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.
Swinburne
University of Technology

Handbook
TAFE Division
1994
### 1994 Calendar

#### January
- **1** New Year's Day
- **3** Swinburne re-opens
- **26** Australia Day

#### February
- **2** **H.Ed.** and **TAFE** enrolment period begins for Round 1 offers through **VTAC**
- **14** **H.Ed.** teaching begins: Engineering (alternate entry and final year) and Arts (Honours)
- **16** **H.Ed.** and **TAFE** enrolment period begins for Round 2 offers through **VTAC**
- **21** **H.Ed.** teaching begins: Engineering (Years I-IV)
- **28** **H.M.** teaching begins: Applied Science, Arts (other than honours), Business and Design

#### March
- **14** Labour Day
- **30** **H.Ed.** classes end for Easter break
- **31** **H.W.** last day for withdrawal from a first semester subject, unit or course without penalty of failure*
- **H.Ed.** Census date for **HECS** (semester 1)
- **H.Ed.** and **TAFE** last day for applications for refund of General Service Fee

#### April
- **7** **H.Ed.** classes resume after the Easter break
- **25** Anzac Day

#### May
- **4** **H.Ed.** Graduation ceremony
- **25** **H.Ed.** Graduation ceremony
- **31** **H.Ed.** last day for application for awards for students completing courses in semester 1, 1994

#### June
- **9** **TAFE** award presentation ceremony
- **13** **H.Ed.** semester 1 examination period begins
- **Queen's Birthday**
- **14** **TAFE** semester 1 examination period begins
- **24** **H.Ed.** and **TAFE** examination period ends
- **30** **TAFE** last day for applications for awards for students completing courses in semester 1, 1994

#### July
- **1** **H.Ed.** inter-semester break begins
- **4** **H.Ed.** Engineering (alternate entry) semester 2 classes begin
- **18** **H.Ed.** classes resume for semester 2

#### August
- **31** **TAFE** last day for subject variations to enrolments for semester 2
- **H.Ed.** last day for withdrawal of a second semester subject, unit or course without penalty of failure*
- **H.Ed.** Census date for **HECS** (semester 2)

#### September
- **16** **H.Ed.** classes end for mid-semester break
- **26** **H.Ed.** Design classes resume after mid-semester break

#### October
- **3** **H.Ed.** (except Design) classes resume after mid-semester break
- **12** **H.Ed.** Graduation ceremony
- **21** **H.Ed.** last day for application for awards for students completing courses in December 1994

#### November
- **1** Melbourne Cup Day
- **4** **H.Ed.** Business semester 2 examination period begins
- **7** **H.Ed.** Applied Science, Arts and Engineering Semester 2 examination period begins
- **18** **H.Ed.** semester 2 examination period ends
- **21** **TAFE** semester 2 examination period begins
- **30** **TAFE** last day for application for awards for students completing courses in December 1994

#### December
- **2** **TAFE** semester 2 examination period ends
- **24** Swinburne closes for Christmas break

---

**TAFE students**

As no information exists in this calendar concerning the starting dates and finishing dates of **TAFE** teaching periods please contact one of the following for this information:

**Business Studies — Hawthorn**
- School Secretary, 36 Wakefield Street, 819 8957

**Business Studies — Prahran**
- School Secretary, H423, 522 6832

**Engineering and Industrial Sciences — Hawthorn**
- School Administrator, TC219, 819 8916

**Furniture Studies — Prahran**
- School Secretary, 2140 Green Street, 522 6752

**Social Sciences and Arts — Hawthorn**
- School Administrator, 32 Wakefield Street, 819 8553189 8598

**Social Sciences and Arts — Prahran**
- School Administrator, H640, 522 6800

Or for general campus information:

**Hawthorn** — Secretary, Deputy Director, TB109, 819 8486

**Prahran** — Secretary, Deputy Director, G110, 522 6702

---

*Students should be aware that some faculties have an earlier deadline for addition of new subjects. Students should consult their faculty office.*
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 education 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
John Street, Hawthorn 3122
Australia
PO Box 218, Hawthorn 3122
Telephone 03 819 8911
Fax 03 819 5454
ISSN 0705-1964

Editor Sarah Niner
Typesetter Rogan's Typesetting Services Pty. Ltd., Maryborough
Printing Australian Print Group, Maryborough
General University Information

Coat of Arms 6
How to use this Handbook 6
A proud history 7
Swinburne today 7
Campuses 8
Hawthorn Campus 8
Mooroolbark Campus 8
Prahran Campus 8
Swinburne Council 9
Staff and Officers of the University 9
Chancellery 9
Corporate Division 9
Office of Research and Graduate Studies 10
Information Systems Division 10
Higher Education Division 10
TAFE Division 11

Administration and Services 12
Access Education 12
Alumni 12
Bookshops 12
Chaplaincy 12
Child-care (day and evening) 13
Computer Services and Information Technology 13
English Language for Migrants 14
Equity Unit 15
Hire of Facilities 15
International Student Unit 15
Learning Services 15
Library 16
Multi-modal Learning 18
National Centre for Women 18
Office of Research and Graduate Studies 19
Parking 19
Publicity and Information Unit 20
Student and Educational Services 20
Learning and Educational Development 20
Careers and Industry Liaison 21
Counselling, Housing, Employment and Finance 21
Health and Contact Details 21
Student Assistance Schemes (Austudy, loans
concession tickets etc.) 21
Student Union 22
Membership 22
Activities, Clubs and Societies 23
Insurance, Reading Room/Photocopying 23
Tool Library, Cafes 23
Ethel Hall, Radio Station 24
Legal Adviser 24
Education, Welfare and Research (Appeals and
Advocacy, Campaigns and Pressure Groups) 24
Publications 24
Computer Centre 25
Mooroolbark and Prahran Campus 25
Sports Association 25
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 centuries, 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.

How to use this Handbook

The Swinburne Handbooks are complete references for prospective and current students for the University’s academic programs and structures.

All general information about Swinburne services, facilities and administration is listed in the first two chapters and a regulations and procedures chapter is located at the end of the Handbook.

The course information is ordered into chapters according to the faculty or school. Each one of these chapters lists information in the following order:

- staff associated with the area
- a full list of courses offered (indicating course codes — often in chart form)
- general information about the faculty or school
- specific information about each course including a course structure that lists all required units/subjects.

All units or subjects may be found at the end of each chapter in order of subject code (in alphabetical — numerical order).
A proud history

The 1992 proclamation by the Parliament of Victoria of Swinburne University of Technology Act, marked not only recognition of its distinguished history, but signalled as well the beginning of a new period of growth and innovation for Swinburne. From its establishment in 1908 in Melbourne's eastern suburb of Hawthorn, Swinburne has grown from a local provider of technical education into a multidisciplined, multicampus provider of higher education of national and international significance.

Swinburne was established as the Eastern Suburbs Technical College, and its 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 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, agricultural, 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 University of Technology was proclaimed on 1 July 1992, representing the final step in a series of events which began when George Swinburne founded the Eastern Suburbs Technical College.

In accordance with the Swinburne University of Technology Act, ‘The Council must elect as prescribed a person to be the Chancellor of the University’. Noted Australian businessman, Mr. Richard Pratt AO was installed as Swinburne’s Foundation Chancellor on the 15 March 1993.

Swinburne today

Swinburne has a strong reputation in Australia and overseas as a provider of career orientated education and as an institution with a 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 the 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 now one of a few Australian universities whose responsibilities span the range of programs from apprenticeships to PhDs. In keeping with this breadth of involvement the University continues to play a leading role in creating new approaches to integration between sectors.

The creation of study pathways between sectors and courses is firmly in place at Swinburne. Current pathways involve moving either from the TAFE sector into Higher Education or from TAFE based VCE studies into full TAFE courses. A limited number of pathways are available for students to move from degree courses into TAFE studies, and this will increase in the future. This process of articulation provides students with greater flexibility to complete tertiary qualifications.

Teaching and learning enhancement is a strategic priority for the University, and Swinburne is committed to the transfer of lifelong learning skills.

An Associate Degree in Social Science is an exciting initiative in Higher Education. This new qualification offers choice and diversity to students and is exclusive to Swinburne University of Technology. The two-year Associate Degree is a recognised and relevant qualification designed to provide students with the necessary skills to work in a range of administration and service areas.

Swinburne was founded to provide expanded and more convenient educational opportunities to the residents in the ‘outer east’ of Melbourne. Due to expansion of the city during the intervening years between establishment and transition to university status, Swinburne’s operations are now conducted across three campuses Hawthorn, Mooroolbark and Prahran. At the same time as it focuses on its regional responsibilities, Swinburne is heavily involved in international initiatives, playing a significant part in the internationalisation of Australia’s tertiary education system.
Teaching Divisions
Swinburne has two teaching divisions under the control of one Council. They are:

Higher Education Division
This division offers professional qualifications (diplomas and degrees of Bachelor) and graduate qualifications (certificates, diplomas and degrees of Master and PhD). Enrolments in 1993 were 4958 full-time and 3873 part-time students.

Technical and Further Education Division (TAFE)
This division offers courses at professional and para-professional 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 1992 were 4093 full-time and 7319 (not including short courses) part-time students.

Hawthorn Campus

General enquiries: 819 8911
Hawthorn is Swinburne's original campus. It offers a broad range of undergraduate higher education and TAFE courses in Applied Science, Art and Design, Arts, Business and Engineering. All Swinburne's postgraduate programs are offered on this campus.

Hawthorn campus is one of the few in Australia that offers well integrated Higher Education and TAFE sectors on the one campus. This is illustrated by the innovative Pathways Program that is implementing detailed articulation and credit transfer programs between TAFE and Higher Education. It is also the site for many of Swinburne's research and training centres.

Students enjoy a full range of services and facilities including a library, bookshop, sports centre, cafeterias, health centre, childcare, counselling and careers advice.

The Hawthorn campus is located seven kilometres from the city, and is easily accessible by train and tram. Limited areas have been set aside for student parking. The campus is also close to the Glenferrie Road shopping centre which offers a wide variety of goods and services.

Prahran Campus

General enquiries: 522 6700
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. This small and friendly campus with its mixture of modern and historical buildings, is easily accessible by train, tram and bus and is situated in the heart of cosmopolitan Prahran.

Through its Schools of Business Studies, Social Sciences and Arts and its Centre for Furniture Studies, the campus offers Associate Diploma, Advanced Certificate and Certificate courses via full-time or part-time enrolment. External study options are also available through the Off-campus Department.

Courses include: accounting, credit management, credit procedures and practices, computer programming, insurance, information technology, real estate, records management, office and secretarial studies, management, library and information studies, child care studies, residential and community services, Koori child care, theatre technology and small companies, graphic art, art and design — film and video production, applied language, ESL, literacy, furniture studies for indentured apprentices, year eleven and year twelve VCE.

Over 600 fee-for-service short courses are also offered embracing the entertainment industry, hobby, skill enhancement, language and business and computing.

Full-time Bachelor of Arts courses in Graphic and Industrial Design are also offered through the School of Design.

Mooroolbark Campus

General enquiries: 728 7111
Students at the Mooroolbark campus enjoy an attractive intimate atmosphere in a native setting, boasting a small lake, sporting facilities and all the amenities of a modern tertiary institution. This new campus increases educational options in the outer eastern suburbs.

Situated on the site of the former MDA Grammar School in Edinburgh Rd, Lilydale, the campus provides courses in the Business, Applied Science, Arts and Engineering Faculties. The courses offered in the Bachelor of Business are in Accounting, Marketing and Economics and the Bachelor of Applied Science course in Mathematics/Computer Science is also offered, with students undertaking the same programs as students at the Hawthorn Campus. The majors offered in the Bachelor of Arts are Psychology, Media Studies, Sociology, Philosophy and Cultural Studies, Economics (taught by Business Faculty), Literature, and Political Studies where students numbers permit. A distinctive aspect of the Mooroolbark Campus degrees in Business and Arts is that there is the opportunity to cross faculty boundaries which allows the construction of tailored programs which combine aspects of Business and Arts. Students wishing to study a language (Japanese, Italian, Korean, Vietnamese) currently must secure a place on the Hawthorn Campus.

The Engineering Faculty offers the common first year of its degree courses in Electrical (Power, Communications and Computer Systems), Civil, Manufacturing and Mechanical Engineering. Postgraduate programs in Computer Systems Engineering and Information Technology are also offered. The degrees of Master of Engineering and Doctor of Philosophy are also available. This establishes a complete and fully accredited tertiary environment by having in place programs ranging from first year undergraduate to Masters and PhD studies.
Swinburne Council

Membership as at 1 October 1993
Chancellor
R. Pratt, AO
Appointed by the Governor-in-Council
C.M. Burnup, BA(SIT), DipAppSc(SIT), TSTC(MT)
R.J. Coughlin, DipAppSc(SIT), TSTC(MT)
W.G. Elms, FCA, AFIA
P.N. Honeywood MLA, BA(Hons)(ANU)
R.S. Ives, MLC, BA(Hons), MA, DipEd
N.J. Maughan MLA
B. van Ernst BA, BEd(Mon), MEd(LaT), TPTC, MACE
K.N. Watson, AM, BA, BEd(Melb)
One vacancy
Appointed by the Minister for Education
D.I. Allen, BCom, BEd(Melb), MA(UCB), EdD(UCB)
Appointed by the University Council
K.D. Brown, CertProfMedLabTech(NZ), GradDipOrgBeh(SIT), TTIC(Haw)
T.W. Brown, FCA
T.P. Bruce, LLB(Melb)
S.M.L. Guilfoyle, FCIS, FCPA
A. Polis, BA, DipEd(Melb)
Four vacancies
Member ex officio
Professor J.G. Wallace, MA, MEd(Glas), PhD(Brist), FASSA
(Chancellor)
Appointed by the Academic Board
Associate Professor T.H. Randle, BEd(Melb), MSc(LaT), PhDD(Salford), ARACI, MIFE, MRSC, MACA, MAlMF
Appointed by the Board of Technical Studies
P. Veenker, DipBBus(Acc)(P.CAE), BBus(SIT), MEdStud(Mgt)(Mon), TTC(HIE), CPA, MACE
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. Haasz, BA
L. Scheuch-Evans, BS in Foreign Service (G’town)
Elected by higher education undergraduate students
N. Kolopoulos
Elected by higher education postgraduate students
R. Kanagaingam, BBus(SIT)
Elected by TAFE students
S.D. Rayward
Council Secretariat
Secretary
F.G. Bannon, BCom(Melb), FCPA, AOS, ACM, LCA
Executive Officer
A.J. Miles, BSc(Melb), BEd(Mon)

Staff and Officers of the University
Chancellor
R. Pratt, AO
Vice-chancellor
Professor J.G. Wallace, MA, MEd(Glas), PhD(Brist), FASSA
Executive Assistant to Vice-Chancellor
S.I. Krul, BA(Hons)(Massey)
Deputy Vice-Chancellor
F.G. Bannon, BCom(Melb), FCPA, AOS, ACM, LCA
Executive Assistant to Deputy Vice-Chancellor
S. Pervis, BA(Adel)
Director, TAFE Division
P. Veenker
Freedom of Information Officer
Valerie Anderson

Corporate Division
Deputy Vice-Chancellor
F.G. Bannon, BCom(Melb), FCPA, AOS, ACM, LCA
Building, Grounds and Services
Associate Dean
N. Zorbas, BE(Hons)(WAust), MEd, MEngSc(Melb), MIEEE, MIEAust
Maintenance and Engineering Officer
S. Blackburn
Administration and Services Officer
D. Sharp
Catering Department
Manager
E.M. Briant, DipBus(RMIT)
Council Secretariat
Executive Officer
A.J. Miles, BSc(Melb), BEd(Mon)
Equity Unit
Manager
M. Jones, CertEd(Wales), BEd(Vic), MEdThesis (Mon)
Finance Department
Manager
J. Vander Pal, DipAccy(PTC), BBus(SIT), AASA, CPA, RCA
‘Systems’ Accountant
J.F. Rayner, BSc(Melb), DipEd(Melb)
Divisional Accountant, TAFE Division
P. Wilkins, BBus(Vic), GradDiplBusAdmin(CIT), AASA
Divisional Accountant, Higher Education Division
P. Hotchin, BA(Deakin), GradDiplBusAdmin(SIT), AASA, CPA
Human Resources Department
Manager
P.D. Mudd, BE(NSW), AFIA
Safety Co-ordinator
A. Skotnicki, BAppSc(FT), GradDiplIndHygne(Deakin)
Planning and Information Systems
Manager
R.D. Sharma, BSc(Tas), DipEd(Tas), GradDipOpsRes(RMIT), MEdAdmin(New Eng), PhD
Promotion and Development
Manager
Associate Dean B.C. McDonald (Acting), BCom, DipEd(Melb), FCPA
Higher Education Division

Faculty of Applied Science

Dean of Faculty
Professor JG. McLean, BSci(Syd), HDA(Hons), PhD(Melb)
Head, Department of Applied Chemistry
L.K. Jones, BScVSc, DipEd, PhD(Adel), FRACI
Head, Department of Computer Science
Associate Professor DD. Grant, MSc(Melb), PhD(Reading)
Head, Department of Mathematics
JR. Iacono, BA, MEd(Mon), TTC
Head, Department of Physics
Professor RB. Silverstein, BSc(Hons)(Mon), PhD(Melb)

Faculty of Arts

Dean
Professor L.A. Kilmartin, BA(Qld), MA(ANu), PhD(Adel)
Associate Dean
FX. Walsh, BA(Melb), BEd(Mon)
Chair, Asian Languages and Culture
A. Skoutarides, BA(Hons), PhD(Mon)
Chair, Italian Language and Culture
D. Fairservice, MA(WA), PhD(Edin), DipEd(MCAE)
Chair, Media, Literature and Film
Associate Professor T. Barr, BEd(Lat), MA(Adel), GradDipEdPsych(Mon), MEd(Lat), GradDipEdArt(AdvFTrV)(St) Chair, Philosophy and Cultural Inquiry
M. Haarey, MA, DipEd(Melb), GradDipEdPsych(Mon), MEd(Lat), MARS, VAFT, AIM

Office of Research and Graduate Studies

Academic Head
Professor D.E. Mainwaring, BSc(Hons), DIC, PhD(Lon), FIEAust
Research Coordinator
J. Baird, BA(Hons), BLitt(Melb), MBA(RMIT)

Information Systems Division

Pro Vice-chancellor
To be appointed
Computer Services and Information Technology Manager (Acting)
A. Young, BEng, MEng, MIREE
Learning Services Director
K. Anderson, DipEE, TTEC, BSc(Melb), MA(Griffith)
Library Information Services
Swinburne Librarian
F. Hegarty, BA(UNewEng), DipLib(QIT), BEd(Lat), AALLA

Faculty of Business

Dean of Faculty
M.C. Frazer, BA(Deakin), BSc(Hons)(Mon), GradDipEdTert(DIIAE), MAdmin(Mon), PhD(Camb), AIM, MAIP, FACE
Head, Department of Accounting
WC. Nash, BCom, DipEd(Melb), MBA(GranIT)
Head, Department of Economics
D.S. Thomas, BA(NSW), MA(Syd), PhD(Mon)
Head, Department of Information Systems
DG. Adams, BCom(Melb), MAdmin(Mon), TSTC
Head, Department of Law
P. Holland, DipEd, BCom, LLB(Hons)(Melb), MEnvSc(Mon), Barrister & Solicitor(Vic) Supreme Court
Head, Department of Marketing and Organisation Behaviour
Associate Professor S. Long, BA(Hons)(Melb), TSTC, MEd(Mon), PhD(Melb)

Faculty of Engineering

Dean of Faculty
Professor LM. Gillin, BMetE, MEngSc, MEd(Melb), PhD(Cantab), ASMB(Ball't), FIEAust, FAIM, FACE, FIAE
School of Civil Engineering and Building
Associate Dean
RB. Sandie, BGE, MEngSc(Melb), FIEAust, CEng
School of Electrical Engineering
Associate Dean
B.A. Neyland, BEE(Melb), ME(Melb), TTC(TTC)
School of Innovation and Enterprise

Director
Professor L.M. Gillin, BME(T), MEngSc, MEd(Melb), PhD(Can.), ASME(Ball't), FEAust, FAIM, FACE, FWAACE
School of Mechanical and Manufacturing Engineering
Associate Dean
W.G. Teague, DipMechEng(CIT), BComm, BE(Mech), MEngSc(Melb)

School of Design

Professors
- Head of School
  R. Miller-Smith, FCSD, FDIA, FSTID, FRSA

Research
T.W.A. Whitfield, BA(Hons), PhD
  Head, Department of Design
D.G. Murray, BA[Graphic Design](TIT), TTC, MIA
  Head, Department of Industrial Design
G.A. Lewis, DipA&D(Design)(Prahran), MIA
  Academic Coordinator
R. Macfarlane, DipArt(SCOT), TTC[Graphic Design]
  Manager, Centre for Animation and Interactive Multi-media
J.E. Bird, DipArt(STT), TTC
  Mooroolbark Campus
  Manager
J. Wangeman, BCom, BEd(Melb), MAPS
  Coordinator, Administrative Services
J. Austin

TAFE Division

Director
P. Veenker, DipBBus(Acc)(PCAE), BBus(sIT), MED(Mg)(Mon), TTC(HIE), GPA, MACE
  Deputy Director (Operations)
G. Harrison, DipMechEng(CIT), BSc(Melb), TTC
  Deputy Director (Policy and Planning)
Dr. C. Woodrow, CSW(WillAng), BSc, MED(UWA), PhD(for)
  Assistant Director of Educational Services
D. Bennett, BA, DipEd, BEd, MACE
  Manager, TAFE Administration and Development
L. Flett, BSc, MEnvSc, GradDipComp
  Senior Curriculum Development Officer
J. Sutherland, BSc, DipEd, GradDipAppPsy
  Section Leader, PC Support Services
D. Williamson, BEd

School of Business Studies

Hawthorn campus

Head
RW. Conn, BBus(sIT), DipEd(Mon), ASCPA
  Head, Finance and Information Technology Department
M.J. Joyce, BBus(sIT), DipEd(HIE), ASCPA
  Head, Marketing and Administration Department (Acting)
C. Kent, NZTC(CSTC), BA(sIT)
  Manager, Centre for Business Development and Raining
J. Torbiner, BEd(Melb), GradDipBus(HRD)(Deakin), AIMM

Prahran campus

Head
G. Ryan, BEd, GradDipBus, DipEd, AACS
  Head, Finance and Administrative Studies
D. Tonkin, DipBus(Ed), BEd
  Head, Real Estate and Law
D. Sedgwick, BA, LLB, TITC
  Head, Industry Raining
G. Romuld, BEd, DipEd
  Head, Traineeships and Labour Market Programs
S. Henderson, BA, DipEd, BEd
  Head, Library and Information Studies
M. Hoffman, BA, HDT, ARMIT, AALIA, BEd
  School of Engineering and Industrial Science

Acting Head
R. Aslul, BSc, DipEd(Mon)
  Head, Electrical and Electronics Technology Department
A.G. Hampton, TechCert(Electronics)(H), BEd(Deakin)
  Acting Head, Industrial Sciences Department
J. Cashon, BSc, DipEd, DipCompSc, GradAIP
  Head, Mechanical and Manufacturing Technology Department
J. Brennan, CEng(IME, Ireland), DipEng(NavalArch)(RMIT), BEng(Mech)(RMIT), DipEd(Haw), MEngSc
  Manager, Centre for Engineering Technology
L.L. McLaughlan, Cert(3DToolDraft), Cert(Toolmaking), TTrlC, DipTT(Haw)
  Manager, Industry Training Unit
C. De Martinis, BEd, MSc(LaT), GradDipOcHyg(Deakin)
  Manager, National Scientific Instrumentation Training Centre
G. Jordan, MPharm(VicCollPharmacy)

School of Social Sciences and Arts

Head (Acting)
J. Bisland, BA(Hons), MA, GradDipChDw, MEd, GradDipEd
  Deputy Head (Acting)
G. Amott, BEd, BEd(Mon), GradDipBusAdmin(sIT)
  Hawthorn campus
  Head, General and Community Studies Department (Acting)
K. Wiltshire, BA, BEd
  Head, Access Education Department (Acting)
R. Thomas, BA, MEdSt(Mon)
  Director, English Language Centre
A. Redpath, BA, DipEd, GradDipTESL
  Manager, Workplace Skills Unit
S. Naylor, TPTC, TSpT
  Prahran campus
  Head, Adult Education
B. Brosnan, BA(Hons), MEd(Monash), DipTEFL(ILC Edinburgh)
  Head, Child Care Studies
J. Gilchrist, TPTC, DipKTC, BEd, GradDipEdAdmin(Melb)
  Head, Family and Community Studies
M. Juchnowski, BA, DipEd, MACE
  Head, Language and Community Programs
K. Hellyer, BA, DipEd, DiplEng(Monasch)
  Head, Arts
P. Creed, BA(Hons), DipTeaching
Administration and services
Access Education Department

Acting Head
R. Thomas, BA, MEd(Mon), 819 8816

Secretary
C. Boykett, 819 8634

Compensatory Education
Individual assistance in English and mathematics is available to students of all courses at Swinburne. The need for tuition may be related to a student’s problems with a mathematics and/or English subject. Alternatively, difficulties in English or mathematics may affect a student’s progress in a range of subjects of their particular course of study. Particular attention is given to the provision of English tuition to students from non-English speaking backgrounds.

Tuition may be short-term to overcome a specific difficulty or arranged on a weekly basis over a longer period of time.

Community Access Programs
Staff are also responsible for providing access to any members of the community who wish to improve their English and/or mathematics skills.

Consequently, a variety of courses in mathematics and English are available at a range of different skill levels from one to one tuition to small group classes. In addition, courses are provided with appropriate mathematics and English content to cater for students interested in sitting an entrance examination in nursing, the police force, ambulance service or the fire brigade.

The department operates from the houses located at 42 and 44 William Street. Understanding staff are available to discuss people’s problems in English and/or mathematics and follow-up with appropriate tuition.

Alumni
The Swinburne Alumni Association is an association of former students, former and current staff and other friends of the University. Its mission is to establish and maintain links with the university’s alumni for the purpose of advancing the status of Swinburne both on and off campus.

The primary aims of the Swinburne Alumni Association are:
- to establish and maintain (foster) effective dialogue with the alumni of the University;
- to offer services and activities responsive to the needs of alumni members;
- to provide forums for alumni to establish and maintain contact with their peers;
- to encourage alumni to become involved in policy making and education issues within the University;
- to raise funds to assist the University with the provision of education to present and future students.

As a basic minimum, the objective each year is to provide alumni with three copies of the University’s external publication, Swinburne News — free of charge. Alumni are Swinburne’s best ambassadors and the aim is to keep them informed with all the University’s latest news and developments.

Another way that people can maintain their contact with the University following completion of their course is to become a Contributing Alumni Member. Payment of a fee (60% p.a.) (20%-30%) on hiring charges for seminar rooms/computing laboratories of the Information Technology Institute.

Upon satisfactory completion of an award course (Higher Education and TAFE), names and addresses of alumni are transferred onto the Alumni Association database.

For future information about the Swinburne Alumni Association, contact:
Associate Dean Bruce McDonald
Manager, Institutional Promotion & Development
Telephone: 819 8626

Bookshops (Student Bookshop
Co-operative Limited)

Manager
R. Wilkens, 819 8225

General enquiries
819 4266

Location
Hawthorn
The bookshop is located on the ground floor next to the Cafe in the Union Building, John St, Hawthorn.

Prahran
The bookshop is located on the first floor of the Union Building (U Building), 160 High St., Prahran.

Mooroolbark
The bookshop is located in the Union Building (F Building) next to the cafeteria.

Normal trading hours
Hawthorn campus
Monday-Thursday 8.30am-7.30pm
Friday 8.30am-5.00pm

Prahran campus
Monday-Thursday 9.30am-5.30pm
Friday 9.30am-5.00pm

Mooroolbark campus
Monday-Friday 9.00am-4.00pm
During semester breaks and other times please check the Bookshop notice board.

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 Annual General Meetings and are also eligible to be elected as a board member of the co-operative as per the society’s rules.

To become a member of the co-operative you simply fill in a share application form and pay $5.00 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 cooperative 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.
- Film and film processing.
- 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.

**Chaplaincy**

**Chaplain**
Rev. D. Rathgen, DipPublicSpkg(NZSB), L.Th.(BTS), BA(Cantab)

**Location**
473 Burwood Rd., Room 201 (alongside Student Health Centre)

Telephone: 819 8489

Hours: Tuesday, Thursday 9.00am-5.00pm

**Visiting Chaplains**
- **Prahran campus:** Rev. Bruce Gallacher, 17 Cromwell Rd., Prahran. Phone: 826 3383; available at campus Thursdays and Fridays.
  Enquire via Student Union.
- **Mooroolbark campus:** Rev. Richard O’Brien. Enquire Building C. Phone: 728 7185.
- **Hawthorn campus:** Mr. Chris Gibson; Sister Cathy Skehan; available Monday, Wednesday, Friday. Enquire at 473 Burwood Rd., Room 201. Phone: 819 8489.

As pastors, they are able to support those in any need, or who wish to work through the basic issues of life, or who wish to clarify whatever is happening to them. They are willing to celebrate life's achievements, and to hear what God may be saying to any student or staff member.

New students are particularly invited to make themselves known to the chaplains. They are in touch with all churches in their areas and are happy to supply information about the churches to you upon request. They also have information relating to other religious groups available.

For specific religious affiliations visiting chaplains are available — Jews, Catholics, Orthodox, Lutheran etc.

International students may wish to contact chaplains of their own language group — Korean, Japanese, Chinese, Indonesian, Vietnamese etc. Please enquire 819 8489.

**Child-care Centre**

**Coordinator**
S. Somerville, 819 8519

A cooperative was formed in 1975 to provide child-care facilities at Swinburne for parents in need of this service.

The primary objective of the Centre is to meet the needs of the children by providing a secure and happy atmosphere combined with experiences which will foster their development. The aims of the Centre revolve around encouraging a beneficial contact that will produce an understanding of the needs of the individual child and their family.

The Centre's two houses can cater for up to thirty-five children at one time with six caring staff. The children are not separated into age groups but form one large, if rather noisy, family. A combination of structured and free choice experiences have created a warm, relaxed program. The children are encouraged to go at their own pace, to develop their own style, to find their own solutions and enjoy their own creativity.

The Centre caters for children up to five years of age, not only from Swinburne parents, but other members of the community. A sliding scale of fees has been adopted.

Early application for use of this service is advised as there is a waiting list in existence.

**Evening childcare**

Evening care until 10.00pm is available for children between the ages of 0-14 years at reasonable rates on a casual basis. Please contact the Childcare Service on 819 8519 or the Equity Unit on 819 8804 for further information.

**Computer Services and Information Technology (CSIT)**

**Acting Manager**
A. Young, B.Eng, M.Eng, MIREE
E-mail: Allan.Young@swin.edu.au

**General enquiries**
819 8509
E-mail: enquiries@swin.edu.au

The Computer Service and Information Technology group is part of the Division of Information Systems which was established in 1993. The group is responsible for the provision of computing and communications services to the entire University community. The group's mission is to support the University's teaching, research and community objectives through the application of information technology and services.

The group is customer focused and provides a range of direct customer services as well as supporting the underlying
computing and communications infrastructure. The organisation of the Computer Services and Information Technology group reflects the balance between core specialisation and the need to provide customer oriented services.

Access to the systems and network services provided by CSIT is available on application to the group via the Help Desk. While supporting general access to the University's networks and computing resources priority is given to research and undergraduate students where such access is a mandatory requirement of their course of study. A Network Access and Code of Practice document explains the services provided to users and the conditions governing their use. This document can be obtained from the CSIT via the Help Desk.

Facilities
The facilities group is responsible for the management of the Computer Access Laboratories in the West Wing and in the Engineering Building (EN402). Over 100 PCs are provided in the West Wing laboratory and are available to all University students and staff. Connected to the University's local area network a range of software packages are available through the West Wing file servers and remote departmental file servers. A smaller laboratory located in the Engineering Building, EN402, provides a laboratory which is specifically provided for supervised teaching applications and must be pre-booked.

Opening hours
Opening hours during teaching periods are:
West Wing (see map)
Monday-Friday: 8.00am-11.00pm.
Saturday: 9.00am-5.00pm.
Sunday: 9.00am-5.00pm.
EN402
E-mail: Ken@stan.xx.swin.oz.au.

Customer Liaison
Customer liaison provides the all important interface between the computer service provider and consumer. The customer liaison group is responsible for the definition and provision of new services and the effective maintenance of existing services. With respect to existing services the customer liaison group is responsible for the operation of the Help Desk which provides a centralised contact point for customer queries, fault reporting and new services.

Also attached to the customer liaison group is responsibility for technical publications and training services for the range of products supported by Computer Services and Information Technology.

Help desk
Telephone: 819 5222
E-mail: help@swin.edu.au

PC support
The Computer Services and Information Technology group manages a central PC support service. This service provides first level hardware maintenance and software support to the Higher Education, TAFE and Corporate divisions. In addition to maintenance services, the PC Support group is able to provide advice on the selection of PC hardware and software, and assist in the installation and configuration of recommended computing and peripheral equipment. The group is also responsible for providing access to the University's local area network and the centrally managed network file servers.

English Language for Migrants

Migrant Education Coordinator
L. Cutting (Prahran), 522 6957
V. Reddaway (Hawthorn), 819 8853

Swinburne offers a variety of courses and support programs for migrants, for whom English is their second language, who are:
- preparing to enrol in Swinburne or other post-secondary courses
- currently enrolled in Swinburne courses
- wanting to develop language skills to improve study and work prospects.
Full-time courses
Preparation for further study and work — Prahran campus only.

Part-time, evening courses
Preparation for further study and work and concurrent support for Swinburne students — Hawthorn campus only.

January summer school
English for academic purposes (full-time program) — Hawthorn campus.

Language support within mainstream course
At both campuses, when circumstances allow, English as a second language (ESL) trained teachers and extra tuition time are provided for ESL students enrolled in VCE, advanced certificate and associate diploma courses.

Independent learning
At both campuses students have access to materials for independent study (self-access for language development purposes; audio, computer-based and text-based materials are provided).

Non-permanent residents
Courses are run by the English Language Centre for international students and others who are in Australia on a temporary visa. Enquiries: International Student Unit, 819 8151.

Equity Unit
Manager
M. Jones, CertEd(Wales), BEd(VicC), MEd(Mon)

Equal Opportunity Officer (Operations)
To be appointed

Administrative Officer
J. Spruch

Administrative Officer (Integration)
N. Crozier

Administrative Assistant
J. Ng

Location
1st Floor, 477 Burwood Road
Swinburne University of Technology is committed to providing a learning and working environment that is based on equality of opportunity for all.
Discrimination on the basis of sex, race, marital or family status, impairment, religious or political beliefs or sexual preferences will not be tolerated.
Student admission and assessment procedures, as well as staff recruitment and selection, will be conducted in accordance with the merit principle.
Swinburne is committed to providing an environment free from sexual harassment as well as pursuing a policy of Affirmative Action.
The Committee on Equity is chaired by the Vice Chancellor and is responsible for developing policy and procedures that reflect Swinburne's commitment to equal opportunity.
For further advice or assistance please contact Mary Jones, Manager on 819 8855.

Hire of Swinburne facilities
Outside groups wishing to use Swinburne facilities should contact Planning and Information on 819 8686 to discuss their requirements. Swinburne lecture theatres and classrooms may be booked for use by outside organisations.

Swinburne Conference Centre
The Swinburne Conference Centre is located at the north-west end of the campus. It is a pleasantly situated centre, ideal for small conferences, seminars and training courses. It comprises a large seminar room, one smaller discussion room and a dining room, all available for outside hire. Enquiries about the facilities available or booking of the centre should be directed to the office staff on 819 8686.

International Student Unit
Associate Dean (International Students)
I.A. McCormick, BComm(Melb), MAdmin(Mon), FASA, CPA

Deputy Manager
C. Chu, BA(Mon)

Overseas Student Advisors
T. Bourkas, BA(Mon), GradDipBIT(SUT)
B. Hammond, AssocDipTravel&Tourism(BHT)
S. Hammond
G. Hennequin, BEd(Melb)
M. Lui, AssocDipOffSec(PIT)
D. Pun, DipMassComm(HKBC)

Secretary
W. Wan, BScEcon(Lond)

Location
473 Burwood Road, Hawthorn, 819 8151, 819 8647

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 coordinating 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 coordination of on-going welfare of overseas students is also a responsibility of the unit.
The unit also operates a student hostel for international and Australian students.

Learning Services
Director, Learning Services (Acting)
K. Anderson, DipEE, TTTC, BSc(Melb), MA(Brad)

Learning Resources Production Unit

Head
R. Philp, ABCTechCert
N. Alwis, City & Guilds, FullTechCert(Lond)
M. Clarke, Accounting (AA&ZA(TAFE)
G. Dudley, CertTech(AC)(RMIT)
K. Salehi, BA(CIT), DipPSP(RMIT)
G. Thomson
T. Young, BAAppSci(Photo)(RMIT)
Classroom and Technical Support Unit

Head
R. Cameron, TechCert(RMIT), AssDipAppSci, MediaProd(VicColl)
G. Hay, COT(AV/Media)
J. Mansfield
N. Vargas
T. Weiss, CertTech(RMIT)
M. Young

Staff Development Unit
B. Hawkins, BA(NewEng), MEd(Melb)

Functions of Learning Services
Learning Services provides the following learning and instructional technology services to Swinburne:
- learning resources production;
- instructional technology and curriculum advice;
- interactive multimedia learning facilities;
- educational computing services;
- academic staff development;
- classroom and technical support; and
- teaching/learning research.

Classroom and Technical Support Unit
The Classroom and Technical Support Unit is responsible for equipping teaching spaces with facilities which permit the presentation of computer, video and audio output, overhead transparencies, 35mm slides and 16mm motion films. It also provides audiovisual equipment for loan to teaching staff. To maintain and repair these facilities and equipment, the Classroom and Technical Support Unit operates an extensive, well-equipped workshop. Staff are available to assist with setting-up, operating, repairing and booking equipment as necessary.

Learning Resources Production Unit
The Learning Resources Production Unit is the largest component of Learning Services. It is responsible for producing:
- tutorial, documentary, drama, animation and graphics type material for distribution on videotape, videodisc, in digitised form on multimedia computers broadcast or delivered via ISDN-type facilities;
- tutorial, documentary, drama and music type material for distribution on cassette tape, compact discs, in digitised form on multimedia computers or delivered via ISDN-type facilities;
- computer based learning materials (eg. tutorials and simulations to run on personal workstations or on larger machines accessible via the network), computer managed learning software (eg. item banks for test generation, course management databases), software for interactive multimedia coursework, and other educational software;
- still images for delivery as 35mm slides, as overhead transparencies, in printed form, or as part of a computer based learning program, videotape, videodisc or multimedia presentation;
- animated graphic sequences for use in video programs and computer based learning materials.

The Learning Resources Production Unit also provides photographic, film processing, off-air recording, dubbing and post-production services.

Staff Development Unit
The Staff Development Unit assists academic staff to update their knowledge and skills in teaching and learning, particularly in relation to the use of technology in tertiary education.

