Entrance Requirements
The Certificate in Vocational Studies is designed to meet the initial vocational training needs of young people, in particular those who have left secondary school and require extra skills and qualifications in order to gain full-time employment.

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Exemptions
Trainees with passes in subjects at year 11 or year 12 level may be eligible for exception from some units in Stages 1 & 2. If this is the case Trainees may then undertake units from Stage 3 of the course. Further information is available on request from the Department of Traineeships and Labour Market Programs.

Content (Off-the-Job Training)

**Stage 1**
- Communications 50 hours
- Working Environment 60 hours
- Social Development 20 hours
- **Basic Accounting** 75 hours
- Keyboarding 20 hours
- Information Technology 1 30 hours
- Typing Production 1 52 hours

**Stage 2**
- Accounting Sub-Systems 45 hours
- Information Technology 2 35 hours
- Typing Production 2 72 hours
- Legal Studies 45 hours
- Business Procedures 30 hours
- Business Calculations 25 hours
- Administrative Procedures 1 96 hours

For Further Information
Contact your local Commonwealth Employment Service or phone the Department of Traineeships and Labour Market Programs, Level 4, Building 11, 142 High Street, Prahran, 3181, telephone 522 6765. Traineeship positions can also be found advertised in the employment sections of newspapers.

**Certificate in Vocational Studies — Insurance**

The Certificate in Vocational Studies was originally developed as an off-the-job Training component for the Victorian Government’s Work/Study Program. It has since been adopted by TAFE colleges as the off-the-job training component for the Australian Traineeship System. The Certificate in Vocational Studies is the formal award associated with the completion of a Traineeship. Swinburne provides The Certificate in Vocational Studies in a number of areas including Real Estate, Insurance, Credit Control, Office Technology, Office, Finance and Building Society. All these courses have been accredited by the State Training Board of Victoria.
and endorsed by the relevant Industry Training Boards.

**Course Duration**
The Certificate in Vocational Studies can be completed in one academic year by attendance at a TAFE college for two days per week or on block release. Student intakes can occur at various times during the year, and trainees complete their 12 months of off-the-job training from the date of their employment. College training commences after the student has gained relevant Traineeship employment.

**The Training Plan and Structure**
The training plan combines 39 weeks of work place (on-the-job) training and 13 weeks TAFE college (off-the-job) training. The 13 weeks off-the-job training is spread across the Traineeship year and may be undertaken as block release or day release from the employer.

Traineeship training programs are divided into three stages.

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**Entrance Requirements**
The Certificate in Vocational Studies is designed to meet the initial vocational training needs of young people, in particular those who have left secondary school and require extra skills and qualifications in order to gain full-time employment.

**Certification and Recognition**
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**Content (Off-the-Job Training)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
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<tr>
<td>Communications</td>
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<td>The Working Environment</td>
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<td>Keyboarding</td>
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<td>IC Applications</td>
<td>36</td>
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<tr>
<td>Personnel Effectiveness &amp; Personal Finances</td>
<td>18</td>
</tr>
<tr>
<td>Office Procedures</td>
<td>36</td>
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<tr>
<td>Basic Accounting</td>
<td>54</td>
</tr>
<tr>
<td>Customer Relations</td>
<td>39</td>
</tr>
</tbody>
</table>

**Insurance Specific Subjects**

- **Common Insurance Subjects**
  - Elements of Law & Insurance: 27 hours
  - The Life Insurance Industry & Its Environment: 27 hours

- **Elective Insurance Subjects**
  - Students choose 2 subjects from 1 group only
    - **Group A Life Insurance**
      - Life Insurance & Investment Products: 33 hours
      - Policy Processing & Alteration Practices: 33 hours
      - Policy Payment Practices: 33 hours
    - **Group B General Insurance**
      - Insurance of Property: 33 hours
      - Insurance of Liabilities: 33 hours
      - Motor, Marine & Other Classes: 33 hours
    - Total 390 hours

For further information
Contact your local Commonwealth Employment Service or phone the Department of Traineeships and Labour Market Programs, Level 4, Building H, 142 High Street, Prahran 3181, telephone 522 6765. Traineeships positions can also be found advertised in the employment sections of newspapers.

**Certificate in Vocational Studies — Office**

The Certificate in Vocational Studies was originally developed as an off-the-job training component for the Victorian Government’s Work/Study Program. It has since been adopted by TAFE colleges as the off-the-job training component for the Australian Traineeship System. The Certificate in Vocational Studies is the formal award associated with the completion
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Entrance Requirements
The Certificate in Vocational Studies is recognised by public and private sector employers. In a number of industries the Certificate in Vocational Studies is recognised as part of Industrial Awards and as a qualification suitable for initial employment.

Exemptions
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Content (Off-the-Job Training)

Stage 1
- Information Technology 1: 30 hours
- Business Procedures 1: 30 hours
- Business Calculations: 25 hours
- Keyboarding: 20 hours
- Communications: 50 hours
- The Working Environment: 60 hours
- Social Development: 20 hours

Stage 2
- Production Typing: 52 hours
- Word Processing 1: 45 hours
- Information Technology 2: 35 hours
- Business Procedures 2: 30 hours
- Legal Studies: 45 hours
- Basic Accounting: 75 hours
- Accounting Sub-systems: 45 hours

Stage 3
- Typing Production 2: 136 hours
- Word Processing 2: 51 hours
- Accounting Reports: 85 hours
- Business Maths 1: 68 hours

For Further Information
Contact your local Commonwealth Employment Service or phone the Department of Traineeships and Labour Market Programs, Level 4, Building H, 142 High Street, Prahran, 3181, telephone 522 6765. Traineeship positions can also be found advertised in the employment sections of newspapers.

Certificate in Vocational Studies — Real Estate
The Certificate in Vocational Studies was originally developed as an off-the-job Training component for the Victorian Government’s Work/Study Program. It has since been adopted by TAFE colleges as the off-the-job training component for the Australian Traineeship System. The Certificate in Vocational Studies is well
of a Traineeship. Swinburne provides The Certificate in Vocational Studies in a number of areas including Real Estate, Insurance, Credit Control, Office Technology, Office, Finance and Building Society. All these courses have been accredited by the State Training Board of Victoria and endorsed by the relevant Industry Training Boards.

Course Duration
The Certificate in Vocational Studies can be completed in one academic year by attendance at a TAFE college for two days per week or on block release. Student intakes can occur at various times during the year, and trainees complete their 12 months of off-the-job training from the date of their employment. College training commences after the student has gained relevant Traineeship employment.

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<th>Stage 1</th>
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<td>Business Procedures 1</td>
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<td>Business Calculations</td>
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<td>Keyboarding (GOS)</td>
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<td>The Working Environment</td>
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<td>Sub-Agents’ Certificate Course</td>
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<td>Information Technology 2</td>
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<td>Business Law 2</td>
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Certificate in Vocational Studies — Building Societies

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**Entrance Requirements**
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**Content (Off-the-Job Training)**

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<th>Stage</th>
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<td>Business Calculations</td>
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<td>Keyboarding</td>
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<td>Communications</td>
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<td></td>
<td>Working Environment</td>
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<td>Social Development</td>
<td>20 hours</td>
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<tr>
<td>Stage 2</td>
<td>Economics for Building Societies</td>
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<td>Customer Relations and Selling Techniques</td>
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<td>Information Technology 2</td>
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<td></td>
<td>Building Society Law</td>
<td>45 hours</td>
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**For Further Information**
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**Industry Training**

At a Swinburne business course you will learn a lot more than you study.

If you want to develop new business skills, be it to increase career options, improve chances for promotion to enter or re-enter the workforce, has a short course to suit you.

As you can see, Swinburne offers a wide range of courses to choose from, and our staff are only too happy to help select the right course for you.

Our campus (just around the corner from St. Kilda Road) had been established since 1854, and is located close to trams, trains, buses, etc.

We keep our classes small (an average of 8-12 students) so each student receives individual attention from our expert tutors. PC students have hands on access to their own up-to-date equipment, and all students learn in a friendly, relaxed environment.

Our fees are competitive, and our courses designed specifically to meet the demands of today's job market, with maximum flexibility for students.
1992 SWINBURNE UNIVERSITY OF
TECHNOLOGY—TAFEDIVISION
PRAHRAN CAMPUS
HANDBOOK

For further information, phone Ronnie on 522 6726, 522 6802.  

Listing of Industry Training Short Courses

Secretarial and General Office Skills
Suit Yourself Keyboarding
Office Administration Skills
Legal Secretarial Skills
Reception & Switchboard Skills
Beginners Shorthand
Shorthand Speed and Development
Notetaking
Medical Secretarial Skills

Wordprocessing
Introduction to Wordperfect
Advanced Wordperfect
Management Skills
Management Skills for the working Woman

Personnel Management
Introduction to Sales and Marketing
Train the Trainer
Small Business Skills
Planning and Starting a Small Business

Software
Tax Return
Export/Import Made Easy
Basic Bookkeeping
Introduction to Sales and Marketing

Computer Courses
Introduction to the PC Stage 1 - Getting Started
Introduction to the PC Stage 2 - Using DOS
Introduction to the PC Stage 3 - Further DOS
Introduction to Lotus 1-2-3
Advanced Lotus 1-2-3
dBase III Plus
Sybuz Elite Based Accounting
Introduction to C

Desktop Publishing
Using Wordperfect 5.1
Using Ventura
Ventura Extension

Windows
Pagemaker
Introduction to Windows 3.1 - Stage 1
Introduction to Ventura for Windows

Word for Windows
Introduction to Microsoft Excel
Introduction to Wordperfect 5.1 for Windows

TAFE Accredited Courses
Introduction to Accounting - Stage 1
Introduction to Accounting - Stage 2
Introduction to Management
Human Management
Industrial Management
Marketing Management

Finance for Managers
Credit Law A
Credit Control, Procedures, Practice and Recovery

Swinburne University of Technology - TAFE Division Consultancy Service can assist any business or organisation which has a training need.

Training may vary from specific skills for one person to a comprehensive strategy for training larger numbers of people in many and varied skills.

In some cases, the short courses already offered by the College could be utilised; in other cases customised training courses could be created for particular needs as they arise.

Our consultants have specialist and generalist skills that are backed by the College teaching staff who have experience in management, as well as child care, furniture, art and design and real estate industries.

Our Specialists can help you with:
- Training Guarantee levy
- Award Restructuring
- Recognition of Prior Learning
- Work Skills Audit
- Job Redesign
- Training Needs Analysis
- Train the Trainer
ACADEMIC STAFF

Head of Centre
Assistant Director: Dorothy Bennett, BA, DipEd, BEd, MACE
Administrator & Secretary: Margaret White, BA, DipSecStudies

Department of Adult Education
Head of Department: Bernard Brosnan, DipEdSTS, BTheol (CTU), BA (Hons), MEth (MONASH), DipTEFL (ILC)
Administrator: Theresa Sheck
VCE Co-ordinator: Helen Derrick, BA, BEd (Melb)
Methods for Tertiary Study Co-ordinator: Edward Nelson, MA (Auckland)
Evening Administrator: (Adult Study Centre) (vacant)

Adult Literacy & Basic Education Unit
Co-ordinator: Marilyn Allen, BA (LaTrobe), DipEd (H.I.E.)
Teachers: Pam Baker, BA, BEd, DipED, GradDipESL (Melb); Heather Walkenden, BEd (Deakin); Jill Bartlett, Infant Teaching Cert, BA (SpecEd) (MONASH); Elizabeth Watson, BA (Monash), DipEd (H.I.E.)

Department of Child Care Studies
Head of Department: Judy Bissland, BA (Hons), MA, GradDipChDev, MEd, GradDipEd
Secretaries: Sophie Laskaris
Administrative Officer: Joyce Edwards, BComm, BA
Co-ordinators
1st Year
Co-ordinator: Joan Gilchrist, TPTC, Dip KTC, BEd, GradDip, Ed Admin
2nd Year
Co-ordinator: Clare Forbes, TPTC, BA, BSc (Hons)
Part-time Co-ordinator
Margaret Shepard, RN, SRN, MCH Health, DipAppSocSc (Comm Health), Dip Ed
Teachers: Maggie Birkett, BA, DipEd; Suzanne Cecil-Fitzdale, Dip MKTC, BE4 MEd; Jude Deery, CASS-CCS; Rosemary Drane, TTC, DipT (ECE), BEd

Department of Family and Community Studies
Head of Department: Maryla Jucknowski, BA, DipEd, MA, MACE
Secretary: Evie Harkness, DipSecStudies
Teachers:
Wendy Clipperton, AssDip (Welfare Stud), DipTechTeach
Julie McQueen, BA, BEd, GradDipCurr
Tina Millar, CertAppSocSc (Child Care Studies)
Dora Nichola-Kotsis, CertAppSocSc (Child Care Studies)
Rebecca Strook, SEN
Jo Quigley-Lang, TTPC, GradDip (SpEd)
Michael Williams, Youth Officer Training CSV, DipTechTeach
Tony Wilkinson, CertVocRehab, DipTechTeach
Nadia Pappas, CertChildCare, BA (SpEd)
Melodie Davis, CertAppSocSc (Child Care Studies)
Rosin Reynolds, BSc, BEd, GradDipChildDev

Ruth Eaton, SRN, RN, BHealth Science (Nursing)
Russell Evans, AssDipArt (Illus), CertArt, TTT, BEd, Dip Movement and Dance
Betty Farmer, DipKTC
Christine Fransella, Dip Ed, BEd
Wendy Gersh, RN, SRN, DipHealth Education, Dip Teaching TAFE
Julie Godwin, Dip Teach (Early Childhood), BEd
Alison Gwyer, TTT, DipEd (Conv)
Jeanette Harrison, DipKTC (Melb), BEd (ECE), GradDipEd
Anne Holloway, TTT, GradDipSpecEd, BEd ECD
Desleigh Kent, RN, SRN, Mat & CH Health, Cert. Family Planning
Anne Paul, DipT, (ECE)
Paul Silvera, CASS-CCS
DipArts (Children’s Services)
Helen Walker-Cook, DipKTC, MA
Department of Language and Community Programs
Head of Department: Kerryn Hellyer, BA,DipEd,DipEng(Monash)

Secretary/Administrative Assistant: Vicki Formosa

Migrant Education Unit:
Coordinator: Linda Cutting, BA(Hons), DipEd, GradDipSecStudies
Teachers: Gina Gawenda, BA, DipEd, Dip Women’s Studies, GradDipESL
Elizabeth Ninnis, BA, DipEd
Jeanie McClelland, DipTeach (Primary), BA, TESOL

E.L.I.C.O.S. Teachers: Guosheng Yang Chen, BA, MEd
Christopher Martin, BA, DipEd

Community Programs:
Administrator: Kathy Davidson, CertBusStudies (Sec)
Administrative Assistant: Yolanta Samplawski, MAEng, CertBusStudies

Department of Applied Art - (Finished Art)
Acting Head of Department: Peter Greenwood, CertAppArt, T.I.T.

Department of Art and Design
Head of Department: Folian Kalaitsis, DipA & D (Printmaking), DipEd
Teachers: Sue Bignall, BA, DipEd
Tony Clark, BA (Hons), Reading DipEd
Graeme Hare, DipArt, GradDipArt, DipEd
Alex Danko, DipArt, DipEd

Department of Performing Arts
Head of Department: Pamela Creed, BA(Hons), DipTeaching
Teachers: John Butler, BEd
John Preston, DipNIDA, DipEd
Helen Simondson, BEd
**ASSOCIATE DIPLOMA OF SOCIAL SCIENCE CHILD CARE**

*A Career in Child Care*

Prahran Campus offers the Associate Diploma of Social Science in Child Care, a course designed to provide the skills, knowledge and understanding required for those who enjoy children and who wish to take up responsible positions working with them. Child care graduates provide care for the social, emotional, physical and educational needs of infants and children up to the age of six. They also work closely with parents in fostering children's development. Applications to undertake this Associate Diploma at Prahran in 1994 must be made directly to the Child Care Department at Prahran before October 9, 1993. Interested men and women are invited to apply.

Work in the child care field is both demanding and extremely rewarding. Those seeking careers in Child Care should enjoy being with children. Desirable qualities for this work are patience, understanding, imagination, cheerfulness, energy, adaptability and a willingness to take responsibility. Child Care workers must also be physically fit as they are on their feet a good deal of the time, are often required to lift and carry children, and must be able to provide care that is 'active, adequate and efficient'. (Victorian Children's Services Centres Regulations).

*Employment Opportunities*

The majority of graduates work in child care centre, where they take up positions as qualified staff responsible for providing a program of care and education to children under six. They may work independently or be assisted by and responsible for supervising other child care staff. Some graduates gain positions in family day care schemes, maternity hospitals, private homes, pre-school play centres, out of school hour programs and some work as aides with children with special needs.

*Award Registration*

Successful graduates receive the Associate Diploma of Social Science in Child Care from Swinburne College of TAFE, and they can register with the Victorian Nursing Council as a Mothercraft Nurse with pre-school certificate endorsement. These qualifications are highly regarded in the child care area and entitle graduates to work in the children's services field in the capacity of qualified staff. Salaries for graduates are listed in the Mothercraft Determination sheet, available for a small charge from the Government Printer, 7A Parliament Place, Melbourne, 3000. A new award is currently being negotiated.

*Further Studies*

Graduates of the Associate Diploma of Social Science in Child Care receive excellent advanced standing in courses offered by the School of Early Childhood Studies (Melbourne University). They can also undertake the Advanced Certificate in Managing Social & Community Services at a range of TAFE colleges, and they receive favourable consideration for gaining entry into a variety of tertiary courses. Articulation procedures are presently being investigated for entry into the Bachelor of Arts at Swinburne.

*Course Availability and Duration*

Prahran Campus enrolls the largest number of Child Care students in Victoria. Providing funding is maintained, 1994 intakes are expected to be:

- 65 full-time students duration 2 years full-time
- 40 part-time students duration 4 years part-time

Full-time students attend College approximately 25 hours per week for 65% of each year. They spend 40 hours per week gaining experience in a range of practical settings for 35% of the year.

Part-time students will attend College on Wednesday in 1994. An evening group is planned, and pending available funding, there will also be a day group.

**Evening Group:** 3 pm - 8.15 pm **Wednesday**

Part-time students working in day care centres need to be available to undertake 20 additional placement days each year outside their centre at times set by the College. Students not working in a day care centre need to be available to undertake up to 40 days of placement each year. Most placements can be undertaken on either a two day a week or a four day a week basis, with the exception of the hospital placement.

*Application Procedure*

Requests for an application form and details of selection procedures must contain a stamped self-addressed envelope and be mailed to:-

**Application Form**

Department of Child Care Studies
Swinburne University of Technology - TAFE Division
Prahran Campus
144 High Street,
Prahran, Vic., 3181.

The closing date for the part-time and full-time course is 9th October 1993. Application forms must reach the Department on or before this date.
Selection Procedures
Selection Procedures are currently under review but will most likely be as follows:

Admission is selective and based on candidates’ suitability and aptitude for a career in child care.

Upon receipt of completed application forms, applicants will be notified of the dates and full details of selection procedures.

Applicants will sit tests on 18th and 19th October to demonstrate that they possess skills enabling them to successfully meet course requirements.

Applicants are required to arrange to spend two full days at a Child Care Centre prior to December 21st, 1993. Kindergartens are not acceptable substitutes except in a country area where child care facilities do not exist.

Candidates selected for interview need to be available to attend interviews in early December.

Prospective applicants should contact the College for further information.

Entry Requirements
Applicants may apply for entry under the VCE category or under the Alternative Category Entry. The minimum age for entry is 17 years as at 1 February, 1994.

A. Victorian Certificate of Education Entry
Applicants must have satisfactorily completed a VCAB approved Year 12 course by 1/2/1994.

B. Alternative Category Entry (A.C.E.)
If you will not have completed the VCE by 1/2/1994, you may be eligible to apply as an Alternative Category Entry student under one of the following categories:

1. Mature age applicant (20 years or over at 1/2/1994).
2. Persons who have satisfactorily completed the Child Care Assistant Course (or equivalent) by 1/2/1994.
3. Persons who have satisfactorily completed the Certificate of Occupational Studies (Social and Community Studies) (or equivalent), by 1/2/1994.
4. Persons whose first language is not English.
5. Aboriginal persons.
6. Educational disadvantage and relevant experience: Persons who have worked with children for the equivalent of 1 year full-time during the last two years and whose secondary schooling was affected by economic hardship, illness, geographic isolation, special/family problems, lack of educational facility, maybe eligible for A.C.E.
7. Persons over 18 years and who have been away from full-time study for at least 1
complete school year.

Application for Credit and Exemptions
1. Hospital trained Mothercraft Nurses receive credit for a number of theoretical units of study and Supervised Field Placement.
2. Persons who have undertaken related studies at other post secondary institutions in Victoria, interstate or overseas should contact the Head of Department prior to Nov. 30th to lodge an application for entry to the course with exemptions.
3. Applicants with field experience who gain a place in the course will be provided with information on course commencement regarding procedures for applying for recognition of prior learning.

Child Care Course Content
Course duration is two years full-time or four years part-time.

The course provides up-to-date training for a wide range of positions caring for children from 0-6 years of age. In addition to knowledge gained in classes, students gain 'hands on' experience working with babies and young children in child care centres, kindergartens, maternity units and other settings.

Year 1
- Behaviour and Guidance
- Child Study
- Early Childhood Development
- Communication Skills
- Family and Society
- Daily Care, Health and Safety
- Human Biology
- Nutrition
- Children’s Experiences
- Language and Literature
- Music and Movement
- Program Planning
- Supervised Fieldwork Management
- *Supervised Fieldwork Placement

Year 2
- Behaviour and Guidance
- Child Study
- Early Childhood Development
- Communication Skills
- Special Needs
- Family and Society

Electives (2)
- Professional Development
- Daily Care, Health and Safety
- Neonatal Care
- Program Planning
- Supervised Fieldwork Management
- *Supervised Fieldwork Placement
Supervised Field Placement is undertaken in day care centres, private homes, kindergartens and hospitals. Students must arrange their own transport to these centres. Great importance is attached to the student’s performance in practical placements, which constitutes approximately 40% of the course.

All of the above subjects must be passed for successful course completion. There are written assessment policies outlining all course requirements and those circumstances which can lead to course termination.

Equality of Opportunity
It is the policy of Swinburne to provide an educational environment of Equal Opportunity for all. Discrimination on grounds such as sex, race, impairment, sexual preference etc., is not accepted by the University.

Students with Disabilities
Children's Services Regulations require that staff employed in Child Care have physical and psychological attributes enabling them to provide care that is active adequate and efficient. Students with disabilities should contact the Equity Unit on 522 6708 or 819 8855 regarding access, support staff, or specialised equipment.

College Location
The Prahran Campus of Swinburne College of TAFE is situated in High Street, Prahran and is easily accessible by train or tram. The Child Care Department can be contacted on 522 6863.

Other Information
Costs
Enrolment fees are set according to State Training Board guidelines and are currently $390 (full-time students) and $310 (part-time students). Austudy recipients currently pay 50% of the set enrolment fee, and students receiving pensions can apply for exemption from enrolment fees. Fees and exemptions are subject to alteration.

Annual student union fees are currently $170 for full-time students and $80 for part-time students. All fees are subject to alteration.

Students are required to pay for some texts and reference books, materials and transport to practical placements and excursions. It should be noted that fees are subject to review.

Austudy
Full-time students may be eligible for Austudy. This allowance is usually means tested on parent income, or on student income if the student qualifies as independent. Applications for this allowance are available from the Campus Counselling Service on 522 6734.

Certificate in Child Care (Assistant)
Graduates of the course are provided with the skills needed to assist more highly qualified personnel in the care of infants and young children in subsidised and private, child care centres, kindergartens. Graduates may also gain employment in private homes.

Graduates in the Child Care (Assistant) course are paid in accordance with the Day Child Care Workers’ Award as a Child Care Workers (Trained). Full details may be obtained by writing to the Hospital Employees Federation.