Library

Swinburne Librarian
F. Hegarty, BA(UniNewEng), DipLib(QIT), BEd(LaT), AALIA
Deputy Librarian
P.C. Simmenauer, BA(Melb), DipLib(NSW), AALIA
Collection Management
C.L. Ellson, BSoSc(Lib/ship)(RMIT), GradDipAppSci(Town Planning)(RMIT), AALIA
Staff Development
B.J. Donkin, DipArts(SIT), GradDipEd(Hawthorn), AALIA
Administration
E. Turner, CertAppSocSc(LibTech), CompBusAppI/Cert
Secretary
A. Jenkin

Systems and Research
I.A. Douglas, BA(NewEng), MSc(Strath)
S. Chapman, BSoSc(Lib/ship)(RMIT), GradDipBus(Comp)(VicCAE)

Technical Services
D. Doherty, BA(Qld), AALIA
K. Aplolute, BEd(InstTT&EdSci, Jakarta), GradDip(PAdmin)(GrdSchlPAdmin, Jakarta), GradDipLib(R'MinaCAE)
J. Baltraine, BA(Lib/ship)(BUC)
J. Butera, BA(Urban Stud(FIT), GradDipLib(BCAE)
M. Delahay, CertReg(RMIT)
A. Jankowski-Janiak, MLlib&Sclnfo(U,B,Bierut, Poland), GradDipInfoServ(RMIT)
J. Saul, BA(Lib/ship)(BCAE)

Hawthorn Campus

Campus Librarian
B.J. Nichol, BSoSc(Lib/ship)(RMIT), BA(Melb), AALIA

Audiovisual
A. Davies, BA(Melb), GradDiplLib(MCAE)
M. Hawkins, BBus(InfoLibMgt)(RMIT)

Circulation Librarian
E.A. Carter, BSoSc(Lib/ship)(RMIT)

Periodicals
K. McGrath, BA(Mon), GradDiplLib(Ship)(RMIT)
C. Barnes, BA(UNE)
H. Hazard, BA(Syd), DipLib(Mon)
Senior Reference Librarian
J.M. Ager, BA(Melb), GradDiplLib(Ship(CCAE)

Reference Liaison Librarians

Applied Science Faculty
B.A. Camfield, BA(SIT), AssocDipLib/ship(RMIT)

Arts Faculty
S. Whelan, BA(LaT), GradDiplLib(MCAE)

Business Faculty
B. Jones, BSoSc(Lib/ship)(RMIT), AALIA

Design School
G. Turnbull, BEd(LaT), GradDiplLib(Ship(RMIT), GradDipTeach(BrisCAE), AssDipFineArts(QCA), CertCommIll(QCA)

Engineering Faculty
F. O'Donnell, BA(Lib/ship)(BCAE)

TAFE
R. Wallis, BA(Mon), GradDiplLib/ship(RMIT), AALIA

Reference Librarians
A. Copeland, BSoSc(RMIT)
A. Muir, BEd(Lib/ship)(Mon), TC, DipI(W'gong)
M. Rose, BSoSc(Libs Hip)(RMIT)
P. Taylor, BA(Mon), DipLib(NSW), TPTC, AALIA
Inter-library Loans
M. Wilkinson, AssocDipAppSoCSci(LibTech)
GradDiplLib'ship(RMIT)
GradDiplLib'ship(RMIT)
GradDiplLib'ship(RMIT)
GradDiplLib'ship(u~1~)

M. Wilkinson, BA(Hons)(Mon), GradDiplLib'ship(RMIT), AALIA

Mooroolbark Campus
T. Olson

Prahran Campus

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

Information Services Librarian
M. Fox, BEd(Lat), AALA

Circulation Librarian
L. Cantrill, BA(Lib'ship)(CAAE)

Access Librarian
E. Dunstan, BA(Melb), DipEd(Melb), GradDiplLib'ship(MCAE)

Liaison Librarians
M. Thorney, BA(Mon), DipEd(Mon), GradDiplLib'ship(RMIT)
G. Turnbull, BEd(Lat), GradDiplLib'ship(RMIT)
GradDiplTeach(BrisCAE), AssDiplFineArts, CertCommlll(QCA)

Inter-library Loans
J. Pearson, CASS(LibTech)

Administration
L. Fry
R. Clements

Libraries on each of the three campuses provide learning and information resources and services in support of Swinburne's teaching and research programs.

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 collections 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 reciprocal borrowing arrangements with most other libraries. A range of printed guides to resources and services is also available.

Opening hours

Opening hours during teaching periods are:

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

Prahran Campus
Tel.: 522 6998
Monday-Thursday — 8.30am-8.30pm
Friday — 8.30am-5pm
Queen's Birthday, Melbourne Cup Day.

Mooroolbark Campus
Tel.: 728 7115
Monday-Friday — 8.45am-5pm

Check library guides and notice boards for weekend and public holiday times, non-teaching periods and changes.

Summary of Library borrowing regulations and conditions of use

Persons entitled to use the library
Each campus library is available for the use of 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 staff members of Swinburne University of Technology.
Full-time and part-time students of Swinburne University of Technology.
Approved borrowers from other institutions with which Swinburne has reciprocal borrowing agreements.
Registered members of the Swinburne Library Information Service.
Such other persons or organisations as the Swinburne Librarian or Campus Librarian 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 material 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.

Most library materials may be returned to any of the campus libraries. Videocassettes must be returned to the campus 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 for most library material 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 in 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 archive collection, and 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 the item cannot be found after a reasonable search the borrower is responsible for the replacement cost plus a processing charge or the cost of repair.

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 campuses. Further details of these penalties are contained in the campus library guides. For students the issuing of results and eligibility for re-enrolment and awards is dependent upon all outstanding library penalties being resolved. 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 of the library open to the public.
Playing games is not permitted in the library.
Bags and cases may be brought into the library and must upon request be presented for inspection at the library exit. An atmosphere of quiet must be maintained in the library so that it is at all times a place 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 result in exclusion from the library and suspension of borrowing privileges.
If a student is dissatisfied with any punitive action taken by the library for it to be reviewed in accordance with Swinburne’s official ‘Grievance Procedures’ can be made.

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 recommendation 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.

Multi-modal Learning
Multi-modal Learning has been introduced to Swinburne to enhance learning options for students throughout the University. The MML Project is based at the Mooroolbark Campus and is focused on the Applied Science Degree (Mathematics and Computer Science) for the pilot implementation which began in 1993. Multi-modal Learning, which means learning in many ways, will be progressively extended over the next swveral years.

A multi-modal learning course consists of a variety of methods and media of instruction including but not limited to lectures and tutorials. Central to the University’s capacity to provide multi-modal learning experiences is the possession of a personal portable computer (which has electronic telecommunication linkage to the University) by all students in the program. Students are connected to the University facilities and staff via their computers when they are off campus, but the personal portable computers are also used in all classes on any campus. Multi-modal Learning courses are fully documented in Learning Guides which give full details of all aspects of each subject so that students may optimise study locations and arrangements. When multi-modal learning has been extended to many courses it will be possible for students to progress through study programs at varying rates to suit individual capacities and needs.

Multi-modal Learning facilitates the use of Learning Centres being established by the University to reduce the travel requirements for attendance of students and staff whilst maintaining and enhancing the range of learning opportunities. Swinburne has established and equipped the first in a series of Learning Centres located at Glenfern Secondary College, Ferntree Gully, and tutorials and learning resources are available through the centre.

Multi-modal Learning provides the opportunity for staff and students to employ Computer Managed Learning (CML) where appropriate and to use advanced computer software (programs or instructional packages) in any class or at home. MML allows students to complete Swinburne or other library searching via telecommunications from home or other locations.

Swinburne University is committed to the use of multi-modal delivery and its provision is continuing to be implemented from the Mooroolbark Campus in 1994.

The National Centre for Women: Employment, Education and Training
The National Centre for Women (NCW) is an initiative of Swinburne University of Technology. Established in 1993, the Centre has evolved from the Advising Centre for Women (ACW), a three year government-funded project which aimed to increase the participation and retention of women in non-traditional career areas.

While the National Centre for Women shares the ACW focus on gender and non-traditional career paths for women, it now has a strategic, rather than service delivery role, and has a national, rather than State-wide focus. For example, the NCW now undertakes consultancy on gender related issues (particularly in the area of women in non-traditional areas), conducts research relating to gender issues in
employment, education and training (particularly in areas which have traditionally been dominated by men) and develops resources which will enhance women’s prospects in the areas of employment, education and training.

Funding for the National Centre for Women has been initially provided by Swinburne University of Technology, which has encouraged the Centre to adopt a “small business” philosophy. Consequently, the Centre is now involved with “fee for service” activities. The Centre continues to seek corporate sponsorship and government research funds, and, aims, eventually, to become self-supporting.

The Centre is located at 463 Burwood Road, and enquiries are welcome. Phone contact is (03) 819 8633.

Office of Research and Graduate Studies

Research Coordinator
J. Baird, BA(Hons), BLitt(Melb), MBA(RMIT)

The Office of Research and Graduate Studies’ mission is to encourage and facilitate research and development activities by Swinburne staff and postgraduate students. It provides a University-wide prospective on research at the University.

There are four key service areas for postgraduates: research study; scholarships; and research funding opportunities.

Research at Swinburne

As a first point of contact, the Office can help prospective postgraduate students to identify who to contact about research study at Swinburne. The Office provides advice on University policies for the conduct of research and the implementation of Swinburne’s Research Management Plan. It also published Swinburne’s annual Research Report, which provides an overview of the University’s major research centres, research interests of staff, and details of current research projects.

Swinburne has five major designated research Centres:
- Centre for Applied Colloid and BioColloid Science
- Centre for Computer Integrated Manufacture
- Centre for Applied Neurosciences
- Centre for Urban and Social Research
- Energy Systems Engineering Centre

PhD study

The Office is responsible for the administration of PhD degrees. It provides prospective PhD students with a variety of information on PhD study including: details about admissions to candidacy; expected duration of candidacy; progress report requirements; HECS exemptions; scholarships; guidelines for thesis presentation; guidelines for supervision; and University policies on research:

Scholarships

The Office provides information, application forms and guidelines for a number of Australian scholarships for PhD and research masters degrees. Information is also available on other scholarships offered by Australian government authorities and non-profit organisations, and on overseas scholarship opportunities.

Research Funding Opportunities

The Office provides information on research grants and other opportunities for research funding, as well as details of programs where graduates are employed specifically by an organisation to conduct research. A fortnightly Research Brief detailing current opportunities is published by the Office and distributed widely around the University.

For further information about PhD study and scholarships, phone Margaret Tarr on 819 8238.

For further information on research at Swinburne, phone Jeanette Baird on 819 8799.

Parking

Enquiries, Buildings, Grounds and Services

Hawthorn campus
819 8760
Prahran campus
522 6748
Mooroobank campus
7287111

Limited off-street parking facilities are provided for full-time and part-time students.

Conditions of use

Use of car parks is strictly at the owner’s risk and is subject to:
- a current Swinburne parking permit or sticker valid for the car park in question being clearly displayed on the windscreen;
- availability of space in the car park;
- the car being within a marked bay;
- any fees or charges being paid;
- the used observance of parking signs or directions given by any of Swinburne Parking or Security Officers.

Parking permits

Available from Buildings, Grounds and Services. Student identity card is required.

Part-time students

Evening and other part-time students may not leave cars in Swinburne car parks during the day while they attend work.

Short course students

Students require a parking permit issued by the office organising the course. Availability of space is not assured.

Hour of access

The main car parks are open at 7.45am and close at 10.00pm. Car parks on some campuses are open twenty-four hours. Students are warned against leaving cars in parks overnight.

Infringement of parking rules

Failure to comply with parking regulations could incur a Parking Infringement Notice of up to $40.00. Under the Road Safety Act 1986, the fines are enforceable in court. Those who abuse the system are also liable to have their parking privileges withdrawn and the parking permits for their cars revoked.

Students with disabilities

Consideration is given to the provision of reserved spaces for students with physical disabilities. Enquiries should be directed to Buildings, Grounds and Services, Hawthorn 819 8760 and Prahran 522 6748.

Motorcycles and bicycles

Campus motorcycle parking and bicycle rack locations can be obtained from Buildings, Grounds and Services at each campus.
Car pooling
Consideration is given to the provision of reserved spaces for students car pooling at Hawthorn campus.

Location of car parks
On-campus parking areas are indicated on the map on the inside back cover of this Handbook and on the reverse of parking applications and permits.

Possible changes
Swinburne is developing a new University-wide parking policy for staff and students on all campuses and all the above parking regulations are subject to change.

Publicity and Information Unit
Head
N. Manning, 819 8847

Handbook and course brochures
S. Niner, BA(VicColl), GradDipBIT(SlT), 819 8548

Information office
819 8444

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 Information 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.

Student and Educational Services
Manager
Z. Burgess, BA(Mon), MEd(Couns)(Lat), GradDipEdPsych(Monash), MARS: WAFT, AIMM
Administrative Officer
E. Jolley

Coordinator, Projects
R. MacDonald, BA(Melb), DipEdPsych(Mon), MAPS

Learning and Educational Development Unit
Coordinator
C. McLeod, BSc(Hons), DipEd(Lat), MEdPsych(Melb), MAPS

Learning Skills Counsellor
J. Hastings, TPTC(MTC), BA(SIT), GradDipEdPsych(Mon)

Student Counselling (Hawthorn)
Coordinator
F. Oberklaid, MA, MEd(BosU), MAPS, AIMM

Student Counsellor
B. Jenkins, BEd(MCAE), GradDipAppPsych(Couns)(SIT)

Overseas Student Counsellor
H. Kalaboukas, BA(Melb), BEd(Couns)(Lat), MARS

Administrative Officer
J. Ralph

Housing, Part-time Employment and Financial Advice (Hawthorn)
Coordinator
B. Graham, BAAppSc(Pharm)(ICAE)

Administrative Assistant
K. Morey, BA(SIT)

Careers Services (Hawthorn)
Coordinator
R. Ware, BA(Lat), DipEd(MSc), GradDipCareers(VicColl)

Careen Counsellor
R.C. Ware, BA, DipEd(Finders), DipEd(Couns)(Sai)

Schools Liaison Officer
L.E. Baron, BA(RMIT), DipEd(Lat)

Careen Information Officer
K. Bevis

Employment Program Officer
S. Davis

Student Health Service (Hawthorn)
Coordinator
J. Fischer, RN, RM(Vic)(UK), RN(USA)

Medical Officer
S. Clarke, MB, BS(Lond)

Sister
A. Hart, RN(Vic)

Administrative Assistant
J. Wright

Mooroolbark campus
Coordinator
M. Manel, BSc(Stirl), BEd(Couns)(Lat)

Prahran campus
Coordinator
D. Balgovind, BA(Hons)(Qld), DipEd(Melb), MARS

Student Counsellor
M. Galante, BA(Monash), BSocWork(Mon), AASW

Nurse
W. Ayen, RN, RPN(Vic), GradDipCommHealth(Deakin)

Medical Officers
J. Heath, MB, BS(Mon), DipRACOG

M. Philip, MB, BS(Mon)

Housing and Employment Officer
N. Harley

Administrative Officer
S. Morgan, AssDipAdmin&SecStudies(SCT)

The following services are available to all students and staff:

Learning and Educational Development
Learning and Educational Development Services comprises a range of academic support activities to enhance learning and teaching experiences of students and staff. Services are provided within an educational psychology framework and educational research supports the broad range of consultancy and programs.

Services for students include:
- learning enhancement programs within academic courses;
- learning skill development workshops;
- individual learning counselling and programs;
- psycho-educational assessment;
- tertiary transition and learning workshops;
- tutor training.

Services for staff include:
- professional development programs;
- teaching and learning enhancement seminars;
- educational research and grant submission advice;
- consultancy services for course evaluation and development;
- individual counselling re TAFE and tertiary teaching;
- teaching induction programs.
Career Planning and Industry Liaison

The Careeren function offers a range of services to assist with choice of a career, assess interests and abilities, investigate employment options, improve job hunting skills, and establishing contact with potential employers.

Services for students include:
- career counselling;
- resume writing;
- employment interview preparation;
- careers/employment information and resources;
- vocational assessment.

Services for staff/community include:
- course information;
- schools liaison;
- career development workshops;
- resource development for careers practitioners;
- individual consultations.

Counselling, Housing and Part-time Employment and Finance

Programs are offered by the counselling and housing and part-time employment services. They are designed to enhance the social and psychological development of students and staff. Personal development and independent living programs and workshops are offered to students and staff throughout the year; with a focus on activities for first year students both from Australia and overseas. These incorporate personal counselling and skills based group programs and advice on housing, part-time employment, loans advice and financial management.

Services to students:
- personal development;
- practical living workshops;
- student loans;
- individual counselling for Australian and overseas students.

Services to staff:
- crisis intervention;
- cross cultural communications training;
- interpersonal skills development programs for staff groups;
- individual consultations.

Health

This is a confidential nursing and medical service offered to all Swinburne students and staff. Emphasis is placed on health education and promotion. The nursing staff are available for consultation, treatment and referral. Medical officers will be available by appointment on a sessional basis each day.

Emergency services are always available. These consultations will be bulk-billed to all Medicare card holders. Nursing and medical treatment is available for international students.

Services to students and staff include:
- information on health related matters (nutrition, contraception);
- health counselling;
- medical consultancies;
- workshop information;
- CPR training;
- immunisation;
- sight and hearing tests;
- community health programs.

Contact details

The majority of services listed below at the Hawthorn campus are available at the Lilydale campus and the Prahran campus also. Swinburne students can use services at any campus. For more detailed information phone the numbers listed below.

Hours of opening and location at each campus are:

Learning and Educational Development (Hawthorn)
Room BA206, Ground Floor
Business and Arts Building
Hours: 9.00am-5.00pm (Monday-Friday)
Phone: 819 86221819 8500

Career Planning and Industry Liaison (Hawthorn)
463 Burwood Road, Hawthorn
Hours: 9.00am-5.00pm (Monday-Friday)
Phone: 819 8521

Counselling (Hawthorn)
Room EW108, enter through Conference Centre, Swinburne Walk
Hours: 9.00am-5.00pm (Monday, Tuesday and Friday)
9.00am-6.00pm (Wednesday and Thursday)
Phone: 819 8025

Housing, Employment and Finance
Room BA206, Ground Floor
Business and Arts Building
Hours: 9.00am-5.00pm (Monday-Friday)
Phone: 819 8882

Health (Hawthorn)
Student Health Building
Hours: 8.45am-5.00pm (Monday-Friday)
Phone: 819 8483

Medical Practitioner by appointment
Nursing staff available at other times

Mooroolbark campus
Administrative Building MA7
Hours: 9.00am-5.00pm (Monday-Friday)
Phone: 728 7103

Prahran campus
Building U, Level 2
Hours: 9.00am-5.00pm (Monday)
9.00am-6.00pm (Tuesday, Wednesday and Thursday)
9.00am-4.00pm (Friday)
Phone: 522 6734

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 educational supplement.

Helpful hints about AUSTUDY
- Pick up your application form and information booklet from AUSTUDY, a CES officer or from your campus.
- Read the information booklet carefully.
- If 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 takes AUSTUDY some weeks to process your application.
• If applying for first semester get your application in by March 31 1994, if you want to receive backpay to the first of January. Don’t accept a decision from AURUDY if you think it is inaccurate or unfair. Ask your Financial Adviser on campus for assistance.

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.

AUSTUDY and ABSTUDY are administered by the Department of Employment, Education and Training.

Young homeless allowance
This scheme may assist students who do not receive any support from their families. Ask at Student and Educational Services for more information.

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 dependent on you. Some students are eligible for a fares allowance.

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.

Child care assistance for sole parents
Contact the Department of Health, Housing and Community Services for information.

Health Care Card
Students who qualify for AUSTUDY may also be eligible for a Health Care Card from the Department of Social Security. Recipients of this card are eligible for a range of concessions.

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.

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. Not available to full fee paying overseas students. 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 from STA Travel Agencies. Full-time students are also eligible for an international student card. Available from The Contact Centre, Student Union.

Student union

Brief description
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 campaign organiser, consumer advocate and lobbyist. Successful outcomes have 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 is 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 Thomas Koska
Vice-president Walter Bird
Activities Director Ashley Cook
Education Director Lloyd Bevan
Media Director Laima Needham
Finance Director Matthew Bosworth

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 it 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 of the Union Executive, two to four members 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 year's 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.

Orientation week

Orientation occurs during the first week of academic classes. During orientation a diversity of entertainment is provided to encourage students to become involved and participate in the campus activities. Orientation week provides the opportunity for students to familiarise themselves with services and the new University studying environment and to build support networks and confidence. It facilitates the establishing of friendships with other new and returning students. A program of activities for the week is available prior to the commencement of Orientation.

Activities

This department is a sub-unit of the Contact Centre and the responsibility of the Activities Office. In conjunction with the management committee the Activities Office develops, organises and presents the social programmes for the year. This unit works closely with Clubs and Societies in order to promote activities jointly between clubs and the Union. The Activities Office is located at The Corner Cafe.

Clubs and societies

Another sub unit of Contact, the Clubs and Societies office is located in the Contact Centre. This unit's responsibility is to promote the involvement of students in the Swinburne community through participation in groups with a common interest. The Clubs and Societies office will assist with queries regarding the starting of Clubs, affiliation and support with resources.

Union Bus

The Student Union provides a Toyota Hiace (12 seater) van for use by clubs and societies for their functions if required. Bookings can only be made at the Contact Desk. It serves as a night bus to transport students (after daylight hours) to their respective place of residence or vehicles, this eliminates risk of harm to a majority of women students who utilise this service.

Personal accident insurance scheme

All students enrolled in Swinburne and who are members of the Union are automatically covered by accident insurance. This insurance scheme covers accidents, twenty-four hours a day on or off campus, in the event it relates to activity associated with Swinburne. For further details, please contact the Accountant in the Union Office.

Union office

This is situated on the 4th level of the Union Building. Various services are provided here including room bookings, Legal Advisor bookings, insurance claims, facsimile and general information. Union personnel that are located in the Union Office include the President, Administrative Officer, Manager and Accountant. Telephone numbers: 819 2156, 819 2656, 819 2966, 819 8520, 819 8553.

Contact Information Desk

The Contact Information Desk located in the Contact Centre is the 'nerve centre' of the Student Union for information on Union services, activities and coming events — in effect a directory of all Union services. Students will find a 'Friendly Contact Worker' who will provide assistance on how to survive at Swinburne. The desk also has listings of various off-campus groups which you may wish to become involved with.

The Desk operates as the ticket sales point for Union activities, and sells t-shirts, windcheaters, and other Union memorabilia.

The Australian Buying Advisory Service (ABAS) is available at no charge to students. This service guarantees that the price you have been quoted is in fact an unbeatable offer. So if you are considering buying a camera, television, stereo, etc., see us.

Reading room/photocopying service

The room is designed for quiet reading and discussion, in a non-smoking environment. Newspapers, magazines and information on various groups, issues and organisations are located in this area. Also located adjacent to the lounge are a bank of photocopiers. The copiers produce good quality A3/A4 copies at a very competitive price. It is located in the Contact Centre.

Tool Library

The Tool Library is located in the Contact Centre, telephone 819 8291. As the library is a non-profit operation, its hire rates are very reasonable ($/ of the retail price). All equipment hire requires a deposit and student/staff ID. Library catalogues are available from the Contact Information Desk, Tool Library and the Union Office.

Equipment available includes: lawn mowers, mulchers, engine tune-up kit, arc welder, brush-cutters, wallpaper remover, auto tools, orbital Sanders, percussion drills, belt Sanders, barbeques, PA system, tents and rucksacks.

The Greenhouse Coffee Lounge

Situated on the third level of the Union Building, this is a comfortable and popular lounge specialising in the cappuccinos, hot chocolates and herbal teas. The Greenhouse serves quality cakes and pastries and lunch time specials of pasta gourmet open pies, quiches and salads. Ideal for those who want strong coffee, a quiet chat and an absence of large crowds. Seats 100.

Opening hours: Monday-Thursday 9.30am-3.30pm, Friday 9.30am-2.00pm. Telephone: 819 8530.

The Ethel Caf

The "Caf" provides an extensive range of foodstuffs including hot and cold drinks, sandwiches, hot take-away food, hot dogs and confectionary. With prices designed for the student pockets and home of the famous "budget meal" the Union Caf is conveniently located on the ground level of the Union Building (next to the Bookshop). Seats 100.

Opening hours: Monday-Thursday 8.00am-8.00pm, Friday 8.00am-3.00pm. Telephone: 819 8823.

Telephone: 819 8172, 819 8174, 819 8247.
The Corner Cafe
Located on the corner of John and Wakefield Streets, this extremely popular cafeteria provides an upmarket range of salads, gourmet sandwiches and snacks at a reasonable price. The Corner has a clean and pleasant environment and is convenient to both University and TAFE students and staff. Seating 70.
Opening hours: Monday-Thursday 8.00am-9.00pm, Friday 8.00am-3.30pm. Telephone: 819 8380.

Ethel Hall
Clubs and Societies can use the hall for their functions. Bookings must be made at least two weeks in advance. All bookings must be made on prescribed forms available from the Student Union Office.

Radio Station
3SSR – Swinburne Student Radio.
Location: fourth level of the Union Building.
The Radio Station is run by a committee which consists of:
• Programme Director
• Publicity and Promotions Director
• Station Manager
• Technical Officer
3SSR provides students with a variety of music and other programs which are broadcast to a number of outlets. Students are involved in various activities at the station including production of 'on air' programs (Dj'ing) and the general running, managemen and organisation of station activities.
Facilities at 3SSR include a comprehensive record library, cartridge production facilities, an 'on air' broadcast studio, and various related equipment including eight-channel mixing desk, a four-track reel to reel, a half-track mastering reel to reel and an assortment of microphones and leads.
Anyone interested in becoming involved in 3SSR activities should contact one of the committee members in the radio station offices located on the fourth level of the Union Building.

Legal Adviser
The Student Union provides a free legal service for full and part-time students. The solicitor is available every Tuesday during the academic year. Appointments must be made at the Union Office, on 819 8520.

Education, Welfare and Research Department
All matters pertaining to the quality of education and the welfare of students on campus are handled by this department. The Union employs a Coordinator who oversees the activities of this department. The Coordinator is available for consultation, on any facet of student's education, or welfare, is available on the 4th floor of the Union Building. There are three sections within this department:

Student Appeals and Advocacy Officer
The Union employs a full-time officer to assist students who believe they have been treated unfairly, or been discriminated against by a University staff member(s) (whether teaching or administrative) or by a department, school, faculty etc. of Swinburne itself. Unfair treatment can arise in assessment, enrollment, in the way in which a complaint is dealt with, access to services such as the library, amongst other things. Whatever the circumstance, if you feel that you have been disadvantaged ask the Union for assistance.
The Student Appeals and Advocacy Officer will also prepare the case of a student who has to go before a University tribunal, such as a Progress Review Committee or Exclusions Board. Depending on the circumstances, the Officer is also able to directly represent students before University tribunals. Whilst the primary role of this Officer is to assist students with problems encountered in the course of their study at the University, students can also come to the Union if a problem arises outside the University which they feel they need Union help with.
All discussions are completely confidential. The Officer is available to all students, be they TAFE or Higher Education. The Student Appeals and Advocacy Officer is located in the Education Unit, on the 4th floor of the Union Building. Phone: 819 8553. Fax: 819 2256. E-mail: malcolm@union_2.su.swin.adu.au.

Education and Welfare Research Unit
This evaluates Student Services and also conducts the Course Evaluation Survey. The latter helps assess the quality of education that students are receiving in various subjects. The subjects covered are randomly selected every semester. However students and staff can also request evaluations. All results are confidential and only subject results are published in an Education Handbook available in March every year. The results are also forwarded to teaching staff for further analysis and comment.
The Union employs an Education Research Officer to undertake this program. This person is situated in the Education Unit.

Campaigns and Pressure Group Coordination Centre
The Union undertakes and coordinates actions against those organisations/institutions (e.g., the Government) which implement policies seen as deleterious to the welfare of students. To meet the organisational requirements of such campaigns, students volunteer their time, and the Education, Welfare and Research Committee assist these students in regard to rallies, marches, lobbying, etc. Examples of such actions are: Anti-Tuition Fees, and Stop the Closure of the TAFE College.
All students interested in participating in social action to achieve beneficial change and progress can attend the Management Committee meetings by contacting the Union Desk (Union Office), or by ringing same on 819 2966.

Student Publications
The Student Union publishes a weekly news magazine called "The Swine", which primarily carries news and information pertaining to students and about Swinburne. It provides a forum for students to present and discuss their views on relevant matters.
The Student Union also publishes "Scam" on the basis of once or twice a semester. "Scam" is less news, more creative writing than "Swine" and often has a theme. There is also a yearly publication which is produced solely by female students called Bella Donna.
These publications are produced by the Student Union Media Office. Contributions by students including graphics, cartoons and articles are welcomed. If you want to learn how it's done, contact the Student Union Media Director or come to the Office. The Student Union also produces a free diary and Year planner which are available from the Contact Desk and at re-enrolment.

Club Printing
Clubs and Societies can have their publicity material printed by the Student Union Contact Centre at minimal cost.
Campus Computers — Student Union
Computer Centre
Campus Computers offers access to a range of computers including some with CD-roms installed. A number of popular packages including Word for Windows, MsWord for Dos, Wordperfect 5, spreadsheets and others are mailable. Other services offered in the Computer Centre include:

Resume typing
Campus Computers offers a professional service to word process and laser print resumes for students at reasonable cost.

Binding service
A thermal glue binding service that provides excellent presentation is also available at minimal cost from Campus Computers. The covers are A4, white with a clear acetate front and are extremely hardwearing.

Laser printing
Campus Computers also offers access to modern laser printing at reasonable per page rates.

For further information contact Campus Computers, 4th level, Student Union Building or telephone 819 2966 or 8553.

Tax Return Lodgement Adviser
Prior to the period when tax returns have to be completed for lodgement, the Union organises a Tax Accountant (who has a specialist knowledge regarding students), to give seminars free of cost to full and part-time students. Special one-to-one sessions are held at a small cost for those who need extra advice.

Mooroolbark campus
Coordinator, Mooroolbark campus
A. McGill, DipT, BEd(VicColl), 761 9351
Catering Supervisor
L. Foster, 761 9350
Student Union facilities at the Mooroolbark campus include a contact desk which is staffed between 9.00am and 4.00pm, to provide students with an information outlet, educational assistance, advocacy, bookshop facilities, regular activities, access to print media through a weekly newspaper and membership and formation of educational clubs. The Student Union also offers a student meeting room and a student lounge with a pool table, access to CD player and reading material.

The Student Union also provides catering facilities which is situated in the Union Building adjacent to the Contact Centre. Here students and staff are tempted with the aroma of home made treats such as soup, hot take away food including vegetarian, sandwiches, salads, cakes, pastries, hot and cold drink and confectionary all at very affordable prices. There is enough seating for 100 in the student dining area and another forty in the glass area. The staff dining area can accommodate fifty. The cafe is open 8.00am to 3.00pm, Monday to Friday.

Prahran campus
The Student Union offices and student lounge are located on Level 2 of Building U. The first port of call for any student requiring Union services is the Contact Desk. From here students can book the Student Union meeting room (also located on this level), borrow one of the many magazines for leisure reading and find out information about the functions and activities of the Union. An Education Officer is employed at Prahran to look after the educational needs of Prahran students and follow up any concerns of students.

We provide two photocopiers for quality copying at the cheapest rates on campus. The student lounge is a comfortable and pleasant alternative to the other areas on the Prahran campus. Daily papers are available so students can keep up with life outside of the campus. There are regular activities for students to participate in, either passively by turning up on the day, or more actively by helping to organise. These are held both during lunchtimes and in the evenings, to ensure all students have the opportunity to relax and mingle with each other. There are a number of clubs on the Prahran campus and the potential for more, if students are interested in being involved. The weekly publication of the Student Union, Swine, is distributed right across campus and Prahran students are welcome to participate.

For more information visit the Contact Desk at the top of the stairs off High Street, level 2 Building U, or phone 522 6724 or 522 6729.

Sports Association

Executive Officer
A. Clarke, BAppSci(FIT), DipEd(Haw), GradDipBusAdmin(Swin)

Recreation Coordinator
D. Shanahan, BAppSci(FIT)

Fitness and Health Coordinator
H. Keogh, BAppSci(FIT)

Clubs Development Coordinator
A. Tingate, BARec(FIT)

Administration and Publicity Coordinator
K. O'Donnell, BAppSci(RMIT)

Campus Resource Officers
T. Jilbert, AssDipSportAdmin(Griff)
P. Kennedy
T. Rehak, BA(Lat), DipEd(Melb)

Swinburne Sports Association is an autonomous body that aims to promote and encourage opportunities in sport, health and physical recreation to all members of the Swinburne community. Every student automatically becomes a member of the Association on enrolment. Staff at Swinburne are also encouraged to join by paying a small annual fee.

The Association began in 1969. It is managed by students and has eight full-time employees across the three campuses.

Recreations

An extensive and exciting recreation program is offered continually throughout the year. Activities range in commitment and complexity. The easiest recreations are the free on-campus 'one hit wonders' such as face painting, life games, human fly, circus and the twelve storey 'BA' building staircase run. These 'everyone has-a-go' activities are designed to give you a break and a bit of fun in between classes.

If you have ever wanted to go ballooning, rafting, learn sailing, singing, photography or belly dancing then the recreation short courses may be your style also. The Sports Association offers over eighty such courses a year which run mostly in the evenings or weekends for one to two hours per week. Course costs are significantly subsidised by the Association making it possible to enrol in an activity which would normally be too dear.
Clubs
Some twenty different sporting and recreation clubs are affiliated and supported by the Sports Association. Clubs are managed by Swinburne students who volunteer to work in a committee format to plan and prepare activities for their club. Types of clubs are wide ranging and include the more team based and competitive sports such as badminton, Australian rules football, basketball, netball, tae kwon do, soccer and volleyball to the recreational based clubs such as hang-gliding, scuba, snowski, sky-diving, bush walking and waterski. The Sports Association's club structure emphasises a beginner-up approach so that members of any skill level can have a go, especially those who thought they wouldn't normally because they felt they may not have enough background or previous experience in that activity.

Throughout 1993 the number of clubs continued to grow, especially at Eastern and Prahran where the club system began in that year. Such growth is indicative of the fun, challenge and enthusiasm obtained by joining a sports club.

Fitness and health
The Sports Association has as one of its objectives the provision of fitness and health promotion at each campus. The Hawthorn campus has a weight training, aerobics, nutrition counselling, massage and fitness testing areas in its Sports Centre. It is planned that aerobics and weight training will continue at the Eastern campus in the new Sports Centre planned for completion in late '93. Prahran campus will either have on-campus aerobics or a subsidised membership deal with fitness centres in the local vicinity to the campus.

By uniting with the Student Health unit and the Student Union the Sports Association creates on-campus awareness and promotion weeks such as Quit smoking, Heart Week, Health and Sexuality, and Women and Equal Opportunity.

Intercampus and elite sport
As a university, Swinburne submits teams into local, state and national events. The Sports Association's colours are green and gold and we support the individuals and teams that wish to participate for Swinburne. In this spirit, 'grudge' matches between the three Swinburne campuses develop a healthy rivalry that assists in the preparation and selection of our teams to compete against other universities in the Victoria/Tasmania conference. Our goal at these conference challenges is to be ranked in the top four so that we can progress to the national championships.

Students at Swinburne who are of world competition standard will be nominated and supported by the Sports Association for World Student Games events such as the Summer Universiade held in Buffalo in July last year.

Sports Association handbook and further information
By visiting the Sports Desk at your campus you can collect our handbook and detailed information on any of the clubs, recreations, facilities and services offered by us.

Opening hours and contact
Hawthorn
Monday-Friday 7.00am-11.00pm
Saturday-Sunday 11.00am-7.00pm
Sports Centre (Building 19)
Phone: 819 8018

Mooroolbark
Monday-Friday 9.00am-5.00pm
Room ME4
Phone: 728 7171

Prahran
Monday-Friday 9.00am-5.00pm
Room G107
Phone: 522 6745
Swinburne TAFE Division

Senior staff 11
Board of TAFE 28
Board of Technical Studies 28

Prior learning 28
TAFE System — interchangeable courses 28
Exemptions 28
Recognition of prior learning 29
Pathways: articulation and credit transfer 29
Changes in course structure 29
Entrance requirements 29
Special entry 29
Application procedure 29
Applications 29
Closing dates 29
Student administration office 29
Location and office hours 29
Hawthorn 29
Prahran 30
Enrolment regulations 30
Definitions 30
Conditions 30
Fees 30
Enrolment fees 30
Late enrolment fees 30
Additional fees 30
Amendment to enrolment details 30
Change of subjects 30
Adding subjects 30
Enrolling in additional or different course 31
Withdrawal from all study 31
Semester address for correspondence 31
Identity cards 31
Academic statements 31
Statements 31
Reports 31
Students nearing completion 31
Awards — application to receive qualification 32

TAFE Centres and Units 32
Access Centre 12
Adult Study Centre 32
Business Development and Training Centre 32
Curriculum Development Unit 32
Engineering Technology Centre 33
English Language Centre 33
Industry Training Department 33
Language and Community Programs Department 33
National Scientific Instrumentation Training Centre 4
Off-campus Centre 34
PC Support Services 34

Schools of TAFE 35
Business Studies 35
Engineering and Industrial Sciences 71
Social Sciences and Arts 129
Furniture Studies 165
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 September, 1993:

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
- Ms. K. Brown, CertProfMedLabTech(NZ), TTIC(HIE), GradDiplOrgBehav(SIT)
- Ms. K. Deutsch, BSc, BEd
- Ms. W. Dietman, BA, BSocWork
- Associate Professor M. Dietz, BEd, MSc, EdD(Chair)
- Mr. C. Gahan, OAM, Dr. M. Elliott, BA, FCPA
- Mr. J. Hughes, BMechEng, MBA
- Ms. A. Strossac, LLB

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

- Ms. J. Bisland, GradDiplChDev, MA, MEdStud
- Dr. M. Elliott, BA, MEd, PhD
- Ms. M. Hoffman, BA, HDT, ARAM, ALAA, BEd
- Mr. J. Schulze, DipAppChem(RMIT), DipEd(HIE), ARACI

Two members elected by and from the general staff:

- Ms. R. Humphries, BA(Hons), GradDipl(LIB)
- Mr. P. Wilkins, BBus(VicColl), GradDiplAcctInfoSyst(CIT)

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

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

Director, TAFE Division

P. Veenker, DipBBus(Acc)(PCAE), BBus(SIT), MEdStud(Mgd)(Mon), TTIC(HIE), CPA, MACE

Board of Technical Studies

Members ex-officio

President of Council
Vice-Chancellor
Director, TAFE Division
Heads of Schools and Centres
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 by and from 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.

Prior learning

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

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 students must indicate this at time of admission — 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 a required 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 for 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 apply 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 RPL 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.

Pathways: Articulation and Credit Transfer
The Pathways Program in place at Swinburne provides specific articulation pathways within TAFE and between TAFE and Higher Education courses.

For all associate diplomas offered by the TAFE Division, defined credit transfer arrangements have been established for entry into relevant degree programs.

In some cases students will need to take a bridging program or specific electives before moving on to the next course with maximum credit.

TAFE students who have completed an associate diploma and wish to apply for credit transfer to an undergraduate degree, should submit the Expression of Interest — Credit Transfer form at or before enrolment. This form is available from Student Administration Office.

Students interested in making use of Pathways are advised to contact the head of the department or school in which they are enrolled to discuss the course articulation and credit transfer opportunities available to them. Detailed credit transfer information will also be available in handbook form.

For further information on any of the above issues, contact the appropriate head of department noted 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.

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, and
- socially or physically disadvantaged applicants.

In relation to the latter, a number of places are reserved for such applicants. Some, but not all courses, have places reserved for people from particular disadvantaged groups. Further details are available from the University's Equity Unit.

Application procedure
Applications
Applications for full-time TAFE Advanced Certificate and Associate Diploma courses must be made through the Victorian Universities Admissions Centre (VTAC), 40 Park Street, South Melbourne 3205. Applications for all other courses should be directed to the Admissions Officer.

Closing dates for applications

Full-time study through VTAC
VTAC applications close 17 September 1993
Late VTAC applications close 17 December 1993 ($50 late fee)

Part-time study
Applicants should contact the appropriate department for information on application procedures and closing dates.