A. General Stream
Course Availability
There is an intake of up to 40 students.

Course Duration
One year full-time. Students currently attend College Wednesday afternoon and evening from February to November.

Entry Requirements
The minimum age for entry is 16 years as at 1 February. Applicants must be working in a paid capacity within the child care field for a minimum of 14 hours a week. Persons currently working on a voluntary basis for a minimum of 14 hours will be considered.

The applicant’s employer must be willing to release the applicant to attend College and must be willing to have College staff visit the centre for supervision of practical work.

No formal educational qualifications are required, but applicants must demonstrate competence in communication skills in tests set by the College.

Course Content
The emphasis is on helping students to identify the needs of young children and to develop skills in meeting these needs.

The following subjects are studied:

- Infant and Child Development
- Caregiving Skills
- Children’s Experiences
- Communication and Life Skills
- Supervised Work Experience

In addition to subjects studied, supervised work experience is an important component of the course.

B. Bilingual Stream
Applicants from a non-English speaking background are invited to apply for the Bilingual Stream of the Child Care (Assistant) course. This course is for people:
who are from a non-English speaking background and have completed most of their schooling overseas;
- have an intermediate level of English;
- want to work with children up to five years of age in a child care centre or kindergarten.

Course Content
The subjects are the same as for the Child Care (Assistant) course (General Stream) with extra hours for English as a Second Language.

Course Availability
There is an intake of up to 30 students.

Course Duration
One year full-time. Students currently attend College all day Friday, from February to November.

Application and Selection Procedures, General and Bilingual Streams
Admission is selective and based on the candidate's suitability and aptitude for a career in child care.

The request for an application must contain a stamped self-addressed envelope and be mailed to:-

Application Form
Department of Family and Community Studies
Swinburne University of Technology • TAFE Division
Prahran Campus
144 High Street
Prahran, 3181.
Telephone: 522 6866.

The closing date for the Child Care (Assistant) course is late October.

Written tests to assess language and comprehension skills will be held within one month of the closing date. Applicants will be notified by early November to attend tests. Candidates selected for interview will attend an interview to be held in early December.

Costs
There is a Student Union fee which is subject to alteration as well as a materials levy. Students need to be able to pay for some books, materials and transport for excursions.

Further Study
Graduates of the Child Care (Assistant) course, or persons currently enrolled in such a course may apply for consideration as 'Special Applicants' for entry into the Associate Diploma of Social Science in Child Care.

ADVANCED CERTIFICATE IN MANAGING S.A.C.S.
A course that meets the needs of Social and Community Services (SACS) managers, supervisors or co-ordinators in both Government and non-Government agencies and programs to up-grade and refine the skills necessary for the responsibilities of such positions.

Course Duration
Two years on a part-time basis. It is offered two evenings per week.

Course Structure
- SACS Organisations
- Communication Skills in SACS Management
- Community Relations
- Policy Planning and Evaluation
- Staffing and Personnel
- Workplace Administration
- Seeking and Obtaining Funds
- Financial Management and Accountability
- Introduction to Research Skills

Application & Selection
Admission is based on previous experience in the human service field. There are two intakes during the year and the closing dates for applications are 3rd week in January and end of June each year.

Further Study
Although this course is not directly linked to related courses at Colleges of Advanced Education and Universities, completion of the Advanced Certificate would receive favourable consideration from such institutions in response to applications for enrolment in their courses. Some exemptions may be available for those who have completed similar course subjects elsewhere and credits can be obtained from this course for other SACS courses offered in TAFE.

Further Information
Secretary
SACS
Family and Community Studies
Swinburne University of Technology • TAFE Division
Prahran Campus
144 High Street
Prahran, 3181.
Telephone: 522 6866.

Costs
A Student Union fee and materials levy apply.
**Certificate in Child Care (HomeBased)**
The Certificate in Child Care (Homebased) is designed to provide training for people working as Homebased Caregivers for local councils, or in private homes.

**Entry Standard**
There are no formal age or academic requirements.

**Articulation into other Courses**
Students who have completed the course can apply for exemptions in other TAFE courses. E.G. Students may be granted exemption from 50% of the Certificate in Child Care (Assistant), and an exemption of 110 hours (Introductory Studies Unit) in the Residential and Community Services Certificate.

**Venue**
The venue to run the units can be either at the College or at a chosen place within the caregivers own council or shire. The units can be run during the day, evening or weekend. This can be decided by the caregivers.

**Payment of Fees**
Caregivers pay for each unit individually thus staggering the cost of the course. There is a $10.00 initial administration fee to be paid for enrolment.

**Course Details**
This course can be taken as a whole or as individual units over a longer period of time. It is designed to offer caregivers maximum flexibility.

**Course Structure**
- Families in Australia
- Play and Learning
- Children's Growth & Development
- Daily Care & Routines
- Developing skills in the Workplace
- Professional Development
- Practical Placement

**Further Information:**
Secretary
Family and Community Studies
Swinburne University of Technology - TAFE Division
Prahran Campus
144 High Street
Prahran, 3181.
Telephone: 522 6866.

**Advanced Certificate in Residential and Community Services**
The course provides training for a challenging career, with excellent salary and conditions in a field which is seeking qualified staff for its rapidly expanding services.

This one year full-time course is offered in two areas of specialisation:

- Advanced Certificate in Residential and Community Services (Intellectual Disability). This is the recognised mandatory qualification for the position of Intellectual Disability Services Officer (IDSO).
- Advanced Certificate in Residential and Community Services (Youth and Child Care). This is the recognised mandatory qualification for the position of Youth and Child Care Officer (YACCO).

Applicants are required to nominate a preferred stream before commencing the course. Each stream offers a qualification recognised by community and private agencies for employment purposes.

**Course Prerequisites**
Normal TAFE conditions of entry apply, including Special Entry and Mature Age. All Students are required to obtain a Police Security Clearance for placement purposes. This will be arranged through the College.

**Course Details**
Subjects to be studied:
- Residential and Community Services Theory
- Communication
- Health and Safety
- Human Development
- Principles and Practice of Service Provision
- Recreation and Leisure
- Individualised Service Delivery
- Severe Physical Disability
- Community Studies
- Field Studies
- Block Field Placements

**Course Duration**
Students will undertake approximately 20 hours College based work each week, depending on field work, tutorials, etc. Placements involve students being in an allocated workplace for six weeks at 38 hours per week.

**Course Availability**
There is an intake of 20 disability and 15 youth and child places.
COMMUNITY OPTIONS PROGRAM

Course Aim
The aim of the program is to provide people with an intellectual disability, the opportunities to develop the necessary skills for future employment/community involvement.

Students negotiate an Individual Program Plan containing learning objectives which are relevant to their aspirations. Learning opportunities are offered in a number of areas:

- **Mainstream Classes**
  Students attend classes which are relevant to their career choice and through which their negotiated objectives can be met.

- **Work Stations on Campus**
  These offer students opportunities to learn and practice work skills, as well as an opportunity to develop social links on Campus. Work stations are currently offering training in office work, cleaning and maintenance, library work and operating the student information desk in the Union.

- **Work Placements**
  These are off Campus in industries nominated by students, and which complement training in classes and work stations.

Level of Support
The level of support provided to students is negotiated at the time programs are developed. One to one support is provided if necessary.

Eligibility
Applicants should be aged between 16 and 45 and should be registered with Community Services Victoria - Intellectual Disability Services.

Further Information
Further Information is available from:
Family & Community Studies Department
Swinburne University of Technology - TAFE Division
Prahran Campus
144 High Street, Prahran 3181
Telephone: 522 6700
or
Community Services Victoria
Inner Urban Region
Telephone: 651 7566

CERTIFICATE IN HOME & COMMUNITY CARE

The Home and Community Care course offers a minimum of 45 hours training to people who wish to work predominantly in the aged services area. This course also applies to those wanting to work in home and community based services providing support to those with a disability, suffering long-term illnesses, or in rehabilitation programs.

Course Availability
Courses are conducted for those currently working in the field or those wanting to begin work in the home and community care field. The structure of the course ranges from the 45 hours minimum accredited course through to a 6 week full-time course which covers additional hours in the communication and disabilities and illnesses areas.

Entry Requirements
There are no formal educational requirements.

Application & Selection Procedures
Admission is based on candidates suitability for a career in home and community care and applicants will be asked to attend an interview.

Course Content
- Role of the Home and Community Care Worker
- Personal Care
- Disabilities
- Conditions requiring special care
- Human Development
- Communication

Further Study
Although this course does not directly link into related courses, many students continue specialised studies, such as in the child care area, or in the area of residential care of youth and children or adults with an intellectual disability. In the future, it is planned that an Advanced Certificate in Residential and Community Services in the Aged area will be implemented and the Home and Community Care course may be linked into this course.

Further Information
Secretary
Family & Community Studies
Swinburne University of Technology - TAFE Division
Prahran Campus
144 High Street, Prahran 3181
Telephone: 522 6866

**Certificate in Occupational Studies in Social and Community Services**

The aim of the course is to provide experience and knowledge of a range of occupations in the Social and Community Services field, Child Care, Residential Care and Home & Community Care. It aims to develop in students the self-confidence necessary to become employees in the Social & Community Services workforce and the further study they may need.

**Course Availability**
There is an intake of up to 20 students.

**Course Duration**
Six months full-time. Approximately 15 to 20 hours a week.

**Entry Requirements**
No pre-requisites.

**Target Group**
1. Adults whose current career opportunities have been limited by a lack of employable skills.
2. Long-term unemployed people.
3. Other targeted groups that require more flexible training and educational opportunities, e.g., sole parent, aborigines, migrants, people with disabilities etc.
4. Workers in industries undergoing restructure, who require training and/or retraining.
5. Early school leavers and disadvantaged young people.

**Course Details**
A large component of this course is Communication. If students are from non-English speaking background, English is a second language (ESL) will be included.

**Further Information**
Secretary
Family & Community Studies
Swinburne University of Technology - TAFE Division
Prahran Campus
144 High Street
Prahran, 3181
Telephone: 522 6866

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**Advanced Certificate in Koori Child Care**

A one year full-time course is offered for Aboriginal persons wishing to develop child care skills. The course is being conducted as a cooperative effort between the Victorian Aboriginal Child Care Agency and the Department of Family and Community Studies at Swinburne University of Technology - TAFE Division, Prahran Campus.

**Qualifications and Further Opportunities**
Students successfully completing this course receive the Advanced Certificate in Koori Child Care. Graduates are able to work with children up to six years of age. The majority of graduates gain employment in day care centres. Graduates of the course also have the option of further study with entry into the 2nd year of the Associate Diploma of Social Science in Child Care.

**Course Availability**
One year full-time. Students currently attend from March to December.

**Entry Requirements**
There are no formal educational requirements. The minimum age for entry is 16 years of age as at February 1st.

**Application and Selection Procedures**
Admission is based on candidates suitability for a career in Child Care. Applicants will be asked to attend an interview in February, the closing date for the Advanced Certificate in Koori Child Care is the first week in February.

**Course Content**
- Early Childhood Development
- Health and Nurturing Skills and Nutrition
- Aboriginal Studies
- Children's Experiences and Program Planning
- English and Communication Skills
- Supervised Work Experience
- First Aid
- Literacy

**Living Allowances**
Students accepted into the course are eligible for full Aboriginal study grants. This provides you with:
- living allowance
- allowances for dependents
- a grant to cover costs of books and materials

Study grant forms will be available after your acceptance into the course.
Accommodation
Students who require accommodation during the course should make inquiries to the Victorian Hostels Ltd. Telephone: (03) 419 6347.

How to Apply
Students wishing to apply for the Advanced Certificate in Koori Child Care contact either:

Victorian Aboriginal Child Care Agency
4 Brunswick Place
Fitzroy, 3065
Telephone: 419 7899

or

Secretary
Family and Community Studies
Swinburne University of Technology - TAFE Division
Prahran Campus
144 High Street
Prahran, 3181
Telephone: 522 6866

Certificate in Koori Home & Community Care

The Certificate in Koori Home & Community Care Course offers 110 hours of training to people who wish to work predominantly in the aged services area. This course also applied to those wanting to work in home and community based services providing support to those with a disability, suffering long-term illnesses, or in rehabilitation programs.

Course Availability
Courses are conducted for those currently working in the field or those wanting to begin work in the home and community care field. The structure of the course includes 1 day a week for 16 weeks, or 2 days a week over 8 weeks.

Entry Requirements
There are no formal educational requirements

Application & Selection Procedures
Admission is based on candidates suitability for a career in home and community care and applicants will be asked to attend an interview.

Course Content
• Role of the Home and Community Care Worker
• Personal Care
• Disabilities
• Conditions requiring special care
• Human Development
• Communication

Further Study
Although this course does not directly link into related courses, many students continue specialised studies, such as in the child care area, or in the area of residential care of youth and children or adults with an intellectual disability. In the future, it is planned that an Advanced Certificate in Residential and Community Services in the Aged area will be implemented and the Home and Community Care course may be linked into this course.

Further Information
Koori FACS Unit
C/- Fitzroy Primary School
George Street
Fitzroy, 3065
Telephone: 419 2097

or

Secretary
Family & Community Studies
Swinburne University of Technology - TAFE Division
Prahran Campus
144 High Street
Prahran, 3181
Telephone: 522 6866

Certificate in Child Care (Home Based Koori Foster Care)

The Certificate in Child Care (Home based Koori Foster Care) is designed to provide training for people working as Homebased caregivers for local councils, or in private homes.

Entry Standard
There are no formal age or academic requirements

Articulation into other Courses
Students who have completed the course can apply for exemptions in other TAFE courses such as the Advanced Certificate in Koori Child Care.

Venue
The venue to run the units can be at ACCA or at a chosen place within the caregivers own local area. The units can be run during the day, evening or weekend. This can be decided by the caregivers.

Course Details
This course can be taken as a whole or as individual units over a longer period of time. It is designed to offer caregivers maximum flexibility.

Course Structure
• Koori Families
• Play and Learning
• Children’s Growth & Development
• Daily Care & Routines
• Developing skills in the Workplace
ASSOCIATE DIPLOMA OF ARTS (GRAPHIC ART)

This course prepares students to execute design concepts efficiently and economically; to be capable of using a variety of media for rendering and illustrating; to assemble 'camera ready' art work, with the necessary understanding of graphic reproduction techniques.

The Associate Diploma of Arts (Graphic Art) course is recognised by the Education Department and members of the advertising, reproduction and printing industries. The 'finished artist' is a paraprofessional - i.e. the highest level of immediate support staff to the graphic designer.

Course content has been developed by industry representatives together with educationalists and is a practical course with continuing attainable goals. Its aim is to develop design, manipulative and computing skills with the production knowledge to engender pride in craftsmanship.

Prerequisites and Entry Requirements
The entry level for this course is post-VCE. The normal expectation is that successful applicants will have completed the VCE or are mature age. In this context 'mature age' refers to individuals who would not be classified as continuing students. It is expected that successful applicants will have the foundation level competencies in numeracy and literacy that will enable achievement of the course objectives.

Applicants will also be asked to supply evidence, through the presentation of a folio of art work, of their ability. The criteria used for assessing the art work are: manipulative and technical art skill; accuracy; sense of design, proportion and colour; neatness; acuteness of observation.

Students who successfully complete the course will have the entry level competencies to work as a graphic artist across a wide range of graphic industry occupations. By far the greatest number of career opportunities exist within advertising agencies and the graphic design and finished art studios which service them. These organisations vary in size from the small on-person operator who employs an assistant, to the large international agencies with over a hundred staff. They vary just as widely in character and work environment.

Students from the course are employed in a number of other areas of the industry, such as publishing (newspapers and magazines), retail advertising, large corporations, printers, packaging, film and television production houses, educational institutions and government departments.

Course Duration
Eighteen months of full-time study, followed by six months of evening classes (1 unit) are necessary to complete the units required for the course.

Students must attend at least 80 percent of classes to be eligible for assessment. Work experience in industry is an important element of the final six months of full-time study - you will spend alternate fortights of this period away from your College in industry situations, gaining valuable experience prior to seeking employment.

Course Structure
The student will work through a series of professional-style projects ranging from simple press advertisements to corporate image design and total advertising campaigns and will be encouraged to develop an individual talent through study in the following areas:

Course Code: SA302

Level 1
- AA347 Design 1
- AA348 Drawing 1
- AA349 Finished Art 1
- AA350 Occupational Health and Safety
- AA351 Arts Law
- AA352 Technical Illustration
- AA353 Typography 1
- AA354 Computer Graphics 1
- AA355 Reprographics and Prepress 1
- AA356 Negotiation Skills
- M357 Client Interaction
- AA358 Personal Organisational Skills

Level 2
- AA359 Design 2
- AA360 Finished Art 2
- AA361 Careers
Participants must demonstrate the achievement of all learning outcomes to the specified standard to receive credit for each unit and must satisfactorily complete all units to be eligible for the award. Methods of assessment include written, oral and practical assignments and tests. The main method of assessment involves the production of artwork based on commercial job briefs. It is suggested that a single folio of artwork is submitted for level 2 and level 3 units to allow for and encourage the integration of graphic arts skills where this is possible.

**Subject Code**

**Design 1**  
**Design 2**  
**Design 3**  
The purpose of these units is to develop an understanding of the design process, principles and elements, both from an historical and cultural perspective, and how current design practices are applied to solving visual communication problems inherent in typical job briefs. Opportunities to progress from the manipulation of basic design elements, to analyse the technical and aesthetic aspects and apply this knowledge to increasingly complex 2D and 3D projects.

**Drawing**  
The aim of this unit is to introduce the drawing skills and techniques required by the graphic artist to produce work suitable for commercial reproduction. The subject will include a wide range of common products for brochures and catalogues and the human figure, suitable for storyboards and visuals in a variety of media.

**Finished Art 1**  
**Finished Art 2**  
**Finished Art 3**  
Your Finished Art studies will begin with the basic preparation of camera-ready artwork, both manually and computer generated 1 and 2 colour designs and progress to the production of 4 colour process artwork for a variety of typical commercial projects as well as the production of colour presentation visuals and mock-ups.

**Colour**  
The purpose of this unit is to introduce students to the theoretical basic and practical use of colour as it relates to the production of visual communication for commercial production.

**Basic colour perception and the preparation of artwork for a range of colour proofing and printing processes.**

**Technical Illustration 1**  
**Technical Illustration 2**  
The introduction of the basic projection system’s geometric drawing practices and perspective and airbrushing techniques and their application to manually drawn and computer generated illustrations.

**Typography 1**  
**Typography 2**  
**Typography 3**  
The purpose of this unit is to introduce and develop skills and knowledge needed for the preparation of type for commercial print and to extend the students’ ability through a series of practical applications using both trade house services and in house computer facilities.

**Computer Graphics 1**  
**Computer Graphics 2**  
**Computer Graphics 3**  
The aim of this unit is to develop essential computer knowledge of skills for the preparation of graphic art, typography and illustrations through the use of appropriate applications and peripherals.

**Reprographics and Prepress 1**  
**Reprographics and Prepress 2**  
The purpose of this unit is to introduce the basic principles and practices of using reprographic materials and technology in the preparation of designs, illustrations and typography for graphic reproduction and to develop the use of computer generated reprographic technology.

**Negotiation skills**  
**Client Interaction**  
**Personal Organisation Skills**  
The purpose of these units is to provide training for effective communication in negotiating, interacting with clients, time management, goal setting, stress management, written and spoken communication etc. with a particular focus on the graphic arts industry.

**Careers**  
The purpose of this unit is to familiarise students with the range of career options and opportunities for graphic artists and the trends...
in technological change within the graphic arts industry through workplace visits.

**Product Illustration 1**
**Product Illustration 2**
The purpose of this unit is to introduce and develop product illustration skills to a high standard to meet the requirements of the client designer and production process through the use of traditional media and computer.

**Occupational Health and Safety**
History, nature and control of chemical hazards for the art worker and the study of the hazards that exist in the physical environment and how they can be prevented or minimised and the familiarisation with the obligations of employers and employees under OH&S legislation and the strategies used to manage OH&S issues in the workplace.

**Arts Law**
The purpose of this unit is to introduce the legal rights and responsibilities of graphic artists with respect to contracts, payment and copyright.

**Practical Placement**
Students are given the opportunity to observe and participate in graphic arts projects in a variety of industry locations for eight weeks.

**Visiting Specialists**
The purpose of this unit is to introduce the structure and scope of individual work practices within the graphic arts industry and to investigate the range of work relationships which exist between the artist and client, the material supplier, the trade house, the freelancer, work colleagues and associates. It will also provide students with an opportunity to discuss with a recognised practitioner specialist skills and knowledge.

**ADVANCED CERTIFICATE IN ART AND DESIGN**

The course aims to develop vocational skills which lead to the achievement of self employment opportunities in the art industry;

- establish an awareness of the place, role and responsibilities of the art worker within a social, economic and political context;
- develop attitudes of adaptability in response to changing trends and opportunities within the art industry;

Course Duration
The Advanced Certificate in Art and Design is offered as a two year full-time or approved equivalent part-time course. Successful students may qualify for admission to tertiary art courses after the first year. Students may apply for entrance into the first or second year of the Advanced Certificate.

Entrance Requirements
Prospective students are required to attend an interview and present a folio. Preference is given to post VCE and mature age students. At your interview a panel of staff will view your folio.

You will be expected to present a range of works completed in your chosen medium e.g. painting, sculpture, printmaking, photography, video etc. In addition to these works you are requested to present a minimum of 5 drawings from observation, and 5 idea drawings in any medium. You will be expected to show some awareness of recent art and design.

We suggest that you visit The National Gallery of Victoria and various public and private galleries prior to your interview.

Please note, that as places are strictly limited, we strongly advise that you also apply to the other TAFE Colleges.

How to Apply
The Secretary
Advanced Certificate in Art and Design
Swinburne University of Technology – TAFE Division
Prahran Campus
144 High Street
Prahran Vic. 3181
Telephone: 522 6700

Applications open August 8
Applications close October 29

Subjects and Subject Codes
**First Year**

**Compulsory Subjects**
- Ideas, Language and Culture 1 and 2 AP501 and AP601
- Visual Art Studies 1 and 2 AP502 and AP602
- Art Survey, Health and Safety 1 and 2 AP503 and AP603
- General Drawing and Life Drawing 1 and 2 AP504 and AP604
- Design 1 and 2 AP505 and AP605

**Electives Offered (minimum 3)**
- Graphic Design 1 and 2 AP506 and AP606
- Illustration 1 and 2 AP507 and AP607
- Three Dimensional Design 1 and 2 AP508 and AP608
Sculpture 1 and 2  AP509 and AP609
Printmaking 1 and 2  AP510 and AP610
Photography 1 and 2  AP511 and AP611
Film and Video Production 1 and 2  AP512 and AP612
Painting 1 and 2  AP513 and AP613

Second Year

Compulsory Subjects
Ideas, Language and Culture 3 & 4  AP514 and AP614
Art Business Practices 1 & 2  AP515 and AP615
Drawing 3 & 4  AP516 and AP616
*Work Practice 1 & 2  AP517 and AP614
*Work Practice 1 and 2 may consist of practical placement where appropriate or other work related projects by negotiation.

Studio Practice 1/Film and Video Production 1 & 3  AP521 and AP621
Studio Practice 1 and Painting 3  AP520 and AP620

Electives Offered
Studio Practice 2 and Photography  AP531 and AP631
Studio Practice 2 and Sculpture 4  AP529 and AP629

Subject Descriptions

First Year

Ideas, Language and Culture  AP501, AP601
Ideas, Language and Culture aims to develop an awareness of literature and the visual arts and their relationship to culture. This unit concentrates on film and literature from the 20th Century which are specifically related to the movements of expressionism and surrealism.

Visual Art Studies  AP502, AP602
This subject aims to develop a broad appreciation of the visual arts and an understanding of their historical development, with special emphasis on 20th Century theory and practice. Students are encouraged and expected to develop their oral and writing skills in relation to the visual arts.