Student Administration Office
The Student Administration Office provides information for students on admissions, enrolment and examination regulations and procedures. Other functions include processing, maintenance and storage of students' academic records and personal details.

A more detailed description of the various enrolment and administration procedures is outlined below.

Location and office hours
Hawthorn campus
Enquiries: 819 8088

The Student Administration Office is located in Room AD109, Administration Building (AD), John Street, opposite the Business and Arts Building (BA) and the Library. (See map inside back cover).

Office hours are as follows:
During teaching weeks
8.30am — 6.30pm Monday to Thursday
8.30am — 5.00pm Friday

During non-teaching weeks
9.00am — 5.00pm Monday to Friday

Note: The Office is closed on public holidays.
Enrolment regulations

Definitions

In this section:

Enrolment includes 're-enrolment':

Enrolment form includes 're-enrolment form'.

Subject means any area of study which is part of a course leading to an award and which has a title and code number in the subject register maintained by the Student Administration section of the Registrar's Department; the singular includes the plural.

Awarding department means the department responsible for the particular course.

Amendment to enrolment means the addition, deletion or changing of subject enrolments in a student's course of study.

Abandonment means the discontinuation of enrolment without formal notification.

Conditions of enrolment

Enrolment at Swinburne TAFE Division is conditional upon:

- the information which is supplied by the applicant upon which an offer of a place in a course is based, being accurate;

- the approval of the head of the awarding division (or a nominee) of the subject concerned;

- the completion of the requisite enrolment and statistical information forms required by Swinburne;

- the undertaking of the student to abide by the regulations, procedures and standards of conduct of Swinburne and to grant to the Registrar the power to provide appropriate authorities who have permitted a particular student to enrol at the TAFE Division, details of that person's academic progress as may be required as a condition of approval by that department or authority;

- the payment of any prescribed fee (unless exempt);

- the payment of the prescribed student association fee;

- the establishment of viable class numbers.

Note: Enrolment is not completed until the fee is paid.

Students whose fees are to be paid by an employer or other body must bring written evidence at the time of enrolment so that Swinburne may send to the body an invoice for fees. Swinburne reserves the right to withdraw any class which does not attract viable student numbers.

Fees

Enrolment fees

Students will be required to pay a fee on enrolment which is made up of an enrolment fee and a student association fee*. The actual amounts will be available prior to enrolment or by contacting Swinburne. Some fee exemptions and concessions exist.

- The student association fee has two components:
  1. Student Union

Late enrolment fees

Students who do not attend for enrolment (including any required review of second semester subjects) on the date and at the time specified by their school or awarding department, will be required to pay a late fee of $20.00 (where re-enrolment is completed before the commencement of the following semester's teaching); or $40.00 (where re-enrolment is completed after the commencement of teaching for the semester).

Additional fees

A part-time student who adds any subject to those for which he or she was enrolled and thereby increases the number of contact hours involved in his or her course to more than 75% of the full-time course load, will be required to pay the difference between the part-time and the full-time general service fee.

Amendment to enrolment details

Change of subjects

If any of the subjects, after the initial enrolment, have been dropped, or any new subjects added, the student must complete an Amendment to Enrolment form (available from Student Administration and departments) which must be presented to the head of department for approval, then lodged at the School Office immediately.

Students must notify the School Office of any withdrawal and/or additions of subjects:

(a) by 31 March 1994 for subjects with a mid-year final examination result,

(b) by 31 August 1994 for subjects with an end of year final examination result.

Failure to notify will affect the student's examinations and results in those subjects.

Note: If a class has been cancelled by the department due to insufficient enrolments after a student's official enrolment, students are still required to lodge an Amendment to Enrolment form.

Adding subjects

No subject may be added to a student's enrolment without the approval of both the teaching and the awarding departments. Students should be aware that some schools have restrictions on the period during which subjects can be added.

Notwithstanding any department rules, after 31 March 1994 (for subjects concluding at the end of the first semester) or 31 August 1994 (for subjects concluding at the end of the second semester) an amendment will be permitted only...
where special circumstances exist and the approval of the head of department concerned and the Registrar has been given. A fee of $10.00 per subject will be charged. Students not enrolled in a subject during examination period must seek approval of the department concerned. A fee of $50.00 per subject added will be charged.

Students should note that the addition of subjects may result in a change from part-time to full-time status. In such circumstances the amendment will only be recorded when an amount of money being the difference between the part-time and full-time student association fee paid has been paid. It is the responsibility of students to ensure that they are aware of any additional fees required and to arrange for their payment at the Cashier’s Office.

Enrolling in an additional or a different course

Students who enrol for a course and then later decide to do extra subjects or a different course should complete a new enrolment form. Additional fees are not required to be paid except in circumstances where enrolment changes from part-time to full-time status, where a student continues to study in semester 2 and has only paid fees for semester 1, or where the additional subject is part of a fee paying short course.

Withdrawing from all study

A student who is withdrawing from all study for the year — whether or not leave of absence is being sought — should complete a Leave of Absence/Withdrawal form. A Leave of Absence/Withdrawal form is available from Student Administration or the School Office. Students are strongly urged to discuss a proposed withdrawal from studies with the head of the department or contact teacher before taking any action. Approval must be granted before a withdrawal is processed.

Failure to notify withdrawal will result in enrolled subjects remaining on the student’s record and fail grades being recorded.

Refund of fees as a result of withdrawal

Application for refund of fees is provided for on the same form, and is valid until 31 March 1994 for semester one and 31 August 1994 for semester two. Applications received after this date will be considered in exceptional circumstances only. A service fee is deducted from the refund. Students must provide a copy of their enrolment receipt and identity card with their notice of withdrawal from a course.

Identity cards

When on campus, all enrolled students are required to carry, and to produce on request of a member of staff, the photographic identity card issued to them.

The card, which has a maximum life of four years, must be presented for update/validation for the forthcoming year on re-enrolment.

The card includes the authorisation for borrowing from the Swinburne Library.

A student who loses an identity card should notify the School Office as soon as the loss is detected. Cardholders are, under library rules, responsible for any transaction made on the card up to the time of notification of the loss. A replacement card will be issued for a fee of $10.00. No refund of the student association fee will be made unless the identity card is returned to the School Office with the notice of withdrawal from a course.

Academic statements

Statements

1. Students receive automatically the following records of their academic progress:
   (a) result certificates are posted to each student at the end of each semester;
   (b) a consolidated statement of all subjects so far attempted is printed on the student’s re-enrolment form.

2. Other statements are available, on request, at the fees shown:
   (a) List of all results and a statement indicating completion of course if applicable. $15.00
   (b) A list of all results plus a list of those remaining to be passed for the completion of the course. $20.00

Reports

A detailed report of (final) examination $40.00

Access to examination scripts and marks for each question is available on request and without fee.

Enquiries regarding marks or access to scripts should be made directly to the appropriate school or departmental office.

Students nearing completion of their courses

Students nearing completion of their courses may obtain a statement indicating all results to date and those subjects required to complete their courses. Fee $20.00.

Any student who has been involved in a syllabus change should check which subjects remain to complete their course with relevant TAFE staff before commencing the final semester.

Semester address for correspondence

Throughout the year information regarding courses, examination results and other special notices are sent to students at their recorded semester address. Students must provide a correct address so that they may be contacted at a moment’s notice, otherwise they may jeopardise their chances of meeting deadlines and observing other special requirements.

If a student changes a name, an address, or employer, an Amendment to Personal Details form must be completed and lodged immediately at the School Office.

Reports

A detailed report of (final) examination $40.00

Access to examination scripts and marks for each question is available on request and without fee.

Enquiries regarding marks or access to scripts should be made directly to the appropriate school or departmental office.

Students nearing completion of their courses

Students nearing completion of their courses may obtain a statement indicating all results to date and those subjects required to complete their courses. Fee $20.00.

Any student who has been involved in a syllabus change should check which subjects remain to complete their course with relevant TAFE staff before commencing the final semester.
Awards (application for qualification)

Students eligible to receive qualifications are required to apply on the form prescribed, available from Student Administration. Applications close on 30 November each year for students who anticipate completing courses in December and on 30 June each year for students who anticipate completing in June/July.

Any request for exemption(s) must be approved in writing by the TAFE Division before an application for an award can be made in order to prevent delays in granting of the award. Original evidence of same subject(s) completed elsewhere must be supplied with applications together with an additional photocopy which will be retained by Student Administration. For more information refer to section on exemptions included in the Prior Learning section on page 28.

TAFE Centres and Units

Adult Study Centre — Orrong Road Campus
Enquiries: 522 6757

The Adult Study Centre has been established as a resource for the inner south-eastern community, providing full-time and part-time education for adults.

The Centre is the major component of the Department of Adult Education and together with the adult literacy and basic education unit situated on the main campus, provides the major contribution of Prahran campus’ endeavours in the further education field.

The central aim of the Centre is to provide opportunities for adults to complete or augment their secondary education.

The Centre offers:
- Victorian Certificate of Education — Year twelve day and evening classes;
- bridging and preparatory programs for the adult VCE — Year ten and Year eleven;
- tertiary entrance programs — methods for tertiary study;
- adult literacy and basic education programs — levels one to three;
- business preparatory course — preparation for Associate Diploma of Business;
- Associate Degree in Social Science.

Centre for Business Development and Training
Enquiries: 819 8164

Manager
J. Torbiner
Secretary
A. Thorburn

The centre aims to meet the needs of business and industry by providing:

* A variety of short courses and workshops specialising in:
  - Small business establishment and management
  - Secretarial and Word Processing
  - Computer Business Applications
  - Sales and Marketing
  - Management
* A reference and consulting service in:
  - Setting up a business
  - Bookkeeping/accounting and financial requirements
  - Management practices
  - Human Resource Development
* A resource centre with printed and audio-visual material for reference or loan.
* A Human Resource Development service that can design and organise training programs to suit individual organisational needs.

Curriculum Development Unit

Manager
J. Sutherland

The Curriculum Development Unit carries out a support role for teachers involved in curriculum development projects by providing advice, consultancy and active assistance in such tasks as: new course design and development, course accreditation/re-accreditation, course evaluation/validation and course approval processes. The unit also provides a number of curriculum related staff development activities including: curriculum writing skills training, part time (and initial) teacher training programs, occupational and training needs analysis, competency based training implementation and flexible learning initiatives.
The Centre for Engineering Technology was established in November 1986. Its aim is to integrate the specialist disciplines within the Engineering Division and to use these cumulative skills to assess and service the high technology needs of industry.

This service to industry involves:
- Training
- Consultative interaction
- Research and development projects
- Prototype development

For a full list of current offerings in short courses, refer to page 76.

These specialist training courses can be conducted at the Centre or onsite.

The CAD/CAM course uses a CAM package in association with Autocad. This CAM package was developed for industry by the Centre (CAMPAC).

The Centre is also in the process of developing short courses in the areas of Robotics and CIM.

These will be followed by courses in CAE, to be developed in conjunction with the School of Business Studies.

English Language Centre

Programs for International Students

Award Courses

The TAFE Division of Swinburne accepts suitably qualified international students into full-time TAFE accredited programs in art, business, computing, engineering, office administration, laboratory science and foundation studies in arts, business, engineering and science.

English Language Intensive Courses for Overseas Students (ELICOS)

Swinburne is an accredited ELICOS centre. The Centre on the Hawthorn campus offers five, ten, twenty, thirty and forty week programs to prepare students to enter academic tertiary and foundation study programs.

General ELICOS programs are also available.

Details on courses for international students are available from the International Student Office (03) 819 8151 or (03) 819 8647 or the English Language Centre on (03) 819 8567.

Department of Industry Training

Head of Department
G. Romuld, 522 6835
Administrative Assistant
R. Stanley, 522 6802

The Department of Industry Training offers a wide range of short courses in wordprocessing, secretarial and general office skills, desktop publishing, computing, windows and business skills. Courses are conducted during the day, evening and weekends. Classes are kept small (an average of eight to twelve students) so that each student receives individual attention from our expert tutors. PC students have hands-on-access to their own up-to-date equipment. Our fees are competitive and concessions are available.

In addition the Department offers extensive consultancy services to public and private organizations. Our consultants are experienced in consultancy procedures and practice. They are able to deliver consultancy services in the following areas: award restructuring, occupational analysis, skills audit, job redesign and training needs analysis. The consultants can also design and deliver customised training programs to individual organization in a wide range of areas including communication, management, supervision and computing.

Department of Language and Community Programs

Enquiries: 522 6844

Evening and weekend classes are run throughout the year in a wide range of vocational, recreational, self-development and skill-enhancement fields. Classes are held on Prahran campus and surrounding suburban venues. All courses are conducted on a fee-for-service basis.

In addition the Department provides fee-for-service classes in eighteen foreign languages including the new Advanced Certificates in Applied Language in both Chinese and Japanese.

The office also plays a key role in working with local community organisations wishing to access the services and facilities available through the Prahran campus.

Migrant education

The unit provides a range of full-time and part-time courses for people from a non-English speaking background.

Courses offered include
- Migrant Access Program;
- English for Vocational Education and Training (general, business, and computing streams);
- Bi-lingual computer courses in Spanish, Russian and Polish;
- Migrant Women's Program.
National Scientific Instrumentation Training Centre (NSITC)

Manager
G. Jordan
Scientist
Dr. L. Kyratzis
Marketing and Admin. Manager
J. Flowers, 819 8379

The NSITC offers a comprehensive range of industry orientated “hands-on” training courses in modern scientific instrumentation including:
- Chemical instrumentation
- Spectroscopy
- Information technology
- Biotechnology

Off-Campus Centre

Acting Head
D. Sedgwick
Administrator
A. Warr

The Off-Campus Centre is located on Swinburne’s Prahran campus and offers a wide range of courses ranging from special purpose short courses to longer formal courses leading to academic qualifications. These courses are available to students enrolled at any of Swinburne’s campuses.

Hobby/recreational level courses include short story writing and Italian. Bridging/preparatory programs are also available, and cover subjects such as maths, English and science. Courses leading to qualifications of certificate, advanced certificate and associate diploma are offered in the areas of building, business/finance and electronics.

The Centre provides personalised services that allow the student to make choices about how, when and where to study. The Centre enables students to undertake their chosen course off-campus but with the support of well developed study materials and access to Swinburne’s facilities.

How to apply
Potential students should ring 522 6798, for further information and the provision of brochures and application forms for the above listed courses.

PC Support Services

General enquiries: 819 8232
Section Leader
D. Williamson (Acting)
Technical Support
S. Catton, Hawthorn
A. Zammit, Hawthorn
R. Lewis, Hawthorn
C. Nguyen, Prahran
S. Rees, Prahran
J. Smith
J. Cusmano
Administration
A. Quail

PC Support Services provides centralised management of all TAFE computer resources (approximately 650 personal computers networked and UNIX). These include state of the art computing facilities for teaching computer related subjects. PC Support provides hardware and software support to all users. Facilities are available for TAFE student use both day and after hours at the Hawthorn and Prahran campuses. A substantial software library is maintained which include languages, current application packages and development tools.

Hawthorn campus
Location: TC211
Hours: Monday-Thursday 8.00am-8.30pm
Friday 8.00am-8.00pm
Saturday 10.00am-3.00pm

Prahran campus
Location: H601C — Student access room
Also four PCs are available for students use in Prahran Library.
Business Studies

Staff 36

Courses offered chart 38

General School Information 39
Part-time study 39
Flexible learning 39
English language requirements 39
Recognition of prior learning 39
Entrance requirements 39
Application procedures 39
  Full-time 39
  Part-time 39
Career potential 39
Professional recognition 39

Associate Diplomas 40
Accounting 40
Banking and Finance* 40
Computer Programming 40
Credit Management 42
Library and Information Studies 42
Marketing 43
Microcomputing 40
Office Administration 44
Operations Management 44
  Occupational Health and Safety 45
  Purchasing and Planning 46
  Work Study 46

Advanced Certificates 47
Accounting 47
Credit Procedures and Practices 47
Estate Agency 47
General Insurance 48
Information Technology 48
Management 48
Office Administration 48
Operations Management 49
  Occupational Health and Safety 49
  Purchasing and Planning 49
  Work Study 49
Personnel 49
Sales Management 49

Certificates 49
Computer Business Applications 49
General Insurance 50
Occupational Studies (Business, Business Services and Retailing)*
Vocational Studies (Australian Public Service, Credit Control, Insurance, Office, Real Estate, Sports Administration) 50
Office and Secretarial Studies 50
Records Management 51

Other courses 51
Foundation Year 51
Sub-agency Practice 51
VCE Evening Classes 52
* No text exists in this Handbook. Please contact appropriate department See chart page 38.

Subject Details 53

General University Information 5

TAFE Division Information 27
Staff — School of Business Studies

Hawthorn campus

Head
RW. Conn, BBus(SIT), DipEd(Mon), ASCPA

Secretary
J. Llewellyn, BA(UWA)

School Administrator
H.J. Hayes, BA(RMIT), DipEd(SCVH)

Administrative Assistant
L.A. van Ryswick

Finance and Information Technology Department

Head
M.J. Joyce, BBus(SIT), DipEd(SCVH), ASCPA

Academic Staff
M. Aronfeld, DipBusStuds(Swn), DipEd(SCVH), ASA
S. Bourse, BCom(Sales & Mark), BBus(RMIT), GradDipBit(SIT), DipEd(Melb), ACIS, ACIM, ASCPA
P. Brewster, BBus(WlAE), DipEd(Melb)
J. Chong, BEc(LoT), DipEd(HIE)
C. Davy, BBus(SIT), DipEd(SCVH), ASCPA
G. Dickman, BEng(SIT), DipEd(HIE)
D. Frost, GradDipInfoTech(SIT)
B. Halloran, BEd(Mon), DipEd(HIE)
G. Hedger, BForSci(Melb)
R. Hughes, DipAcc(PIT), GradDipBusStuds(CISA), DipT(WAUni)
F.M. Lawlor, DipBusStuds(SIT), BA(Mon), DipEd(Melb), GradDipAcc(PIT), ASA
D. Livingston
P. Lundberg, CertTch(UK), BA(SIT), GradDipCompEd, GradDipCurricStuds(Melb)
E. McLennan, BSc, BA, DipEd(Melb)
J. Pileggi, DipAcc(SCIT), DipT(HIE)
M. Fleaper, BEd(VicColl)
J. Rudolph, BEc(Mon), DipEd(Melb)
G. Senaratne, FCMA(UK), DipEd(HIE), MSc(Melb), GradDipBusTech(Mon), ASA, MACS
D. Smith
G. Steinfort, BEd(VicColl)

secretary
T. Ung Lim

Marketing and Administration Department

Acting Head
C.M. Kent, NZTC(CSTC), BA(SIT)

Academic Staff
M. Baker, DipCH(AAHS), AFAIM, CMAHRI
S. Beaumont
L. Cimino, AssDipBus(LegalPrac)(RMIT), AssDipSecAdminStuds(NMCOT), GradDipBusMgmt(Mon), DipIT(TC)
M. Colley, BA(Hom)
B. Crawford
G. Gissing, GradDipCommEd, DipIT
M. Neilson, DipBusStuds, AssDipTran&Dev(HIE)
M. Power, CertCatering(VAC)
S.E. Quail, BA, DipEd(Mon)
M. Reardon, BEd, GradDipEdAdmin(HIE), GradDipTCE(Melb), MACS
J. Ryan, AssDipBusStuds(PSP)(RMIT), TTC(SCVH), GradDipTCE(Melb)
G.I. Scott, DipCommPrac, BA(SIT), TTC(TTC)
S. Tomkinson, DipIT(TC)
J. Tulk, BEd(Melb), GradDipAppScl(BusTech)(Mon)
R. Turnbull, BA(Hons)
J. Wills, BEc(Hom)(VicUniNZ), DipEd(Melb), FAMI, FMRS
N. Zubeckis, OSSC(RMIT), BA(ANU), DipEd(LaT)

Secretary
R. Rousell, AdvCertBus(ACC), AdvCertBus(OS)

Centre for Business Development and Training

Manager
J. Torbiner, BEd(Melb), GradDipBus(HRD)(Deakin), AIMM

Prahran campus

Head
G. Ryan, BEc, GradDipBus, DipEd, AACS

Administrator and Secretary
Vacant

Department of Financial and Administrative Studies

Head
D. Tonkin, DipBusStud, DipEd

Administration
E. Gottleib, COSS
S. Zeibell, COSS

Academic staff
P. Baker, BBusStud(ACC), DipEd, ASCPA
M. Curtain, DipBus, ASCPA, FTIA
R. Denmead-Lewis, ADipSS, DII, FSS, BEd, GradDipEdAdmin, GradDipInfoTech
A. Hewitt, BA, DipEd, Further CBS(Manag)
D. Phillips, CBS(Sc), DipIT, BEd
P. Power, BBus, DipEd, MgtC, CertBusStud, AIMC, CPA, AICM, JP
R. Thoars, ACA, DipBus(ACC), DipBus(P), ACA, DipEd
Department of Industry Training

Head
G. Romuld, BEc, DipEd

Research Officer
M. Farone, BA, DipEd, GradDipMedia

Administrator
R. Stanley

Administrative Assistant
M. Broukoumis, COSS

Department of Library and Information Studies

Head
M. Hoffmann, BA, HDT, ARMIT, AALIA, BEd

Secretary
T. Gagali

Academic staff
J. Blunden, BA, DipEd, GradDipLib, DipChildLit, GradDipComputing
J. Brain, MA, BA(Hons), BSSSc, DipLib, CertEd
J. Lechmus, BSc, DipEd
S. Nicholson, BBus(Acc), BEd(Sec)
P. Ryan, AssDipDataProcessing, DipTechT
C. Taylor, BA, DipEd, GradDipLib
G. Valoppi, BEc, BEd

Department of Real Estate, Law and Off-campus Studies

Head
D. Sedgwick, BA, LLB, TSTIC

Administration
J. Kalaitzidis, CROP
A. Warr, OSSC

Academic staff
H. Besley, BA, DipEd
R. Black, BA, DipEd
D. Brelaz, LicEA, TPTC
C. Brennan, BA, DipEd
G. Demetriou, BEd
V. Fox, BA, DipEd, BEd
L. Francis, LLB(Mon)
J. Mardling, BEd, LicEA, CertofRealE.Man.&Vals
S. Monahan, BEd(Mon), DipEd

Department of Traineeships and Labour Market Programs

Head
S. Henderson, BA, DipEd, BEd

Administration
T. Karalis

Academic staff
J. Bett, DipBus(Acc), GradDipComp, ASCPA
K. Birtles, CBS
V. Church, BA, MA, TeachCert(UK)
R. Eastgate, BA, DipEd, GradDipInterEthnicSt&Ed
J. Elms, DipSecStudies
M. Handasyde, BEd(Comm)
C. Foard, ADTD
A. Rogers, DipIT
## Courses offered

### Associate Diplomas

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Campus</th>
<th>Course Mode</th>
<th>Course Length</th>
<th>Part-time</th>
<th>Entry Requirements</th>
<th>How to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>3500DBB</td>
<td>Accounting</td>
<td>H, P</td>
<td>Full-time</td>
<td>2 years</td>
<td>5 years</td>
<td>1 WAC</td>
<td>Direct</td>
</tr>
<tr>
<td>3500DBC</td>
<td>Banking and Finance</td>
<td>P</td>
<td>NA</td>
<td>5 years</td>
<td>1* NA</td>
<td>VTAC</td>
<td>NA</td>
</tr>
<tr>
<td>3500DYG</td>
<td>Computer Programming</td>
<td>H</td>
<td>NA</td>
<td>2 years</td>
<td>NA</td>
<td>1 WAC</td>
<td>Direct</td>
</tr>
<tr>
<td>3500DGA</td>
<td>Credit Management</td>
<td>P</td>
<td>NA</td>
<td>4 years</td>
<td>1* NA</td>
<td>Direct</td>
<td>NA</td>
</tr>
<tr>
<td>3500DAH</td>
<td>Library and Information Studies</td>
<td>P</td>
<td>NA</td>
<td>4 years</td>
<td>1* NA</td>
<td>Direct</td>
<td>NA</td>
</tr>
<tr>
<td>3500DGB</td>
<td>Marketing</td>
<td>H</td>
<td>2 years</td>
<td>4-5 years</td>
<td>1 WAC</td>
<td>Direct</td>
<td>Direct</td>
</tr>
<tr>
<td>3500DYA</td>
<td>Microcomputing</td>
<td>H</td>
<td>2 years</td>
<td>5 years</td>
<td>1 WAC</td>
<td>Direct</td>
<td>Direct</td>
</tr>
<tr>
<td>3500DGA</td>
<td>Office Administration</td>
<td>H</td>
<td>2 years</td>
<td>NA</td>
<td>1 VTAC</td>
<td>Direct</td>
<td>NA</td>
</tr>
</tbody>
</table>

### Operations Management:
- Occupational Health and Safety: H NA 4-5 years 1 NA Direct
- Purchasing and Planning: H NA 4-5 years 1 NA Direct
- Work Study: H NA 4-5 years 1 NA Direct

### Advanced Certificates

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Campus</th>
<th>Course Mode</th>
<th>Course Length</th>
<th>Part-time</th>
<th>Entry Requirements</th>
<th>How to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>3300DBH</td>
<td>Accounting</td>
<td>H, P</td>
<td>1 year</td>
<td>2-3 years</td>
<td>1 WAC</td>
<td>Direct</td>
<td>Direct</td>
</tr>
<tr>
<td>3300DGB</td>
<td>Credit Procedures and Practice</td>
<td>P</td>
<td>NA</td>
<td>2 years</td>
<td>2 NA</td>
<td>Direct</td>
<td>Direct</td>
</tr>
<tr>
<td>3300DCH</td>
<td>Estate Agency</td>
<td>P</td>
<td>NA</td>
<td>4 years</td>
<td>1 NA</td>
<td>Direct</td>
<td>Direct</td>
</tr>
<tr>
<td>3300DAH</td>
<td>General Insurance</td>
<td>P</td>
<td>NA</td>
<td>4 years</td>
<td>2 NA</td>
<td>Direct</td>
<td>Direct</td>
</tr>
<tr>
<td>3300DPC</td>
<td>Information Technology</td>
<td>H, P</td>
<td>1 year</td>
<td>2-3 years</td>
<td>1 WAC</td>
<td>Direct</td>
<td>Direct</td>
</tr>
<tr>
<td>3300DGA</td>
<td>Management</td>
<td>P</td>
<td>NA</td>
<td>2 years</td>
<td>1* NA</td>
<td>Direct</td>
<td>Direct</td>
</tr>
<tr>
<td>3300DGN</td>
<td>Office Administration</td>
<td>H, P</td>
<td>1 year</td>
<td>NA</td>
<td>1 WAC</td>
<td>Direct</td>
<td>NA</td>
</tr>
</tbody>
</table>

### Certificates in Occupational Studies:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Campus</th>
<th>Course Mode</th>
<th>Course Length</th>
<th>Part-time</th>
<th>Entry Requirements</th>
<th>How to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>3222DPC</td>
<td>Business</td>
<td>H, P</td>
<td>1 year</td>
<td>NA</td>
<td>3 Via CES</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>3222DPE</td>
<td>Business Services</td>
<td>H</td>
<td>1 year</td>
<td>NA</td>
<td>3 Via CES</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>3222DPA</td>
<td>Retailing</td>
<td>P</td>
<td>1 year</td>
<td>NA</td>
<td>3 Via CES</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

### Certificate in Vocational Studies:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Campus</th>
<th>Course Mode</th>
<th>Course Length</th>
<th>Part-time</th>
<th>Entry Requirements</th>
<th>How to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>3222DBC</td>
<td>Insurance</td>
<td>P</td>
<td>1 year</td>
<td>NA</td>
<td>3 Via CES</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>3222DBE</td>
<td>Credit Control</td>
<td>P</td>
<td>1 year</td>
<td>NA</td>
<td>3 Via CES</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>3222DBF</td>
<td>Financial Services</td>
<td>P</td>
<td>1 year</td>
<td>NA</td>
<td>3 Via CES</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>3222DBH</td>
<td>Real Estate</td>
<td>P</td>
<td>1 year</td>
<td>NA</td>
<td>3 Via CES</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>3222DAH</td>
<td>Australian Public Services</td>
<td>H, P</td>
<td>1 year</td>
<td>NA</td>
<td>3 Via CES</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>3222DEA</td>
<td>Office</td>
<td>H, P</td>
<td>1 year</td>
<td>NA</td>
<td>3 Via CES</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>3222DEB</td>
<td>Sports Administration</td>
<td>P</td>
<td>1 year</td>
<td>NA</td>
<td>3 Via CES</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>3222DHA</td>
<td>Office and Secretarial Studies</td>
<td>H, P</td>
<td>1 year</td>
<td>NA</td>
<td>2 Direct</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

### Other courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Campus</th>
<th>Course Mode</th>
<th>Course Length</th>
<th>Part-time</th>
<th>Entry Requirements</th>
<th>How to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>2200Z</td>
<td>Foundation Year</td>
<td>H</td>
<td>1 year</td>
<td>NA</td>
<td>4 Direct</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>3100CA</td>
<td>Sub-Agency Practice</td>
<td>P</td>
<td>2 weeks</td>
<td>6 weeks</td>
<td>2 Direct</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

Details on the content of each course are listed in the pages that follow. Courses are listed in the same order as above, alphabetically within award type.

**The Associate Diploma of Business (Banking and Finance) is being offered at Prahran from 1994. For further information, please contact the Department of Financial and Administrative Studies on 522 6828.

** No entry exists in this Handbook. More information is available from the Department of Traineeships and Labour Market Programs at the Prahran campus on 522 6765 or the Hawthorn campus on 819 8165 or 819 8720.

3500DBC Computer Programming — **please note, this course may not be available in 1994.**
Entry requirements notes (for chart)

1. Satisfactory completion of Year 12 or approved equivalent or of sufficient maturity and experience if mature age. The definition of mature age is taken as being a minimum of twelve months out of full-time secondary education.
   * For these courses there is a requirement that the student be employed in a particular industry or position. If you are considering applying obtain a copy of the detailed course brochure.

2. Satisfactory completion of Year 11 or approved equivalent or of sufficient maturity and experience if mature age. The definition of mature age is taken as being a minimum of twelve months out of full-time secondary education.
   * For these courses there is a requirement that the student be employed in a particular industry. If you are considering applying obtain a copy of the detailed course brochure.

3. Entry to these courses is controlled by the CES and students must register their interest with their local CES office.

4. This course is designed for overseas students and is not available to permanent residents. Applications are available from the International Student Unit 819 8647.

General School information

Part-time study

The majority of part-time study is conducted on weekday evenings between 5.30pm and 9.30pm. Some subjects are available in the afternoons, 2.30pm to 5.30pm and some courses are available on Saturdays.

The length of courses varies and an estimate based on a student studying two nights per week is listed in the chart printed on the previous page.

Flexible learning

Students may be able to undertake many of the Business Studies courses through the University's Off Campus Centre. Enquiries should be directed to the Off Campus Centre, telephone 522 6798.

English language requirements

Subjects 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 oral instructions, read technical books and magazines, make oral presentations and prepare written reports.

Recognition of prior learning (RPL)

A definition and information on the application procedure for RPL is in the early pages of the Handbook. A pamphlet detailing the units available for RPL assessment in the current year is available from the School.

Entrance requirements

The usual entrance requirements are a pass in Year 11 or an equivalent course for certificate courses and a pass in Year 12, an equivalent course or mature background for associate diplomas or advanced certificates. See chart for details.

Application procedures

Full-time associate diploma or advanced certificate courses

Semester 1 1994

All full-time places in associate diploma and advanced certificate courses must be applied for through the Victorian Tertiary Admissions Centre (VTAC). This applies to all VCE and mature-age applicants for full-time courses.

Intending applicants need to obtain the VTAC Guide, which includes all relevant course and application details and application forms, from: VTAC, 40 Park Street, South Melbourne 3206. The closing date for applications is the 17 September 1993. Late applications will be accepted until the 17 December 1993, but a $50 late fee will be imposed. After this date, please contact the relevant department for application advice.

Semester 2 — mid-year intake

Full-time intakes for second semester 1994 can be made by direct application to the appropriate campus (see below for contact details).

Full-time certificates

Full-time applications for the Certificate in Office and Secretarial Studies (H) and the Certificate in Computer Business Applications (P) must apply via the direct application form available from the appropriate campus.

Part-time applications

Part-time applicants should contact the appropriate campus to be sent the Part-time Students Information brochure, an individual detailed course brochure and a part-time application form.

More application information

Contact:
School of Business Studies
Hawthorn campus: 36 Wakefield St., Hawthorn 3122
Phone: 819 8165 or 819 8720
OR
Prahran campus: 144 High St., Prahran 3181
Phone: 522 6832 or 522 6828 or 522 6773

Career potential

The general aim of the certificate, advanced certificate and associate diploma courses is to provide a variety of professional and para-professional courses which are designed to suit the needs of potential section or department supervisors, marketing and sales managers, senior clerical staff, industrial supervisors, insurance staff, credit managers, library staff, estate agents and staff, sales supervisors, account staff, secretarial support staff and other supporting staff with specialist areas of responsibility.

Professional recognition

These courses are recognised for the purpose of admission to membership of a number of professional institutes. These are listed under the individual courses.
### Associate Diploma courses

**3500DB**  
**Associate Diploma of Business**  
(Accounting)

This course is offered at both the Hawthorn and Prahran campuses.

**Course aims**

The Associate Diploma of Business (Accounting) encompasses practical training for a variety of professional accounting positions. Candidates will be able to work independently in small organisations or be involved in positions requiring a minimum of supervision while working under a professional accountant.

**Course description**

The structure of the Associate Diploma of Business (Accounting) requires the successful completion of twelve compulsory subjects to be undertaken in the first year of full-time study, followed by nine compulsory and three elective subjects in the second year of full-time study. Many subjects have prerequisites. Check under subject details.

**Career potential**

The course provides participants with the opportunity to obtain knowledge and skills relating to manual and computerised bookkeeping, costing, budgeting, taxation, financial accounting and financial management.

**Professional recognition**

Students completing the Associate Diploma of Business (Accounting) may be eligible for membership in the National Institute of Accountants.

Students who have successfully completed the taxation subjects as part of their diploma will be eligible for registration with the Tax Agents Board of Victoria.

**Entry requirements**

This course is post Year 12 or mature age entry level.

**Course duration and mode of study**

The course may be undertaken by two years of full-time study or approximately five years of part-time study. Part-time study is normally conducted on an evening basis. However, some subjects are available as day-release. Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or heads of department.

Note: National Accounting modules are likely to be implemented in 1994. For further information contact the Department responsible at either campus.

**Course structure**

**Compulsory subjects**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS247</td>
<td>Business Law 1</td>
</tr>
<tr>
<td>TS301</td>
<td>Introduction to Accounting</td>
</tr>
<tr>
<td>TS302</td>
<td>Accounting Reports</td>
</tr>
<tr>
<td>TS303</td>
<td>Accounting Systems</td>
</tr>
<tr>
<td>TS304</td>
<td>Partnership and Introductory Company</td>
</tr>
<tr>
<td>TS415</td>
<td>Computer Based Accounting 1</td>
</tr>
<tr>
<td>TS421</td>
<td>Business Computer Applications 1</td>
</tr>
<tr>
<td>TS422</td>
<td>Business Computer Applications 2</td>
</tr>
<tr>
<td>TS436</td>
<td>Applied Business Economics 1</td>
</tr>
<tr>
<td>TS445</td>
<td>Applied Business Mathematics</td>
</tr>
<tr>
<td>TS425</td>
<td>Computer Based Accounting 2</td>
</tr>
<tr>
<td>TS409</td>
<td>Auditing</td>
</tr>
<tr>
<td>TS311</td>
<td>Taxation Fundamentals</td>
</tr>
<tr>
<td>TS314</td>
<td>Company Financial Reporting</td>
</tr>
<tr>
<td>TS427</td>
<td>Business Law 2</td>
</tr>
<tr>
<td>TS306</td>
<td>Costing Principles</td>
</tr>
<tr>
<td>TS307</td>
<td>Costing Systems</td>
</tr>
<tr>
<td>TS308</td>
<td>Auditing</td>
</tr>
<tr>
<td>TS312</td>
<td>Taxation Procedures</td>
</tr>
<tr>
<td>TS313</td>
<td>Taxation Practice</td>
</tr>
<tr>
<td>TS410</td>
<td>Budgeting 2</td>
</tr>
<tr>
<td>TS437</td>
<td>Applied Business Economics 2</td>
</tr>
<tr>
<td>TS450</td>
<td>Integrated Work/Field Placement</td>
</tr>
<tr>
<td>TH435</td>
<td>Management Skills 2</td>
</tr>
</tbody>
</table>

**Elective subjects**

A further three subjects to be selected from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS308</td>
<td>Auditing</td>
</tr>
<tr>
<td>TS311</td>
<td>Taxation Fundamentals</td>
</tr>
<tr>
<td>TS314</td>
<td>Company Financial Reporting</td>
</tr>
<tr>
<td>TS409</td>
<td>Budgeting 1</td>
</tr>
<tr>
<td>TS410</td>
<td>Budgeting 2</td>
</tr>
<tr>
<td>TS427</td>
<td>Business Law 2</td>
</tr>
<tr>
<td>TS428</td>
<td>Business Law 2</td>
</tr>
<tr>
<td>TS306</td>
<td>Costing Principles</td>
</tr>
<tr>
<td>TS307</td>
<td>Costing Systems</td>
</tr>
<tr>
<td>TS308</td>
<td>Auditing</td>
</tr>
<tr>
<td>TS311</td>
<td>Taxation Fundamentals</td>
</tr>
<tr>
<td>TS312</td>
<td>Taxation Procedures</td>
</tr>
<tr>
<td>TS313</td>
<td>Taxation Practice</td>
</tr>
<tr>
<td>TS410</td>
<td>Budgeting 2</td>
</tr>
<tr>
<td>TS437</td>
<td>Applied Business Economics 2</td>
</tr>
<tr>
<td>TS445</td>
<td>Applied Business Mathematics</td>
</tr>
<tr>
<td>TS425</td>
<td>Computer Based Accounting 2</td>
</tr>
<tr>
<td>TS410</td>
<td>Budgeting 2</td>
</tr>
<tr>
<td>TS437</td>
<td>Applied Business Economics 2</td>
</tr>
<tr>
<td>TS445</td>
<td>Applied Business Mathematics</td>
</tr>
<tr>
<td>TS425</td>
<td>Computer Based Accounting 2</td>
</tr>
<tr>
<td>TS302</td>
<td>Accounting Reports</td>
</tr>
<tr>
<td>TS422</td>
<td>Business Computer Applications 2</td>
</tr>
<tr>
<td>TS436</td>
<td>Applied Business Economics 1</td>
</tr>
<tr>
<td>TS445</td>
<td>Applied Business Mathematics</td>
</tr>
<tr>
<td>TS428</td>
<td>Business Law 2</td>
</tr>
<tr>
<td>TS306</td>
<td>Costing Principles</td>
</tr>
<tr>
<td>TS307</td>
<td>Costing Systems</td>
</tr>
<tr>
<td>TS308</td>
<td>Auditing</td>
</tr>
<tr>
<td>TS311</td>
<td>Taxation Fundamentals</td>
</tr>
<tr>
<td>TS312</td>
<td>Taxation Procedures</td>
</tr>
<tr>
<td>TS313</td>
<td>Taxation Practice</td>
</tr>
<tr>
<td>TS410</td>
<td>Budgeting 2</td>
</tr>
<tr>
<td>TS437</td>
<td>Applied Business Economics 2</td>
</tr>
<tr>
<td>TS450</td>
<td>Integrated Work/Field Placement</td>
</tr>
<tr>
<td>TH435</td>
<td>Management Skills 2</td>
</tr>
</tbody>
</table>

**Subject sequence — part-time students**

Students are advised to start this course with the following subjects:

**Semester 1**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS301</td>
<td>Introduction to Accounting</td>
</tr>
<tr>
<td>TS421</td>
<td>Business Computer Applications 1</td>
</tr>
</tbody>
</table>

**Semester 2**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS302</td>
<td>Accounting Reports</td>
</tr>
<tr>
<td>TS422</td>
<td>Business Computer Applications 2</td>
</tr>
</tbody>
</table>

For advice on later-year subjects, students are strongly urged to seek advice from the Department (as below).