Art Survey including Health and Safety  AP503, AP603
Art Survey introduces students to a wide range of artists and art works, and the arts industry as a vocational field. Students visit exhibitions, attend lectures by visiting artists, develop an inquiring approach to movements and trends in the art industry and increase research and reference gathering skills.

Art Survey also aims to develop an awareness of health and safety issues in the arts industry and in the production of art works.

General Drawing and Life Drawing  AP504, AP604
General Drawing and Life Drawing students observe, analyse and develop the use of line, form, tone, perspective and structure. Students will be given assignments that deal with these elements as well as different mediums, techniques and papers. A sketch-book and visual resource journal will be kept as an ongoing process which is not restricted to class time.

Design 1 and 2  AP505, AP604
Basic Design concepts are introduced through the disciplines of Painting, Graphic Design, Photography, Film and Video, Printmaking, Drawing and Sculpture.

Design solutions are encouraged in an ongoing process of research, materials and methods study and concept development.

Graphic Design  AP506, AP606
Through an understanding of visual perception, the elements of Graphic Design are shown in demonstrations, tutorials and set projects. Instruction is given in the applications of a variety of media. An overview study of the industry encourages research and reference gathering skills.

Illustration  AP507, AP607
Illustration examines a range of techniques and styles and their relations to present day illustration. This includes a study of commercial printing processes, composition and colour. In studying the History of Illustration, students are encouraged to research the industry, from the drawing board to the market place.

Three Dimensional Design 1 and 2  AP508, AP608
Students will experience the use of a variety of tools, equipment, materials, techniques and conduct personal research to be able to analyse and evaluate their own three dimensional design productions.

Sculpture  AP509, AP609
The development of concepts and methods in the production of sculpture are encouraged through set and self-initiated projects. Historical and contemporary examples describe the language of sculpture, and a critical awareness of current art practice enables the student to discuss and research their own production. Instruction in the proper use of hand tools, equipment and materials is given, in relation to issues of health and safety.
Printmaking AP510, AP610
This unit examines the techniques and theory of woodcut, lino cut, etching, silk screen and monoprint. The processes and materials of printmaking are presented through a series of projects, demonstrations and lectures which identify key aspects of contemporary practice.

Photography AP511, AP611
The basic principles of black and white photography are presented in the context of contemporary gallery practice and theory. Areas covered include: camera operation, exposure, lighting, chemistry, printing techniques, mounting and display.

A substantial folio is produced through a series of challenging and innovative projects.

Film and Video Production AP512, AP612
The first year is directed to people wishing to produce folio material for entrance to major film and television schools, with particular attention given to small crew, independent low budget production. Areas covered include: screenwriting, preproduction procedures, camera operation, lighting techniques, sound recording and editing, VHS and Super 8.

Painting AP513, AP613
This subject introduces the student to studio practice through a series of set projects. Exploration of different painting techniques is encouraged and expected.

Instruction is given in the various ways in which oil and acrylic paints can be used, on a variety of surfaces and formats. Special emphasis is given to study of contemporary art practice and gallery visits.

Subject Descriptions
Second Year

Film and Video Production AP521, AP621
The emphasis in training is directed towards independent production in non mainstream, broadcast quality, film and video.

Subject areas include: 16mm film production, sound recording, Hi8 video production, screenwriting, production management, film theory and drawing.

Prerequisites: showreels in VHS and/or Super 8 - no longer than 10 minutes.

Painting AP520, AP620
This subject aims at increasing the student competency in the Methods and Materials of painting. Students are introduced to studio practice and management, and are made familiar with the Gallery System and Exhibiting Procedures.

Photography AP531, AP631
35mm Black and White techniques are presented in the contexts of film and video production, painting and sculpture.

No previous knowledge in photography is required. Areas covered include: exposure, film processing, printing, concept development, photofinishing and lighting.

Sculpture AP529, AP629
The focus in second year is to extend the elements and principles of sculpture into installation and time-based structures. This elective applies to the areas of film and video and painting; projects are by proposal and consultation.

Health and safety procedures in workshops will continue to be reinforced.

Certificate in Performing Arts (Foundation Studies) SHOWBIZ
Performing Arts Showbiz offers a broad range of exciting training opportunities for the entertainment industry.

Certificate in Performing Arts
The course will provide initial vocational training and education for individuals who aspire to become performing art workers. This course is based on the needs of performers involved in the broad arena of performing work rather than primarily in mainstream theatre.

The course will develop the skills and knowledge that will enable students to become performing arts workers, through an emphasis on gaining and initiating employment in a range of mediums.

Subjects
First Year - Semester One
Performance Making 1A - Basic Performance Skills
- Improvisation
- Clowning
- Acting for TV
Design and Technology 1A - Mask
- Lighting
- Camera Operation
Voice and Movement Workshop 1A
Performing Arts in Context
Script Writing

Second Year - Semester One
Voice and Movement Workshop 2A - Circus Skills
Personal Survival and Management
Scripted Production
Performing Arts in Context
Design and Technology 2A - Related to Scripted Production

**Semester Two**
Performance Making 2B - Multi Media
- Comedy
- Puppetry

Design and Technology 2B
Performing Arts in Context - Industry Studies
Personal Survival and Management 2
Documentary films.

**Entrance Requirements**
The entrance standard for this course is successful completion of Year 11. Mature age applicants who do not meet the academic requirements are also eligible for the course. Applicants must also demonstrate the ability to commit themselves to the completion of a task through active participation as a member of a group. Applicants must also attend an interview and participate in a workshop, as part of the selection procedure.

Application forms are available from the Performing Arts Department after first week of September.

**The Showbiz Program • Short Courses in the Performing Arts**
Gives access to professional entertainers, technicians and managerial personnel to further their existing skills and to provide further training in different facets of the industry.

It offers semi-professionals an opportunity to expand entertainment skills, be they of an entertainment or technical nature, and thereby enhance their respective levels of professionalism and industry credibility.

Provides a comprehensive training program for 'beginners' of demonstrable talent in an endeavour to produce a well-rounded, flexible entertainer with knowledge of many show-business areas.

The Showbiz course allows participants to choose an area of study keyed to their interests, to define further career goals, to discover or develop their potential for professional pursuits and to acquire necessary skills through:

- Short programs of three to ten weeks on an evening/weekend basis;
- Seminars led by respected experts in particular important show-business areas;
- Weekly classes providing on-going training in specific skills;
- Clinics giving instruction in developing skills;
- Workshops to further skills in a very practical way under expert tutelage;
- Ongoing programs offering instruction over a lengthy period of time.

Courses are being developed and added to the Showbiz curriculum continually as special interests and industry needs multiply. The areas covered include acting, improvisation, acting for television, advanced acting, master classes, writing, comedy, make-up, technical theatre, skills, accents and dialects, voice and radio techniques.

The teaching staff of Showbiz are professionals currently practicing in the entertainment industry. The program has the full support of the many facets of the entertainment industry.

**How to Apply**
The Showbiz program are available February to July and August to December. For further information on the Certificate in Performing Arts and Showbiz programs:

Secretary
Department of Performing Arts
Swinburne University of Technology - TAFE Division
Prahran Campus
144 High Street
Prahran, 3181.
Telephone: 522 6739, 5108509.

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**DEPARTMENT OF ADULT EDUCATION—ADULT LITERACY AND BASIC EDUCATION UNIT**

**I. The Adult Literacy and Basic Education Unit**
The Adult Literacy and Basic Education Unit offers adults from English and non-English speaking backgrounds the opportunity to improve their reading, writing and maths skills. The Unit responds to needs expressed by students from within the College, people in the community, and by the long term unemployed. The Unit has available trained teachers and volunteer tutors.

The Unit has programs which help:
- students enrolled in courses at the Prahran Campus
- people in the community who wish to improve their reading writing and maths skills so that they may gain access to further education, improve their job opportunities, enrich their lives and participate more fully in their community.
- people who have traditionally been denied access to general education because they have yet to develop sufficient skills to access formal education.

The scope of provision by the Unit can be seen as a developmental pathway from the earliest...
stages of reading and writing to a readiness to undertake a wide range of employment, vocational training and other formal study, such as the VCE. The courses are designed to fit the Adult Basic Education Accreditation frameworks draft competence statements for adult reading and writing.

2. Course Descriptions
(a) Literacy and Numeracy (Level 1 ABEC Framework)
During Semester 1, 1993 a 16 week course will be offered to adults who have yet to gain competence as an independent reader and writer.
The course will include:
• 6 hrs per week Reading and Writing
• 2 hrs per week Introduction to Computers
• 4 hrs per week Numeracy
• 4 hrs per week Life Skills/Excursions
(b) Adult Basic Education (Level 2-4 ABEC Framework)
(20 hours per week for 6 months or 10 hours per week for 12 months).
Statements of attainment available at each level.
• 6 hrs per week Mathematics
• 2 hrs per week Introduction to Computers (Word processing - WP 5 & Lotus)
• 2 hrs per week Study skills and 6 hrs of locally determined subjects e.g. career development, art & craft, Australian history, French polishing, Introduction to psychology, film studies, office procedures. Part-time students may take the equivalent over two semesters.
(c) Part-time Basic Education
For those students unable to attend a more intensive course, and for those enrolling part way through a semester, 4 hrs per week English will be offered. Basic Education Maths and English is available one evening each week (Levels 1-2 ABEC Framework)
(d) English for Long Term Migrants
Who have not completed Year 10 equivalent in their first language. 4 hrs per week Reading, Writing, Speaking and listening.
(e) Study Skills
The Unit offers small groups and one to one tuition to students enrolled in College courses. Course content includes assistance with essay and report writing, reading for information and research techniques, expression, punctuation, grammar and spelling.
All students will need to have an individual interview for assessment and appropriate placement.

Student Allowances
Many students will be eligible for Job Search or Newstart allowances or for formal training allowance while studying our courses. In order to establish eligibility you must register at your local CES office. As waiting periods apply before allowance are payable, we suggest you register with the CES now.

Further information is available from:
Adult Literacy and Basic Education Unit
Swinburne University of Technology – TAFE Division
Prahran Campus
144 High Street
Prahran, Victoria, 3181
Telephone: (03) 522 6837

ENGLISH FOR FURTHER STUDIES IN BUSINESS

Enquiries
Contact Person Linda Cutting
Administrative Staff: Vicki Formosa
Telephone: 522 6985
Location: Building H, Level 4, Room H420
Enquiry Times: Tuesdays 2.00 - 4.00
Thursdays 1.00 - 3.00

Course Aims
The course prepares people from a Non-English speaking background for further studies in the field of business.

What you will learn
1. English as a Second Language (ESL) and study skills such as:
   • note taking from books and lectures
   • essay and report writing skills
   • library skills
   • classroom discussion
   • giving an oral presentation
   • independent study
   • reading skills
2. Business subjects such as:
   • Introduction to Accounting
   • Law
   • Economics
   • Introduction to word processing
   • Business communications.
3. Knowledge and cultural understanding necessary for students to enter successfully into the Australian post-secondary education system.
Exemption
If you:

1. Pass the subject Introduction to Accounting in this course and
2. Are accepted into a TAFE course in Accounting, Computer Programming or Office Administration.

You can apply for exemption* from the equivalent subject in that course.

"Exemption = You have already passed that subject and do not have to repeat it in your new course.

Course Availability and Length
22 hours per week for 16 weeks.

Starting February and July (subject to funding). Classes are held in the daytime only.

Who can apply
To apply for this course:

1. You must be a Permanent Resident of Australia.
2. English must not be your first language.
3. You must have an intermediate level of English (ASLPR 2+ minimum).
4. You must intend to study a business-related course after this English course.
5. You must have successfully completed at least Year 11 (or equivalent) at school and/or have suitable work experience.

Application forms are available from:
Migrant Education Unit
Centre for SACS, Access and The Arts
Swinburne University of Technology – TAFE Division
Prahran Campus
144 High Street
Prahran, Victoria, 3181
Telephone: (03) 522 6985

1. Fill in your application form and send it to the Migrant Education Unit.
2. We will write to you telling you the date and time you must come to the College for an interview and English test.
3. Selection is based on each applicant's suitability for the course.
4. If your application is successful, we will write to you before the course. No letters notifying applicants that their application has been unsuccessful will be sent out until all places in the course are full.

Closing Dates
Your application form must reach us by:
* 1 June, 1993 for Semester 2, 1993 courses.
* 9 November, 1993 for Semester 1, 1994 courses.

Late applications will be considered if places are available in courses.

Fees & Charges
You will need to buy books (total = $100 approximatley). You will be notified of any fees involved at the interview.

Student Allowances
Many students will be eligible for Job Search or New Start allowances or for formal training allowance while studying our courses. In order to establish eligibility you must register at your local CES office. As waiting periods apply before allowances are payable, we suggest you register with the CES now.

Migrant Access Education Program

Enquiries
Contact Person: Linda Cutting
Administrative Staff: Vicki Formosa
Telephone: 522 6985
Location: Building H, Level 4, Room H420
Enquiry times: Tuesdays 2.00 - 4.00, Thursdays 1.00 - 3.00

Course Aims
The course aims to assist people from a Non-English Speaking Background to gain the language and skills they need to successfully enter work or further work-related training.

What you will learn
1. English as a second language (ESL) and study skills such as:
   • speaking in English
   • reading and writing in English
   • communication skills.
2. How to choose suitable courses and jobs
3. How to apply for jobs and courses.
4. Health and safety at work.
5. Understanding Australian Society.
6. Basic word processing skills.

Course Availability and Length
• 22 hours per week for 16 weeks.
• Starting in February and July (subject to funding).
• Classes are held in the daytime only.
• Classes usually start at 9 am and may finish at 5 pm on some days.

Who Can Apply
To apply for this course:
1. You must be a Permanent Resident of Australia.
2. English must not be your first language
3. You must have an intermediate level of English and no longer be eligible for Adult Migrant Education Service (AMES) classes.

4. You must be looking for an English course that will prepare you for work or study.

**Application forms are available from:**
Migrant Education Unit
Centre for SACS, Access and The Arts
Swinburne University of Technology – TAFE Division
Prahran Campus
144 High Street
Prahran, Victoria, 3181
Telephone: (03) 522 6985.

1. Fill in your application form and send it to the Migrant Education Unit.
2. We will write to you telling you the date and time you must come to the college for an interview and English test.
3. Selection is based on each applicant’s suitability for the course.
4. If your application is successful, we will write to you before the course. No letters notifying applicants that their application has been unsuccessful will be sent out until all places in the course are full.

**Closing Dates**
Your application form must reach us by:
* 1 June, 1993 for Semester 2, 1993 courses.
* 9 November, 1993 for Semester 1, 1994 courses.

Late applications will be considered if places are available in courses.

**Fees and Charges**
You will need to buy books (total = $60 approximately). You will be notified of any fees involved at the interview.

**Student Allowances**
Many students will be eligible for Job Search Allowance or Newstart Allowance or for formal Training Allowance while studying our courses. In order to establish eligibility you must register at your local CES office. As waiting periods apply before allowances are payable, we suggest you register with the CES now.

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**ENGLISH FOR OCCUPATIONAL PURPOSES**

**Enquiries**
Contact Person: Linda Cutting
Administrative Staff: Vicki Formosa
Telephone: 522 6985
Location: Building H, Level 4, Room H420

Enquiry times:  
Monday to Thursday 2.00 - 4.00
Thursdays 1.00 - 3.00

**Course Aims**
The course aims to assist people from a Non-English Speaking Backgrounds who have professional and semi-professional qualifications to gain the language and skills they need to return to work in the field for which they have already been trained overseas.

**What you will learn**
- Writing job application and curriculum vitae.
- Job seeking and interview skills.
- Retraining options and analysis of needs.
- Language related to work processes.
- Talking and negotiating at work.
- Rights and conditions at work.
- Telephone and writing skills.
- Business letters, report and note-taking skills.
- Word Processing (Introduction)
- Work Experience Program.

**Course Availability and length**
- 22 hours per week for 16 weeks
- Starting in February and July (subject to funding)
- Classes are held in the daytime only
- Classes usually start at 9am and may finish at 5pm on some days.

**Who Can Apply**
To apply for this course:
1. You must be a Permanent Resident of Australia.
2. English must not be your first language.
3. You must have an intermediate level of English (ASLPR 2 minimum) and no longer be eligible for Adult Migrant Education Service (AMES) classes.
4. You must be looking for an English course that will prepare you to return to work in a field for which you have relevant overseas qualifications.

**Application forms are available from:**
Migrant Education Unit
Centre for SACS, Access and The Arts
Swinburne University of Technology – TAFE Division
Prahran Campus
144 High Street
Prahran, Vic., 3181
Telephone: (03) 522 6985

1. Fill in your application form and send it to the Migrant Education Unit.
2. We will write to you telling you the date and time you must come to the college for an interview and English test.
3. Selection is based on each applicant’s suitability for the course.
4. If your application is successful, we will
write to you before the course. No letters notifying applicants that their application has been unsuccessful will be sent out until all places in the course are full.

Closing Dates
Your application form must reach us by:
- 1 June, 1993 for Semester 2, 1993 courses.
- 9 November, 1993 for Semester 1, 1994 courses.
Late applications will be considered if places are available in courses.

Fees and Charges
You will be notified of any fees involved at the interview. You will also need to buy books (total = $60 approximately).

Student Allowances.
Many students will be eligible for Job Search or Newstart allowances or for formal Training Allowance while studying our courses. In order to establish eligibility you must register at your local CES office. As waiting periods apply before allowances are payable, we suggest you register with the CES now.

ENGLISH FOR FURTHER STUDIES
(GENERAL)

Enquiries
Contact Person: Linda Cutting
Administrative Staff: Vicki Formosa
Phone: 522 6985
Location: Building H, Level 4, Room H420
Enquiry times: Tuesdays 2.00-4.00
Thursdays 1.00-3.00

Course Aims
The course prepares people from a Non-English speaking background for further study in fields other than Business.

What you will learn
1. English as a Second Language (ESL) and study skills such as:
   - note taking from book and lectures
   - essay and report writing skills
   - library skills
   - classroom discussion
   - giving an oral presentation
   - independent study
   - reading skills
2. Subjects such as:
   - word processing
   - Australian Studies
   - problem solving, data collection and analysis
   - communication skills
3. Knowledge and cultural understanding necessary for students to enter successfully into the Australian post-secondary education system.

Course Availability and Length
22 hours per week for 16 weeks. Starting February and July (subject to funding). Classes are held in the daytime only.

Who Can Apply
To apply for this course:
1. You must be a Permanent Resident of Australia
2. English must not be your first language.
3. You must have an intermediate level of English.
4. You must intend to study a Certificate, Diploma or Degree course after this English course.
5. You must have successfully completed at least Year 11 (or equivalent) at school and/or have suitable work experience

Application forms are available from:
Migrant Education Unit
Centre for SACS, Access and The Arts
Swinburne University of Technology - TAFE Division
Prahran Campus
144 High Street
Prahran, Vic., 3181
Telephone: (03) 522 6985
1. Fill in your application form and send it to the Migrant Education Unit.
2. We will write to you telling you the date and time you must come to the College for an interview and English test.
3. Selection is based on each applicant’s suitability for the course.
4. If your application is successful, we will contact you before the course. No letters notifying applicants that their application has been unsuccessful will be sent out until all places in the course are filled.

Closing Dates
Your application form must reach us by:
- 1 June, 1993 for Semester 2, 1993 courses.
- 9 November, 1993 for Semester 1, 1994 courses.
- Late applications will be considered if places are available in courses.

Fees and Charges
You will be notified of any fees involved, at the time of interview.
You will also need to buy books (total = $100 approximately).
Centre for Social and Community Services, Access and the Arts

Student Allowances
Many students will be eligible for Job Search or Newstart allowances or for formal training allowance while studying our courses. In order to establish eligibility you must register at your local CES office. As waiting periods apply before allowance are payable, we suggest you register with the CES now.

Migrant Women's Course

Enquiries
Contact Person: Linda Cutting
Administrative Staff: Vicki Formosa
Telephone: 522 6985
Location: Building H, Level 4, Room H420
Enquiry times: Tuesdays 2.00-4.00
Thursdays 1.00-3.00

Course Aims
The course aims to assist women from a Non-English speaking background to develop language skills and confidence to discuss, read and write about issues of concern to migrant women. The course provides an orientation to the TAFE system and the opportunity to clarify vocational goals.

What you will learn
Much of the course content is determined by the students working together with the teacher. The main focus of the course is English as a Second Language (ESL) skills such as:

- Speaking in English
- Reading and writing in English
- Communication skills

Some topics usually included are:

1. How to choose suitable courses.
2. How to apply for jobs and courses.
3. Health and safety at work and in the home.
5. What services and facilities are available for you.

Course Availability and length
- 3 hours per week for 18 weeks
- starting in February and July (subject to funding)
- Classes are held in the daytime only.

Who Can Apply
To apply for this course:

1. You must be a woman who is a Permanent Resident of Australia.
2. English must not be your first language

Application forms are available from:
Migrant Education Unit
Centre for SACS, Access and The Arts
Swinburne University of Technology
Prahran Campus
144 High Street
Prahran, Vic., 3181
Telephone: (03) 522 6985

1. Fill in your application form and send it to the Migrant Education Unit.
2. Selection is based on each applicant's suitability for the course.
3. If your application is successful, we will contact you before the course. No letters notifying applicants that their application has been unsuccessful will be sent out until all places in the course are full.

Closing Date
Your application form must reach us by:

- 1 June, 1993 for Semester 2, 1993 courses
- 9 November, 1993 for Semester 1, 1994 courses.
- Late applications will be considered if places are available in courses.

Fees and Charges
You will be notified of any fees involved at the time of interview.

Student Allowances
Many students will be eligible for Job Search or Newstart allowances or for formal training allowance while studying our courses. In order to establish eligibility you must register at your local CES office. As waiting periods apply before allowance are payable, we suggest you register with the CES now.

Adult VCE Preparatory Programs - VCE Tertiary Preparation

The Victorian Certificate of Education for Adults is conducted by the Department of Adult Education.

Aims of Course
The Victorian Certificate of Education (VCE) is the completion of secondary education. Students who successfully complete the VCE program will be well prepared for entrance to undergraduate degree courses at Australian Colleges, Universities, and TAFE Associate Diplomas.

Course Structure
Students are required to study at least four (4) subjects, one of which must be English. Currently, we are able to offer a selection of subjects covering pre-requisites for most facilities in Australian Universities.
We offer the following subjects from which students can make their choice:

- in Science: Physics, Chemistry, Biology, Physical Education and Information Technology.
- in Maths: three (3) distinct courses as required by various degree courses.
- in Business: Accounting, Legal Studies, Economics, Computing and Business Management.
- in Humanities: History, Politics and Literature.
- in Social Science: Psychology, Sociology and Human Development and Society.
- in Art: Art (both theory and practical).

Ancillary courses and workshops which will assist students successfully complete the Certificate are also available.

The Certificate is conducted over 34 teaching weeks from mid-February to mid-November. Classes are scheduled morning, afternoon or evening to enable students to have the widest possible choice of subjects.

The Adult Study Centre caters especially for students who wish to return to study after a period of absence and offers services to assist with this process. Regardless of when you left school, or at what level, the Adult Study Centre can and will help you.

It is possible to gain your Victorian Certificate of Education (previously HSC) over a period of time undertaking one subject a year if you wish. You may be credited with subjects you have already completed. Many Year 12 subjects do not have a Year 11 prerequisite and so may be attempted immediately without study at a preparatory level. Experience indicates that the average part-time student should not undertake more than two subjects in any one year.

Students wishing to enter a university or college through the WAC (Victorian Tertiary Admissions Centre) should note that WAC requirements differ from those of VCAB (Victorian Curriculum and Assessment Board) regarding the VCE.

Preparation for VCE (Year 11 Equivalent) Classes are offered at Year 11 for students who require either to refresh their knowledge in Maths, Physics and Chemistry fields or did not take these studies in the past. Some students may also feel they need to upgrade their English skills before attempting Adult VCE.