**Further information**

Finance and Information Technology Department (819 8165) at the Hawthorn campus or the Department of Financial and Administrative Studies at the Prahran campus (522 6754).

**Associate Diploma of Business**  
(Banking and Finance)

Course and subject details are not available in this handbook. For further information contact the Department of Financial and Administrative Studies at the Prahran campus on 522-6828.

**3500DYB**  
**Associate Diploma of Business**  
(Computer Programming)

**3500DYA**  
**Associate Diploma of Business**  
(Microcomputing)

These Associate Diploma courses are offered at the Hawthorn campus.

Note: The first year subjects (which comprise the Advanced Certificate of Information Technology) are available at both campuses.

**Course aims**

The broad course aims are:

1. To produce skilled personnel for four distinct areas of the computer industry labour force.
2. To facilitate retraining and qualification upgrading for computer industry personnel.

**Course description**

This course offers three major qualifications:

- Advanced Certificate in Information Technology  
  3300 DYC
- Associate Diploma of Business (Computer Programming)  
  3500DYa
- Associate Diploma of Business (Microcomputing)  
  3500DYB

Students wishing to complete either Associate Diploma must have successfully completed the Advanced Certificate in Information Technology.
Course participants may exit at Advanced Certificate or Associate Diploma level. The integration of common elements of study in this course facilitate job retraining and enable qualification upgrading.

**Career potential**
The courses are primarily designed to prepare students for employment in four key areas of the computer industry. Although some graduates will find work in other related fields, the four labour market areas targeted are computer sales, computer operation, computer programming and microcomputer user support. Daily newspapers and trade publications carry many advertisements seeking skilled personnel for computer industry jobs relevant to this course.

**Professional recognition**
Students completing the course are academically qualified to become a provisional associate member of the Australian Computer Society.

**Entry requirements**
Applicants will need to have completed Year 12 or equivalent. Mature-age students who have not met this requirement are encouraged to apply.

**Course duration and mode of study**
The Advanced Certificate may be obtained after one year of full-time study. The Associate Diploma may be undertaken by two years of full-time study.

Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or heads of departments.

**Course structure**

**Compulsory subjects**

<table>
<thead>
<tr>
<th>Advanced Certificate in Information Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>T5711  Intro to Microcomputer Applications A</td>
</tr>
<tr>
<td>T5721  Communication Skills A</td>
</tr>
<tr>
<td>T5715  Programming Concepts A</td>
</tr>
<tr>
<td>T5727  Computer Architecture</td>
</tr>
<tr>
<td>T5729  Using a Microcomputer</td>
</tr>
<tr>
<td>T5739  Business Organisations</td>
</tr>
<tr>
<td>T5713  Keyboading</td>
</tr>
<tr>
<td>T5712  Intro to Microcomputer Applications B</td>
</tr>
<tr>
<td>T5722  Communication Skills B</td>
</tr>
<tr>
<td>T5716  Programming Concepts B</td>
</tr>
<tr>
<td>T5728  Introduction to Peripheral Devices</td>
</tr>
<tr>
<td>T5730  Using a Minicomputer</td>
</tr>
<tr>
<td>T5740  Business Information Processing</td>
</tr>
<tr>
<td>T5723  Communication Skills C</td>
</tr>
<tr>
<td>T5719  Cobol Programming A</td>
</tr>
<tr>
<td>T5717  Programming Techniques A</td>
</tr>
<tr>
<td>T5731  Operating Systems</td>
</tr>
<tr>
<td>T5741  Data Processing System</td>
</tr>
<tr>
<td>T5725  Introduction to Sales and Marketing</td>
</tr>
<tr>
<td>T5724  Communication Skills D</td>
</tr>
<tr>
<td>T5720  Cobol Programming B</td>
</tr>
<tr>
<td>T5718  Programming Techniques B</td>
</tr>
<tr>
<td>T5733  Intro to Data Communications and Networks</td>
</tr>
<tr>
<td>T5734  Microcomputer Hardware and Software Selection</td>
</tr>
<tr>
<td>T5726  Computer Sales and Marketing</td>
</tr>
<tr>
<td>T5714  Accounting Concepts</td>
</tr>
<tr>
<td>Plus two electives</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>T5742  Document Processing Software Packages</td>
</tr>
<tr>
<td>T5743  Spreadsheet and Business Graphics</td>
</tr>
<tr>
<td>T5744  Database Software Packages</td>
</tr>
<tr>
<td>T5745  Accounting Software Packages</td>
</tr>
<tr>
<td>T5747  Drafting and Display Graphics</td>
</tr>
</tbody>
</table>

**Associate Diploma of Business (Computer Programming)**

**Semester 1**

| T5732  Intro to Systems Analysis and Design |
| T5735  Advanced Systems Analysis and Design |
| T5737  Project Management Techniques       |
| T5746  Application Project A                |
| T5748  Cobol Programming C                  |
| T5749  Advanced Cobol Programming A         |
| T5751  Database Design                      |
| T5752  Database Programming A               |
| T5753  Database Programming B               |
| T5755  3GL Programming Option A             |
| T5757  4GL Programming Option               |

**Semester 2**

| T5736  Applied Systems Analysis and Design  |
| T5738  System and Software Development Tools |
| T5747  Application Project B                |
| T5750  Advanced Cobol Programming B          |
| T5754  Data Communications                   |
| T5756  3GL Programming Option B              |
| T5758  Local Area Networks                  |

**Associate Diploma of Business (Microcomputing)**

**Semester 1**

| T5732  Introduction to Systems Analysis and Design |
| T5751  Database Design                           |
| T5752  Database Programming A                    |
| T5757  4GL Programming Option                     |
| T5773  Microcomputer Systems Analysis and Design  |
| T5774  Electronic Principles                     |
| T5775  3GL Programming Option A                   |
| T5787  Project Management Techniques             |
| T5751  Database Programming B                     |
| T5765  User Needs Analysis                       |
| T5756  3GL Programming Option B                   |
| T5768  Microcomputer Development Tools           |
| T5771  User Training Techniques                  |
| T5754  Data Communications                        |
| T5769  Multiuser Microcomputer Systems            |
| T5772  User Documentation                        |
| T5770  Microcomputer Architecture and Assembly Programming |
| T5775  Advanced Local Area Networks              |
| T5776  Microcomputer Systems                     |

The above sequences of subjects for both the Advanced Certificate and the Associate Diploma are recommended only. Changes to these sequences may occur.

**Further information**
The Advanced Certificate is available at both campuses. Contact the Finance and Information Department at the Hawthorn campus on 819 8165 or the Centre for Business Studies and Information Technology at the Prahran campus on 522 6828 or 522 6832.
3500DBA  **Associate Diploma of Business**  
(Credit Management)

This course is offered at the Prahran campus.

**Course aims**

This course aims to improve the quality of credit management by providing systematic training wherein graduates will be able to:
- formulate and review credit management policy and procedures
- devise and implement a credit reporting system
- perform administrative and staff appraisal functions
- determine credit worthiness
- undertake accounting/bookkeeping functions and monitor the efficiency of the system
- select and implement methods for collecting overdue accounts either legal or non-legal.

**Course description**

The Advanced Certificate

The Advanced Certificate comprises ten units and is normally undertaken on a part-time basis over two years.

The Associate Diploma

The Associate Diploma comprises twenty units and is normally undertaken on a part-time basis over four or five years.

The University year is divided into two semesters each of approximately seventeen weeks. Attendance of five to seven 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.

**Career potential**

The course is suitable for those working in the field of credit management and those aspiring to upgrade qualifications and training to the position of Credit Manager.

**Professional recognition**

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

**Entry 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-age applicants and people with relevant credit management industry experience.

**Course structure**

Students are required to complete units marked with an * to obtain the Associate Diploma and the four stages to obtain the Associate Diploma. Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or heads of department.

**First stage**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS301</td>
<td>Introduction to Accounting*</td>
</tr>
<tr>
<td>TS436</td>
<td>Applied Business Economics 1</td>
</tr>
<tr>
<td>TH433</td>
<td>Applied Business Communications</td>
</tr>
<tr>
<td>TS247</td>
<td>Business Law 1*</td>
</tr>
<tr>
<td>TS422</td>
<td>Business Computer Applications 2*</td>
</tr>
<tr>
<td>CX123</td>
<td>Credit Department Management</td>
</tr>
</tbody>
</table>

**Second stage**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS302</td>
<td>Accounting Reports*</td>
</tr>
<tr>
<td>TS415</td>
<td>Computer Based Accounting 1*</td>
</tr>
<tr>
<td>TH434</td>
<td>Management Skills 1</td>
</tr>
<tr>
<td>CX121</td>
<td>Introduction to Credit Law 1*</td>
</tr>
<tr>
<td>CX124</td>
<td>Credit Control Practice and Procedures*</td>
</tr>
</tbody>
</table>

**Third stage**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS409</td>
<td>Budgeting 1</td>
</tr>
<tr>
<td>CX122</td>
<td>Introduction to Credit Law 2</td>
</tr>
<tr>
<td>CX125</td>
<td>Consumer Credit Finance*</td>
</tr>
<tr>
<td>CX127</td>
<td>Commercial Credit Assessment*</td>
</tr>
<tr>
<td>1 Elective</td>
<td></td>
</tr>
</tbody>
</table>

**Fourth stage**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CF026</td>
<td>Office and Computer Systems Management</td>
</tr>
<tr>
<td>CX120</td>
<td>Credit Management Project</td>
</tr>
<tr>
<td>CX126</td>
<td>Commercial Credit Finance</td>
</tr>
<tr>
<td>1 Elective</td>
<td></td>
</tr>
</tbody>
</table>

**Electives**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS305</td>
<td>Financial Management</td>
</tr>
<tr>
<td>TS958</td>
<td>The Marketing Concept</td>
</tr>
<tr>
<td>TS445</td>
<td>Applied Business Mathematics</td>
</tr>
<tr>
<td>TH435</td>
<td>Management Skills 2</td>
</tr>
<tr>
<td>TS303</td>
<td>Accounting Systems</td>
</tr>
</tbody>
</table>

**Further information**

Further information may be obtained from the Department of Financial and Administrative Studies on 522 6828.

3500KDA  **Associate Diploma of Social Sciences**  
(Library and Information Studies)

This course is offered at the Prahran campus.

**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.

**Course description**

Students normally undertake this course over a 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 they enrol for. 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 week 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. Completion of twenty-three units (seventeen compulsory and six electives), 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).

**Professional recognition**

Students completing the course are qualified for admission as members of the Library Technicians' Section of the Australian Library and Information Association.
Entry 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 qualification. All students must be in paid library subjects because work experience is an integral part of the course. Applicants may be made in anticipation that library employment will be found and students must study the non-library subjects while seeking employment.

Course structure
Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or heads of department.

Compulsory units
LS101 History of Books, Libraries, Communication
LS102 Library Services
LS103 Organising Resources 1A
LS104 Organising Resources 1B
LS105 Acquiring Resources 1A
LS106 Acquiring Resources 1B
LS107 Communication Skills A
LS108 Communication Skills B
LS111 Keyboard Skills for Library Technicians A
LS112 Keyboard Skills for Library Technicians B
LS119 Reference Services A
LS120 Reference Services B
LS129 Acquiring Resources 2A
LS130 Acquiring Resources 2B
LS155 Acquiring Resources 2C
LS156 Organising Resources 1A
LS157 Organising Resources 1B
LS158 Organising Resources 2A
LS159 Organising Resources 2B
LS160 Organising Resources 2C
LS161 Introductory Unit

Elective units
LS109 Literature and the Arts A
LS110 Literature and the Arts B
LS112 Keyboard Skills for Library Technicians B
LS115 Display and Promotion A
LS116 Display and Promotion B
LS119 Audio Visual Resources 1A
LS120 Audio Visual Resources 1B
LS124 The Sciences
LS125 Government Publications
LS127 Children's Literature
LS150 Conservation of Library Materials
LS151 Photography
LS155 Acquiring Resources 2A
LS156 Organising Resources 1A
LS219 Introduction to Audio Visual Management

Further information
For further information please contact the Department of Library and Information Studies, Prahran campus on 322 6773.

3300DCC Advanced Certificate in Sales Management
This course is a subset of the Associate Diploma and may be completed on its own or as an intermediate step towards the Associate Diploma.

Career potential
This course is designed to qualify people for middle management positions in the areas of marketing and sales management. It will provide the academic base for career advancement for those working in the marketing and sales management areas.

Professional recognition
On completion of the Associate Diploma, students are eligible to apply for membership of the Australian Marketing Institute.

Entry requirements
Students are eligible to enter this course of study if they have satisfactorily completed an approved course at Year 12 level or an equivalent course. Alternatively, mature background entry is granted if the student is considered to have sufficient maturity and experience to undertake the course successfully.

Course duration and mode of study
The Associate Diploma of Business (Marketing) is offered on a full-time basis over two years or on a part-time basis taking four to five years to complete. Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or heads of department.

Course structure
First year
TH433 Applied Business Communication
TH434 Management Skills 1 or
TS970 Organisations and Management
TS247 Business Law 1
TS421 Business Computer Applications 1
TS422 Business Computer Applications 2
TS436 Applied Business Economics 1
TS952 Business Statistics
TS954 Selling
TS955 Buyer Behaviour
TS956 Sales Management
TS958 The Marketing Concept
TS975 The Law for Marketers

Second year
TS957 Marketing Communication
TS959 Marketing Research
TS961 Strategic Marketing
TS962 Product Innovation
TS963 Marketing Distribution
TS964 Direct Marketing
TS966 Services Marketing
TS971 Accounting for Non-Accountants

Plus two electives from the following subjects:
TH435 Management Skills 2
TS437 Applied Business Economics 2
TS965 Retail Marketing
TS967 International Marketing
TS968 Small Business Marketing
TS969 Industrial Marketing

Any other Associate Diploma of Business subject.

Further information
Contact the Marketing and Administration Department (819 8720).
The Associate Diploma of Business (Office Administration) is offered on a full-time basis over two years. Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or heads of department.

Course aims
This is a two year full-time course, combining both the practical and theoretical concepts necessary for graduates to gain employment in administrative/office support areas. Students who successfully complete the first year of the course are eligible for the award of Advanced Certificate in Office Administration.

Course description
Currently, two specialist streams can be taken in accounting or desktop publishing. A generalist stream is also available where students can choose the subjects they wish to study from a range of areas.

Career potential
Employment opportunities are found in a range of administrative and office support areas such as: secretaries, administrative officers, personal secretaries, personal assistants.

Professional recognition
Students who successfully complete the Associate Diploma of Business (Office Administration) are eligible to apply for membership of the Institute of Professional Secretaries Association.

Entry requirements
Students are eligible to enter this course if they have satisfactorily completed Year 12 or equivalent. Mature age students with suitable business background will also be admitted to the course.

Course duration and mode of study
The Associate Diploma of Business (Office Administration) is offered on a full-time basis over two years. Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or heads of department.

Course structure

**First year**
- **TS247** Business Law 1
- **TS301** Introduction to Accounting
- **TS421** Business Computer Applications 1
- **TS422** Business Computer Applications 2
- **TS800** Practical Placement
- **TS872** Document Production 1
- **TS873** Document Production 2
- **TS874** Office Administration 1
- **TS875** Office Administration 2
- Plus two electives from the following units:
  - **TS302** Accounting Reports
  - **TS436** Applied Business Economics 1 (P)
  - **TS722** Communications Skills B
  - **TS905** Electronic Publishing 1
  - **TS904** Page Layout Software

**Second year**
- **TS801** Practical Placement
- **TS897** Document Production 3
- **TS898** Document Production 4
- **TS899** Office Supervision 1
- **TS900** Office Supervision 2
- Plus six electives from the following units:
  - **TS115** Applied Business Statistics
  - **TS248** Business Law 2
  - **TS303** Accounting Systems
  - **TS315** Computer Based Accounting 1
  - **TS722** Communication Skills B
  - **TS724** Communication Skills D
  - **TS906** Electronic Publishing 2
  - **TS907** Electronic Publishing 3
  - **TS955** Buyer Behaviour
  - **TS958** The Marketing Concept
  - **TS436** Applied Business Economics 1 (H)
  - Elective subjects may be selected from other associate diploma courses.
  - Electives will be offered at the discretion of the University.

Further information
For further information please contact the Marketing and Administration Department at the Hawthorn campus on 819 8720 or the Centre for Business Studies and Information at the Prahran campus on 522 6826 or 522 6832.

The course is designed so that a student obtains an understanding of the operations management functions within an organisation and the techniques, skills and knowledge that are required to manage these functions. On satisfactory completion of the Advanced Certificate in Operations Management the student should be able to perform the duties and tasks of one or more of the following operations management functions:
- Occupational Health and Safety
- Purchasing and Planning
- Work Study

On satisfactory completion of the Associate Diploma of Business (Operations Management) the student should be able to —

a) Perform, supervise, and manage one or more of the operations management functions.

or

b) Perform duties as a manufacturer/production/operations manager of a medium to large organisation.

Course description
The Associate Diploma of Business (Operations Management) can be completed in two stages.

**Stage 1 — Advanced Certificate in Operations Management**

<table>
<thead>
<tr>
<th>No. of subjects</th>
<th>Group A: Six compulsory subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Group B: Eight specified or elective subjects</td>
</tr>
<tr>
<td></td>
<td>Total.</td>
</tr>
</tbody>
</table>

Students must complete fourteen subjects from the following:

- **Group A** Six compulsory subjects
- **Group B** Eight specified or elective subjects

**Stage 2 — Associate Diploma of Business (Operations Management)**

Students must complete a further fourteen subjects from the following:

- **Group B** Four elective subjects
- **Group C** Ten compulsory subjects

**TOTAL subjects** for Associate Diploma of Business (Operations Management)
Career potential
Covered under course aims.

Professional recognition
Students who have successfully completed the Advanced Certificate in Operations Management and/or the Associate Diploma of Business (Operations Management) are qualified for membership with the following professional institutes:
- Institute of Purchasing and Supply Management (IPSM)
- Australian Institute of Materials Management (AIMM)
- Logistics Management Association of Australia (LMAA)
- Institute of Industrial Engineers (IIEA)
- Safety Institute of Australia (SIA)
- Australian Institute of Management (AIM)

Entry requirements
For both Advanced Certificate in Operations Management and Associate Diploma of Business (Operations Management):

a. Successful completion of Year 12 or an approved equivalent course.
   OR
b. Mature-age and have sufficient work experience to successfully undertake the course.

Course duration and mode of study

<table>
<thead>
<tr>
<th>Group A</th>
<th>P/T Hours</th>
<th>14 subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Certificate in Operations Management</td>
<td>510</td>
<td>(2 evenings)</td>
</tr>
<tr>
<td>Associate Diploma of Business (Operations Management)</td>
<td>1,030</td>
<td>(4 years)</td>
</tr>
</tbody>
</table>

Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or heads of department.

Course structure

Subject groups

**Group A**
The following six subjects in Group A are compulsory for the Advanced Certificate in Operations Management.
- T5222 Accounting for Operations Management
- T5433 Applied Business Communication
- T5445 Applied Business Mathematics
- T5525 Productivity and Work Methods Improvement
- T5526 Implementation of Changes
- T5534 Introduction to Computer Application

**Group B**
Eight of the following subjects (specified or electives) are required from this group for Advanced Certificate in Operations Management. Further four subjects, not already completed, required as electives for Associate Diploma of Business (Operations Management).
- T5527 Predetermined Motion Time Standard Systems
- T5528 Statistical and Estimating Techniques
- T5529 Labour Cost Control
- T5530 Facility Layout and Workplace Design
- T5531 Productivity in Service Industries
- T5532 Productivity in Office and Administration Systems
- T5533 Maintenance Management
- T5603 Time Study
- T5621 Occupational Health and Safety 1
- T5622 Occupational Health and Safety 2
- T5623 Occupational Health and Safety 3
- T5624 Occupational Health and Safety 4
- T5627 Materials Handling and Packaging
- T5628 Transport and Distribution Systems
- T5651 Resource Requirement Planning
- T5652 Production Planning and Control
- T5653 Inventory Management
- T5654 Warehouse Management
- T5671 Purchasing 1
- T5672 Purchasing 2
- T5673 Purchasing 3
- T5674 Purchasing 4

**Group C**
The following ten subjects are compulsory for Associate Diploma of Business (Operations Management).
- T5426 Introduction to Management
- T5535 Operations Research
- T5536 Total Quality Management
- T5538 Computer Applications in Operations Management
- T5615 Human Management
- T5616 Financial Analysis
- T5617 Industrial Relations Management
- T5618 Operations Management Project
- T5619 Project Management
- T5632 Marketing Management

Note: Not all subjects may be offered.

Further information
Contact the Finance and Information Technology Department, Hawthorn campus on 819 8165.

Occupational Health and Safety

Course aims
Students are given a broad understanding of the various issues associated with Occupational Health and Safety. The course provides a basis for higher learning as well as preparing them for tackling some of the day-to-day issues. It also gives students resources to enable them to apply preventative strategies at their place of work.

Course description
Please refer to explanation under Associate Diploma of Business (Operations Management).

Career potential
The course is designed to:
1. Educate staff who will be responsible for evaluating the need for and nature of accident prevention.
2. Apply the techniques of accident reporting, accident investigation, accident loss statistical systems and a safety measurement program.
3. Develop and implement occupational health and safety training programs for all levels of management and employees.

Professional recognition
Please refer to details under Associate Diploma of Business (Operations Management).

Entry requirements
Please refer to details under Associate Diploma of Business (Operations Management).

Course duration and mode of study
Please refer to details under Associate Diploma of Business (Operations Management).

Course structure
Students electing to specialise in Occupational Health and Safety need to complete the following subjects:
Completion of these fourteen subjects leads to the award of Advanced Certificate in Operations Management.

A further fourteen subjects must be completed for the award of Associate Diploma of Business (Operations Management) which consist of four elective subjects from Group B (not previously studied) and ten compulsory subjects from Group C.

For a full list of these subjects see Associate Diploma of Business (Operations Management).

Work Study

Course aims

The aim of the course is to provide a systematic examination of work in order to promote more efficient and economical work practices.

Course description

Please refer to details under Associate Diploma of Business (Operations Management).

Career potential

The course is designed to educate:

1. support staff for professional officers and higher-level management, including department supervisors, senior clerical staff and staff with important specialist areas of responsibility, e.g. work study practitioners.
2. smaller operators who need to be proficient in a variety of technical or business tasks as well as management decision-making.

Professional recognition

Please refer to details under Associate Diploma of Business (Operations Management).

Course duration and mode of study

Please refer to details under Associate Diploma of Business (Operations Management).

Course structure

Students electing to specialise in Work Study need to complete the following subjects:
Completion of these fourteen subjects leads to the award of Advanced Certificate in Operations Management. A further fourteen subjects must be completed for the award of Associate Diploma of Business (Operations Management) which consist of four elective subjects from Group B (not previously studied) and ten compulsory subjects from Group C.

For a full list of these subjects see Associate Diploma of Business (Operations Management).

**Advanced Certificate courses**

**3300DBI Advanced Certificate in Accounting**

This course is offered at the Hawthorn and Prahran campuses. Students who successfully complete all the first-year subjects of the Associate Diploma of Business (Accounting) are eligible to obtain the Advanced Certificate in Accounting.

For details on career prospects and course aims see the Associate Diploma of Business (Accounting).

Note: National Accounting modules are likely to be implemented in 1994. For further information contact the department responsible at either campus.

**First year subjects**

- TH433 Applied Business Communication
- TH434 Management Skills 1
- TS247 Business Law 1
- TS301 Introduction to Accounting
- TS302 Accounting Reports
- TS303 Accounting Systems
- TS304 Partnership and Introductory Company Accounting
- TS415 Computer Based Accounting 1
- TS421 Business Computer Applications 1
- TS422 Business Computer Applications 2
- TS436 Applied Business Economics 1
- TS445 Applied Business Mathematics

**3300DBG Advanced Certificate in Credit Procedures and Practices**

This course is offered at the Prahran campus. See the Associate Diploma of Business (Credit Management).

**3300DCA Advanced Certificate in Estate Agency**

This course is offered at the Prahran campus.

**Availability of similar programs**

The Advanced Certificate of Estate Agency is offered at a number of other TAFE institutions. TAFE institutions 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 institution.

**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 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.

**Career potential**

Completion of the twenty-three 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 the two years immediately preceding the licence application, and during this period have gained the equivalent of one year of full-time experience as a sub-agent.

**Entry requirements**

The normal prerequisite for entry into this course is the satisfactory completion of an approved course of study at Year 12 and employment in real estate or a related industry. However, mature-aged persons with sufficient relevant industrial experience to undertake the course successfully will be admitted.

**Course duration and mode of study**

This course is normally undertaken by three years of part-time study. Attendance of five to seven class contact hours per week will normally be required. Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or heads of department.

**Course structure**

Students must complete all units to obtain the Advanced Certificate in Estate Agency.

**First stage**

Comprises the Course in Sub-Agency Practice

Units are delivered over two weeks full-time, or two nights a week for seven weeks part-time.

- CE401 The Real Estate Industry and Legislation
- CE402 Listing and Documentation
- CE403 Selling

**Second stage**

Prerequisite for this stage is the Course in Sub-Agency Practice

- CE404 Marketing and Selling
- CE405 Property Management Legislation
- CE406 Property Management Practice
- CE407 Management of an Estate Agency Office
- CE408 Interpersonal Skills
- CE409 Building Principles
- CE410 Introduction to Contract Law
- CE411 Business Ownership and Consumer Protection
- CE412 Principles of Property Law
- CE413 Principles of Property Law
- CE422 Introduction to Valuations
- CE416 Valuation Methods and Concepts
- CE418 Trust Accounting and Legislative Requirements
- CE419 Trust Accounting and General Reports

**Third stage**

Units are delivered part-time over twelve weeks.

- CE413 Contracts of Sale
- CE414 Land Law
- CE417 Practical Valuation Applications
- CE420 Decision Making and Control of General Funds
- CE421 EDP Accounting Systems
- CE422 Real Estate EDP Applications
- CE423 Industry Project

**Further information**

Further information may be obtained from the Department of Real Estate, Law and Off-Campus Studies on 522 6754.
3300DAA Advanced Certificate in General Insurance

This course is offered at the Prahran campus.

Course aims
To provide an integrated education in general insurance, and develop knowledge and skills necessary for underwriting, broking, administrative and supervisory positions in the insurance industry.

Career potential
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.

Professional recognition
Completion of the eight units comprising the Certificate entitles students to apply for affiliate membership of the Australian Insurance Institute. Completion of the seventeen units comprising the Advanced Certificate academically qualifies students for admission as an associate member of the Australian Insurance Institute. Completion of the seventeen 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.

Entry 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 without the Year 11 requirement, who are considered to be sufficiently mature and experienced to undertake the course successfully may be admitted, this particularly applies to mature-age applicants and people with relevant insurance industry experience.

Course structure
Students are required to complete the first stage to obtain the Certificate in General Insurance and both stages to obtain the Advanced Certificate in General Insurance. Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or heads of department.

First stage
- CI102 Introduction to Insurance Classes
- CI202 General Insurance Principles
- TI1433 Applied Business Communication
- TH434 Management Skills 1
- TS247 Business Law 1
- TS248 Business Law 2
- TS301 Introduction to Accounting
- TS421 Business Computer Applications 1

Second stage
- CI204 Insurance Law
- CI205 Property — Policy Content and Claims
- CI206 Liability — Policy Content and Claims
- CI207 Property — Risk Assessment and Underwriting
- CI208 Liability — Risk Assessment and Underwriting
- CI209 Insurance Broking and Risk Management
- CI210 Insurance Operations
- CI211 Insurance Sales and Customer Service
- TS422 Business Computer Applications 2

Further information
Further information may be obtained from the Centre for Business Studies and Information Technology on 522 6828.

3300DVC Advanced Certificate in Information Technology

This course is offered at the Hawthorn and Prahran campuses. See the Associate Diploma of Business (Computer Programming).

3300DGK Advanced Certificate of Management

This course is offered at the Prahran campus.

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.

Career potential
Industry and commerce report a shortage of management graduates at this time. It is anticipated that this shortage will continue throughout the 1990’s as industry attempts to cope with structural changes being imposed by competitive forces and governments.

Professional 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.

Entry requirements
The normal prerequisite for entry into this course is the satisfactory completion of an approved course of study at Year 12 and at least two years of industrial experience. 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-age applicants and people with relevant management experience.

Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or heads of department.

Course structure
All modules are compulsory
- CF020 Introduction to Management
- CF021 Human Management
- CF022 Information for Managers
- CF023 Finance for Managers
- CF204 Marketing Management
- CF205 Industrial Relations Management
- CF206 Office and Computer Systems
- CF207 Management Project

Further information
For further information contact the Centre for Business Studies and Information Technology, on 522 6828.

3300DGA Advanced Certificate in Office Administration

This course is offered at both Hawthorn and Prahran campuses.

Students who successfully complete all the first-year subjects of the Associate Diploma of Business (Office Administration) are eligible to obtain the Advanced Certificate in Office Administration.

For details on career prospects and course aims see Associate Diploma of Business (Office Administration):
Course structure

TS247 Business Law 1
TS301 Introduction to Accounting
TS421 Business Computer Applications 1
TS422 Business Computer Applications 2
TS872 Document Production 1
TS873 Document Production 2
TS874 Office Administration 1
TS875 Office Administration 2
TS800 Practical Placement

Plus two electives from a specialist stream.

Further information

For further information please contact the Marketing and Administration Department at the Hawthorn campus on 819 8720, the Centre for Business Studies and Information Technology at the Prahran campus on 522 6828 or 522 6832.

3300DGN Advanced Certificate in Operations Management

This course is offered at the Hawthorn campus. See Associate Diploma of Business (Operations Management).

3300DGB Advanced Certificate in Personnel

This course is offered at the Hawthorn campus.

Note: In 1994, the Advanced Certificate in Personnel will be replaced by the Advanced Certificate in Human Resource Operations. For further information please contact the Marketing and Administration Department on 819 8720.

Course aims

The aim of the course is to provide graduates with the skills, knowledge and professional practices that will enable them to perform the duties of a personnel officer in public or private organisations.

Course description

This course consists of twelve subjects offered on a part-time basis only and covers all the major areas relating to the personnel function, e.g. law, occupational health and safety, staffing, training and development, industrial relations etc.

Students are expected to study two subjects per semester.

Career potential

Graduates will operate as support staff in the personnel management field and be responsible for the day to day administration of policies relating to employment, wage and salary administration, training and development, industrial relations and occupational health, safety and welfare.

Professional recognition

On completion those who are employed in personnel functions may be eligible for Associate or Senior Associate membership of the Institute of Personnel Management of Australia. Those employed in the training function may apply for membership of the Australian Institute of Training and Development.

Entry requirements

Students are eligible for this course if they have satisfactorily completed an approved Year 11 course or equivalent qualification (this must include a pass in English), or are considered to be sufficiently mature and experienced enough to undertake the course successfully.

Course duration and mode of study

This course is offered on a part-time, evening basis only and would take approximately three years to complete. Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or heads of department.

Course structure

Compulsory subjects (twelve)

TH433 Applied Business Communications
TH434 Management Skills 1
TS140 Industrial Law
TS141 Staffing
TS142 Personnel Practices
TS143 Training and Development
TS144 Occupational Health and Safety
TS145 Wage and Salary Administration
TS146 Industrial Relations
TS147 Personnel Project
TS217 Communication Skills 3
TS218 Communication Skills 4

Further information

For further information contact the Marketing and Administration Department on 819 8720.

3300DCC Advanced Certificate in Sales Management

This course is offered at the Hawthorn campus. See Associate Diploma of Business (Marketing).

Certificate courses

3222DYC Certificate in Computer Business Applications

This course is offered at the Hawthorn and Prahran campuses.

Course aims

The general aims of the course are to provide computer users in business with the skills to use computers efficiently in their workplace; and an understanding of a wide range of computer concepts and a knowledge of business information requirements, such that they will be able to identify ways of improving their own productivity and the productivity of others, by applying computer technology.

Course description

The course consists of five compulsory subjects which total 204 hours of class contact.

Career potential

It is especially suited to employees of smaller organisations lacking in-house specialist data processing professionals.

Entry requirements

Students are eligible to enter this course of study if they have satisfactorily completed an approved course at Year 11 level or an approved equivalent. The course is not designed for school leavers. Applicants should have at least one year of appropriate work experience before undertaking the course. However, applicants who do not have the required work experience could still be eligible if they have current employment in an appropriate position.

Course duration and mode of study

The course is offered on a part-time evening basis at both campuses and full-time at the Prahran campus. The minimum completion time is one year part-time and six months full-time. Part-time will require two nights per week attendance, or Saturday mornings (H). Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or heads of department.
**Course structure**

All units are compulsory

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS791</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>TS792</td>
<td>Keyboarding</td>
</tr>
<tr>
<td>TS793</td>
<td>Using Systems Software</td>
</tr>
<tr>
<td>TS796</td>
<td>Business Information Systems</td>
</tr>
<tr>
<td>TS797</td>
<td>Business Software Applications</td>
</tr>
</tbody>
</table>

**Further information**

For further information contact the Finance and Information Technology Department at the Hawthorn campus on 819 8165 or the Centre for Business Studies and Information Technology at the Prahran campus on 522 6828 or 522 6832.

**3222DAM Certificate in General Insurance**

This course is offered at the Prahran campus. See Advanced Certificate in Insurance.

**3222D- Certificate in Vocational Studies (Traineeships)**

This course is offered on the Hawthorn and Prahran campuses.

**Course aims**

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 institutions 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 University of Technology offers the Certificate of Vocational Studies in a number of areas including real estate, insurance, credit control, office, financial services, Australian Public Service, and sports administration. All these courses have been accredited by the State Training Board of Victoria and endorsed by the Industrial Training Commission of Victoria.

**Career potential**

Completion of the units listed below and the on-the-job training entitles trainees to the issues 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.

**Further studies**

Students who have successfully completed a Certificate of Vocational Studies will be eligible to apply for a wide range of Associate Diploma courses. Intending applicants should contact their local TAFE institution.

**Course availability and duration**

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

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

**Entry requirements**

Contact your local CES Office.

**Further information**

For further information contact the Department of Traineeships and Labour Market programs, at the Prahran campus on 522 6765 or the School of Business Studies, Hawthorn campus on 819 8165 or 819 8720.

**3222DDA Certificate in Office and Secretarial Studies**

This course is offered at the Hawthorn and Prahran campuses.

**Course aims**

This course is designed to equip students with the skills and knowledge to work efficiently in today's changing office environment as office support staff, typists, word processing operators or receptionists.

**Course description**

This course is designed to provide students with the basic skills required to perform general office and secretarial functions. It includes typing production, administrative procedures and computing. The course also provides the opportunity for office personnel, who have been out of the workforce for a number of years, to develop higher level skills and become familiar with current work practices and the latest technology, e.g. faxes, computers, etc.

**Career potential**

Graduates will be qualified to perform general office and secretarial duties, e.g. as office support staff, typists, word processing operators etc.

**Professional recognition**

Graduates may apply for Affiliate of the Institute of Professional Secretaries (Australia).

**Entry requirements**

Students are eligible for this course if they have satisfactorily completed an approved Year 11 course or equivalent, or are considered sufficiently mature and experienced enough to undertake the course.

**Course duration and mode of study**

Currently, this course is offered on a one year full-time basis only. Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or heads of department.

**Course structure**

**Compulsory subjects**

- TH133 Communication Skills 1
- TH134 Communication Skills 2
- TS800 Practical Placement
- TS801 Typing Production 1
- TS802 Typing Production 2
- TS803 Word Processing 1
- TS804 Word Processing 2
- TS805 Administrative Procedures 1
- TS806 Administrative Procedures 2
- TH901 Introduction to Computing 1
- TH902 Introduction to Computing 2

Students studying for the Certificate in Office and Secretarial Studies have the option of selecting Introduction to Accounting as an elective subject.

**Further information**

For further information contact the Centre for Business Studies and Information Technology at the Prahran campus on 522 6828 or 522 6832 or the Marketing and Administration Department at the Hawthorn campus, on 819 8720.
Certificate in Records Management

This course is offered at the Prahran campus.

**Course aims**
To provide training and qualifications to persons currently employed or seeking employment within the records management field.

**Career potential**
The Certificate of Records Management is primarily directed at people already employed in records management who are untrained. In general, employment prospects for suitable people are good.

The Records Management Association of Australia has a history of support for the course. The RMAA has been actively involved on educational subcommittees. Seasonal 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.

Please note that a new course is being developed for introduction in 1994. It is expected that this course will offer programs at the associate diploma, advanced certificate and certificate level.

**Further studies**
There are no other courses in records management conducted within the TAFE system.

Melbourne University and Monash University offer specialised programs in some aspects of records and information management. For further information please contact these institutions.

**Course availability and duration**
The course for the Certificate of Records Management comprises eight units. This course would normally be undertaken by two years part-time study. The University year is divided into two semesters each of approximately seventeen weeks. Attendance of four to five contact hours per week would normally be required. All classes are conducted on campus. Units must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or heads of department.

**Entry requirements**
The normal prerequisite for entry into this course is the satisfactory completion of an approved course of study at Year 11. 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-age applicants and people with relevant records management industry experience.

**Course structure**
All modules are compulsory

**Stage 1**
- CY090  Principles of Records Management
- CY091  Disposal and Archives
- TS421  Business Computer Applications 1
- TH433  Applied Business Communication

**Stage 2**
- CY092  Manual Control Systems
- CY093  Training and Management
- CY094  Mechanical and Computerised Control Systems
- CY095  Reviewing Records Programs

**Further information**
For further information please contact the School of Business Studies. Prahran campus on 522 6773.

Other courses

2200LZO  **Foundation Year**
The Foundation Year is an academic program which is designed to meet the needs of overseas students who require a one-year bridging program before entering studies for degrees in business, computer science, applied science, engineering or arts. Satisfactory completion of the Foundation Year guarantees entry into a Swinburne degree course. Three streams are offered in the Foundation Year — an Arts stream, a Business stream and a Science and Engineering stream.

The business stream includes the following subjects:
- English
- Mathematics
- Accounting
- Legal Studies
- Economics

**English as a second language**
This subject is common to all three Foundation Year courses and is designed to cater for the specific language needs of students whose first language is not English. The syllabus aims to promote language skills to a standard which will enable tertiary study by developing the ability to read critically a wide range of materials, to write in a variety of styles, to speak confidently and to listen effectively. The subject also aims to introduce students to Australian and other relevant literature and to develop an understanding of Australia's cultural heritage.

**Mathematics**
This subject covers fundamental mathematical ideas for students considering post Year 12 courses in Business Studies, Social Science, Nursing and Teaching. It enables students to develop skills to master mathematical concepts and methods and to apply these skills to practical problems.

**Course duration**
Foundation Year is a one year full-time study course.

**Application forms**
Application forms and course advice may be obtained from the International Student Unit, Swinburne University of Technology, John St., Hawthorn 3122, Australia. Telephone: Domestic (03) 819 8647, International (613) 819 8647.

**Tuition fees**
Tuition fees for 1994 are A$7,800.

3100DCA  **Course in Sub-Agency Practice**
This course is offered on the Prahran campus.

**Course aims**
The Course in Sub-Agency Practice is being offered by the University 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 fulfills the academic conditions required by the Estate Agents Board for licensing as a sub-agent.

**Career potential**
This course meets the academic requirements for licensing as a sub-agent which is required for many positions in the real estate industry.