Bridging Programs (Year 10 Equivalent) Classes are offered in basic English and Maths. (It should be noted this English class is not migrant English for Migrant English Phone 522 6985).

Methods for Tertiary Study (For students over 23 years). Please note the course is designed for students wishing to undertake studies in the Humanities and Social Science fields only. Full details of this course are available from the Adult Study Centre Office.

Art Workshop
(a) (Wednesday) Beginners/Intermediate - Drawing and Painting (some craft).
(b) (Thursday) Intermediate/Advanced - Folio Prep, Drawing and Painting.

Business Studies Preparatory Program (For students over 21 years). A special half year full-time program is offered for students who have completed Year 12 or equivalent and seek a place in Associate Diploma of Business (Accounting) at the Prahran Campus. Full details of this course are available from the Adult Study Centre Office.

Fee Schedule:
- Single Study (subject) $140
- Part-Time [2 studies (subjects)] $210
- Full-Time [3 or 4 studies (subjects)] $310

In addition to the fee above, students will be required to pay a Student Union Fee. Fees do not include cost of texts or course notes.

Refunds: If a student withdraws before the first class (8th February), then the fees paid, less an administration charge of $25 will be refunded.

No refunds can be given after the start of classes.

Note: Methods for Tertiary Study, Business Studies Preparatory Program and Art Workshops are 'Fee for Service' courses and no concessions are possible.

Further information
Department of Adult Education
Swinburne University of Technology - TAFE Division
Adult Study Centre
1st Floor
Prahran Secondary College Building
Cnr. Orrong Road and Molesworth Street,
Prahran, Vic., 3181
Telephone: (03) 529 7744
Fax: (03) 525 2303.

LANGUAGE AND COMMUNITY PROGRAMS

The Language and Community Programs Office caters for people wishing to acquire new personal or vocational skills through non-accredited short courses. Classes are held in a variety of local venues. The office also works with a number of organisations in the local community to make access to both formal and information education more readily available.
Short Courses
Courses are held throughout the year varying in duration from one day to fifteen weeks. Classes are generally held on weekday evenings although some are available on Saturdays.

There are no prerequisites for these courses.

The 1993 program will vary slightly from term to term but will include the following courses:

- Acrylic & Oil Painting
- Acting in Amateur Theatre
- Advanced Driving Course
- Advanced Pattern Drafting/Grading
- Advanced Sewing
- Advertising Copy Writing
- Aerobics/fitness Instructors Course
- Airbrush Techniques
- Alexander Techniques
- Assertion Skills
- Aromatherapy
- Basic Cooking
- Basic Drafting for the Home Builder
- Bicycle Maintenance
- Cajun Cooking
- Calligraphy
- Camera Techniques I & II
- Car Maintenance
- Cartooning
- Catering
- Choosing a Financial Planner
- Classical Yoga
- Communication Skills
- Computer Graphics
- Cooking Classes International
- Costume Jewellery
- Creative Design
- Creative Writing
- Crowd Controllers Course
- Day & Evening Makeup
- Decorative Painted Finishes
- Drama
- Drawing, Beginners & Stage II
- Drawing & Painting
- Evening Wear Workshop
- Fashionable Dinner Parties
- Fashion Design I & II
- Fashion Illustration
- Fashion Marketing
- Financial Planning for Women
- Finished Art
- Flat Bread Making
- Floral Art
- Folio Preparation
- Freelance Journalism
- French Polishing
- Garden Design
- Golf
- Graphic Design
- Grooming & Business Etiquette
- Handcolouring Photographs
- Happiness Principle
- Home Maintenance
- Homeopathy
- Indian Vegetarian Cooking
- Illustration
- Interior Decoration
- Interior Design
- Introduction to Apple Macintosh
- Introduction to Commercial Floristry
- Introduction to Film
- Introduction to Natural Therapies
- Introduction to Psychology
- Italian Regional
- Japanese Cooking
- Jazz Ballet for Fitness & Fun
- Jewellery Making Using Semi-precious Stones
- Knitting
- Leadlighting
- Life Drawing
- Lingerie Workshop
- Lycra Sportswear
- Machine Embroidery
- Macrobiotic Cooking
- Massage
- Meditation
- Mediterranean Cooking
- Metal Work
- Microwave Cooking
- Millinery
- Mind Over Matter
- Pattern Drafting
- Personal Growth-Personal Power
- Photography Stage I, II & III
- Picture Framing
- Pottery
- Printmaking
- Professional Dressmaking
- Public Speaking
- Relaxation Massage
- Screen Printing
- Seated Massage - Head, Neck & Shoulders
- Self Defence for Women
- Sewing for Beginners
- Shiatsu Massage
- Shirt Workshop
- Singing - You Can Do It
- Spa Cuisine
- Sport Massage
- Sport Psychology
- Stress Management & Relaxation
- Study Skills
- Strictly Ballroom Dancing
- Tai Chi
- Tailoring
Thai Cooking
Time Management
Tour Guiding
Upholstery
Watercolour Painting
Welding for Beginners
Wine Appreciation
Window Decor
Woodwork
Writing for Beginners
Writing for Children

Languages
Arabic
Auslan
Chinese (Mandarin)
Croatian
Dutch
French
German
Greek
Hebrew
Hungarian
Indonesian
Italian
Japanese
Korean
Russian
Spanish
Swedish
Thai
Vietnamese

Courses generally begin in February, May, July and October.

As there is no government subsidy for adult education, these courses are mostly self-funded, that is the student fee is determined by the costs involved in conducting the course. We attempt to keep the fees as low as possible without taking away from the quality of the program. Concession rates apply to people in receipt of social security and unemployment benefits, and to full-time students of Swinburne University of Technology - TAFE Division.

Information about Adult Courses
The office can provide information about the informal learning opportunities available in Prahran and surrounding municipalities.

Community Liaison
Swinburne University of Technology - TAFE Division, Prahran Campus is an integral part of the Prahran community. It has numerous resources in the form of people, skills, knowledge and facilities which can be of benefit to the local community. The Language and Community Programs Office is a link between the University and the community in creating access to these resources. It also works closely with local groups and residents’ associations on community projects.

How to Apply
Language and Community Programs
Swinburne University of Technology - TAFE Division
Prahran Campus
140 High Street,
Prahran, Vic., 3181
Ph: 522 6844
Centre for Social and Community Services, Access and the Arts
Centre for Furniture Studies
**ACADEMIC STAFF**

**Head of Centre**
Assistant Director: Leslie J. Edwards, DipEd
Admin: TTrIC

**Secretary:** Pamela McArthur-Olesen

**Woodmachinist/Technician:** Max Dick

**Department of Wood Machining**
Head of Department: Neil Rogers, DipIT, TTrIC
Acting Teacher II: Mick Buultjens, CertPracDec, DipIT, TTrIC
Teachers: Philip Ashley, CTDipIT, AIWM
Peter Plumridge, DipIT, TTrIC
Robert Wembridge, DipIT
William Cullen, DipIT
Christopher Frost, (ITT)

**Department of Polishing (Furniture)**
Head of Department: Richard Warr, DipIT, TTrIC
Teacher II: Donald Peart, DipIT, TTrIC
Teachers: Remo Sica, IT
Vincent Harraghy, DipIT

**Department of Upholstering**
Head of Department: Edward Lithgow, CertPracDec, DipIT, TTrIC
Teacher II: Heinz Gross, CertPracDec, DipIT, GradDipEdTech
Teachers: Raymond Halliday, DipIT, TTrIC
Robert Scott, TTrIC, DipIT
Melvin Townsend, DipIT, TTrIC
Allan Wood, CertPracDec, DipIT, TTrIC

**Department of Cabinet Making**
Head of Department: John Simpson, DipIT, TTrIC
Acting Teacher II: Val Debeljak, DipIT, TTrIC
John Ricci, CertPracDec, DipIT, TTrIC
Leigh Hill, (ITT)
Barry Clooney, DipIT TTrIC
Furniture Studies

Furniture Polishing (Apprenticeships)

A three year course in French Polishing and Wood Finishing, covering conventional polishing techniques as well as modern finishes used in the furniture industry.

Furniture Making

As a career, furniture making gives a person an opportunity to work with raw materials and to follow each stage to produce the finished article. The process can be interesting, satisfying and gives one a sense of achievement. Some furniture makers extend their skills into the avenue of restoration and renovation.

The furniture industry is one of Victoria’s largest, and opportunities for promotion, as in all industries, are available to conscientious and dedicated tradesmen and tradeswomen.

The furniture industry may still appear to be male dominated, but women are playing an increasingly important role in many of the trades areas. Prahran Campus welcomes female apprentices.

Entry Requirements

A student wishing to study Furniture Polishing must first find an employer prepared to offer him/her a Contract of Training. Only registered apprentices can be enrolled at the College. Registration is obtained through the State Training Board, Victoria, Apprentice Operations Section, Telephone 628 2555.

Physically, an apprentice in the furniture trades must be well coordinated and in general good health and Polishing apprentices would be disadvantaged by colour blindness. Working in the furniture industry often exposes a person to fine particles of dust, wood and sometimes, toxic fumes, so that a person prone to allergies may be at risk. However, the risk from noise levels and toxicity are minimised by safety procedures and equipment.

Course Duration

Polishing at Prahran Campus involves attending the College one day per week or on Block Release (4 x 10 day blocks per year) for a three year period.

Certification and Recognition

Students who successfully complete the prescribed course will be eligible for the award of Certificate of Proficiency from the State Training Board of Victoria.

Course Content

A course of three years duration providing comprehensive training in practical polishing techniques on full size pieces of furniture. Courses are conducted on the competency based Modular system in which students work at their own pace on their own projects.

The College based training program consists of 960 hours work. In that time apprentices are required to complete 17 Core Units and in consultation with their employer and instructor select 2 Elective Units which must be completed to successfully finish the course.

The objectives in the modules have been developed self paced competence terms.

Core Units

1. Orientation
2. Occupational Health and Safety
3. Theory of Colour
4. Timber Preparation
5. Wood Stains
6. Filling-In
7. Furniture Stripping
8. Air Supply & Spray Booth
9. Conventional Spraying
10. Air Assisted Spraying
11. Airless Spraying
12. High Volume Low Pressure Spraying
13. Pigmented Finishes
14. Two Pot Finishes
15. French Polishing
16. Colour Matching
17. Touch Up & Repairs

Elective Units

1. Piano Polishing
2. Antique Restoration
3. False Graining
4. Metal Spraying

How to Apply

Firstly, you must find an apprenticeship. Apprenticeships can be found advertised in the employment sections of newspapers. Local CES Offices have listings of apprenticeships being offered in their districts. Alternatively, employers in Furniture Trades are listed in the telephone directory and can be approached through individual initiative.
Centre for
Furniture
Studies

Furniture Studies
Upholstering
(Apprenticeships)

Upholstering at Prahran Campus is taught through the apprenticeship system. Students are released by their employer to study on block release, and the term of apprenticeship is four years (including three years of schooling).

Furniture Making

As a career, furniture making gives a person an opportunity to work with raw materials and to follow each stage to produce the finished article. The process can be interesting, satisfying and gives one a sense of achievement. Some furniture makers extend their skills into the avenue of restoration and renovation.

The furniture industry is one of Victoria's largest, and opportunities for promotion, as in all industries, are available to conscientious and dedicated tradesmen and tradeswomen.

The furniture industry may still appear to be male dominated, but women are playing an increasingly important role in many of the trades areas. Prahran Campus welcomes female apprentices.

Entry Requirements

A student wishing to study Upholstery must first find an employer prepared to offer him/her a Contract of Training. Only registered apprentices can be enrolled at the College. Registration is obtained through the State Training Board, Victoria, Apprentices Operations Section, Telephone 628 2555.

Physically, an apprentice in the furniture trades must be well co-ordinated and in general good health and Upholstery apprentices would be disadvantaged by colour blindness. Working in the furniture industry often exposes a person to fine particles of dust, wood and sometimes, toxic fumes, so that person prone to allergies may be at risk. However, the risk from noise levels and toxicity are minimised by safety procedures and equipment.