**Course availability and duration**
The course is of fifty-six hours duration conducted in three different modes:
part-time conducted on two nights a week for four hours each night. The length of the program is approximately six weeks.

full-time attendance over two weeks

off-campus.

**Entry requirements**

Preference is given to people who are working in the real estate industry. The Estate Agents Board subsidises the cost of places for applicants who are employed in the industry. Other applicants are required to pay the full course fee.

Applications will be treated in the following priority order:

- first priority will be given to applicants who can present an Application by an Individual for a Sub-Agent’s Licence signed by a licensed estate agent. Applicants in this category will be offered subsidised places immediately their offer is received;
- second priority will be given to applicants who are employed by a licensed estate agent or with a letter of offer of employment from a licensed estate agent. Applicants in this category will be offered subsidised places no earlier than five days prior to the course beginning;
- all other applicants will be offered places on a full-fee basis as they become available.

**Assessment requirements**

To complete the Course in Sub-Agency Practice participants must complete all modules by passing four tests and successfully completing four assignments.

The Estate Agents Board has a number of conditions which must be met before they will license people who have completed the Course in Sub-Agency Practice. Please contact the Estate Agents Board for details of these if you intend to apply for a licence.

One critical requirement of the Estate Agents Board is that applicants for a licence must be employed by, or have a firm offer of employment from, a licensed estate agent.

**Course structure**

- **CE401** The Real Estate Industry and Legislation
- **CE402** Listing and Documentation
- **CE403** Selling

**Further information**

Please contact the Prahran campus, Department of Real Estate, Law and Off-Campus Studies on 522 6754.

**Victorian Certificate of Education**

**Evening Classes**

The following VCE subjects are taught by the School of Business Studies:

- Accounting
- Economics
- Legal Studies

For a complete list of all VCE subjects, see the School of Social Sciences and the Arts page 139.
Business subject details

Subjects are listed in subject code order. Please check codes in the course structure section of each course.

Subjects offered in the School of Business Studies vary from two to three hours for part-time classes, to two to five hours for full-time classes. Full-time students will take two years to complete all subjects and class contact time will range between sixteen to twenty-seven hours per week.

CE401  The Real Estate Industry and Legislation
Prerequisites: nil

Subject description
This subject provides the student with an understanding of estate agents and sub-agents and the ethics of the industry, with particular reference to the Rules of Professional Conduct.

CE402  Listing and Documentation
Prerequisites: nil

Subject description
This subject teaches the student to effectively list properties for sale and lease and accurately complete the appropriate documentation. Emphasis is placed upon the relevant sections of the Residential Tenancies Act, Retail Tenancies Act and the Equal Opportunity Act.

CE403  Selling
Prerequisites: nil

Subject description
This subject deals with the appropriate documentation necessary to complete a sale. These specific topics cover contract notes, Section 24 of the Sale and Land Act requirements, the agent's obligations between contract and settlement and the offence of secret commission.

CE404  Marketing and Selling
Prerequisites: prior or concurrent CE401, CE402, CE403

Subject description
This subject provides the student with the relevant knowledge and skills which are necessary in order to adequately market and sell real estate, particularly the factors which affect the choice of marketing strategy and the advantages and disadvantages of various promotional methods.

CE405  Property Management legislation
Prerequisites: prior or concurrent CE401

Subject description
This subject provides a student with a knowledge of the major legislative provisions which impact on the operation of a property management department. The Residential Tenancies Act and Retail Tenancies Act are dealt with in detail.

CE406  Property Management Practice
Prerequisites: prior or concurrent CE401, CE405

Subject description
This subject involves a study of the operation of a property management department so that the student is able to undertake the duties of an estate agent related to property management.

CE407  Management of an Estate Agency Office
Prerequisites: prior or concurrent CE401

Subject description
This subject deals with the principles to be used in the management of an estate agency office and the appropriate procedures to ensure the efficient functioning of the office.

CE408  Interpersonal Skills
Prerequisites: nil

Subject description
This subject enables the student to develop appropriate interpersonal skills so that he or she is better able to negotiate and communicate with clients and others in a real estate environment.

CE409  Building Principles
Prerequisites: nil

Subject description
This subject deals with the study of important characteristics of buildings and the authorities which regulate building construction.

CE410  Introduction to Contract Law
Prerequisites: nil

Subject description
This subject provides the student with the knowledge and application of basic legal principles relating to contract law and especially as they relate to contracts for the sale of real estate.

CE411  Business Ownership and Consumer Protection
Prerequisites: prior or concurrent CE410

Subject description
This subject deals with the characteristics of the various types of business ownership and to recognise actions which may be contrary to consumer protection provisions of the Trade Practices Act, the Fair Trading Act (Vic) and the Estate Agents Rules of Professional Conduct and Practice.

CE412  Principles of Property Law
Prerequisites: nil

Subject description
This subject deals with some of the major legal principles applicable to property law — specifically the two types of land registration systems, occupiers' liability for injury incurred on land and the various common law interests on land.

CE413  Contracts of Sale
Prerequisites: prior or concurrent CE410, CE411, CE412

Subject description
This subject involves a study of the legal principles related to contracts for the sale of land and businesses and to apply the principles to practical examples. Emphasis is placed on the operations of Table A, Seventh Schedule of the Transfer of Land Act.

CE414  Land Law
Prerequisites: prior or concurrent CE410, CE411, CE412, CE413

Subject description
This subject covers a study of mortgages, terms contracts, the law relating to sub-divisions and the House Contracts Guarantee Act.
CE415 Introduction to Valuations
Prerequisites: nil
Subject description
This subject studies the principles and practice involved in making valuations, the factors which create and modify real estate values and the duties and responsibilities of a valuer.

CE416 Valuation Methods and Concepts
Prerequisites: prior or concurrent CE415
Subject description
This subject deals with the concept of value and comparable sales, the valuation process, methods and approaches to valuations and the making of valuation reports.

CE417 Practical Valuation Applications
Prerequisites: prior or concurrent CE415, CE416
Subject description
This subject covers the valuation of sub-divisional land, rural properties, commercial and industrial valuations, the factors affecting lease and rental values, and rating.

CE418 Trust Accounting and Legislative Requirements
Prerequisites: nil
Subject description
This subject deals with the sections of the Estate Agents Act which deal with trust accounting in a real estate office, and a practical application of these legal rules to the preparation of journals and ledgers.

CE419 Trust Accounting and General Reports
Prerequisites: prior or concurrent CE418
Subject description
This subject covers bank reconciliations for trust accounts, accounting for security deposits, accounting to the vendor and the landlord and general fund accounting.

CE420 Decision Making and Control of General Funds
Prerequisites: prior or concurrent CE418, CE419
Subject description
This subject deals with the analysis and interpretation of financial reports, budgeting and cash flow statements, internal control (including petty cash operations) and accounting for payroll.

CE421 EDP Accounting Systems
Prerequisites: prior or concurrent CE418, CE419, CE420
Subject description
This subject covers the requirements of the Estate Agents Act as it applies to computerised trust accounting systems in a real estate office and gives the students "hands on" experience of software adapted to real estate needs.

CE422 Real Estate EDP Applications
Prerequisites: nil
Subject description
This subject includes a study of:
- data base (applications for Sales and Lease Register)
- spreadsheet (applications for final reports and analysis and interpretation)
- word processing/graphics (for file, marketing, advertising presentations).

CE423 Industry Project
Prerequisites: prior or concurrent, all other units
Subject description
This is a major project case study to be undertaken by the student in the final semester of the course of study. It is to be a full revision and will, therefore, require application of principles and practices studied in all other modules of the course.

CF020 Introduction to Management
Subject description
This unit defines the management operations and describes the management process.

CF021 Human Management
Subject description
This unit examines the break up of the organisation and examines specific departments and groups in the organisation.

CF022 Information for Managers
Subject description
This unit explains the information requirements for managers.

CF023 Finance for Managers
Subject description
This unit explains the techniques and tools used by financial managers and students are required to perform financial administration activities encountered in business.

CF024 Marketing Management
Subject description
This unit explains the basic elements that make up the marketing mix and the factors to take into account when marketing a product.

CF025 Industrial Relations Management
Subject description
This unit describes the Australian industrial relations systems and analyses the causes of industrial conflict.

CF026 Office and Computer Systems Management
Subject description
This unit covers the role of the office as a service department to the organisation covering managing an office, the computer based management information system and the demonstration of relevant software packages.

CF027 Management Project
Subject description
Incorporating management techniques, participants are required to conduct and complete a group research project.

CI102 Introduction to Insurance Classes
Subject description
The major categories of insurance are covered including property, liability, casualty and marine.

CI202 General Insurance Principles
Subject description
General insurance principles are covered; the meaning of insurance, the insurance market, insurance documents, rating and acceptance, reinsurance underwriting, risk assessment, claims practice and policy construction.
CI204  Insurance Law  
**Subject description**  
This unit covers insurance contracts, the duty of disclosure, misrepresentation, warranties, indemnity, insurance claims, insurance agency and property.

CI205  Property — Policy Content and Claims  
**Subject description**  
This unit explains the scope of cover provided, if a claim is payable under the policy, the principles of policy construction and the use of specialists in handling claims in relation to property damages.

CI206  Liability — Policy Content and Claims  
**Subject description**  
This unit explains the scope of cover provided, if a claim is payable under the policy, the principles of policy construction and the use of specialists in handling claims in relation to liability damages.

CI207  Property — Risk Assessment and Underwriting  
**Subject description**  
This unit explains the basic concept of risk assessment, the concepts of fire technology, fire protection and the principles of property underwriting.

CI208  Liability — Risk Assessment and Underwriting  
**Subject description**  
This unit explains legal liabilities, public liability, product liability, product recall and guarantee, professional indemnity, directors liability and employers liability.

CI209  Insurance Broking and Risk Management  
**Subject description**  
This unit explains the function and role of an insurance broker, the law regulating the insurance broker.

CI210  Insurance Operations  
**Subject description**  
This unit covers the financial elements in insurance such as insurance accounting, financial statements, investment and insurance statistics.

CI211  Insurance Sales and Customer Service  
**Subject description**  
This unit covers the insurance sales process, customer service, the insurance distribution network and the legislation impacting on insurance sales.

CX123  Credit Department Management  
**Subject description**  
The unit provides an overview of the credit department operations. It covers credit management procedures, reporting to management and staffing.

CX124  Credit Control Practices and Procedures  
**Subject description**  
The unit covers the development and monitoring of a credit accounting system and deals with the legal and non-legal methods for account collection.

CX125  Consumer Credit Finance  
**Subject description**  
The unit covers the workings of the Credit Act in relation to consumer lending and recovery.

CX126  Commercial Credit Finance  
**Subject description**  
The unit covers the guidelines and technical aspects of commercial lending.

CX127  Commercial Credit Assessment  
**Subject description**  
The unit covers credit application forms, obtaining client data, assessing credit worthiness, establishing terms of credit and reviewing client accounts.

CY090  Principles of Records Management  
**Subject description**  
An introductory unit which aims to show the role, aims and functions of records administration. It looks at the nature of records material and the difference between records management in the public and private sectors.

CY091  Disposal and Archives  
**Subject description**  
Principles and practices for the protection, retention and disposal of records. The role of archival authorities and the value of archival records.

CY092  Manual Control Systems  
**Subject description**  
To understand the operation of control systems and record procedures within a registry.

CY093  Training and Management  
**Subject description**  
The issues of managing a records section. The supervisory responsibilities of the records supervisor. Preparation of training programs for records personnel.

CY094  Mechanical and Computerised Control Systems  
**Subject description**  
The unit assumes knowledge of manual control systems. This knowledge is transposed to computerised systems. The operation and functioning of computerised records systems.

CY095  Reviewing Records Programs  
**Subject description**  
The unit gives an understanding of all aspects of records management programs including planning and control procedures, reviewing and evaluating systems, and the alteration of programs due to changed circumstances.
LS101 History of Books, Libraries and Communication

Subject description
Provides an historical perspective to libraries, books and communication. Includes the development of the alphabet and printing.

LS102 Library Services

Subject description
The function, organisation and services of different types of libraries. Tours of libraries are an important aspect of this unit.

LS103 Organising Resources 1A

Subject description
The basic elements of descriptive cataloguing, checking and sorting bibliographic data and the use of Cutter-Sanborn tables.

LS104 Organising Resources 1B

Subject description
Rules for filing catalogue entries using both the 1968 and 1980 ALA rules.

LS105 Acquiring Resources A, B, and C

Prerequisites: A and B are prerequisites for C

LS106

Subject description
Routines involved in acquiring books, non-book and serial material; the use of bibliographies and computer based library management systems in acquisition work.

LS107/108 Communication Skills A and B

Subject description
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.

LS109/110 Literature and the Arts A and B

Subject description
An overview of literature and selected arts forms. Unit A is devoted to the literature and arts of Australia.

LS111/112 Keyboard Skills for Library Technicians A and B

Prerequisites: A (compulsory), B (elective); A is a prerequisite for B

Subject description
Keyboard skills of twenty-four words per minute for the compulsory unit; display, tabulation, centering, business letters with forty words per minute for the elective unit.

LS115/116 Display and Promotion A and B

Subject description
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.

LS119/120 Audio-Visual Resources 1A and 1B

Prerequisites: 1A is a prerequisite for 1B

Subject description
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 students confidence in using the variety of AV equipment.

LS124 The Sciences

Subject description
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 of basic scientific fields. The areas covered include astronomy, chemistry, evolution, genetics, medicine etc.

LS125 Government Publications

Subject description
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

Subject description
A study of children's books through a variety of approaches. Books for both young children and adolescents are examined.

LS129/130 Reference Services A and B

Prerequisites: Acquiring Resources A and B and Organising Resources 1A and 1B

Subject description
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 computerised information retrieval are covered. Acquiring Resources A and B and Organising Resources 1A and 1B are prerequisites.

LS131/132 Basic Supervision A and B

Prerequisite: A is a prerequisite for B

Subject description
The units are for students who may be required to supervise staff in the work place. Both the theoretical and practical activities will be used to explore the nature of the supervisor's role.

LS150 Conservation of Library Materials

Prerequisites: no prerequisites are required, however successful completion of LS217 (Introductory Unit) and LS101 (History of Books and Libraries) is recommended

Subject description
An elective unit which is designed to introduce students to the main components of a library preservation/conservation program 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.
LS151  Photography
Subject description
The aim of the unit is to teach students to use a single lens reflex camera, to develop film and to mount prints.

LS155  Computers and Information
LS156  Systems
A (Compulsory) B (Elective)
Prerequisites: A is a prerequisite for B
Subject description
The compulsory unit is designed to introduce students to computer hardware and some of the most common types of computer applications. The elective unit is designed to extend students skills by working with additional software packages. No prior knowledge of computers is assumed.

LS203/204 Organising Resources 2A and 2B
Prerequisite: LS105 Organising Resources A
Subject description
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.

LS205  See LS105.
LS219  Introduction to Audio Visual Management
Subject description
The unit aims to provide the knowledge and skills necessary for the operation, maintenance, organisation and management of audio hardware and software.

LS223  Organising Resources 2C
Prerequisite: Organising Resources 1A
Subject description

LS227  Introductory Unit
Subject description
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.

TH133  Communication Skills 1
Subject description
Communication Skills 1 concentrates on developing appropriate communication and inter-personal skills in speaking, writing, interviewing and giving and receiving instructions.

TH134  Communication Skills 2
Subject description
Specialist studies in four areas are undertaken. Options include: technical writing and report writing, in-basket case studies (letters, memos, etc), job briefs and specifications, structure of language (style, syntax, spelling), organisational communications, advanced interview techniques, meetings, agenda and minutes, case study, publicity campaign and mounting an exhibition.

TH433  Applied Business Communications
Subject description
Inter-personal and organisational communication, using appropriate listening and questioning skills, preparing letters and reports.

TH434  Management Skills 1
Subject description
The role of a manager, the purpose of a business plan, leadership, motivation, interviewing skills and stress management.

TH435  Management Skills 2
Prerequisites: TH433 and TH434
Subject description
Occupational health and safety and social justice issues in the work environment, why industrial disputes occur, current issues facing management today, counselling techniques.

TS006F  Legal Studies
Subject description
Full year subject for students with limited or no prior knowledge of legal studies. This subject is designed to assist students in understanding the operations of law in our society. It should equip students with an understanding of how law affects our everyday lives, with particular regard to the rights and safeguards it bestows and the obligations and limitations it imposes. Topics covered include: the need for law, the structure and development of the Australian Legal System, the law-making bodies and legal processes, crime and criminal sanctions, the Law of Torts, consumer protection and the form of business organisations.

TS008F  Economics
Subject description
Full year subject for students with limited or no prior knowledge of economics. Topics covered include: scarcity and the problems of limited means, resource allocation and the price mechanism, aggregate economic behaviour, the role of government, trades and external policy, economic growth and welfare, income distribution and poverty.

TS009F  Accounting
Subject description
Full year accounting subject for students with limited or no prior knowledge of bookkeeping or accounting. Topics covered include: basic concepts and terminology; the accounting equation; recording methods; balance day adjustments; final reports; accounting procedure for control; accounting for multiple ownership and analysis and interpretation of final reports.

TS140  Industrial Law
Subject description
An overview of the Australian legal system and the common law and statutory laws applying to conditions of employment and industrial awards.

TS141  Staffing
Subject description
The administration of employment policies, preparation of job analyses and job documentation, recruitment strategies, selection techniques, interviewing, job offers, induction, personnel history files and termination.

TS142  Personnel Practices
Subject description
The history of the personnel profession, current issues and trends, the planning process, computers in personnel, human resource implications of restructures, mergers and takeovers, code of conduct and ethics of the personnel profession.
TS143 Training and Development  
**Subject description**  
The administration of training and development policies, the principles of performance appraisal and human resource planning, designing, delivering and evaluating training and development programs.

TS144 Occupational Health and Safety  
**Subject description**  
The administration of occupational health and safety policies, strategies and techniques for implementing regulations and codes of practice, accident investigation, counselling or appropriate referral of individuals and groups, maintenance of appropriate records and reports, rehabilitation programs, specialised agencies in the OHS field.

TS145 Wage and Salary Administration  
**Subject description**  
The administration of wage and salary policies, motivation and compensation, award interpretation, job evaluation and pricing of jobs, incentive schemes, supplementary benefits, liaison with payroll staff.

TS146 Industrial Relations  
**Subject description**  
The administration of industrial relations policies, an overview of the Australian industrial relations systems, making and varying awards, collective bargaining, negotiations and conflict resolution, grievance settlement procedures.

TS147 Personnel Project  
**Subject description**  
The presentation of an integrated project on a topic to be negotiated, utilising a range of skills and knowledge covered during the subject.

TS217 Communication Skills 3  
TS218 Communication Skills 4  
**Subject description**  
Communication Skills 3 and 4 will each consist of four options selected to meet the needs of course participants. Options include: stress management, time management, motivation and job satisfaction, customer relations, assertiveness, managing conflict, leadership.

TS222 Accounting for Operations Management  
**Subject description**  
The subject aims to explain the principles of financial analysis and management and the operations of accounting systems. Topics include: the nature of accounting, accounting reports, analysis of accounting reports, cost accounting, budgets.

TS247 Business Law 1  
**Subject description**  
History and development of Australian law and system of courts. The roles of court personnel. Acts of parliament, their purposes, procedures and interpretation. Case law and the doctrine of precedent. The application of the law, involving a detailed study of one or two areas such as negligence, workers compensation or defamation. Law of contracts.

TS248 Business Law 2  
**Prerequisite:** TS247  
**Subject description**  
Legal aspects of sole traders, partnerships and companies. The law relating to insurance, taxation, consumer protection, tenancy, property and negotiable instruments.

TS301 Introduction to Accounting  
**Subject description**  
Bookkeeping. Forms of business ownership and types of business activities. Basic outline of accounting conventions. Requirements for business records and basic business documents to maintain records. Complete manual bookkeeping process for sole trader service and trading businesses (using physical inventory method only), including bank reconciliation statements, imprest petty cash system, subsidiary ledgers for debtors and creditors and financial statements.

TS302 Accounting Reports  
**Prerequisite:** TS301  
**Subject description**  
Preparation of financial reports. Summary of entire bookkeeping process from source documents, including balance day adjustments, to final reports. Journal and ledger recording of balance day adjustments, closing entries and reversing entries. Classified revenue statement and balance sheet from trial balance with adjustments for a sole proprietor in both a service and trading organisation. Final accounting reports for a sole proprietor, using a single entry system of bookkeeping, in both a trading and service organisation. Revenue statements showing department contributions and final profit and loss. Preparation of funds statements for sole proprietors. Preparation of cash flow statements.

TS303 Accounting Systems  
**Prerequisites:** completion or concurrent completion of TS302, TS421 and TS415  
**Subject description**  
Essential features of equipment used to maintain systems using either manual, semi-automatic or electronic equipment. Essential features of control and recording for the following systems using either manual, semi-automatic or electronic equipment, i.e. stock, payroll, debtors, creditors, cash receipts and payments and fixed assets. In this subject, the perpetual inventory system and the use of control accounts and subsidiary ledgers for stock, debtors, creditors and fixed assets, are considered in detail.

TS304 Partnership and Introductory Company Accounting  
**Prerequisite:** completion of TS301  
**Subject description**  
Essential differences between partnership and company forms of business ownership. Reasons for converting an existing business into a partnership or company. Formation of partnerships and companies and basic contents of documentations involved. Journal and general ledger entries for the formulation of a partnership and the admission of a partner to an existing business. Journal and general ledger entries in a company’s books for the formation of a company, the issue of shares to the public by a public company, the acquisition of the assets and liabilities of another business and the settlement of the purchase consideration with the previous proprietor(s). Statutory and other registers and records relating to the shares of a
company. Profit distribution for partnerships including the profit and loss appropriation statement and a balance sheet of a partnership. Preparation of funds statements for partnerships in accordance with the accounting standards.

**TS305 Financial Management**  
Prerequisites: completion of, or concurrent completion of **TS301, TS304, and**  
**Subject description**  

**TS306 Costing Principles**  
Prerequisites: completion of **TS301, TS302, TS303**  
**Subject description**  
Maintain process, operation and standard costing systems. Preparation of a profit and loss statement adopting variable and absorption costing principles. Analysis of costs for decision-making.

**TS307 Costing Systems**  
Prerequisites: completion of **TS301, TS302, and TS306**  
**Subject description**  
Process costing system, accounting for joint products, accounting for by-products, operation costing system, standard costing, computerised standard costing, variable and absorption costing and costs for decision-making.

**TS308 Auditing**  
Prerequisites: **TS301, TS302, TS303, TS415, TS304**  
**Subject description**  
Examination of various aspects of external auditing and internal control as they relate to business organisations.

**TS310 Advanced Accounting Issues**  
Prerequisites: **TS409, TS301, TS302, TS304, and TS314**  
**Subject description**  
Equity accounting, current cost accounting and accounting for leases by lessees. Analysis of capital investment proposals and return on investment.

**TS311 Taxation Fundamentals**  
Prerequisites: completion of **TS301, TS302, TS304 and TS247**  
**Subject description**  
Concepts relating to assessable income, allowable deductions, tax rebates and preparation of taxation returns for individuals and businesses.

**TS312 Taxation Procedures**  
Prerequisites: completion of **TS301, TS302, TS304, TS314, TS415, TS311, and TS305**  
**Subject description**  
Methods of taxation collections, assessment procedures (including objections), tax agents' responsibilities, preparation of taxation returns using a computerised package and general features of taxation planning.

**TS313 Taxation Practice**  
Prerequisites: **TS301, TS302, TS304, TS314, and TS311**  
**Subject description**  
Taxation provisions relating to partnerships, trusts, primary producers, companies and superannuation funds. Preparation of all relevant taxation returns.

**TS314 Company Financial Reporting**  
Prerequisites: completion of **TS301, TS302, TS304**  
**Subject description**  
Preparation of company financial statements in compliance with the provisions of the Companies (Victoria) Code and accounting standards promulgated by the accounting profession. Consolidated financial statements and Stock Exchange listing requirements.

**TS409 Budgeting 1**  
Prerequisites: completion of **TS301, TS302 and completion of or concurrent completion of TS306**  
**Subject description**  
Completion of appropriate budgets and performance reports for trading and service organisations.

**TS410 Budgeting 2**  
Prerequisites: completion of **TS409, TS301, TS302 and completion or concurrent completion of TS306**  
**Subject description**  
The completion of appropriate budgets and performance reports for manufacturing organisations.

**TS415 Computer Based Accounting 1**  
Prerequisites: completion of **TS301 and TS421**  
**Subject description**  
Establishing a data base for a computer accounting system. Setting up a general ledger with a chart of accounts and subsidiary ledgers, entering opening balances and transactions through the various ledgers, extracting a trial balance, processing reports and roll-over accounts into a new period.

**TS421 Business Computer Applications 1**  
**Subject description**  
Identifying and explaining the components of a computer system, using DOS, the care and security of computer hardware and storage media. Using a word processing program.

**TS422 Business Computer Applications 2**  
**Prerequisite:** **TS421**  
**Subject description**  
Spreadsheets, databases and optional software.

**TS425 Computer Based Accounting 2**  
Prerequisites: completion of **TS415, TS422, TS409, TS306, TS304, TS314 and TS305**. Students should also have completed or concurrently completed **TS410 and TS307**

**Subject description**  
Using an installed commercial computer package to maintain the records of a company and a partnership and analyse and interpret the reports and implications of alternate management decisions.
**TS426  Introduction to Management**

*Subject description*
This subject aims to define and describe the management process, the importance of objective setting within the process and how a manager operates in today's business environment.

Topics include: management concepts and development, business community, the social responsibility of management, the management process, people in the management process, groups in the management process, organisational structures, managerial control, successful management, occupational health and safety at the workplace, the manager in the future.

**TS436  Applied Business Economics 1**

*Subject description*
The basic concepts of economic systems and the causes of economic instability. The behaviour of firms in different market structures and how different sectors of the economy intervene in the production process.

**TS437  Applied Business Economics 2**

*Prerequisite: TS436*

*Subject description*
The nature and function of macro-economic theory within the framework of an open economy.

**TS445  Applied Business Mathematics**

*Subject description*
The role of statistical analysis in business, the types of statistical analysis required in given business situations, the calculation and application of certain statistics to those business situations, the use of a software program to generate particular statistical data.

**TS450  Integrated Work/Field Placement**

*Prerequisite: Advanced Certificate in Accounting. Completion of the equivalent of full-time first semester of the Associate Diploma is recommended*

*Subject description*
Applying the theoretical concepts and practical skills acquired in the course to a relevant position within industry. Practical placement of fifteen working days for full-time students or two hours a week for part-time students.

**TS525  Productivity and Work Methods Improvement**

*Subject description*
This subject aims to identify the factors that affect productivity and to apply method study to improve productivity.

Topics include: productivity and operations management, industrial engineering and work study, method study procedure, examinations and development of improved method.

**TS526  Implementation of Changes**

*Prerequisite: TS525*

*Subject description*
This subject aims to identify the factors affecting the change process and to implement change strategies for productivity improvement.

Topics include: evaluating proposed methods, presenting management reports, role of trade unions in industrial change, motivation and selling change, install and maintain the method, practical job instructions.

**TS527  Predetermined Motion Time Standard Systems**

*Prerequisites: TS525, TS503*

*Subject description*
This subject aims to apply predetermined motion time standard systems to establish standard times for operations.

Topics include: introduction to predetermined motion time standard systems, methods time measurement (MTM), manual standard data (MSD) OR modular arrangement of predetermined time standards (MODAPTS), alpha-mnemonic coding system.

**TS528  Statistical and Estimating Techniques**

*Prerequisites: TS525, TS526, TS445 or equivalent*

*Subject description*
This subject aims to apply statistical and estimating work study techniques to establish time standards.

Topics include: activity sampling, group timing technique, multi-machine assignments, standard data systems.

**TS529  Labour Cost Control**

*Prerequisites: TS503, TS527*

*Subject description*
This subject aims to design and implement labour cost control systems.

Topics include: labour cost, types of incentive systems, incentive system and labour cost control for individuals, group incentive system, measured day work system.

**TS530  Facility Layout and Workplace Design**

*Prerequisites: TS525, TS502*

*Subject description*
This subject aims to develop and design layouts and workplaces for manufacturing and non-manufacturing facilities.

Topics include: traditional layout principles, determining layout functionality, assessing work environment, ergonomics, occupational health and safety.

**TS531  Productivity in Service Industries**

*Prerequisites: TS525, TS502*

*Subject description*
This subject aims to apply principles of productivity improvement in non-manufacturing environments.

Topics include: service to sector industries, production management techniques, design of service systems, computing system capacity, location planning.

**TS532  Productivity in Office and Administration Systems**

*Prerequisite: TS531*

*Subject description*
This subject aims to improve productivity in an office/administrative environment.

Topics include: systems and procedures, systems analysis techniques, electronic office systems, office layout, records management and forms design, office work simplification and measurement.
T5533 Maintenance Management
Subject description
This subject aims to maintain system and machine reliability by implementing repair and preventative maintenance strategies.
Topics include: repair programs, preventative maintenance, statistical applications for maintenance, system and component reliability, centralised, decentralised and contractual maintenance.

T5534 Introduction to Computer Applications
Subject description
This subject aims to use application software in wordprocessing and spreadsheet packages.
Topics include: software applications, fundamentals of wordprocessing, fundamentals of spreadsheets.

T5535 Operations Research
Prerequisite: Advanced Certificate in Operations Management
Subject description
This subject aims to apply operations research techniques to manufacturing and non-manufacturing industries.
Topics include: linear programming, simulation, waiting line theory, decision theory.

T5536 Total Quality Management
Prerequisite: Advanced Certificate in Operations Management
Subject description
This subject aims to implement strategies for quality excellence in industry.
Topics include: quality excellence and people, quality management concepts, statistical quality control.

T5538 Computer Applications in Operations Management
Prerequisite: a pass in all twenty-six diploma subjects as prescribed by the course stream, or undertaking final year subjects
Subject description
This subject aims to use microcomputer software packages in solving operations management problems.
Topics include: introduction to computer operating systems, computer systems software, operations management software.

T5603 Time Study
Prerequisite: T5525
Subject description
This subject aims to apply time study technique to establish standard times for operations.
Topics include: introduction to work measurement, breaking the job into elements, timing and rating each element, establishing standard times.

T5615 Human Management
Subject description
This subject aims to develop knowledge, skills and attitudes necessary for a manager to relate to people within the organisation.
Topics include: taking charge, power, authority and leadership, motivation and team building, delegation of authority, problem solving and decision making, appraising employee performance, discipline, equal opportunity in management, time management, fitness and coping with stress, counselling techniques, negotiating skills.

T5616 Financial Analysis
Prerequisite: Advanced Certificate in Operations Management
Subject description
This subject aims to apply investment analysis techniques to expenditure for capital goods.
Topics include: time value of money, depreciation, breakeven analysis and opportunity costs, rate of return computations, sensitivity analysis.

T5617 Industrial Relations Management
Subject description
This subject aims to determine and analyse the major processes and determinants of the Australian Industrial Relations System.
Topics include: industrial relations in Australia, industrial conflict, the parties to a dispute, dispute settling process, industrial democracy, redundancy protection, occupational health and safety.

T5618 Operations Management Project
Prerequisite: A pass in T5538
Subject description
This subject aims to use operations management techniques, including applications software in undertaking a major project.
Topics include: project parameters and operations management techniques.

T5619 Project Management
Prerequisite: Advanced Certificate in Operations Management
Subject description
This subject aims to apply project planning and project management techniques using network analysis principles.
Topics include: project models and characteristics, CPM (critical path method), other network planning systems, managing the project.

T5621 Occupational Health and Safety 1
Subject description
This subject aims to apply relevant safety legislation and regulations and accident prevention strategies.
Topics include: utilities support services and facilities available within the community to the occupational health and safety professional, accident prevention methodology, accident prevention techniques and selection and use of appropriate personal protective equipment, occupational health and hygiene, occupational health and safety legislation and workcover system.

T5622 Occupational Health and Safety 2
Prerequisite: T5621
Subject description
This subject aims to identify and solve safety problems arising from a range of environmental and industrial activities.
Topics include: manual handling regulation and code of practice, handling, storage, processing and manufacturing of harmful substances, accident prevention programs, risk management, total loss control.
TS623  Occupational Health and Safety 3
Prerequisite: TS622
Subject description
This subject aims to report, investigate and measure accident losses and develop accident prevention programs.
Topics include: layout design of workplace and travelling ways, developing training programs on occupational health and safety, accident reports, records and systems, industrial hygiene, environmental factors in workplaces and travelling ways, emergency procedures.

TS624  Occupational Health and Safety 4
Prerequisite: TS623
Subject description
This subject aims to identify and solve occupational health and safety problems associated with the human-machine-environment interface.
Topics include: conceptual models of the accident process, anatomy of the spine, ergonomics principles and accident prevention, risk factors associated with musculoskeletal injuries.

TS627  Materials Handling and Packaging
Subject description
This subject aims to optimise the use of materials handling equipment and packaging principles in the total logistics concept.
Topics include: materials handling equipment, materials handling regulations, solving storage problems, packaging.

TS628  Transport and Distribution Systems
Subject description
This subject aims to explain the nature of transport and distribution as an integrated system.
Topics include: characteristics and modes of transport, ownership, organisation and marketing of transport, economic and safety policies and regulations, freight transport, urban transport and future trends.

TS632  Marketing Management
Subject description
This subject aims to describe and analyse the basic elements that make up an overall marketing management function within an organisation.
Topics include: marketing concepts and philosophy, marketing information systems, consumer behaviour, marketing communications, pricing decisions, new products, distribution process, after sales responsibilities.

TS651  Resource Requirements Planning
Subject description
This subject aims to be able to implement resource requirements strategy as a total strategy.
Topics include: resource requirements planning, plant manufacturing capacity, material requirements planning (MRP1), capacity requirements planning.

TS652  Production Planning and Control
Prerequisite: TS651
Subject description
This subject aims to define the production planning process.
Topics include: forecasting techniques, the production plan, scheduling shop floor operations, computerised scheduling.

TS653  Inventory Management
Subject description
This subject aims to define inventory management systems and the techniques of materials control.
Topics include: economic inventory ordering (EOQ), order point systems, categorising and controlling inventory, manufacturing resources planning.

TS654  Warehouse Management
Subject description
This subject aims to implement warehouse management systems.
Topics include: warehouse systems, inventory classification, stocktaking and stock checks, warehouse layouts, materials handling and packaging, legislation and regulations.

TS671  Purchasing 1
Prerequisite: TS671
Subject description
This subject aims to identify the role and function of the purchasing department in an organisation and the basic steps necessary to complete a purchase.
Topics include: overview of the role and function of purchasing, procurement requests, solicitation and evaluation of proposals, supplier analysis, the basic negotiation process, contract execution, implementation and administration.

TS672  Purchasing 2
Prerequisite: TS671
Subject description
This subject aims to explain fully the purchasing cycle and material flow.
Topics include: purchasing function organisation, material flow, international purchasing, the purchasing role in productivity programs.

TS673  Purchasing 3
Prerequisite: TS672
Subject description
This subject aims to explain the administrative and organisational aspects of the purchasing and supply department and the integration of support groups.
Topics include: administration of the purchasing department, personnel issues in the purchasing department, support groups within the purchasing and supply department.

TS674  Purchasing 4
Prerequisite: TS673
Subject description
This subject aims to develop an understanding of how forecasting techniques and resultant strategies assist in the planning processes and adoption of more efficient policies and procedures.
Topics include: forecasting and strategies — prices availability, external/internal supplier relationships, computerisation and communications, environmental issues, government purchasing.

TS711  Introduction to Microcomputer Applications A
Subject description
Introduction to Microcomputer Applications B
Prerequisite: TS711

Subject description
Definition of "database": database applications (general records, inventories, mailing lists, relating files, etc); database products. Using databases. Fundamentals of accounting packages (database, stand-alone, menu-driven, industry-based, etc), and accounting package applications (general ledger, payroll, accounts payable and received, etc). Using accounting packages.

Keyboarding
Subject description
Parts and function of the keyboard and monitor. Ergonomics, posture and other health and safety issues. Touch typing techniques. Keyboard skills practice (drill).

Accounting Concepts
Subject description

Programming Concepts A
Subject description
Definition of software. Categorisation of software types. The stored program concept. Definition of "algorithm". Program constructs. Algorithm design and description, use of flow charts to design programs using the three key structural features, definition of pseudocode in algorithm design. Programming in a 3GL, sample programs involving sequence, selection, iteration and interactive terminal in-output, provision of test data for debugging.

Programming Concepts B
Prerequisite: TS715

Subject description
Programming languages and translation. Time, space and accuracy concepts. The software lifecycle, problem analysis, algorithm design, coding, testing and debugging, documentation, maintenance, illustration of stages using simple programming examples. Programming in a 3GL.

Programming Techniques A
Prerequisite: TS716

Subject description
Program tools and techniques. NS diagrams and IPO charts. Program documentation. Program debugging and test data design/documentation. Programming in structured 3GL (e.g. Pascal).

Programming Techniques B
Prerequisite: TS717

Subject description
Modular and top-down program design. Program design aids and algorithms. Maintenance programming. Programming in a structured 3GL.

Cobol Programming A
Prerequisite: TS716

Subject description

Cobol Programming B
Prerequisite: TS719

Subject description

Communication Skills A, B, C and D
2/3/4

Subject description
In these subjects students will: identify the factors involved in the process of communication and adapt to changes in that process caused by social and technological change and multiculturalism. Discuss language as the basis for thought and communication, while appreciating the non-verbal component in all communication. Identify personal motivations, needs and purposes of other participants in particular communication situations and within a multicultural community. Think logically in order to become more effective in decision making, problem solving and time management. Use written and spoken language with precision and purpose. Comprehend accurately when reading and listening. Select appropriate communication and interpersonal skills to suit particular situations. Work co-operatively within groups of various sizes, structures and purposes.

Introduction to Sales and Marketing
Subject description

Computer Sales and Marketing
Subject description

Computer Architecture
Subject description

Introduction to Peripheral Devices
Prerequisite: TS727

Subject description

Using a Microcomputer
Subject description
System commands, batch files, editors, back-up and restoration of disks.

Using a Minicomputer
Subject description
TS731  Operating Systems  
Prerequisites: TS728, TS729, TS730  
Subject description  
Evolution of operating systems. Categories of operating systems. Common commercial operating systems. Structure and function of an operating system: job control language; queues; memory management.

TS732  Introduction to Systems Analysis and Design  
Prerequisites: TS718, TS740  
Subject description  

TS733  Introduction to Data Communications and Networks  
Prerequisite: TS728  
Subject description  
Definition of relevant terms: uses of data communication systems; transmission media and methods; hardware components; network topologies; modems; purpose and use of protocols.

TS734  Microcomputer Hardware and Software Selection  
Subject description  

TS735  Advanced Systems Analysis and Design  
Prerequisites: TS732  
Subject description  
Comparison of alternative SDLC's; system implementation; system modelling tools; design specifications documentation. Feasibility studies.

TS736  Applied Systems Analysis and Design  
Prerequisites: TS735, TS737  
Corequisite: TS738, TS747  
Subject description  

TS737  Project Management Techniques  
Prerequisite: TS732  
Subject description  
Project management objectives: project management structures; project control; project documentation. The role of management. Tools and techniques. Team work. Case studies.

TS738  System and Software Development Tools  
Prerequisite: TS732  
Subject description  
Definition of SSD tool terminology; survey of SSD tools; areas of application of SSD tools in relation to the traditional and alternative system development life cycles; evaluation of SSD tools. The role of microcomputers. 4GL's. End-user designed systems. Prototyping and modelling. CASE tools.

TS739  Business Organisations  
Subject description  

TS740  Business Information Processing  
Prerequisite: TS739  
Subject description  
Business sub-systems: business information; decision support and management information systems; transaction processing.

TS741  Data Processing System Documentation Techniques  
Prerequisite: TS740  
Subject description  
Data processing techniques in business organisations. IPO charts: system flowcharts, data flow diagrams and data dictionaries. Physical and logical description of a data processing system.

TS742  Document Processing Software Packages  
Prerequisites: TS712, TS729  
Subject description  

TS743  Spreadsheet and Business Graphics  
Subject description  
Spreadsheet macro facilities. Customised spreadsheets. Graph plotting facilities. Slideshows. Software installation and configuration.

TS744  Database Software Packages  
Prerequisites: TS712, TS716, TS729  
Subject description  
Database fundamentals. Software installation and configuration. Advanced commands and utilities and multilfile databases. Database design and documentation. Database programming.

TS745  Accounting Software Packages  
Prerequisites: TS712, TS714, TS729  
Subject description  

TS746  Application Project A  
Prerequisites: TS732, TS748  
Corequisites: TS735, TS749  
Subject description  
Analyse and design a computer business system. Code, maintain and document modifications to a working version of a partially implemented computer business system.
LAN-topologies

Analyse, design, code and document a computer business system of medium complexity. Maintain a professional working relationship with team members and a supervisor.

Cobol Programming C
Prerequisite: TS720

Structure charts and pseudocode algorithms. Sub-programs and data transfer between programs. Cobol utilities, cobol redefines, introduction to cobol screen handling facilities. Introduction to complex table handling.

Advanced Cobol Programming A and B
Prerequisite: TS748

Direct and indexed file structures. Cobol statements for direct and indexed files. Error handling techniques. System function calls. Program design evaluation, program specifications. Test data and predicted results. Interfacing productivity tools with cobol; incorporation of enhancements for existing cobol programs. Team programming strategies.

Database Design
Prerequisites: TS720, TS718
Corequisite: TS732

Computer files; the database approach; database management systems; hierarchical database model. Network database model; relational database model. Database design; data administration. Distributed databases.

Database Programming A
Prerequisite: TS718

Use and explain the basic commands of a database language, and use the relevant editor. Create and modify database. Query databases. Managing databases.

Database Programming B
Prerequisites: TS732, TS751, TS752

Design and construction of a database system. Interfacing with an application language.

Data Communications
Prerequisite: TS733

Basic components and applications of a data communications system. Function of the seven layers of the OSI/ISO network architecture and of layered protocols in peer-to-peer interaction. Physical characteristics of transmission channel. Modern characteristics. Concept of multiplexing by frequency and time division, channel bandwidth and data rate limits. Considerations involved in connecting a serial printer via RS232C connectors. Error sources and their correction. Characteristics of Telecom services.

3GL Programming Option A and B
Prerequisite: TS718

Language syntax. Programming exercises. Definition of "stack" and "queue". Description, implementation and analysis of algorithms for sequential search and binary search. Description, implementation and analysis of algorithms for selection sort, insertion sort, shell sort and quicksort. Definition of "linked list" and "binary tree".

4GL Programming Option
Prerequisite: TS718


Local Area Networks
Prerequisite: TS733

Definition of LAN by area of coverage, data rates and microcomputer usage. Types of LAN topologies and media. Differences between baseband and broadband. Characteristics of LAN's. Characteristics of LAN software. Using the network operating system and utilities to add and remove devices and users, recover from full disc or non-allocated device, and detect errors such as bad connections and overloads. Identify the characteristics of currently available LAN's such as 3COM ethernet, IBM token ring, Novell and Wangnet.

User Needs Analysis

Factors involved in specifying and evaluating the requirements for a system. Defining the requirements of the required system in a RFP. Defining the criteria for evaluating supplier response to a RFP.

Application Project C
Prerequisites: TS732, TS753, TS737, TS765
Corequisite: TS773

During this project students will: work within a framework administered by a manager/supervisor. Meet all formal obligations to a manager/supervisor. Provide regular progress reports to or attend regular meetings with a manager/supervisor. Consult with a manager/supervisor when project problems arise. Enter into and adhere to agreements with users/clients, and communicate with users/clients, in a manner befitting a professional analyst/systems consultant. Work effectively within a systems development team. Respect confidentiality, privacy, and individual and group sensitivities. Apply an appropriate System Development Methodology using specific techniques to develop a substantial micro-computer information system, in a team environment.

Drafting and Display Graphics
Prerequisites: TS712, TS729

Fundamentals of CAD drafting and graphics packages. Using CAD and graphics packages. Software installation and configuration.
Types of software development tools. Evaluation criteria for measuring the benefits offered through the use of software development tools. Low, medium and high level development tools.

Features on multiuser microcomputer operating systems. Installation of multiuser operating systems. Multiuser microcomputer system management.

Functions of address and data buses; relating address bus to number of directly addressable locations: difference between memory mapped I/O and I/O mapped I/O; fetching and execution of program by CPU; number systems and conversions; addition and subtraction of binary strings; advantages of assembly programming; functions of assembler, compiler, interpreter; functions of registers and register contacts before and after assembly language instruction execution: use of editor to create a simple assembly language program; conversion of assembly language code to machine code; use of debugger program for testing assembly programs.


TS800  Practical Placement

Subject description
The Practical Placement subject comprises two weeks of supervised work experience in a business organisation to give students an understanding of the work environment and provide practical experience consistent with theoretical course work. The placement of students in both first and second years is arranged by the Marketing and Administration Department.

TS865  Administrative Procedures 1
TS866  Administrative Procedures 2

Subject description
These subjects are designed to give the potential office worker an insight into the various facets of the office and the systems by which the efficient flow of information is determined. Topics include: office environment, time management, telephone technique, telephone equipment and its operation, role of the receptionist, reprographics, filing storage systems, resource information management, organising meetings and conferences and travel, mail, financial and records management.

TS872  Document Production 1
TS873  Document Production 2

Subject description
These subjects are designed to develop keyboarding skills to achieve a minimum speed of forty-five words per minute with 98% accuracy on a five minute timing, proofreading and editing skills using both a typewriter and word processor. Topics covered are document production, keyboarding posture, document creation and editing techniques, document formatting, displaying text, displaying numbers, multiple page documents, business letters, business memos, personal business letters, letter and punctuation styles, manuscripts, advanced tabulation, financial documents, audio dictation and resume production.

TS874  Office Administration 1
TS875  Office Administration 2

Subject description
These subjects give students an understanding of the skills and knowledge necessary to identify the various facets of the office's systems and sub-systems which determine an efficient information flow, the interpersonal relationships necessary for coordinated work units and office efficiency.

TS880  Typewriting Production 1
TS881  Typewriting Production 2

Subject description
These subjects are designed to enable students to develop a standard of skills which will enable them to touch type at forty words per minute with 98% accuracy. Topics include proofreading and error correction techniques, production tasks, display, manuscripts, letters, memoranda, tabulations, forms and typewriter maintenance.

TS883  Word Processing 1
TS884  Word Processing 2

Subject description
These subjects include an introduction to word processing and its role in the office today. Students will learn word processing terminology, creation and editing of documents, search and replacement of text and text layout.

TS895  Introduction to Computing 1
TS896  Introduction to Computing 2

Subject description
These subjects are designed to enable students to identify the need for information in the office and how a computer system inputs, processes, stores and outputs information. Topics include good file management techniques, data protection, care of materials and equipment, security, privacy and ethics of computer usage, communication networks and their uses, and computer packages.

TS897  Document Production 3
TS898  Document Production 4

Subject description
These subjects further develop keyboarding, proofreading, editing, organisational and English language skills in order that students can, using both a typewriter and word processor efficiently produce commonly used business documents from handwritten, edited, rough draft and audio dictation at a production rate of thirty words per minute. Document Production 4 aims to develop keyboarding skills to achieve a speed of fifty-five words per minute with 98% accuracy on a five minute timing. This subject further develops the skills from unit three so that students can, using a typewriter, word processor or desk top publishing package, efficiently produce business documents from handwritten, edited rough draft and audio dictation at a production rate of thirty-five words per minute.

TS899  Office Supervision 1
TS900  Office Supervision 2

Subject description
Office Supervision 1 and 2 enhance the skills and knowledge learnt in Office Administration 1 and 2 to enable students to develop an awareness of the procedures, policies and techniques necessary for the efficient supervision and training of staff.

TS904  Page Layout Software
TS905  Electronic Publishing 1

Subject description
These units introduce the concepts involved in desktop publishing, combining the use of word processing, page composition and graphics software to create newsletters, magazines and other publications.

TS906  Electronic Publishing 2
TS907  Electronic Publishing 3
Prerequisites: Electronic Publishing 1

Subject description
These units further develop "hands on" desktop publishing skills to assist students in producing professional publications. Topics include the operation of scanning hardware, drawing/paint software, design skills, the evaluation of desktop publishing systems, and producing a style manual.

TS952  Business Statistics
Prerequisites: nil

Subject description
Differentiation between descriptive and inferential statistics, requirements for collection and description of samples, requirements for statistical validity, application of computer packages to business data.
TS954 Selling
Prerequisites: nil

Subject description

TS955 Buyer Behaviour
Prerequisites: TS958

Subject description
Basic psychology and sociology and their use in marketing. The buyer’s decision-making process as it applies to both consumer and industrial buying behaviour.

TS956 Sales Management
Prerequisites: TS954, TH433, TH434

Subject description
(cconcurrently)
Setting sales targets. How to plan, organise and manage the sales operation. Staffing and training the sales team. Motivation of sales staff. Analysis and evaluating sales and sales staff performance. Implementation and control of company policies, procedures and identity.

TS957 Marketing Communication
Prerequisites: TS954, TS955, TS956, TS958

Subject description
The role of promotions in marketing strategies and mixes. How to plan, develop, implement and monitor a sales promotion campaign. Promotional techniques for varying industries. Telephone selling and promotional techniques. Basic principles of copywriting for direct mail and advertising.

TS958 The Marketing Concept
Prerequisites: nil

Subject description
What is a marketing orientation? The role of marketing research. The marketer’s environment. Selection of target groups. Market segmentation. The development, implementation and monitoring of a marketing strategy plan. Marketing control. Creativity and its role in marketing.

TS959 Marketing Research
Prerequisites: TS952, TS421, TS422, TS955, TS958

Subject description
Where marketing research is used. Marketing research procedures. Sources of information. Questionnaire construction and other survey methods. Interviewing techniques. Sampling techniques. The field workers responsibilities and techniques. Selection, training, supervising and monitoring field workers. Collection, collation, analysis, validation and presentation of data. Marketing research recommendations.

TS961 Strategic Marketing
Prerequisite: TS958

Subject description
In this subject students will examine the concepts of planning and strategy in marketing; develop an understanding of the role and methods of strategic analysis as well as issues related to strategy formation, implementation control.

TS962 Product Innovation
Prerequisite: TS958

Subject description

TS963 Marketing Distribution
Prerequisites: TS958, TS961

Subject description
Marketing channel and physical distribution strategy. Channel management decisions. Physical distribution decisions. Retail and wholesale strategy.

TS964 Direct Marketing
Prerequisites: TH433, TS955, TS954, TS957, TS956, TS959, TS421

Subject description
This subject aims to provide an appreciation of the process of direct response management of linking marketers with end consumers. It examines the ways in which direct marketing principles and techniques can assist in the total marketing strategy plan in either its own right or as part of a total marketing package. The emphasis is on techniques and skills in the direct marketing area.

TS965 Retail Marketing
Prerequisites: TS954, TS955, TS956, TS958, TS963

Subject description
The role and nature of the retailing operation in modern marketing systems. Covers the requirements of retailers including research, merchandising and promotions, location, organisational requirements and staff training.

TS966 Services Marketing
Prerequisites: TS955, TS958, TS959

Subject description
What is a service industry? Its role in the Australian economy. The types of services marketing — organisations, persons, place and ideas marketing. The marketing of services both onshore and offshore. Services marketing and the future.

TS967 International Marketing
Prerequisites: TS955, TS957, TS958, TS959

Subject description
The relationship between international trade and international marketing. The international environment — economics, culture, political and legal. The techniques of international marketing — the right attitude, competitive factors, gathering overseas intelligence, product policy, distribution, promotions, pricing. Controls for international marketing.

TS968 Small Business Marketing
Prerequisites: TS955, TS958

Subject description
Analysis of the ‘best practices’ of marketing and management of small business.
TS969 **Industrial Marketing**
Prerequisites: TS955, TS958, TS959 (concurrently)

**Subject description**
The purpose of this module is to provide training in both the conceptual and practical aspects of marketing to primarily industrial users and to contrast the distinguishing features of industrial marketing with that of consumer marketing.

TS970 **Organisations and Management**
Prerequisite: TH433

**Subject description**
Organisations and Management provides participants with the knowledge and skills necessary to understand the issues facing managers in organisations and the organisational context in which they operate. Particular emphasis will be focused on organisational strategies, structures and behaviour.

In addition, participants will have the opportunity to develop competencies in the following:
- research skills
- written and verbal skills
- interview and questioning skills
- report and essay writing skills
- presentation skills
- goal setting and planning skills
- analytical skills.

TS971 **Accounting for Non-accountants**
Prerequisites: nil

**Subject description**
The users of accounting information and their needs, the nature of accounting and bookkeeping, preparation of accounting reports for sole proprietors and companies, limitations of accounting reports, analysis and interpretation of accounting reports, cash management, cost-volume-profit relationships, budgeting and responsibility accounting, cost accounting.

TS975 **The Law for Marketers**
Prerequisites: nil

**Subject description**
This subject will enable students to gain an understanding of the various legal situations and considerations that may arise in the commercial marketplace, and exhibit some understanding of the forces at play that may result in a seller, manufacturer, or distributor desiring to achieve financial superiority over a competitor.
School of Engineering & Industrial Science

**Staff** 72
Centre for Engineering Technology 76
National Scientific Instrumentation Training Centre 76

**Courses offered chart** 38

Electrical and **Electronics** Technology Department
  Associate Diploma courses
  - Associate Diploma of Engineering (Electronics) 77
  - Associate Diploma of Engineering (Computer Systems) 78
  Advanced Certificate courses
  - Advanced Certificate in Industrial Electronics 79
  Certificate courses
  - Basic Electronics 79
  Apprenticeship courses
  - Electrical Trades 80
  Other courses
  - Pre-Apprenticeship Program 81

Industrial Sciences Department
  Associate Diploma courses
  - Laboratory Technology 82
  - Fire Technology 83
  Advanced Certificate courses
  - Computing and Applied Physics 84
  Laboratory Technology 85
  Fire Technology 85
  Bridging and Preparatory courses
  - Foundation Year 86
  - Bridging Technology 86
  - New Opportunities for Women 87

Mechanical and Manufacturing Technology Department
  Diploma courses
  - Diploma of Engineering 87
  Associate Diploma courses
  - Mechanical Engineering 89
  - Manufacturing Engineering 89
  - Quality Technology 90
  - Materials Technology 90
  - Mechanical Design Drafting 91
  Advanced Certificate courses
  - Mechanical Engineering 92
  - Manufacturing Engineering 93
  - Materials Technology 93
  - Quality Technology 93
  Certificate courses
  - Swinburne Certificate of Quality Control 94
  - Basic Certificate in Engineering 94
  Apprenticeship courses
  - Fabrication 95
  - Mechanical (Fitting and Machining) 96
  **Post-apprenticeship** courses
  - Toolmaking 97
  Welding courses
  - Basic Welding Certificate 98
  - Intermediate Welding Certificate 98
  - Proficiency Welding Certificate 98
  - Electric Welding 98
  Hobby courses
  - Engineering Workshop Practice 98
  - Hobby Welding 98

**Subject details** 100

**General University Information** 5

**TAFE Division Information** 27
Staff — Engineering and Industrial Science School

Head (Acting)
R. Fallu, BSc, DipEd(Monash), ComplEAust

Secretary
W.-S. Mason, AssDip(Sec&Admin)

School Administrator
J. Jones, BA(Hons)(Melb)

Administrative Assistant
J. Bailey, RN

Electrical and Electronics Technology Department

Head
A.G. Hampton, TechCert(Electronics)(Hi), BEd(Deakin)

Academic staff
I. Adams, SEC A Grade Licence, RECV
D.J. Bayliss, BEng(Communications Eng)(LaT), GradDipEng(Digital Electronics)(SIT)
R. Bernard, AssDip(Elec)(Box Hill), TVTechCert(Stotts), DigServ(Moorab), F&MCert(Preston), Dipn
P. Brewin, HNCert(Electrical & Electronics)(City of Leicester Polytechnic), CertEd(Leeds)
M. Cadilhac, COT(Electronics)(SIT), DipTT(Hi)
G. Clisby, SEC A Grade Licence, HighTechCert(CivilEng), TechCert(Motor Control), RECV
R.M. Edwards, SEC A Grade Licence, DipTT(Hi), TechCert(Electronics)(RMIT)
B. Flanagan, BEd(Hi), TechCert(Electronics)(Hi), SEC A Grade Licence
V. George, MTECH(TITBomay)
A. Hackett, BE(Elec)(Melb), DipEd(Melb)
B. Johnston, SEC A Grade Licence, DipTT(Hi), RECV
T. McClean, SEC A Grade Licence, DipTT(Hi), TechCert(Elec. Motor Control), RECV
D.V. McMahon, SEC A Grade Licence, DipTT(Hi), SEC
I. Simmonds, SEC A Grade Licence, TechCert(Electronics), AssDipSocWel, RECV
G.H. Sutherland, DipEE(SIT), DipEd
T. Woolcock, BE(Elec)(SIT), DipEd(Hi)
Z. Zablocki, BSc(Elec)(Warsaw), Comp.SysDeg(Warsaw)

Secretary
J. Rothacker, 819 8875

Industrial Sciences Department

Head (Acting)
J. Cashion, BSc, DipEd, DipCompSc, GradAIP

Academic staff
L. Alao, MEng(VUT), GradDip(Digital Control)(VUT), BAppSc(AppPhysics)(RMIT)
P. Atkins, BScDipEd(Melb), GradDip(MathsSci)(Melb)
J. Cheung, VSC DipEd
P. DeFelice, BSc, DipEd
P. Dunne, BSc(Hons), DipEd(Melb)
G. Farrell, BAppSci, DipEd(SUT)
F. Farrell, BAppSci, GradDipCompStudies(SUT)
K. Fisher, TechCert(Tech. Teachers College)
G. Fitzsimons, BA(Melb), MEd(Deakin)
J. Gibson, BSc, DipEd
A. Haemmerle, BEng(Chem), DipEd
C. Iser, BA, DipEd(Melb)
J. Johnston, BScEd(Melb)
L. Kyratzis, BSc(Hons)(Mon), PhD(LaT)
E.J. Lade, BSc, DipEd(Melb)
G. Lewisom, BA, TSTC

B. Lim, BAppSc, BEd
G.A. Lisowski, PhD, DipEd
K. McDonald, BSc, MBioTech(Mon)
R. Marar, PhD, MSc, MEd, MACE
V. Na Ranong, BSc(Hons), DipEd
S. Ng, BSc(Hons), CertEd, PhD, MinstP, CPhys
Y. Ng, BSc(Hons), DipEd
C. O’Connor, BSc, DipEd, GradDipSpSc
A. Pearce, BSc, TSTC
J. Schulze, DipAppChem, DipEd
N. Speel, BAppSc, DipEd, GradDipRobotics
S. Sullivan, TSTC(Deakin)
G. Tonkin, ARMIT, TTTC
B. Tyrer, BSc, DipEd, GradDipCompStudies(SUT)
G. Uehla, BScEd(Melb), GradDipCompSc(LaT)

Administrative staff
K. Quayle, 819 8378
H. Beaumont
P. Passlow
S. Pearce

Technical staff
R. Hilton, BSc(Canfield), MRACI
I. Masrty, BAppSci(Biotech)(RMIT)
J. Papp, CAppSci(Swinburne)
L. Quaremba, AssDip(Lab Tech)(Swinburne)
R. Ramsey, BSc(QUT)
J. Wiegard, DipBiochem, GradDipAppSc(SIT)

Mechanical and Manufacturing Technology Department

Head
J. Brennan, CEngSc, (IME, Ireland), DipEng(NavalArch)(RMIT), BEng(Mech)(RMIT), DipEd(Haw), MEngSc

Academic staff
D. Allerdine, TrTIC
D. Angoorly, BSc(Eng)
L. Banner, DipMechEng, MA, DipEd
M. Baum, TrTIC
I. Black, AssDipMechEng, Cert(toolmaking), CertMechDes
K. Deed, BEd, DipTT, TrTIC, Jig&ToolTechCert
G. Dzioba, TrTIC, DipTT
W. Houlston, DipTT, TrTIC
A. Lau, MSc(Eng), MIEAust
N. Lawson, CertMechEng, TTIC
F.S. McLucas, BA, DipGenStud, TrTIC
S. Meaker, AssDipManEng, TechCertProdEng
K. O’Neil, BEd, DipTT, TrTIC, COTMechEng
G. Palfreman, DipMechEng, CPEng
C. Powell, BSc(Mech), DipEd
G.T. Rees, COTProdEng, Cert(toolmaking), Cert(Plastic Die Design)
A.S. Reid, BSc(Hons), AMIEE
F. Sanstrom, TrTIC, DipTT
S.D. Scott-Branagan, TrTIC
R.S. Somervile, DipTT, TrTIC
B. Stevens, DipMechEng, DipEd
P. Tormat, BEd, Cert(toolmaking), CertPressToolmaking, DipTT
R. Wong, MIEAust, CPEng
P. Yendle
J. Young, DipMechEng, DipEd, CEng
G. Zouev, COTMechEng, DipT&FE

Secretary
B. Malone, 819 8504
Centre for Engineering Technology: 
**Authorised AutoCAD Training Centre**

**Manager**
L.J. McLaughlan, Cert(Jig & Tool Draft), Cert(Toolmaking) 
DipTT(Haw), TTHC

**Academic staff**
G. Oliver, DipTT, COT(Mech), 
Cert(Toolmaking), F&M Trade
H. Ramaekers, BEd, DipTT, Cert(MechDraft), 
Cert(Fit and Mech)
P. Stroude, DipTT, TechCert(Radio)

**Lab manager**
S. Fisher, F&M Trade

**Technical staff**
R. Smillie, AssDip(MechDesDraft), F&M Trade

**Secretary**
A. Hotton, CertBusStud(SCT), 819 8079

**Industry Training Unit**

**Manager**
C. De Martinis, MSc, BEd(LaT), GradDipOccHyg(Deakin)

**Administrative Officer**
A. Chemay, BAI(Adelaide)

**National Scientific Instrumentation Training Centre**

**Manager**
G. Jordan, MPharm(VicCollPharm)

**Deputy Manager**
A. Gilham

**Staff**
L. Kyratzis, BSc(Hons), PhD(LaT)
## Courses offered

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course title</th>
<th>Campus</th>
<th>Part-time</th>
<th>Degree or Cert.</th>
<th>How to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>3600EAA</td>
<td>Diploma of Engineering</td>
<td>H</td>
<td>2 years</td>
<td></td>
<td>NA Direct</td>
</tr>
<tr>
<td>3500ABB</td>
<td>Laboratory Technology</td>
<td>H</td>
<td>1 year FT+4 years</td>
<td></td>
<td>VTAC Direct</td>
</tr>
<tr>
<td>3500AVD</td>
<td>Computing and Applied Physics</td>
<td>H</td>
<td>2 years</td>
<td></td>
<td>VTAC Direct</td>
</tr>
<tr>
<td>3500EYA</td>
<td>Engineering (Computer Systems)</td>
<td>H</td>
<td>2 years</td>
<td></td>
<td>VTAC Direct</td>
</tr>
<tr>
<td>3500ECF</td>
<td>Engineering (Electronics)</td>
<td>H</td>
<td>2 years</td>
<td></td>
<td>VTAC Direct</td>
</tr>
<tr>
<td>3500AHB</td>
<td>Fire Technology</td>
<td>H</td>
<td>2 years</td>
<td></td>
<td>Direct Direct</td>
</tr>
<tr>
<td>3500ACB</td>
<td>Materials Technology</td>
<td>H</td>
<td>2 years</td>
<td></td>
<td>VTAC Direct</td>
</tr>
<tr>
<td>3500EEB</td>
<td>Manufacturing Engineering</td>
<td>H</td>
<td>2 years</td>
<td></td>
<td>VTAC Direct</td>
</tr>
<tr>
<td>3500ECC</td>
<td>Mechanical Design Drafting</td>
<td>H</td>
<td>2 years</td>
<td></td>
<td>WAC Direct</td>
</tr>
<tr>
<td>3500EFA</td>
<td>Mechanical Engineering</td>
<td>H</td>
<td>2 years</td>
<td></td>
<td>Direct Direct</td>
</tr>
<tr>
<td>3300ACG</td>
<td>Fire Technology</td>
<td>H</td>
<td>2 years</td>
<td></td>
<td>Direct Direct</td>
</tr>
<tr>
<td>3300ECW</td>
<td>Industrial Electronics</td>
<td>H</td>
<td>2 years</td>
<td></td>
<td>Direct Direct</td>
</tr>
<tr>
<td>3300ABB</td>
<td>Laboratory Technology</td>
<td>H</td>
<td>1 year FT+2 years PT</td>
<td></td>
<td>Direct Direct</td>
</tr>
<tr>
<td>3300EN</td>
<td>Manufacturing Engineering</td>
<td>H</td>
<td>1 year</td>
<td></td>
<td>VTAC Direct</td>
</tr>
<tr>
<td>3300ACE</td>
<td>Materials Technology</td>
<td>H</td>
<td>1 year</td>
<td></td>
<td>VTAC Direct</td>
</tr>
<tr>
<td>3300EEM</td>
<td>Mechanical Engineering</td>
<td>H</td>
<td>1 year</td>
<td></td>
<td>VTAC Direct</td>
</tr>
<tr>
<td>3222ECE</td>
<td>Basic Electronics</td>
<td>H</td>
<td>1 year</td>
<td></td>
<td>NA Direct</td>
</tr>
<tr>
<td>3222EPA</td>
<td>Basic Welding</td>
<td>H</td>
<td>1 year</td>
<td></td>
<td>NA Direct</td>
</tr>
<tr>
<td>3290EZA</td>
<td>Certificate in Engineering</td>
<td>H</td>
<td>1 year</td>
<td></td>
<td>NA Direct</td>
</tr>
<tr>
<td>Course code</td>
<td>Course title</td>
<td>Campus</td>
<td>Course Mode &amp; Length</td>
<td>Part-time</td>
<td>Prerequisites</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>--------------</td>
<td>----------------------</td>
<td>-----------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3212ECY</td>
<td>Electrical and Electronics</td>
<td>H</td>
<td>NA</td>
<td>3 years</td>
<td>NA Employed in electrical trade industry and have a contract of training with employer</td>
</tr>
<tr>
<td>3212ERA/E</td>
<td>Engineering (Electrical and Electronics)</td>
<td>H</td>
<td>NA</td>
<td>3 years</td>
<td>NA Employed in electrical trade industry and have a contract of training with employer</td>
</tr>
<tr>
<td>3212ERAM</td>
<td>Engineering Mechanical</td>
<td>H</td>
<td>NA</td>
<td>3 years</td>
<td>NA Employed in industry and have a contract of training with employer</td>
</tr>
<tr>
<td>3212ERAF</td>
<td>Engineering Fabrication</td>
<td>H</td>
<td>NA</td>
<td>3 years</td>
<td>NA Employed in industry and have a contract of training with employer</td>
</tr>
<tr>
<td>3211ECY</td>
<td>Electrical Pre-Apprenticeship Program</td>
<td>H</td>
<td>1 year</td>
<td>NA</td>
<td>NA No previous experience necessary</td>
</tr>
<tr>
<td>2200AZY</td>
<td>Bridging Technology</td>
<td>H</td>
<td>1 year</td>
<td>NA</td>
<td>NA No formal prerequisites</td>
</tr>
<tr>
<td>2200AZO</td>
<td>Foundation Year Science</td>
<td>H</td>
<td>1 year</td>
<td>NA</td>
<td>NA Short course. No formal prerequisites</td>
</tr>
<tr>
<td>ZZONOW</td>
<td>New Opportunities for Women Swinburne Certificate</td>
<td>H</td>
<td>1 year</td>
<td>NA</td>
<td>NA Some relevant industrial exp., pref. in quality control</td>
</tr>
<tr>
<td>4200EFG</td>
<td>Toolmaking</td>
<td>H</td>
<td>NA</td>
<td>2 years</td>
<td>NA Completed an app. course in Fitting and Machining</td>
</tr>
<tr>
<td></td>
<td>Dept. of Labour Welding</td>
<td>H</td>
<td>NA</td>
<td>2 years min.</td>
<td>NA Min. of 3 years in industry or 300 hours practice or completed approved welding course</td>
</tr>
<tr>
<td>4200EPA</td>
<td>Intermediate Welding</td>
<td>H</td>
<td>NA</td>
<td>1 year</td>
<td>NA Certificate of Basic Welding or equiv.</td>
</tr>
<tr>
<td>4200EPB</td>
<td>Proficiency Welding</td>
<td>H</td>
<td>NA</td>
<td>6 months</td>
<td>NA Intermediate Welding course or equiv.</td>
</tr>
<tr>
<td>Hobby courses</td>
<td>Engineering Workshop Practice</td>
<td>H</td>
<td>-</td>
<td>-</td>
<td>- See course information</td>
</tr>
<tr>
<td></td>
<td>Engineering Hobby Welding</td>
<td>H</td>
<td>-</td>
<td>-</td>
<td>- See course information</td>
</tr>
</tbody>
</table>
The Swinburne Centre for Engineering Technology is a high technology training and development centre. Its aim is to integrate the specialist disciplines within Swinburne, specialising in developing and conducting short courses in AutoCAD and CAD/CAM.

The Centre offers onsite training, consultancy and special prototype machining projects and development and sales of CAMPAC CAM software to industry and educational institutions.

Services to industry involve:
- training
- consultative interaction
- research and development projects
- prototype development.

Current offerings in short courses:

- **CAD Skills**
  An introductory course designed to upgrade people's skills to operate a Computer Aided Drafting software package to a level of proficiency.

- **CAD Skills 2**
  A course designed for participants wishing to continue on from CAD Skills 1 and for participants who have a general knowledge of AutoCAD and require additional training.

- **Advanced CAD Specialises in 3D**
  Drafting and solid modelling.

- **CAD Programming**
  A course designed to train personnel in CAD Skills experience, how to program using AutoLISP, menu customisation and script programming.

- **Machining from CAD**
  AutoCAD and CNC principles using CAMPAC. CAMPAC is a powerful software developed, written and sold by Swinburne and used to process CAD drawing information into machine tool language.

- **CNC**
  Basic and advanced manual CNC programming including conversational programming.

- **Animation**
  This program is used to produce moving displays on the computer screen for, high quality presentation work for sales, meetings, etc.

- **Robotics**
  The use and safety of robots.

- **Technical Publications**
  Using AutoCAD and Pagemaker for personnel who must produce technical pamphlets, brochures, etc.

**CAMPAC**

CAMPAC is a proven CAD/CAM software package used in Australian manufacturing industries for producing components from AutoCAD drawings.

It is a CAM package which combines cutter path generation, program editing and communications all accessed from inside AutoCAD. The package was designed at the Centre to allow the operator to follow a sequence of simple, logical steps, to quickly produce the CNC machine driving instructions.

CAMPAC is a commercially available package.

**National Scientific Instrumentation Training Centre (NSITC)**

**Skills for the 21st Century**

The TAFE Division of Swinburne University of Technology has two major campuses located at Hawthorn and Prahran, offering a wide range of training programs. Our exceptional facilities, equipment and technology make Swinburne a highly attractive option. Swinburne's strong "hands-on" philosophy and close links with industry and commerce mean that our fee-for-service activities are relevant to today's workforce demands.

**Business Development and Training**

Swinburne's Centre for Business Development and Training (Prahran) offer a wide range of business courses for individuals seeking to acquire new skills, or companies and organisations seeking to develop their staff as part of the process of change.

**Engineering Technology**

Swinburne has Australia's first authorised AutoCAD training centre at its Hawthorn campus, offering a wide range of courses in CAD skills, including machining, programming, numerical control, modelling, and animation skills.

**Scientific Instrumentation**

The NSITC conducts a broad range of intensive, industry-oriented, practical training courses in modern scientific techniques. Courses range from one to four days in duration, and include:

- Gas Chromatography
- Capillary Gas Chromatography
- High Performance Liquid Chromatography
- Flame AA Spectrophotometry
- Graphite Furnace AA Spectrophotometry
- Potentiometry and Ion Selective Electrodes
- Fourier Transform Infrared Spectroscopy
- Nuclear Magnetic Resonance Spectroscopy
- Thermal Analysis
- Interfacing Computers to Scientific Instrumentation
- Advanced Interfacing Techniques
- Expert Systems for Scientists and Technologists
- Electrophoresis
- Techniques in Light Microscopy
- AA and ISE Analysis of Water and Effluents
- Instrumental Techniques in Food Analysis
- Fermentation
- Electrodes — Maintenance and Troubleshooting
- Introduction to Gas Analysis
- Introduction to GC/Mass Spectrometry
- GC — Maintenance and Troubleshooting
- HPLC — Maintenance and Troubleshooting
- Maintenance and Troubleshooting in Atomic Absorption Spectrophotometry

The centre also offers a consultancy service in GC, GC/MS, ICP, AA areas.
Swinburne University of Technology is an accredited training institution and donations made by business to Swinburne in lieu of other training expenditure are tax deductible.

For further information on how you can develop skills for the 21st Century call Swinburne Information on (03) 819 8444.

**Electrical and Electronics Technology Department**

**3500ECF Associate Diploma of Engineering (Electronics)**

**Course aims**

This course provides initial vocational training for persons seeking a career in the electronics and allied industries at the para-professional/technical level.

**Course description**

Associate Diploma courses are designed to train engineering associates who are the immediate support staff for professional engineers in industry. The course consists of a number of compulsory core subjects and a number of elective subjects to suit a student's needs or interests. Each subject is allocated a value in credit hours. The elective subjects cover specialist areas such as digital electronics, microprocessors, and communications. To complete the Associate Diploma course successfully the candidate must complete all core subjects and elective subjects as required.

**Career potential**

The students could be involved in any of the following areas in their employment: design, development, installation, commissioning, operations or maintenance of plant or equipment associated with the electronics industry.

**Professional recognition**

Students completing the course are academically qualified for admission as graduate Engineering Associates of the Institution of Engineers, Australia.

**Further studies pathways**

On completion of the course, students are eligible to apply for entry to second year of related degree courses. In some cases, some first year subjects may still be required.

**Entry requirements**

Successful completion of a VCE incorporating the following program.

- English: any two units
- Mathematics: Space and Number (unit 1 and 2) or Change and Approximation (unit 1 and 2) or any mathematics at units 3 and 4 level, if Space and Number or Change and Approximation were not done at unit 1 and 2.

**Duration and mode of study**

- Full-time study: This course requires two years full-time attendance, of approximately twenty-one hours per week.
- Part-time study: The courses extend over a minimum of four years part-time day release or evening attendance.

**Alternative entry requirements**

(a) **Bridging/supplementary** study programs

Students who do not meet the requirements of section 6.9.1 above or equivalent would be expected to complete a bridging and/or supplementary study program which would ensure an adequate preparation to achieve the educational objectives of the course.

The provider shall be responsible for determining the bridging/supplementary study program which would normally take one year of full-time study.

**Recommended** bridging/supplementary study resources include:

- **Mathematics 1E** — seventy-two nominal hours
- **Mathematics 2E** — seventy-two nominal hours

(b) **Mature age entry**

Mature age students who do not satisfy the normal entry requirements will be admitted to the course on the basis of a bridging program of content and duration determined by the provider.

In cases of mature age entry, procedures relating to the recognition of prior learning which takes into account previous formal and/or informal learning experiences will be applied by the provider where applicable.

(c) **Course entry with advanced standing**

Students who qualify for course entry with advanced standing become eligible for credit transfer.

**Course structure**

The course consists of a minimum of 1620 credit hours of study. The diploma is awarded after completion of the academic studies.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBE01</td>
<td>CSE CCTS and Analog</td>
</tr>
<tr>
<td>CBE02</td>
<td></td>
</tr>
<tr>
<td>CBE03</td>
<td>Digital Electronics</td>
</tr>
<tr>
<td>CBE5.2</td>
<td>Wiring and Soldering Techniques</td>
</tr>
<tr>
<td>TE145</td>
<td>MIE (bridging)</td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TE700</td>
<td>Microprocessor Systems</td>
</tr>
<tr>
<td>TE701</td>
<td>Electronic Software Tools</td>
</tr>
<tr>
<td>TE702</td>
<td>Linear Electronics 1</td>
</tr>
<tr>
<td>TE703</td>
<td>Circuit Analysis</td>
</tr>
<tr>
<td>TE704</td>
<td>Digital Design 1</td>
</tr>
<tr>
<td>TE245</td>
<td>M2E (Bridging)</td>
</tr>
<tr>
<td>TE235</td>
<td>Computer Studies (Pascal)</td>
</tr>
<tr>
<td></td>
<td>(articulation/bridging)</td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Core subjects</td>
<td></td>
</tr>
<tr>
<td>TE705</td>
<td>Microprocessor Interfacing</td>
</tr>
<tr>
<td>TE706</td>
<td>Electronics 3L</td>
</tr>
<tr>
<td>TE707</td>
<td>Communications 1</td>
</tr>
<tr>
<td>TE708</td>
<td>Design Projects</td>
</tr>
<tr>
<td>TE710</td>
<td>Quality Control and Management</td>
</tr>
<tr>
<td>Electives (one of)</td>
<td></td>
</tr>
<tr>
<td>CCT Analysis 2 (elective/articulation)</td>
<td>4</td>
</tr>
<tr>
<td>M3E (elective/articulation)</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>
Entry requirements
Successful completion of VCE incorporating the following program.
VCE Level 3 and 4
- English: any two units.
- Mathematics: Space and Number (unit 1 and 2) or Change and Approximation (unit 1 and 2) OR any Mathematics at unit 3 and 4 level, if Space and Number or Change and Approximation were not done at unit 1 and 2.

Alternative entry requirements
(a) Bridging/supplementary study programs
Students who do not meet the requirements of section 6.9.1 above or equivalent would be expected to complete a bridging and/or supplementary study program which would ensure an adequate preparation to achieve the educational objectives of this course.

The provider shall be responsible for determining the bridging/supplementary study program which would normally take one year of full-time study. Recommended bridging supplementary study resources include:
- Mathematics 1E — seventy-two nominal hours
- Mathematics 2E — seventy-two nominal hours

(b) Mature-age entry
Mature-age students who do not satisfy the normal entry requirements will be admitted to the course on the basis of a bridging program of content and duration determined by the provider.

In cases of mature-age entry, procedures relating to the recognition of prior learning, which takes into account previous formal and/or informal learning experiences, will be applied by the provider where applicable.

(c) Course entry with advanced standing
Students who qualify for course entry with advanced standing become eligible for credit transfer.

Duration and mode of study
Full-time study
This course requires two years full-time attendance, of approximately twenty-one hours per week.

Part-time study
The courses extend over a minimum of four years part-time, day release or evening attendance.