Course Duration

Upholstering at Prahran Campus involves attending the College on Block Release (8 x 5 day blocks per year) for a three year period maximum.

Certification and Recognition

Students who successfully complete the prescribed course will be eligible for the award of Certificate of Proficiency from the State Training Board.

Course Content

A course of three years duration providing comprehensive training in practical upholstering techniques on full sized pieces of furniture. Theory, calculation and drawing skills are based on practical work projects. Courses are conducted on the modular system in which students work at their own pace on their own projects.

The College based training program consists of 960 hours work. Apprentices are required to complete the Basic Modules 1 to 16 and each module must be successfully completed before proceeding to the Elective Modules. To complete the course, the apprentice, in consultation with his/her employer and instructor, selects additional modules from the Elective Modules offered. The minimum number of elective modules which must be elected to complete the course is dependent on the point value of the module. A minimum of 160 points must be obtained to satisfactorily complete the course.

The objectives in the modules have been written in a sequential format, but this need not necessarily be adhered to unless they rely on skills in a previous section. The sequence is flexible to suit the requirements of the learner, where possible allowing progression through the objectives of the course at a pace to suit the learner. The successful completion of the objectives of the module will be assessed through testing at the end of the module or on cumulative assessment throughout the module.

Basic Modules

1. Orientation
2. Frame Construction
3. Simple Padded Seats
4. Pip Edges
5. Finishing Off
6. Bridge Chair
7. Sewing Machines
8. Contemporary Foundations
9. Lounge Chair
10. Stitched Edges
11. Wing Chair
12. Decorative Machining
13. Fluting
14. Diamond Buttoning
15. Buttoning in Foam
16. Bedroom Chair

Elective Modules

A51 Advanced Diamond Buttoning (average points:72)
B51 Advanced Fluting (average points:40)
C51 Antique Restoration and Reproduction (average points:40)
D51 Fitting and Machining (average points: 20)
E51 Trade Drawing (average points: 40)
F51 Polishing (Furniture) (average points: 24)
G51 Wood Carving (average points: 40)
H51 Renovations (average points: 24)
J51 Basic Woodwork (average points: 32)

How to Apply
Firstly, you must find an apprenticeship. Apprenticeships can be found advertised in the employment sections of newspapers. Local CES Offices have listings of apprenticeships being offered in their districts. Alternatively, employers in Furniture Trades are listed in the telephone directory and can be approached through individual initiative.

Furniture Studies Cabinet Making (Apprenticeships)

Cabinet Making at Prahran Campus is taught through the apprenticeship system. Students are released by their employer to study one day a week or on block release, and the term of apprenticeship is four years, including three years of schooling.

Furniture Making

As a career, furniture making gives a person an opportunity to work with raw materials and to follow each stage to produce the finished article. The process can be interesting, satisfying and gives one a sense of achievement. Some furniture makers extend their skills into the avenue of restoration and renovation.

The furniture industry is one of Victoria's largest, and opportunities for promotion, as in all industries, are available to conscientious and dedicated tradesmen and tradeswomen.

The furniture industry may still appear to be male dominated, but women are playing an increasingly important role in many of the trades areas. Prahran Campus welcomes female apprentices.

Entry Requirements

A student wishing to study Cabinet Making must first find an employer prepared to offer him/her a Contract of Training. Only registered apprentices can be enrolled at the College. Registration is obtained through the State Training Board, Victoria, Apprentice Operations Section, Telephone 628 2555.

Physically, an apprentice in the furniture trades must be well co-ordinated and in general good health. Working in the furniture industry often exposes a person to find particles of dust, wood and, sometimes toxic fumes, so that a person prone to allergies may be at risk. However, the risk from noise levels and toxicity are minimised by safety procedures and equipment.

Course duration

Cabinet Making at Prahran Campus involves attending the College one day per week for a three year period.

Certification and Recognition

Students who successfully complete the prescribed course will be eligible for the award of Certificate of Proficiency from the State Training Board.

Course Content

A course of three year duration providing comprehensive training in practical cabinet making techniques on full sized pieces of furniture. Theory, calculation and drawing skills are based on practical work projects. Courses are conducted on the modular system in which students work at their own pace on their own projects.

The College based training program consists of 960 hours of work. The course itself comprises 16 basic modules and electives. Apprentices are required to complete the Basic Modules 1 to 16 and each module must be successfully completed before proceeding to Elective Modules. To Complete the course, the apprentice, in consultation with his/her employer and Instructor, selects any additional modules from the Elective Modules offered in order to attain a minimum of 120 points.

The objectives in the modules have been written in a sequential format, but this need not necessarily be adhered to unless they rely on skills in a previous section. The sequence is flexible to suit the requirements of the learner, where possible allowing progression through the objectives of the course at a pace to suit the learner. The successful completion of the objectives of the module will be assessed through testing at the end of the module or on cumulative assessment throughout the module.

Course Structure

1. Introduction 40 hours
2. Leg and Rail Construction 48 hours
3. Manufactured Boards 72 hours
4. Solid Timber Construction 120 hours
5. Framed Construction 96 hours
6. Angular Construction 72 hours
7. Curved work and Decoration 136 hours
8. Use of Machinery 16 hours
9A Furniture Project
9B Fitments Project
10A Fitment Minor Project
10B Furniture Minor Project (240 hours)
Centre for
Furniture
Studies

General
C51 Veneering Processes (24 hours)
C53 Wood Carving (40 hours)
C54 Personal Development (24 hours)
C55 Estimating and Costing (24 hours)
C56 Job Planning and Production Techniques (36 hours)

Furniture Drawing and Design
D51 Developmental Drawing - Freehand Sketching (3 hours)
D52 Perspective Drawing - Single Point (3 hours)
D53 Perspective Drawing - Angular Perspective (4 hours)
D54 Finished Drawing (4 hours)
D55 Organisational Production Diagram (4 hours)
D56 Room Design - Axonometric Projection (4 hours)
D57 Alternative Decoration Detail (6 hours)
D58 Construction Details - Explanatory Diagram (4 hours)
D59 Orthographic Drawing for Mod. 9 and 10 (6 hours)
D60 Orthographic Drawing - Alternative designs (3 hours)
D61 Reading Drawings (4 hours)
D62 Ergonomics (6 hours)
D63 Cutter Development and Mouldings (4 hours)
D64 Computer-aided Drawing (8 hours)
D65 Plans and Elevations (8 hours)
D66 Modular Design (6 hours)
D67 Furniture Period Styles (8 hours)

Other Trade Skills
M51 Bandsaw (8 hours)
M52 Circular Saw (24 hours)
M53 Basic Wood Turning (24 hours)
M54 Spindle Moulder (16 hours)
M55 Surface Planer (Buzzer) (16 hours)
M56 Panel Planer (Thicknesser) (8 hours)
M57 Multi Borer (12 hours)
M58 Edge Bander (8 hours)
M59 Overhead Router (8 hours)
M60 Dovetailer (12 hours)
P51 Polishing Furniture (24 hours)
U51 Upholstering (32 hours)

How to Apply
Firstly, you must find an apprenticeship. Apprenticeships can be found advertised in the employment sections of newspapers. Local CES Offices have listings of apprenticeships being offered in their districts. Alternatively, employers in Furniture Trades are listed in the telephone directory and can be approached through individual initiative.

Furniture Studies Wood Machining (Apprenticeships)

Furniture, timber, building, joinery and boat building are just some of the industries the wood machining trade services.

Within the context of the furniture industry; one of Victoria's largest, wood machining is possibly the most important of all the wood trades. Most other processes are reliant on the conversion of raw materials into components and finished articles, by the machinist.

Many articles of furniture go directly from the machine to the consumer (interrupted only by packaging), other components go to the cabinet maker for assembly into a variety of finished articles.

Today's wood machinist must be multi-skilled, capable of more than the setting up, operation and maintenance of conventional machinery. Mechanical and engineering knowledge is an important component of the machinist's skills repertoire. Rapid technological advances occurring within the industry has also catapulted the machinist into the areas of computer programming and in some cases into computer assisted design.

Entry Requirements
A student wishing to study Wood Machining must first find an employer prepared to offer him/her a Contract of Training. Only registered apprentices can be enrolled at the College. Registration is obtained through the State Training Board, Victoria, Apprentice Operations Section, Telephone 628 2555.

Physically, an apprentice in the furniture trades must be well co-ordinated and in general good health. Working in the furniture industry often exposes a person to fine particles of dust, wood and sometimes, toxic fumes, so that a person prone to allergies may be at risk. However, the risk from noise levels and toxicity are minimised by safety procedures and equipment.

Course duration
Wood Machining at Prahran Campus involves attending the College one day per week for a three year period. Alternatively, the course may be available in block release form - 7 x 1 week

The prescribed time for the course is 960 hours.
The 960 hours is structured as follows:-

Basic Modules
1 to 8 600 hours
9 and 10 - Stream A or B 240 hours
*Alternate Modules 120 hours
Total 960 hours

*To complete the course Alternate Modules must be selected to make up at least 120 hours.
blocks per year for 3 years.

Students who successfully complete the prescribed course will be eligible for the award of Certificate of Proficiency from the State Training Board.

**Course Content**
A course of three years duration providing comprehensive training in practical Wood Machining techniques on full sized pieces of furniture. Theory, calculation and drawing skills are based on practical work projects. Courses are conducted on the modular system in which students work at their own pace on their own projects.

The College based training program consists of 960 hours work. The course itself comprises 20 modules and 2 optional modules. Apprentices are required to complete the basic modules 1 to 6 and then may select modules in streams relative to their particular work place ie. joinery, flat board etc.

The apprentice, in consultation with his/her employer selects the appropriate parts most suitable to his/her immediate needs, followed by the remainder of the course, so as to acquire the practical skills for both joinery and the furniture industry.

The objectives in the modules have been written in a sequential format, but this need not necessarily be adhered to unless they rely on skills in a previous section. The sequence is flexible to suit the requirements of the learner. The successful completion of the objectives of the module will be assessed through testing at the end of the module or on cumulative assessment throughout the module.

**Course Structure**

**Initial Units**
1. Orientation and Personal Development
2. Timber Preparation
3. Operations and Maintenance
4. Framed Construction and Sanding
5. Framed Construction
6. Shaping

**Enhanced Units**
7. Solid Timber Theory
8. Manufactured Board Theory
9. Joinery Theory
10. Drawer Construction
11. Multi-borer
12. Point to Point Borer
13. Router Floating Head
14. N.C. Router
15. Edge Bander (Pre-Glued)
16. Edge Bander (Hot Melt)
17. Moulder (Push Feed)
18. Moulder (Through Feed)
19. Double End Tenoner
20. Beam Saw

**Streams**

<table>
<thead>
<tr>
<th>Streams</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Solid Timbers</td>
<td>7,10,13,14,19</td>
</tr>
<tr>
<td>B. Flat Board</td>
<td>8,11,12,13,14,15,16,19,20,</td>
</tr>
<tr>
<td>C. Joinery</td>
<td>9,17,18,19,14</td>
</tr>
<tr>
<td>D. Moulding</td>
<td>17,18</td>
</tr>
</tbody>
</table>

**Optional Units**
21. Production Planning and Costing
22. Basic Maintenance - Mechanical
   - Pneumatics
   - Hydraulics

**Advantages of Wood Machining at Prahran Campus**
- Specialist staff skilled in CNC machine programming and operations, high speed moulding, tool and cutter grinding.
- Modern equipment; this enables all components of the entire course to be offered
- Self-paced modular learning program
- Flexibility to accommodate student and employer needs
- Day or block release study mode options
- Availability of whole course or singular units of work
- Recognition of prior learning: the acknowledgement of skills and knowledge obtained through formal training, work experiences and life experience.
- Excellent public transport accessibility.
- Good car parking available.

**How to Apply**
Firstly, you must find an apprenticeship. Apprenticeships can be found advertised in the employment sections of newspapers. Local CES Offices have listings of apprenticeships being offered in their districts. Alternatively, employers in Furniture Trades are listed in the telephone directory and can be approached through individual initiative.