Course structure
The course consists of a minimum of 1404 credit hours of study. The diploma is awarded after completion of the academic studies.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Nominal hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core subjects</td>
<td></td>
</tr>
<tr>
<td>CBE01</td>
<td>Electrical Fundamentals</td>
</tr>
<tr>
<td>CBE02</td>
<td>Analogue Fundamentals</td>
</tr>
<tr>
<td>CBE03</td>
<td>Analogue Applications</td>
</tr>
<tr>
<td>CBE04</td>
<td>Digital Electronics</td>
</tr>
<tr>
<td>CBE052</td>
<td>Wiring and Soldering Techniques</td>
</tr>
<tr>
<td>Total</td>
<td>360</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Core subjects</td>
<td></td>
</tr>
<tr>
<td>TE700</td>
<td>Microprocessor Systems</td>
</tr>
<tr>
<td>TE701</td>
<td>Electronic Software Tools</td>
</tr>
<tr>
<td>TE702</td>
<td>Linear Electronics 1</td>
</tr>
<tr>
<td>TE703</td>
<td>Circuit Analysis 1</td>
</tr>
<tr>
<td>TE704</td>
<td>Digital Design 1</td>
</tr>
<tr>
<td>Total</td>
<td>324</td>
</tr>
</tbody>
</table>
The aim of this course is to provide vocational training for prospective students (exit VCE and mature-age) wanting to intake should contact the School of Engineering and Industrial Science for a VTAC Guide and application form. Students wanting to apply for places in the mid-year entry for completion of the Certificate in Basic Electronics (C.B.E.) can be virtually completed in one year.

Course aims

This course is designed as an introduction to electronics and is the first step in all further electronic studies within the TAFE system. It is intended to provide the core skills required at all levels within the electronics and associated industries.

Course structure

The course has a high practical content and is split up into fourteen modules and 108 learning outcomes each of which is assessed separately for a pass after satisfactory completion of all the syllabus requirements.

Career potential

As a post-trade qualification the C.B.E. entitles many electrical mechanics to special status particularly in industrial maintenance situations. Business machine mechanics are at a distinct advantage with the C.B.E. People from many diverse occupations such as auto electricians, process workers, fitter and turners and professional engineers undertake the C.B.E. to keep up with the electronics which are unavoidably falling within their jurisdiction. C.B.E. is the starting point for all further TAFE studies in the field of electronics such as Associate Diplomas and Advanced Technical Certificates.

Professional recognition

As a stand alone qualification the C.B.E. would be advantageous to job applicants involved at any level, where electronics is involved. It is most sought after by equipment servicing technicians. In conjunction with other qualifications such as trade certificate, diploma or degree, the C.B.E. can provide a bridge into the advancing field of electronics.

<table>
<thead>
<tr>
<th>Compulsory core subjects (non-electrical/electronic trade students)</th>
<th>Hours/semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Circuits and Components</td>
<td>36</td>
</tr>
<tr>
<td>Static and Rotating Electrical Machines</td>
<td>72</td>
</tr>
<tr>
<td>Electives (minimum 288 hours)</td>
<td></td>
</tr>
<tr>
<td>Electro Industrial Control 1B</td>
<td>72</td>
</tr>
<tr>
<td>Mathematics 1E</td>
<td>72</td>
</tr>
<tr>
<td>Programmable Logic Controllers 1</td>
<td>72</td>
</tr>
<tr>
<td>Microprocessor Systems</td>
<td>72</td>
</tr>
<tr>
<td>Microprocessor Interfacing</td>
<td>72</td>
</tr>
<tr>
<td>Microprocessor Control</td>
<td>72</td>
</tr>
<tr>
<td>Single User DOS</td>
<td>76</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>72</td>
</tr>
</tbody>
</table>

Total hours dependent upon course program chosen. * Subject codes to be determined. For details of these subjects, please contact the course provider.

Duration and mode of study

Full-time study (year 11 entry). Students will undertake a Certificate in Basic Electronics in two semesters together with additional bridging subjects (Mathematics 1E and 2E, Communication Skills, Electronic Drafting and Electronic Circuits) to enable them, upon successful completion to enter stage two of the Associate Diploma of Engineering (Electronics).

Part-time study is offered on a full day, half day or evening basis.

By attending three evenings per week, the C.B.E can be virtually completed in one year.

Application procedure

Prospective students should contact the School of Engineering and Industrial Science (819 8916) for an Engineering and Industrial Science part-time application form.

Certificate in Basic Electronics (CBE)

Course aims

This course is designed as an introduction to electronics and is the first step in all further electronic studies within the TAFE system. It is intended to provide the core skills required at all levels within the electronics and associated industries.

Course description

The course has a high practical content and is split up into fourteen modules and 108 learning outcomes each of which is assessed separately for a pass after satisfactory completion of all the syllabus requirements.

Career potential

As a post-trade qualification the C.B.E. entitles many electrical mechanics to special status particularly in industrial maintenance situations. Business machine mechanics are at a distinct advantage with the C.B.E. People from many diverse occupations such as auto electricians, process workers, fitter and turners and professional engineers undertake the C.B.E. to keep up with the electronics which are unavoidably falling within their jurisdiction. C.B.E. is the starting point for all further TAFE studies in the field of electronics such as Associate Diplomas and Advanced Technical Certificates.

Professional recognition

As a stand alone qualification the C.B.E. would be advantageous to job applicants involved at any level, where electronics is involved. It is most sought after by equipment servicing technicians. In conjunction with other qualifications such as trade certificate, diploma or degree, the C.B.E. can provide a bridge into the advancing field of electronics.
Further studies pathways

The C.B.E. forms the major part of the first stage for studies in all electronic technician, Certificate and Associate Diploma courses in electronics. The latter then, opens the door to a degree course.

Recognition of Prior Learning (R.P.L.)

Application for R.P.L. may be made at the time of enrolment. However, considering the structure of and teaching methods employed in C.B.E., an accelerated program might well be more expedient.

Entry requirements

There are three types of entry:
- Satisfactory completion of a Year 11 course, including passes in English, mathematics and science, or an approved equivalent is the normal prerequisite.
- Completion of an electrical trade apprenticeship which provides exemption from modules C.B.E. 1.1 D.C. Fundamentals, C.B.E. 1.2 A.C. Fundamentals, C.B.E. 1.3 Test Equipment and C.B.E. 5.1 Electronic Assembly Techniques.
- An applicant whose maturity and experience indicates an ability to successfully undertake the course will be considered.

Selection procedures

Part-time applicants are interviewed by the enrolling officer and will be accepted, subject to vacancies, if they meet the entry requirements.

Closing dates

For part-time courses there are no closing dates as such but enquiries are best made late November.

Duration and mode of study

The part-time course may be completed in one year particularly where exemptions are applicable but it is generally spread over two years. Both day and evening classes are available.

Course structure

The Certificate in Basic Electronics consists of fourteen modules. A Certificate in Basic Electronics (C.B.E.) will be awarded, upon application, to any student who successfully completes all the C.B.E. modules to the specified performance level.

This basic vocational program may be undertaken as:
- a terminal program in its own right, especially for persons working in equipment servicing who want to gain an understanding of electronics;
- forms a part of the core studies of the Associate Diploma of Engineering (Electronics or Computer Systems);
- the core of the Advanced Certificate in Industrial Electronics.

The program is designed to provide students with the core skills and knowledge required at all levels in the electronics and associated industries.

<table>
<thead>
<tr>
<th>Modules</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>C.B.E.01</td>
<td></td>
</tr>
<tr>
<td>C.B.E.1.1</td>
<td>36</td>
</tr>
<tr>
<td>C.B.E.1.2</td>
<td>36</td>
</tr>
<tr>
<td>C.B.E.1.3</td>
<td>18</td>
</tr>
<tr>
<td>C.B.E.02</td>
<td></td>
</tr>
<tr>
<td>C.B.E.2.1</td>
<td>36</td>
</tr>
<tr>
<td>C.B.E.2.2</td>
<td>36</td>
</tr>
</tbody>
</table>

C.B.E.03 Analog Applications
- C.B.E.3.1 Operational Amplifiers C.B.E 18
- C.B.E.3.2 Oscillators C.B.E 18
- C.B.E.3.3 Power Control Devices C.B.E 18
- C.B.E.3.4 Transducers C.B.E 18

C.B.E.04 Digital Electronics
- C.B.E.4.1 Digital Fundamentals 36
- C.B.E.4.2 Digital Integrated Electronics 18
- C.B.E.4.3 Introduction to Microprocessors 36

C.B.E.05 Electronic Workshop Practices
- C.B.E.5.1 Electronic Assembly Techniques 36
- C.B.E.5.2 Wiring and Soldering Techniques 36

Additional studies are required in addition to the C.B.E. for entry into the Advanced Certificate or Associate Diplomas of Engineering (Electronics or Computer Systems). These are:

Application procedure

Full-time: currently available only as the first stage of the associate diploma course.

Part-time: subject groups run over a two semester period and are normally enrolled toward the end of the academic year preceding the time of commencement. However, the nature of C.S.E. and flexible delivery modes make continuous enrolments possible. Subject to class numbers and prior knowledge an enrolment may be possible at any time.

Enquiries should be directed to the School Administrator 819 8916 or alternatively, directed to the Electrical and Electronics Department on 819 8875.

Apprenticeship courses

32.12.E.CY Certificate in Electrical and Electronics


Course aims

The aim of the course is to provide students with the necessary theoretical knowledge and practical skills to enable them to obtain a State Electricity Commission Electrical Mechanics Licence.

Course description

The apprenticeship course is designed to meet the requirements of the State Electricity Commission of Victoria and the Technical and Further Education (TAFE) Board of Victoria.

The course provides the necessary training to prepare an apprentice to pass electrical trade theory and practice at a level approved by the State Electricity Commission of Victoria for issue of the unrestricted licence class 'A' or restricted licence class 'B'.

Note:
1. Prerequisite: student must be employed as an apprentice.
2. Only persons licensed by the State Electricity Commission of Victoria may carry out electrical wiring work.

Career potential

A student who completes the course successfully and then attains an 'A' Class unrestricted licence is qualified to engage in any electrical installation work throughout Australia.
Exemptions may be granted for stage one of the Advanced Certificate and Modules CBE1.1, CBE1.2, CBE1.3 and CBE5 of the Certificate of Basic Electronics.

Entry requirements
Students must be currently engaged in employment within the electrical trade and have a Contract of Training with an employer.

Duration and mode of study
The course consists of 960 hours of study. Students attend University one day per week for eight hours, a total of 320 hours per year for three years.

Course structure
Students must complete the equivalent of twenty-four x forty hour modules. Upon completion of the modules, students must undertake and pass the licensing examinations in order to be issued with an SEC Electrical Mechanics Licence.

Stage 1
Semester 1
NBB08   Electrical Fundamentals
NEC02*  Workplace Safety
NE014   Cords, Cables and Applications
NE020*  Test Equipment
NE031   Electrical Drawing Interpretation and Connection

Semester 2
NE01I   Workshop Practices
NEO0I   DC Principles
NE125   Electrical Installations — Cables and Protection
NE128   Domestic Installation Practices

Stage 2
Semester 1
NE003   AC Principles
NE009   Single Phase and Three Phase Circuits
NE022*  Domestic Installations
NE023*  Non-Domestic Installations 1
NE032   Circuit Development 1

Semester 2
NE010   AC Machines
NE01I*  DC Machines
NE030   Electrical Motor Control and Protection
NE052*  Transformers
NE129   Non-Domestic Practices 1

Stage 3
Semester 1
NE004   Power Supply Principles
NE106   Non-Domestic Installations 2
NE127*  Multiple Domestic Installations
NE130*  Programmable Controllers — Basic

Semester 2
Four full-module electives or equivalent
Electives may be chosen from:
NE012*  Synchronous Machines
NE019*  Basic Transducers
NE024   Switchboard Design and Construction
NE033   Circuit Development 2
NE049   Programmable Controllers 1
NE053   Illumination 1

* Denotes 1/2 module (twenty hours).

Exemptions
NO exemptions are possible for either component of the licensing examination.

Marking and grades of licenses
The grade of licence issued to the candidate will depend on the mark obtained:

Below 75%  Eligible for restricted licence class 'A'
Above 74%  Eligible for unrestricted licence class 'A'

As the theory and practical components of the examination are not independent components, individual marks will not be issued from these examinations. Eligibility for the appropriate grade of licence will be issued.

Application procedure
When applying, students must submit the 'Placement Voucher', as issued by the Office of the State Training Board.

Other courses
3211ECA Pre-Apprenticeship Program

Course aims
The program provides a pathway to apprenticeship in the electrical/electronics industries for unemployed adults and youth, as well as recent school leavers.

Course description
Due to present economic conditions there will be a shortage of electrical apprentices in the future. Swinburne University of Technology is offering the Electrical Pre-Apprenticeship program during 1993/94.

Entry requirements
No previous experience is required, and if a student gains an apprenticeship after successfully completing the program, apprenticeship time will be reduced from four to three and a half years. Credit will be given for studies completed.

Duration and mode of study
This is a full-time one year program, conceived by the Electrical/Electronics Industry Training Board together with the Office of Technical and Further Education.

Course structure

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Prerequisite</th>
<th>Prequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEC01  Workshop Practices</td>
<td>40</td>
<td>nil</td>
<td></td>
</tr>
<tr>
<td>NEC02  Workplace Safety</td>
<td>20</td>
<td>nil</td>
<td></td>
</tr>
<tr>
<td>NBB08  Electrical Fundamentals</td>
<td>40</td>
<td>nil</td>
<td></td>
</tr>
<tr>
<td>NEO01  DC Principles</td>
<td>40</td>
<td>NBB08</td>
<td></td>
</tr>
<tr>
<td>NE003  AC Principles</td>
<td>40</td>
<td>NE001, NE020</td>
<td></td>
</tr>
<tr>
<td>NE004  Power Supply Principles</td>
<td>40</td>
<td>NE003, NE020</td>
<td></td>
</tr>
<tr>
<td>NE020  Test Equipment</td>
<td>20</td>
<td>NBB08</td>
<td></td>
</tr>
<tr>
<td>NE130  PLC Basic</td>
<td>20</td>
<td>nil</td>
<td></td>
</tr>
<tr>
<td>NE029* Electronic Soldering</td>
<td>40</td>
<td>nil</td>
<td></td>
</tr>
<tr>
<td>CBE* Communication Skills (1)</td>
<td>72</td>
<td>nil</td>
<td></td>
</tr>
<tr>
<td>CBE* Electrical/Electronic Drafting</td>
<td>72</td>
<td>nil</td>
<td></td>
</tr>
<tr>
<td>NBB04  Computing in Engineering</td>
<td>40</td>
<td>nil</td>
<td></td>
</tr>
<tr>
<td>NBB05  Quality Concepts</td>
<td>20</td>
<td>nil</td>
<td></td>
</tr>
<tr>
<td>EPTM02* Electronic Components and Devices</td>
<td>40</td>
<td>nil</td>
<td></td>
</tr>
<tr>
<td>EPTM05* Component Testing</td>
<td>40</td>
<td>nil</td>
<td></td>
</tr>
<tr>
<td>Introductory/Trade Mathematics</td>
<td>56</td>
<td>nil</td>
<td></td>
</tr>
</tbody>
</table>

Total hours  640

* There are no details of these subjects in this Handbook.
Application procedure
Prospective students may be required to attend an interview. For further information contact the Electrical and Electronic Technology Department on 819 8875.

Industrial Sciences Department

3500A88 Associate Diploma of Applied Science — Laboratory Technology

Course aims and description
The course includes a wide range of skills, techniques and processes, to ensure that graduates develop a flexible approach, are adaptable and are capable of meeting the technological and administrative demands made of them in a changing workforce.

Career potential
The Associate Diploma of Applied Science in Laboratory Technology provides specialised education and training for scientific laboratory technical support staff. It is an award that qualifies a person to work in a scientific laboratory at a senior level.

Further studies pathways
Graduates of this course may be eligible for entry into degree courses in Applied Science and, in some cases, may be granted exemptions.

Entry requirements
Normal entry is successful completion of VCE or its equivalent, with suitable passes in at least two of biology, chemistry or physics. Students without any of these subjects will be required to undertake bridging units.

Mature-age applicants without VCE but with relevant laboratory experience will also be considered.

It may be necessary for such students to undertake bridging units. Mature-age applicants without laboratory experience should apply to enter the Advanced Certificate. Students who have completed the Advanced Certificate are eligible to transfer to the Associate Diploma, with full credits.

Duration and mode of study
The course may be completed by either one year of full-time study followed by two years of part-time study, or four years of part-time study. The full-time year requires a minimum of twenty days of "practical placement".

A further requirement is that all students must complete a minimum of two years equivalent full-time relevant industrial/work experience, concurrent with their enrolment, prior to being awarded the Associate Diploma.

Course structure

Stage 1
- TH133 Communication Skills 1
- TH134 Communication Skills 2
- TL001 Biology Laboratory Techniques
- TL002 Chemistry Laboratory Techniques
- TL003 Physics Laboratory Techniques
- TL144 Quality Control Statistics
- TL180 Practical Placement
- TL312 Laboratory Management
- TL327 Laboratory Computing
- TL347 Occupational Hygiene
- TL470 Work Project
* There are no details of this subject in this Handbook.

Stage 2
Following Stage 1, all students must complete eight Stage 2 units and satisfy the requirements of at least one stream, in order to be eligible to be awarded the Associate Diploma of Applied Science in Laboratory Technology.

Stream 1
Appropriate for industry, analytical chemistry and instrumentation laboratories.
- TL201 Chemistry practices 3
- TL202 Chemistry Practices 4
PLUS at least 2 by two-unit sequences from:
- TL309 Electron Microscopy 1
- TL310 Electron Microscopy 2
- TL390 Chromatographic Analysis 1
- TL391 Chromatographic Analysis 2
- TL465 Electrochemical Analysis 1
- TL466 Electrochemical Analysis 2
- TL490 Spectrophotometric Analysis 1
- TL491 Spectrophotometric Analysis 2
PLUS two elective units.

Stream 2
Appropriate for educational institutions and museum laboratories.
- TL201 Chemistry Practices 3
- TL202 Chemistry Practices 4
PLUS at least one by two-unit sequence from:
- TL210 Laboratory Workshop Practices 1
- TL211 Laboratory Workshop Practices 2
- TL203 Physics Practices 3;
- TL411 Computer Programming
PLUS at least one by two-unit sequence from those listed under stream 1 or 3 requirements.
PLUS two elective units.

Stream 3
Appropriate for biological laboratories.
At least one by two-unit sequence from:
- TL256 Mammalian Anatomy and Physiology 1
- TL257 Mammalian Anatomy and Physiology 2
- TL301 Biochemistry 1
- TL302 Biochemistry 2
- TL320 Invertebrate Zoology
- TL448 Vertebrate Zoology
- TL460 Microbiology 1
- TL461 Microbiology 2
PLUS at least one by four-unit sequence from:
- TL256 Mammalian Anatomy and Physiology 1
- TL257 Mammalian Anatomy and Physiology 2
- TL320 Invertebrate Zoology
- TL448 Vertebrate Zoology
- TL301 Biochemistry 1
- TL302 Biochemistry 2
- TL401 DNA Technology
- TL402 Immunological Techniques
- TL460 Microbiology 1
- TL461 Microbiology 2
- TL462 Microbiology 3
- TL463 Microbiology 4
The four-unit sequence may not include subjects from the two-unit sequence;
PLUS two elective units.
Electives may be selected from:
(i) the approved list of elective units set out below; or
(ii) the other specialist streams in this course; or
(iii) other approved associate diploma courses.
In general, a wide selection of electives is encouraged, however a maximum of two units from other approved associate diplomas may be credited for the award.

Elective units
TL225 Specimen Preservation 1
TL226 Specimen Preservation 2
TL227 Modelling of Biological Specimens
TL228 Moulding and Casting Biological Specimens
TL245 Botany
TL329 Tissue Culture
TL331 Organic Chemistry
TL333 Polymer Science 1
TL334 Polymer Science 2
TL413 Ecology 1
TL415 Ecology 2
TL418 Entomology
TL445 Pharmacological Methods
TL453 Glassworking
TL456 Radioactive Methods
TL471 Molecular Genetics
TL472 Genetic Engineering
TL473 Biomolecular Engineering
TL474 Bioprocessing
TL480 Scientific Photography
TL483 Applied Imagery Techniques
TL501 Mathematics 1
TL502 Thermodynamics and Organic Reaction Mechanisms
TL503 Advanced Laboratory Technician Physics

Application procedure
Prospective students (exit VCE and mature-age) wanting to apply for full-time places in the February intake of the Associate Diploma course must contact the Victorian Tertiary Admissions Centre (VTAC) for a VTAC Guide and application form. Students wanting to apply for places in the mid-year intake should contact the School of Engineering and Industrial Science.
Prospective students wanting to apply for the Associate Diploma (part-time) should contact the School of Engineering and Industrial Science (819 8916) for the relevant application form.

3500AHB Associate Diploma of Applied Science — Fire Technology

Course aims and description
This course has been designed to enable the development (or enhancement for those already in the industry) of knowledge and skills appropriate to paraprofessionals in the fire industry. The general areas covered include risk management, design, building protection, rural fire protection, communication systems, environmental safety and management.

Career potential
The course would appeal to those currently employed, or intending to seek employment, in any of the following fields: fire fighting, fire safety, detection and suppression systems design, occupational health and safety, insurance or building surveying.

Professional recognition
Graduates of the course are eligible to apply for:
- membership of the Australian Institute of Fire Technology
- graduate membership of the IFE

Further studies pathways
Diplomates who complete the two articulation units are eligible to apply for direct entry to the second year of the Bachelor of Fire Technology at Swinburne University of Technology.

Entry requirements
Normal entry is satisfactory completion of Year 12 (VCE), or its equivalent, with passes in chemistry and mathematics.
However, mature-age students having relevant industrial experience will be favourably considered for selection. Such students without the Year 12 requirements will be expected to undertake bridging subjects.

Duration and mode of study
The course may be completed by two years full-time study or four years part-time study or a combination of both.
Students studying full-time are also required to undertake relevant work experience during the course.

Units may be available in one or more of the three modes outlined below:
1. Classes scheduled weekly — either two or three hours per week (depending upon the unit);
2. Block-mode — classes held one day per weekend over five weeks;
3. Flexi-mode — off-campus study with occasional seminars on weekends.

Please note: The subject details assume Mode 1 only.
Enquiries concerning units available in Modes 2 and 3 should be made to the course coordinator on telephone 819 8378.

Course structure
Students are required to complete a total of twenty-six semester units, consisting of fourteen core (compulsory) units, and twelve elective units selected from the twenty-eight specialist units available. The specialist units have been grouped into packages of four units (refer below) and students are required to select two packages of four units and four other units from the remaining units available.

Core units
TH133 Communication Skills 1
TT100 Fire Mechanics 1
TT101 Fire Mechanics 2
TT110 Building Structures 1
TT120 Fire Chemistry
TT140 Information Technology
TT160 Personnel Emergency Treatment
TT210 Building Structures 2
TT211 Detection Systems
TT212 Suppression Systems
TT213 Fire Safety Management 1
TT220 Principles of Fire Behaviour
TT221 Fire Fighting Equipment and its Application
TS229 Middle-management Practices 1
Further studies pathways
On completion students are eligible to apply for entry into the second year of a related degree course.

Entry requirements
The entry requirement is VCE, or equivalent qualification with level 3/4 passes in Mathematics and Physics subjects. Mature-age applicants without VCE will also be considered.

Duration and mode of study
The course can be undertaken on a full-time basis over two years, or on a part-time basis over a longer period.

Course structure

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC101 Physics 1</td>
<td>TC102 Physics 2</td>
<td>TC103 Physics 3</td>
<td>TC104 Physics 4</td>
</tr>
<tr>
<td>TC111 Mathematics 1</td>
<td>TC113 Mathematics 3</td>
<td>TC211 Mathematics 5</td>
<td>TC213 Mathematics 7</td>
</tr>
<tr>
<td>TC112 Mathematics 2</td>
<td>TC114 Mathematics 4</td>
<td>TC212 Mathematics 6</td>
<td>TC214 Mathematics 8</td>
</tr>
<tr>
<td>TC121 Electronics 1</td>
<td>TC122 Electronics 2</td>
<td>TC261 Laboratory Technology 3</td>
<td>TC262 Laboratory Technology 4</td>
</tr>
<tr>
<td>TC151 Professional Communication 1</td>
<td>TC152 Professional Communication 2</td>
<td>TC271 Computer Technology 1</td>
<td>TC273 Computer Technology 3</td>
</tr>
<tr>
<td>TC161 Laboratory Technology 1</td>
<td>TC162 Laboratory Technology 2</td>
<td>TC272 Computer Technology 2</td>
<td>TC274 Computer Technology 4</td>
</tr>
<tr>
<td>TC181 Introduction to Computing 1</td>
<td>TC180 Introduction to Programming 1</td>
<td>TC281 Structured Programming 1</td>
<td>TC282 Structured Programming 2</td>
</tr>
<tr>
<td>TC183 Computer Applications</td>
<td>TC182 Introduction to Programming 2</td>
<td>TC283 Software Development</td>
<td></td>
</tr>
<tr>
<td>TC210 Laboratory Workshop Practices 1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Associate Diploma of Applied Science — Computing and Applied Physics

Course aims and description
This course will enable students to gain the fundamental principles of computer science, physics, mathematics, and communication skills in the high technology areas of scientific and sensory instrumentation and control systems.

Career potential
Graduates of the course will be qualified to work as technical officers in scientific computing. Career pathways include technical support to professionals in:

- research and development
- consulting, sales and training programs
- installation, maintenance and upgrading of computer equipment.

Areas of employment include: instrumentation, process control, materials research, defence, medical technology, aeronautics, education, sales and marketing.
The Advanced Certificate in Laboratory Technology provides specialised education and training for scientific laboratory support staff. The course encompasses a wide range of skills, techniques, and processes, so that graduates are flexible, adaptable and competent, to meet the technological and administrative demands of a changing workforce.

**Career potential**
The Advanced Certificate in Laboratory Technology is an award that qualifies a person to work in a scientific laboratory at a junior level.

**Further studies pathways**
Students who have completed the Advanced Certificate are eligible to transfer to the Associate Diploma, with full credits.

**Entry requirements**
Normal entry is successful completion of VCE Level 1 and 2 or equivalent, with passes in mathematics and science subjects. Students without these subjects will be required to undertake bridging units.

Mature-age applicants will also be considered.

**Duration and mode of study**
The course may be completed by either one year of full-time study followed by two years of part-time study, or four years of part-time study. The full-time year requires a minimum of twenty days of "practical placement".

A further requirement is that all students must complete a minimum of six months equivalent full-time relevant industrial work experience, concurrent with their enrolment, prior to the award of advanced certificate.

**Course structure**

**Stage 1**
- TH133 Communication Skills 1
- TL101 Chemistry Practices 1
- TL102 Chemistry Practices 2
- TL111 Physics Practices 1
- TL112 Physics Practices 2
- TL130 Biology Practices 1
- TL131 Biology Practices 2
- TL143 Laboratory Computations
- TL327 Laboratory Computing

**Stage 2**
- TH134 Communication Skills 2
- TL144 Quality Control Statistics
- TL312 Laboratory Management
- TL347 Occupational Hygiene
- TL470 Work Project

**Electives**
In order to provide the most flexible and vocationally specific programs, the Advanced Certificate in Laboratory Technology includes a number of elective units. These should be chosen to ensure greatest relevance to the intended vocation of the student.

Electives may be chosen in the following ways:
(i) Units from the list of electives set out below;
(ii) Units from other advanced certificates or associate diplomas;
(iii) Units from the specialist streams in the Associate Diploma of Applied Science in Laboratory Technology.

**Elective units**
- TL225 Specimen Preservation 1
- TL226 Specimen Preservation 2
- TL227 Modelling of Biological Specimens
- TL228 Moulding & Casting of Biological Specimens
- TL245 Botany
- TL329 Tissue Culture
- TL331 Organic Chemistry
- TL332 Polymer Science 1
- TL334 Polymer Science 2
- TL413 Ecology 1
- TL414 Ecology 2
- TL418 Entomology
- TL445 Pharmacological Methods
- TL453 Glassworking
- TL456 Radioactive Methods
- TL480 Scientific Photography
- TL483 Applied Imaging Techniques

**Application procedure**
Prospective students should complete either the Swinburne TAFE application form for full-time study or the Engineering and Industrial Science application form for part-time study.

The Advanced Certificate in Fire Technology is designed to provide a basic study in technology of fire prevention, suppression and related areas.

**Entry requirements**
Normal entry is satisfactory completion of VCE Level 1/2 or its equivalent.

Mature-age students, particularly if they have experience in the industry, will be considered.

Students with VCE Level 3/4, or higher studies in mathematics and science can gain exemption from some units.

**Duration and mode of study**
The course can be completed in one of two streams of study — Portable Fire Equipment or Operational Fire Fighting. The course was designed by industry to provide a coherent training program and is expected to be used as part of award restructuring within the fire industry.

**Further studies pathways**
Graduates of the Advanced Certificate in Fire Technology will be granted at least twelve units credit in the Associate Diploma of Applied Science in Fire Technology.

**Course aims and description**
The course leads to one of two streams of study — Portable Fire Equipment or Operational Fire Fighting. The course was designed by industry to provide a coherent training program and is expected to be used as part of award restructuring within the fire industry.
Course structure
Core units

Stage 1
TH133 Communication Skills
TT010 Mathematics 1
TT020 Chemistry 1
TT030 Fire Physics
TT110 Building Structures 1
TT140 Information Technology
TT160 Personal Emergency Treatment
TT221 Fire Fighting Equipment and Its Application
TS346 Instructional Techniques

Stage 2
TT100 Fire Mechanics 1
TT101 Fire Mechanics 2
TT120 Fire Chemistry
TT125 Introduction to Fire Behaviour
TT211 Detection Systems
TT212 Suppression Systems
TT213 Fire Safety Management 1
TS229 Management Practices

Specialist units
Stream 1 Portable Fire Equipment Stream

Stage 1
TT340 Fire Equipment Servicing 1A
TT341 Fire Equipment Servicing 1B

Stage 2
TT210 Building Structures 2
TT342 Fire Equipment Servicing 2
TS327 Sales and Marketing

Stream 2 Operational Fire Fighters Stream

Stage 1
TT324 Emergency Management
TT333 Structural Fire Fighting

Stage 2
TT343 Specialist Fire Fighting Equipment
TT373 Special Hazards — Operational Fire Fighters
TT374 Hazardous Materials

Application procedure
Prospective students should complete either the Swinburne TAFE application form for full-time study or Engineering and Industrial Science application form for part-time study.
Information sessions covering all aspects of the course will be conducted twice a year prior to enrolment days.

Bridging and Preparatory courses

2200AZO Foundation Year — Science Engineering

Foundation Year is a program specifically designed to prepare international students for entry to undergraduate courses at Swinburne and other Australian universities and TAFE Colleges.

English as a second language
This subject is common to all three Foundation Year courses and is designed to cater for the specific language needs of students whose first language is not English. The syllabus aims to promote language skills to a standard which will enable tertiary study by developing the ability to read critically a wide range of materials, to write in a variety of styles, to speak confidently and to listen effectively. The subject also aims to introduce students to Australian and other relevant literature and to develop an understanding of Australia’s cultural heritage.

Mathematics (Science)
This subject is recommended for all students intending to enrol in engineering and applied science courses. Topics include geometry, complex numbers, differentiation, exponential and logarithmic functions, integration, rates of change and approximation.

Concepts of mathematics
Topics include the sample space in probability and introduction to computing, set theory, permutations and combinations, Boolean algebra, probability and statistics and programming in BASIC.

Physics
This subject is designed to enable students to master the basic principles and practices of physics, develop problem solving skills and appreciate and use the scientific method. Topics include motion, vectors, dynamics, friction, electrostatics and electromagnetism.

Chemistry
Topics include stoichiometry, chemical bonding, equilibria and organic chemistry.

Students usually enrol in the above subjects, but variations to this are possible. Some students choose to study Biology, and/or Computer Studies. Prerequisite Year 12 equivalent usual.

Application procedure
Please contact the International Student Unit for application details, (03) 819 8647.

2200AZY Bridging Technology

Course aims and description
The course is primarily designed to provide those who lack background knowledge, with skills in the areas of mathematics, physical sciences, computing and English language skills. These skills may be required to undertake further studies to fulfil career aspirations, or to improve employment opportunities. Alternatively, a person may wish to become familiar with any of these areas for personal development.

Career potential
Following the successful completion of appropriate units, students may wish to progress to mature-age VCE or gain entry into one of the TAFE Advanced Certificate or Associate Diploma courses in Applied Science. Access to career fields such as nursing, paramedical and alternative medicine will be improved.

Entry requirements
Preferred entry standard is Year 10 or equivalent. Applicants with less than Year 10 could experience some difficulties in this course.

Duration and mode of study
The course is offered both part-time and full-time. Day classes and some evening classes are offered. Evening classes are conducted from 5.30 p.m. to 8.30 p.m. Depending on their background and objectives, students may enrol for one or two semesters (approximately eighteen weeks per semester). The full-time day course is approved for Austudy benefits.
The course is available as a one year full-time course or there are no formal prerequisites for the courses. This course will improve students' access to many career fields, such as nursing, paramedical, environmental science, applied science, engineering and trade. Following the successful completion of appropriate units, students may wish to progress to one of a variety of TAFE accredited courses in related areas.

Entry requirements
There are no formal prerequisites for the courses.

Duration and mode of study
The course is available as a one year full-time course or equivalent part-time studies. Day and some evening classes are available. The full-time course is approved for Austudy benefits.

Course structure

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM882</td>
<td>3</td>
</tr>
<tr>
<td>TM884</td>
<td>3</td>
</tr>
<tr>
<td>TM886</td>
<td>3</td>
</tr>
<tr>
<td>TM888</td>
<td>3</td>
</tr>
<tr>
<td>TM890</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM883</td>
<td>5</td>
</tr>
<tr>
<td>TM885</td>
<td>5</td>
</tr>
<tr>
<td>TM887</td>
<td>5</td>
</tr>
</tbody>
</table>

Electives
Students must select one of the following:

<table>
<thead>
<tr>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autocad</td>
</tr>
<tr>
<td>TM192</td>
</tr>
<tr>
<td>CBE1.1</td>
</tr>
<tr>
<td>TL411</td>
</tr>
<tr>
<td>MT131</td>
</tr>
<tr>
<td>TL245</td>
</tr>
<tr>
<td>TT160</td>
</tr>
</tbody>
</table>

* There are no details of this subject in this Handbook.

Application procedure
Prospective students should complete an application form available from the School of Engineering and Industrial Science. All applicants will be interviewed.

Closing dates for applications will be January 20, 1994 for first semester and June 15, 1994 for second semester.

Mechanical and Manufacturing Technology Department

Diploma courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Course description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3600EAA</td>
<td>Diploma of Engineering</td>
</tr>
</tbody>
</table>

Course aims and description
The course aims to address the current and future needs of the interface between engineering and management. It provides skills development in management and technical areas combined with an enhancement of workplace skills and knowledge. The course is flexible and is designed to cover a range of engineering and management fields and is targeted at the C2b industrial classification level.

Career potential
The Diploma of Engineering provides the skill and training necessary for persons aspiring to undertake positions of responsibility in industry at the coordinator, supervisor, principal trainer or principal technical officer level. It is an initial qualification for professional practice in engineering. The Diploma of Engineering course addresses broad based competencies in management and commerce which are transferable between industries. The course supports the career path articulation established under the award restructuring program for the metals and engineering industries, and provides for enhancement of technical skills in non-core areas.

Professional recognition
Students completing the course can apply for admission as Affiliate Grade with the Institution of Engineers Australia. Recognition and accreditation of the course by the Institution of Engineers is currently under development.

Further studies pathways
The Diploma of Engineering course is focused on vocational development, however, students wishing to articulate to Higher Education may choose electives which form prerequisites or will provide credits towards Higher Education entry. Pathways for more direct articulation between TAFE and Higher Education are currently under development.

Entry requirements
Successful completion of an Associate Diploma or Certificate of Technology in Engineering plus significant work experience in a position of responsibility.

Duration and mode of study
Two years of part-time study.
Course structure
The course consists of fifteen modules or 600 contact hours. One module consists of thirty-six to forty hours and is equivalent to one unit of an associate diploma course.
The flexible nature of the course allows students to structure their program to suit their individual career path and industry requirements.
For accreditation, students must comply with the following structural requirements.
Diploma technical modules minimum of three
Diploma non-technical (management) modules minimum of three
Associate diploma modules maximum of six
Modules taken in the associate diploma category must be in addition to those included in the student's associate diploma or CIT, and not previously used for certification.

Diploma technical modules
Select a minimum of three
Students may select subjects at this level offered by other colleges on approval by the course coordinator.

Mechanical/Manufacturing stream
TD015 Final Project — Plant
TD028 Applied Mechanics 3A
TD029 Applied Mechanics 3B
TD030 Final Project — Applied Mechanics
TD036* Design 3A
TD037* Design 3B — Products and Mechanical Plant
TD042 Production Planning and Control 1A
TD043 Production Planning and Control 1B
TD044 Production Planning and Control 2A
TD045 Production Planning and Control 2B
TD082* Computer Assisted Numerical Control A
TD083* Computer Assisted Numerical Control B
TD102* Maintenance Management 1A
TD103* Maintenance Management 1B
TD104* Installation and Commissioning
TF297 Statistical Quality Control II
TF317 Dimensional Metrology
TF462 Reliability and Prototype Testing
TF465 Quality Control Systems

Civil/survey/mapping stream
Not offered at Swinburne

Electrical/electronics stream
TE708 Design Projects (Electronics)
TE710 Quality Control and Management (Electronics)
TE711 Microprocessor Control
TE712 Electronics 4L
TE713 Digital Design 2
TE714* Communications 2
TE715 Circuit Analysis 2
TE716 Data Communications

Diploma non-technical (management) modules
Select a minimum of three
Module size
TD278* Customer/Client Relations 1.5
TD279* Introduction to Marketing 1.5
TD285* Managing OH&S in the Workplace 1
TD286* Developing Instructional Materials 1
TD287* Improving Workplace Performance 1.5
TD288* Managing Training 1
TD289* Employment Practices 1
TD293* Managing and Implementing Change 1
TD294* Report Writing and Presentation Skills for Managers 1
TD295* Intro. to Environmental Management 1.5
TD296* Total Quality Management 1.5
TD297* Project Management 2
TD298* Introduction to Financial Management 1.5
TD299* Participative Management 1

Associate Diploma modules
(Select a maximum of six)

Mechanical/Manufacturing stream
TD005 Introduction to Fluid Power
TD006 Introduction to Numerical Control
TD023 Statics
TD024 Applied Mechanics 1A
TD025 Applied Mechanics 1B
TD026 Applied Mechanics 2A
TD027 Applied Mechanics 2B
TD031 Mechanical Design and Drafting 1A
TD032 Mechanical Design and Drafting 1B
TD034 Mechanical Design 2A
TD035 Mechanical Design 2B
TD039 CAD/CAM Basic
TD040 CAD/CAM Advanced
TD041 Robotics
TD046 Materials Handling 1A
TD047 Materials Handling 1B
TD048 Metrology 1A
TD049 Metrology 1B
TD052 Jig and Tool Drafting A
TD053 Jig and Tool Drafting B
TD055 Numerical Control I
TD056 Numerical Control II
TD058 Thermodynamics A
TD063 Programmable Logic Controllers
TD065 Electrical Machine Applications
TD066 Costing and Estimating
TD067 Engineering Computations 2A
TD068 Engineering Computations 2B
TD074 CAD I
TD075 CAD II
TD090* Plant Layout
TD098* Plant Condition Monitoring 1A
TD099* Plant Condition Monitoring 1B
TD100* Electrical Power 1A
TD101* Electrical Power 1B
TF195 Organisation and Management for Quality A
TF196 Organisation and Management for Quality B
TF253 Computer Appreciation and Application to Quality Control
TF340 Principles of Measurement
TF467 Human Factors
TM127 Statistics
TM197A/B* Statistical Quality Control 1
* There are no details of these subjects in this Handbook.
Please contact the course provider for subject details.

Civil/survey/mapping stream
Not offered at Swinburne

Electrical/electronics stream
CBE01 Electrical Fundamentals
CBE02 Analogue Fundamentals
CBE03 Analogue Applications
CBE04 Digital Electronics
CBE52 Wiring and Soldering Techniques
NE049 Programmable Controler 1
TE345 Mathematics 3E
TE700 Microprocessor Systems
TE701 Electronics Software Tools
TE702 Linear Electronics 1
TE703 Circuit Analysis 1
TE704 Digital Design 1
TE705 Microprocessor Interfacing
Prospective students should contact the School of Engineering and Industrial Science (819 8689) for a part-time application form.

Associate Diploma courses

**Awarding**
The diploma is awarded after completion of the academic studies and provision of evidence of two years of relevant industrial experience.

**3500EEA  Associate Diploma of Engineering**
(Mechanical)
This course is currently under revision and course structure and subject details will change in 1994.

**Course aims and description**
To equip students with the knowledge and skills required for a career in engineering.

**Career potential**
The Associate Diploma provides the technical training to qualify personnel to be employed as technical officers and engineering assistants in the manufacturing engineering industry.

**Professional recognition**
Students completing the course are academically qualified for admission as graduate Engineering Associates of the Institution of Engineers, Australia.

**Further studies pathways**
Students who have undertaken an appropriate study program within the Associate Diploma may gain entry into a Swinburne Engineering degree course with a credit of the equivalent of up to one year's academic study.

**Entry requirements**
Successful completion of VCE or equivalent with passes in Level 3 and 4 Mathematics and Physics or completion of an Advanced Certificate in Engineering.

Note: for students who do not have the prerequisite academic qualifications, a bridging program comprising Engineering Computations, Engineering Principles, Introduction to Computers and Communication Skills may be undertaken.

**Duration and mode of study**
The Associate Diploma is two years full-time or four years part-time study.

**Course structure**

**Core subjects** (twelve)

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD01</td>
<td>Engineering Practice 1A</td>
</tr>
<tr>
<td>TD02</td>
<td>Engineering Practice 1B</td>
</tr>
<tr>
<td>TD03</td>
<td>Engineering Practice 2A</td>
</tr>
<tr>
<td>TD04</td>
<td>Engineering Practice 2B</td>
</tr>
<tr>
<td>TD05</td>
<td>Engineering Practice 3A</td>
</tr>
<tr>
<td>TD06</td>
<td>Engineering Practice 3B</td>
</tr>
<tr>
<td>TD07</td>
<td>Engineering Processes</td>
</tr>
<tr>
<td>TD08</td>
<td>Engineering Materials 1A</td>
</tr>
<tr>
<td>TD09</td>
<td>Engineering Materials 1B</td>
</tr>
<tr>
<td>TD10</td>
<td>Engineering Drafting 1A</td>
</tr>
<tr>
<td>TD11</td>
<td>Engineering Drafting 1B</td>
</tr>
</tbody>
</table>

**Compulsory subjects** (twelve)

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD01</td>
<td>Statics</td>
</tr>
<tr>
<td>TD02</td>
<td>Applied Mechanics 1A</td>
</tr>
<tr>
<td>TD03</td>
<td>Applied Mechanics 1B</td>
</tr>
<tr>
<td>TD04</td>
<td>Applied Mechanics 2A</td>
</tr>
<tr>
<td>TD05</td>
<td>Applied Mechanics 2B</td>
</tr>
<tr>
<td>TD06</td>
<td>Applied Mechanics 3A</td>
</tr>
<tr>
<td>TD07</td>
<td>Applied Mechanics 3B</td>
</tr>
<tr>
<td>TD08</td>
<td>Final Project (Applied Mechanics)</td>
</tr>
<tr>
<td>TD09</td>
<td>Mechanical Design and Drafting 1A</td>
</tr>
<tr>
<td>TD10</td>
<td>Mechanical Design 2A</td>
</tr>
<tr>
<td>TD11</td>
<td>Mechanical Design 2B</td>
</tr>
</tbody>
</table>

**Plus one of**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD12</td>
<td>Mechanical Design and Drafting 1B</td>
</tr>
<tr>
<td>TD13</td>
<td>Mechanical Design and Drafting 1C</td>
</tr>
</tbody>
</table>

**Broadening subjects**
Six broadening units must be selected from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD01</td>
<td>Statics</td>
</tr>
<tr>
<td>TD02</td>
<td>Applied Mechanics 1A</td>
</tr>
<tr>
<td>TD03</td>
<td>Applied Mechanics 1B</td>
</tr>
<tr>
<td>TD04</td>
<td>Applied Mechanics 2A</td>
</tr>
<tr>
<td>TD05</td>
<td>Applied Mechanics 2B</td>
</tr>
<tr>
<td>TD06</td>
<td>Applied Mechanics 3A</td>
</tr>
<tr>
<td>TD07</td>
<td>Applied Mechanics 3B</td>
</tr>
<tr>
<td>TD08</td>
<td>Final Project (Applied Mechanics)</td>
</tr>
<tr>
<td>TD09</td>
<td>Mechanical Design and Drafting 1A</td>
</tr>
<tr>
<td>TD10</td>
<td>Mechanical Design 2A</td>
</tr>
<tr>
<td>TD11</td>
<td>Mechanical Design 2B</td>
</tr>
</tbody>
</table>

**Application procedure**
Prospective students (exit VCE and mature-age) wanting to apply for full-time places in the February intake must contact the Victorian Tertiary Admissions Centre (WAC) for a VTAC Guide and application form. Students wanting to apply for places in the mid-year intake should contact the School of Engineering and Industrial Science.

Prospective students wanting to apply for part-time places should contact the School of Engineering and Industrial Science (819 8916).

**3500EEB  Associate Diploma of Engineering**
(Manufacturing)
This course is currently under revision and course structure and subject details will change in 1994.

**Course aims and description**
To equip students with the knowledge and skills required for a career in engineering.

**Career potential**
The Associate Diploma course provides the technical training to qualify personnel for employment as technical officers and engineering assistants in the manufacturing engineering industry.

**Professional recognition**
Students completing the course are academically qualified for admission as graduate Engineering Associates of the Institution of Engineers, Australia.

**Further studies pathways**
Students who have undertaken an appropriate study program within the Associate Diploma may gain entry into a Swinburne Engineering degree course with a credit of the equivalent of one year's academic study.
Entry requirements
Successful completion of VCE or equivalent with Level 3/4 passes in Mathematics and Physics or completion of an Advanced Certificate in Engineering.

Note: For students who do not have the prerequisite academic qualifications, a bridging program comprising Engineering Computations, Communication Skills, Introduction to Computers and Engineering Principles may be initially undertaken.

Duration and mode of study
Associate Diploma: two years full-time or four years part-time study.

Course structure
Core subjects

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD001</td>
<td>Engineering Practice 1A</td>
</tr>
<tr>
<td>TD002</td>
<td>Engineering Practice 1B</td>
</tr>
<tr>
<td>TD003</td>
<td>Engineering Practice 2A</td>
</tr>
<tr>
<td>TD004</td>
<td>Engineering Practice 2B</td>
</tr>
<tr>
<td>TD005</td>
<td>Engineering Practice 3A</td>
</tr>
<tr>
<td>TD006</td>
<td>Engineering Practice 3B</td>
</tr>
<tr>
<td>TD007</td>
<td>Engineering Processes</td>
</tr>
<tr>
<td>TD014</td>
<td>Engineering Materials 1A</td>
</tr>
<tr>
<td>TD015</td>
<td>Engineering Materials 1B</td>
</tr>
<tr>
<td>TD016</td>
<td>Engineering Drafting 1A</td>
</tr>
<tr>
<td>TD017</td>
<td>Engineering Drafting 1B</td>
</tr>
<tr>
<td>TD021</td>
<td>Engineering Principles 1B</td>
</tr>
</tbody>
</table>

Compulsory subjects

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD039</td>
<td>CAD/CAM Basics</td>
</tr>
<tr>
<td>TD040</td>
<td>CAD/CAM Advanced</td>
</tr>
<tr>
<td>TD041</td>
<td>Robotics</td>
</tr>
<tr>
<td>TD042</td>
<td>Production Planning and Control 1A</td>
</tr>
<tr>
<td>TD043</td>
<td>Production Planning and Control 1B</td>
</tr>
<tr>
<td>TD044</td>
<td>Production Planning and Control 2A</td>
</tr>
<tr>
<td>TD045</td>
<td>Production Planning and Control 2B</td>
</tr>
</tbody>
</table>

Electives

The equivalent of six units (two hours each) must be chosen from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD046*</td>
<td>Materials Handling 1A</td>
</tr>
<tr>
<td>TD047*</td>
<td>Materials Handling 1B</td>
</tr>
<tr>
<td>TD048*</td>
<td>Metrology 1A</td>
</tr>
<tr>
<td>TD049*</td>
<td>Metrology 1B</td>
</tr>
<tr>
<td>TD050*</td>
<td>Fluid Power 1</td>
</tr>
<tr>
<td>TD051*</td>
<td>Fluid Power 2</td>
</tr>
<tr>
<td>TD052*</td>
<td>Jig and Tool Drafting 1A</td>
</tr>
<tr>
<td>TD053*</td>
<td>Jig and Tool Drafting 1B</td>
</tr>
<tr>
<td>TD055</td>
<td>Numerical Control 1</td>
</tr>
<tr>
<td>TD056</td>
<td>Numerical Control 2</td>
</tr>
</tbody>
</table>

Plus six broadening units from * or the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD061</td>
<td>Finishing Processes</td>
</tr>
<tr>
<td>TD063</td>
<td>Programmable Logic Controllers</td>
</tr>
<tr>
<td>TD066</td>
<td>Costing and Estimating</td>
</tr>
<tr>
<td>TD067</td>
<td>Engineering Computations 2A</td>
</tr>
<tr>
<td>TD068</td>
<td>Engineering Computations 2B</td>
</tr>
<tr>
<td>TD081</td>
<td>Industrial Supervision</td>
</tr>
</tbody>
</table>

Application procedure
Prospective students (exit VCE and mature-age) wanting to apply for full-time places in the February intake must contact the Victorian Tertiary Admissions Centre (VTAC) for a WAC Guide and application form. Students wanting to apply for places in the mid-year intake should contact the School of Engineering and Industrial Science.

Prospective students wanting to apply for part-time places should contact the School of Engineering and Industrial Science (819 8916).

Quality Technology Stream
Course structure
Students having completed the Advanced Certificate in Manufacturing Engineering: Quality Technology, may undertake the Associate Diploma in Manufacturing Engineering: Quality Technology on a part-time basis.

Elective specialist stream subjects
Four electives must be selected from the following specialist stream subjects.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>TF297</td>
<td>Statistical Quality Control 11</td>
</tr>
<tr>
<td>TF340</td>
<td>Principles of Measurement</td>
</tr>
<tr>
<td>TF317</td>
<td>Dimensional Metrology</td>
</tr>
<tr>
<td>TF253</td>
<td>Computer Appreciation and Applications</td>
</tr>
<tr>
<td>TF462</td>
<td>Reliability and Prototype Testing</td>
</tr>
<tr>
<td>TF464</td>
<td>Product Liability and Product Recall</td>
</tr>
<tr>
<td>TF465</td>
<td>Quality Control Systems and Their Assessment</td>
</tr>
<tr>
<td>TF467</td>
<td>Human Factors</td>
</tr>
</tbody>
</table>

Sub Total 4

Broadening units
Up to seven broadening units to be selected for study. It is recommended that these subjects should include Metrology 1A and 2A if the units completed up to this stage do not include Dimensional Metrology.

3500ACB Associate Diploma of Applied Science — (Materials Technology)

Course aims and description
This course provides a post secondary level entry qualification for people seeking work in one of the materials fields as trainee laboratory assistant or technician. This course is directed at people employed or seeking employment in industries involved with the mining, production, manufacture and marketing of products made from metals, timber, ceramics, plastics or composites.

Career potential
Graduates of this course may find employment in the mining industries, engineering plants, polymer and plastics industries, ceramics industries (traditional and advanced), paints and adhesives industries, research laboratories, quality control laboratories, as well as marketing and management associated with materials production.

The Associate Diploma is designed for middle level technical officers who are required to undertake some planning and problem solving responsibilities.

Further studies pathways
Upon completion of the Associate Diploma, students may apply to enter a degree course at institutions such as Swinburne University of Technology, Monash University (Caulfield) or Ballarat University College. Advanced standing subject to student performance, is yet to be determined.

Entry requirements
The preferred entry requirement for the course is the successful completion of VCE or equivalent, preferably with a science or technology background.

Students with backgrounds other than VCE (e.g. traineeship or technician), or with VCE non-science studies will be admitted if they are considered capable of succeeding in the course, judged by interview and/or entry test. Students who do not perform satisfactorily in the entry test will be required to undertake a bridging course prior to commencement.
Duration and mode of study

The Associate Diploma course is two years full-time or four years part-time. Students completing the first year of the Associate Diploma may apply for the Advanced Certificate award.

Employed students wishing to study the course part-time have their contact hours reduced to three hours per week subject dependent upon their work experience.

Course structure

First year

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT101</td>
<td>Chemistry 1</td>
</tr>
<tr>
<td>MT111</td>
<td>Computer Applications 1</td>
</tr>
<tr>
<td>MT121</td>
<td>Engineering Principles 1</td>
</tr>
<tr>
<td>MT131</td>
<td>Materials Technology 1</td>
</tr>
<tr>
<td>MT141</td>
<td>Mathematics 1</td>
</tr>
<tr>
<td>TH133</td>
<td>Communications 1</td>
</tr>
</tbody>
</table>

Second year

<table>
<thead>
<tr>
<th>Common subjects:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
</tr>
<tr>
<td>MT201</td>
</tr>
<tr>
<td>MT231</td>
</tr>
<tr>
<td>MT241</td>
</tr>
<tr>
<td>MT251</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT272</td>
<td>Work Project</td>
</tr>
<tr>
<td>MT282</td>
<td>Design and Materials Selection</td>
</tr>
</tbody>
</table>

In addition, second year students are required to complete the requirements of one of the three specialist streams. Students may be required to attend Dandenong College of TAFE or Holmesglen College of TAFE for some studies in specialist subjects.

Specialist stream subjects

Industrial materials stream

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective 1</td>
<td>3 or 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT202</td>
<td>Organic Surface Coatings</td>
</tr>
<tr>
<td>MT232</td>
<td>Ceramic Technology</td>
</tr>
<tr>
<td>MT262</td>
<td>Composite Materials</td>
</tr>
<tr>
<td>Elective 2</td>
<td>3 or 4</td>
</tr>
</tbody>
</table>

Plastics materials stream

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT271</td>
<td>Plastics Manufacture and Production Processes</td>
</tr>
<tr>
<td>MT291</td>
<td>Polymer Technology Practice 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT252</td>
<td>Polymer Materials 2</td>
</tr>
<tr>
<td>MT292</td>
<td>Polymer Technology Practice 2</td>
</tr>
<tr>
<td>Elective 1</td>
<td>3 or 4</td>
</tr>
<tr>
<td>Elective 2</td>
<td>3 or 4</td>
</tr>
</tbody>
</table>

Metallurgy stream

Subject to accreditation, it is anticipated that an additional stream in Metallurgy will be available at Swinburne in 1994.

Elective subjects

The elective subjects may be chosen from:

- MT401 Timber and Forest Products
- MT402 Wood Fibre Technology
- MT501 Quarried Materials 1 and 2
- MT502 Quarried Materials 2 (together)
- MT601 Accounting Principles
- MT602 Elements of Management
- MT603 Marketing Principles
- TS107 Accounting for Managers (from the Associate Diploma of Business Studies in Marketing)

OR

Any of the alternative stream subjects within the course.

Students should not undertake both accounting electives unless they can demonstrate a definite need for a more thorough knowledge of the subject.

With prior approval a student may substitute another unit of comparable duration from an accredited Associate Diploma course. This will only be permitted where the student can demonstrate a need based on their job requirements. If this requires attendance at another College it will rest with the student to provide the necessary documentation and complete the application and enrolment papers.

Application procedure

Prospective students (exit VCE and mature-age) wanting to apply for full-time places in the February intake of the Associate Diploma course must contact the Victorian Tertiary Admissions Centre (VTAC) for an VTAC Guide and application form. Students wanting to apply for places in the mid-year intake should contact the School of Engineering and Industrial Science.

Prospective students wanting to apply for the Associate Diploma (part-time) should contact the School of Engineering and Industrial Science (819 8916) for the relevant application form.

3500FEC  Associate Diploma of Engineering (Mechanical Design Drafting)

This course is currently under revision and course structure and subject details will change in 1994.

Course aims and description

To equip students with the knowledge and skills required for a career in engineering.

Career potential

Mechanical design involves the design of equipment in diverse fields such as earth moving and road construction, special large-scale kitchen equipment and general purpose mechanical and production plant equipment. Graduates may be employed in the areas of design or project engineering.

Professional recognition

Students completing the course are academically qualified for admission as graduate Engineering Associates of the Institution of Engineers, Australia.

Further studies pathways

Students who have undertaken an appropriate study program within the Associate Diploma may gain entry into a Swinburne Engineering degree course with a credit of the equivalent of up to one year's academic study.

Entry requirements

Successful completion of VCE or equivalent with passes in Level 3/4 Mathematics and Physics.
Advanced Certificate Courses

**Awarding**
The certificate is awarded after completion of the academic studies and provision of evidence of two years of relevant industrial experience.

**3300EFM Advanced Certificate in Mechanical Engineering**
This course is currently under revision and course structure and subject details will change in 1994.

**Course aims and description**
This course aims to equip students with the knowledge and skills required for a career in engineering.

**Career potential**
The Advanced Certificate provides requisite skills and knowledge for positions such as technical assistant, supervisor, trainee detail draftperson, or junior technical officer in the field of mechanical engineering.

**Further studies pathways**
Students who have undertaken an appropriate study program within the Advanced Certificate course may progress to the Associate Diploma course.

**Entry requirements**
Successful completion of VCE or equivalent with passes in Level 3 and 4 Mathematics and Physics.

Note: For students who do not have the prerequisite academic qualifications, a bridging program comprising Introduction to Computers and Communication Skills may be undertaken.

**Duration and mode of study**
The Advanced Certificate is one year full-time or two years part-time study.

**Course structure**

**Core subjects** (twelve)
- TD001 Engineering Practice 1A
- TD002 Engineering Practice 1B
- TD003 Engineering Practice 2A
- TD004 Engineering Practice 2B
- TD005 Engineering Practice 3A
- TD006 Engineering Practice 3B
- TD007 Engineering Processes
- TD014 Engineering Materials 1A
- TD015 Engineering Materials 1B
- TD016 Engineering Drafting 1A
- TD017 Engineering Drafting 1B
- TD021 Engineering Principles 1B

**Compulsory subjects** (eleven)
- TD023 Statics
- TD024 Applied Mechanics 1A
- TD025 Applied Mechanics 1B
- TD026 Applied Mechanics 2A
- TD027 Applied Mechanics 2B
- TD031 Mechanical Design and Drafting 1A
- TD033 Mechanical Design 2A
- TD035 Mechanical Design 2B
- TD036 Mechanical Design 3A
- TD037 Mechanical Design 3B

**Plus one of**
- TD032 Mechanical Design and Drafting 1B
- TD034 Mechanical Design and Drafting 1C

**Broadening subjects**
Six broadening units must be selected from the following:
- TD046 Materials Handling 1A (1 unit)
- TD047 Materials Handling 1B (1 unit)
- TD050 Fluid Power 1A (1 unit)
- TD051 Fluid Power 1B (1 unit)
- TD055 Thermodynamics A (1 unit)
- TD056 Thermodynamics B (1 unit)
- TD063 Programmable Logic Controllers (1 unit)
- TD065 Electrical Machines Applications (1 unit)
- TD066 Costing and Estimating (1 unit)
- TD067 Engineering Computations 2A (1 unit)
- TD068 Engineering Computations 2B (1 unit)
- TD074 CAD 1 (2 units)
- TD075 CAD 2 (2 units)
- TD078 Fluid Machinery Applications (1 unit)
- TD081 Industrial Supervision (2 units)

* There are no details of these subjects in this Handbook. Please contact the course provider for subject details.

**Application procedure**
Prospective students (exit VCE and mature-age) wanting to apply for part-time places in the February intake must contact the Victorian Tertiary Admissions Centre (VTAC) for a VTAC Guide and application form. Students wanting to apply for places in the mid-year intake should contact the School of Engineering and Industrial Science.

Prospective students wanting to apply for full-time places should contact the School of Engineering and Industrial Science (819 8916).
The Advanced Certificate is one year full-time or two years part-time study. For those students not having the necessary prerequisite academic qualifications, a bridging program is to be initially undertaken.

### Bridging subjects

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD010</td>
<td>Engineering Computations 1A</td>
</tr>
<tr>
<td>TD111</td>
<td>Engineering Computations 1B</td>
</tr>
<tr>
<td>TD012</td>
<td>Computer Studies</td>
</tr>
<tr>
<td>TD018</td>
<td>Communication Skills 1A</td>
</tr>
<tr>
<td>TD019</td>
<td>Communication Skills 1B</td>
</tr>
<tr>
<td>TD020</td>
<td>Engineering Principles 1A</td>
</tr>
</tbody>
</table>

### Application procedure

Prospective students (exit VCE and mature-age) wanting to apply for full-time places in the February intake must contact the Victorian Tertiary Admissions Centre (VTAC) for a VTAC Guide and application form. Students wanting to apply for places in the mid-year intake should contact the School of Engineering and Industrial Science.

Prospective students wanting to apply for part-time places should contact the School of Engineering and Industrial Science (819 8916).

**3300EEN Advanced Certificate in Manufacturing Engineering**

This course is currently under revision and course structure and subject details will change in 1994.

#### Course aims and description

This course aims to equip students with the knowledge and skills required for a career in engineering.

#### Career potential

The Advanced Certificate course provides requisite skills and knowledge for such positions as technical assistant, supervisor, trainee detail drafterperson, or junior technical officer in the field of manufacturing engineering.

#### Further studies pathways

Students who have undertaken an appropriate study program within the Advanced Certificate course may progress to the Associate Diploma course.

#### Entry requirements

Successful completion of VCE or equivalent with Level 314 passes in mathematics and physics.

Note: For students who do not have the prerequisite academic qualifications, a bridging program comprising Engineering Computations, Communication Skills, Introduction to Computers and Engineering Principles may be initially undertaken.

#### Duration and mode of study

The Advanced Certificate is one year full-time or two years part-time study.

#### Course structure

**Core subjects**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD001</td>
<td>Engineering Practice 1A</td>
</tr>
<tr>
<td>TD002</td>
<td>Engineering Practice 1B</td>
</tr>
<tr>
<td>TD003</td>
<td>Engineering Practice 2A</td>
</tr>
<tr>
<td>TD004</td>
<td>Engineering Practice 2B</td>
</tr>
<tr>
<td>TD005</td>
<td>Engineering Practice 3A</td>
</tr>
<tr>
<td>TD006</td>
<td>Engineering Practice 3B</td>
</tr>
<tr>
<td>TD007</td>
<td>Engineering Processes</td>
</tr>
<tr>
<td>TD014</td>
<td>Engineering Materials 1A</td>
</tr>
<tr>
<td>TD015</td>
<td>Engineering Materials 1B</td>
</tr>
</tbody>
</table>

**Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD016</td>
<td>Engineering Drafting 1A</td>
</tr>
<tr>
<td>TD017</td>
<td>Engineering Drafting 1B</td>
</tr>
<tr>
<td>TD021</td>
<td>Engineering Principles 1B</td>
</tr>
</tbody>
</table>

#### Compulsory subjects

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD039</td>
<td>CAD/CAM Basics</td>
</tr>
<tr>
<td>TD040</td>
<td>CAD/CAM Advanced</td>
</tr>
<tr>
<td>TD041</td>
<td>Robotics</td>
</tr>
</tbody>
</table>

#### Application procedure

Prospective students (exit VCE and mature-age) wanting to apply for full-time places in the February intake must contact the Victorian Tertiary Admissions Centre (VTAC) for a VTAC Guide and application form. Students wanting to apply for places in the mid-year intake should contact the School of Engineering and Industrial Science.

Prospective students wanting to apply for part-time places should contact the School of Engineering and Industrial Science (819 8916).

#### Quality Technology Stream

**Course structure**

The core subjects are the same as the Advanced Certificate (Mechanical Engineering) and may be studied on a full-time or part-time basis.

**Core subjects**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM127</td>
<td>Statistics</td>
</tr>
<tr>
<td>TF197A</td>
<td>Statistical Quality Control A</td>
</tr>
<tr>
<td>TF197B</td>
<td>Statistical Quality Control B</td>
</tr>
<tr>
<td>TF195</td>
<td>Organisation and Management for Quality A</td>
</tr>
<tr>
<td>TF196</td>
<td>Organisation and Management for Quality B</td>
</tr>
</tbody>
</table>

**Compulsory specialist stream subjects (part-time study)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD020</td>
<td>Engineering Principles 1B</td>
</tr>
</tbody>
</table>

**Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD021</td>
<td>Engineering Principles 1B</td>
</tr>
</tbody>
</table>

**Broadening subjects**

One broadening subject must be selected

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD022</td>
<td>Fluid Power 1</td>
</tr>
<tr>
<td>TD052</td>
<td>Jig and Tool Drafting 1A</td>
</tr>
<tr>
<td>TD053</td>
<td>Jig and Tool Drafting 1B</td>
</tr>
<tr>
<td>TD055</td>
<td>Numerical Control 1</td>
</tr>
<tr>
<td>TD056</td>
<td>Numerical Control 2</td>
</tr>
</tbody>
</table>

**Total**

18

**3300ACE Advanced Certificate in Materials Technology**

#### Course aims and description

This course provides a post-secondary level entry qualification for people seeking work in one of the materials fields as trainee laboratory assistant or technician. This course is directed at people employed or seeking employment in industries involved with the mining, production, manufacture and marketing of goods made from metals, timber, ceramics, plastics or composites.

#### Career potential

Graduates of this course may find employment in the mining industries, engineering plants, polymer and plastics industries, ceramics industries (traditional and advanced), paints and adhesives industries, research laboratories, quality control laboratories, as well as marketing and management associated with materials production.
The Advanced Certificate is designed for junior technicians, operators and research assistants at the lower middle level. The work of such people would be closely supervised by more experienced and/or qualified technical officers.

Further studies pathways
Upon completion of the Advanced Certificate students may apply to enter a degree course at institutions such as Swinburne University of Technology, Monash University (Caulfield) or Ballarat University College. Advanced standing subject to student performance is yet to be determined.

Entry requirements
The preferred entry requirement for the course is the successful completion of VCE or equivalent, preferably with a science or technology background.

Students with backgrounds other than VCE (e.g. traineeship or technician), or with VCE non-science studies will be admitted if they are considered capable of succeeding in the course, judged by interview and/or entry test. Students who do not perform satisfactorily in the entry test will be required to undertake a bridging course prior to commencement.

Duration and mode of study
The Advanced Certificate course is one year full-time or two years part-time. Students completing the first year of the Associate Diploma may apply for the Advanced Certificate award.

Employed students wishing to study the course part-time have their contact hours reduced by up to 3 hours per week subject dependent upon their work experience.

Course structure
Semester 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT101</td>
<td>Chemistry 1</td>
<td>4</td>
</tr>
<tr>
<td>MT111</td>
<td>Computer Applications 1</td>
<td>3</td>
</tr>
<tr>
<td>MT121</td>
<td>Engineering Principles 1</td>
<td>4</td>
</tr>
<tr>
<td>MT131</td>
<td>Materials Technology 1</td>
<td>4</td>
</tr>
<tr>
<td>MT141</td>
<td>Mathematics 1</td>
<td>4</td>
</tr>
<tr>
<td>TH133</td>
<td>Communications 1</td>
<td>4</td>
</tr>
</tbody>
</table>

Semester 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT102</td>
<td>Chemistry 2</td>
<td>4</td>
</tr>
<tr>
<td>MT112</td>
<td>Computer Applications 2</td>
<td>3</td>
</tr>
<tr>
<td>MT122</td>
<td>Engineering Principles 2</td>
<td>3</td>
</tr>
<tr>
<td>MT132</td>
<td>Materials Technology 2</td>
<td>4</td>
</tr>
<tr>
<td>MT142</td>
<td>Mathematics 2</td>
<td>4</td>
</tr>
<tr>
<td>TH134</td>
<td>Communications 2</td>
<td>4</td>
</tr>
</tbody>
</table>

Application procedure
Prospective students (exit VCE and mature-age) wanting to apply for full-time places in the February intake must contact the Victorian Tertiary Admissions Centre (VTAC) for a VTAC Guide and applications form. Students wanting to apply for places in the mid-year intake of these courses should contact the School of Engineering and Industrial Science.

Prospective students wanting to apply for part-time places should contact the School of Engineering and Industrial Science (819 8916).

Swinburne Certificate of Quality Technology

Course aims
Quality technology is concerned with the techniques and strategies necessary to build quality into a product or service at a competitive price, to maintain this level of quality and to improve it in order to give continued customer satisfaction.

Course description
The achievement of quality goals in a manufacturing company is twofold.

Firstly, the inclusion of quality responsibilities into various functions such as product design and development, production engineering, human resources, production control and purchasing.

Secondly, as a separate function in installing, operating and auditing quality systems. The quality technologist is also in a position to provide an independent assessment of the quality capabilities of manufacturing processes and to provide quality assurance information regarding the conformance to specification of materials and manufactured goods.

Duration and mode of study
One year full-time and two years part-time.

Course structure
Students who have successfully completed the five specialist stream units of the Advanced Certificate in Manufacturing Engineering (Quality Technology) and three electives from the Associate Diploma in Engineering (Manufacturing-Quality Technology stream) will be eligible for a Certificate in Quality Control awarded by Swinburne TAFE Division.

Compulsory subjects

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TF195</td>
<td>Organisation and Management for Quality A</td>
<td>1</td>
</tr>
<tr>
<td>TF196</td>
<td>Organisation and Management for Quality B</td>
<td>1</td>
</tr>
<tr>
<td>TM127</td>
<td>Statistics</td>
<td>1</td>
</tr>
<tr>
<td>TF197A</td>
<td>Statistical Quality Control A</td>
<td>1</td>
</tr>
<tr>
<td>TF197B</td>
<td>Statistical Quality Control B</td>
<td>1</td>
</tr>
</tbody>
</table>

Electives

Three electives are to be selected from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TF253</td>
<td>Computer Appreciation and Application to Quality Control</td>
<td>1</td>
</tr>
<tr>
<td>TF297</td>
<td>Statistical Quality Control 2</td>
<td>1</td>
</tr>
<tr>
<td>TF317</td>
<td>Dimensional Metrology</td>
<td>1</td>
</tr>
<tr>
<td>TF340</td>
<td>Principles of Measurement</td>
<td>1</td>
</tr>
<tr>
<td>TF462</td>
<td>Reliability and Prototype Testing</td>
<td>1</td>
</tr>
<tr>
<td>TF464</td>
<td>Product Liability and Recall Management</td>
<td>1</td>
</tr>
<tr>
<td>TF465</td>
<td>Quality Control Systems and their Assessment</td>
<td>1</td>
</tr>
<tr>
<td>TF467</td>
<td>Human Factors</td>
<td>1</td>
</tr>
</tbody>
</table>

Application procedure
Students should contact the Mechanical and Manufacturing Technology Department for further information regarding application.

3290EZA Basic Certificate in Engineering

Course aims
To provide participants with the knowledge and skills to make an informed vocational choice, to enhance employment prospects, and to enable entry to advanced courses.

Entry requirements
Participants to be not less than fifteen years of age and have the basic literacy and numeracy skills to undertake the course.

Duration and mode of study
750 hours of instruction over thirty weeks — approximately twenty-five hours per week. The course is offered only on a full-time basis.

Course structure
The Basic Certificate of Engineering comprises modules selected from the following:
This course will qualify personnel to be employed as engineering tradespersons — fabrication, in industries such as fabrication, in industries such as maintenance and repairs, structural steel fabrication, container manufacture, pipeline welding, shipbuilding and general engineering.

**Entry requirements**

Students must be at least fifteen years of age, be employed in the industry and have a Contract of Training with an employer.

**Duration and mode of study**

The nominal duration of the course is three years part-time study. Students would normally attend for one eight hour day per week, forty weeks per year.

**Course structure**

The course is studied on a modular basis, each module dealing with a particular skill together with the necessary Theory and Developmental Drawing.

Students must complete the equivalent of twenty-four x forty hour modules consisting of:

(i) Core — compulsory

(ii) Stream electives

(iii) Free electives

Core compulsory modules:

- **NBB01** Communications and Industrial Relations
- **NBB02** Occupational Health and Safety
- **NBB04** Computing in Engineering
- **NBB05** Quality Concepts
- **EPM05** Electronic Component Testing
- **BCTM01** Surface Preparation
- **BCTM02** Surface Coatings
- **EPM02** Electronic Component and Devices
- **EPM01** Basic Soldering
- **EPC135** Production Quality Systems

Modules may be completed in any order provided prerequisites are observed.

**Elective modules (equivalent swen full modules)**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Module size</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM008</td>
<td>Engineering Materials</td>
<td>1</td>
</tr>
<tr>
<td>NM015</td>
<td>Fitting Techniques</td>
<td>1</td>
</tr>
<tr>
<td>NM007</td>
<td>Principles of Machining</td>
<td>½</td>
</tr>
<tr>
<td>NM019</td>
<td>Tool Sharpening Off Hand</td>
<td>½</td>
</tr>
<tr>
<td>NM016</td>
<td>Drills and Drilling Machines</td>
<td>1</td>
</tr>
<tr>
<td>NM001</td>
<td>Milling 1</td>
<td>1</td>
</tr>
<tr>
<td>NM005</td>
<td>Engineering Calculations</td>
<td>1</td>
</tr>
<tr>
<td>NBB03*</td>
<td>Material Handling</td>
<td>½</td>
</tr>
<tr>
<td>NBB10*</td>
<td>Fabrication Techniques</td>
<td>1</td>
</tr>
<tr>
<td>NF001</td>
<td>MAW 1</td>
<td>1</td>
</tr>
<tr>
<td>NF002</td>
<td>GMAW 1</td>
<td>1</td>
</tr>
<tr>
<td>NF004</td>
<td>Oxy Acetylene Welding 1</td>
<td>½</td>
</tr>
<tr>
<td>NF013</td>
<td>Thermal Cutting and Associated Processes</td>
<td>½</td>
</tr>
<tr>
<td>NF015</td>
<td>Material Science</td>
<td>½</td>
</tr>
<tr>
<td>NF019</td>
<td>Fabrication Techniques</td>
<td>1</td>
</tr>
<tr>
<td>NE001</td>
<td>DC. Principles</td>
<td>1</td>
</tr>
<tr>
<td>NE003</td>
<td>A.C. Principles</td>
<td>1</td>
</tr>
<tr>
<td>NE014</td>
<td>Cords, Cables and Applications</td>
<td>1</td>
</tr>
<tr>
<td>NE020</td>
<td>Test Equipment</td>
<td>1½</td>
</tr>
<tr>
<td>NE031</td>
<td>Electrical Drawing Interpretations and Connections</td>
<td>1</td>
</tr>
<tr>
<td>NE125</td>
<td>Electrical Installation</td>
<td>1</td>
</tr>
<tr>
<td>NE023</td>
<td>Non Domestic Installation</td>
<td>½</td>
</tr>
<tr>
<td>NBB06</td>
<td>Machining</td>
<td>1</td>
</tr>
<tr>
<td>NBB07</td>
<td>Hand and Power Tools</td>
<td>1</td>
</tr>
<tr>
<td>EPM05*</td>
<td>Component Testing</td>
<td>1½</td>
</tr>
<tr>
<td>BCTM01*</td>
<td>Surface Preparation</td>
<td>1</td>
</tr>
<tr>
<td>BCTM02*</td>
<td>Surface Coatings</td>
<td>1</td>
</tr>
<tr>
<td>EPM02*</td>
<td>Electronic Component and Devices</td>
<td>1½</td>
</tr>
<tr>
<td>EPM01*</td>
<td>Basic Soldering</td>
<td>1</td>
</tr>
<tr>
<td>EPC135*</td>
<td>Production Quality Systems</td>
<td>1</td>
</tr>
<tr>
<td>NBB11*</td>
<td>Mechanical Components</td>
<td>1</td>
</tr>
</tbody>
</table>

* There are no details of these subjects in this *Handbook*. Please contact the course provider for details.

**Application procedure**

Application should be made directly to the Department.

**Apprenticeship courses**

**Certificate in Engineering (Fabrication)**

**Course aims and description**

This course will qualify personnel for the engineering fabrication trade. On completion, students will have substantial skills in welding and metal fabrication.

**Career potential**

This course will qualify personnel to be employed as engineering tradespersons — fabrication, in industries such as maintenance and repairs, structural steel fabrication, container manufacture, pipeline welding, shipbuilding and general engineering.
Entry requirements

Employment as an apprentice must be obtained before any trade training can take place. Provided a person is over fifteen years of age then he/she is eligible to apply for an apprenticeship. Preference is usually given to those who have completed Year 10 or Year 11. The employer undertakes to train the apprentice in the skills of the trade and allow the apprentice time to attend a college of TAFE. The apprentice agrees to work for the employer for the specified number of years required for apprenticeship.

Duration and mode of study

This is a part-time day apprenticeship course of three years duration. Attendance is one or two days per week.

Course structure

(a) The course consists of three main areas:

1. Core (prerequisites for electives)
2. Electives
3. Broad base

(b) To obtain a Certificate of Engineering the apprentice must pass equivalent to eleven full modules from the broad base area plus thirteen other elective modules providing all prerequisites are covered.

(c) Swinburne TAFE Division has devised a course that should suit most students with some flexibility in the elective area.

(d) Each module should take approximately forty hours to complete.

Module details

- Broad Base (compulsory modules)
  - NB801 Communication and Industrial Relations
  - NB802 Occupational Health and Safety (½ module)
  - NB804 Computing in Engineering
  - NB805 Quality Concepts (½ module)
  - NB806 Machining
  - NB807 Hand and Power Tools
  - NB808 Electrical Fundamentals
  - NB809 Welding and Thermal Cutting
  - NB812 Engineering Drawing Interpretation 1
  - NB813 Engineering Science
  - NM008 Engineering Materials
  - NM015 Fitting Techniques 1

- Core prerequisites
  - NM001 Milling 1
  - NM005 Engineering Calculations
  - NM007 Principles of Machining (½ module)
  - NM016 Drills and Drilling
  - NM017 Grindng 1
  - NM019 Tool Sharpening Off Hand (½ module)
  - NM025 Turning 1
  - NM026 Turning 2
  - NM044 End Drawing Interpretation 2

- Possible elective streams
  - Toolmaking stream
    - NM002 Milling 2
    - NM021 Precision Measurement
    - NM018 Grinding 2 (Cylindrical Grinding)
    - NM051 Precision Machining
    - NM020 Tool and Cutter Grinding
    - NM021 Precision Measurement
    - NM009 CNC Machining
    - NM010 CNC Turning 1
    - NM012 CNC Milling 1
Advanced machining stream

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM002*</td>
<td>Milling 2</td>
</tr>
<tr>
<td>NM021*</td>
<td>Precision Measurement</td>
</tr>
<tr>
<td>NM018*</td>
<td>Grinding 2</td>
</tr>
<tr>
<td>NM051*</td>
<td>Precision Machining</td>
</tr>
<tr>
<td>NM027*</td>
<td>Turning 3</td>
</tr>
</tbody>
</table>

Maintenance fluid power

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM028*</td>
<td>Fitting Techniques 2</td>
</tr>
<tr>
<td>NBB11*</td>
<td>Mechanical Components</td>
</tr>
<tr>
<td>NM030*</td>
<td>Fluid Power</td>
</tr>
<tr>
<td>NM022*</td>
<td>Machine Repair and Installation</td>
</tr>
<tr>
<td>NM029*</td>
<td>Mechanical Power and Transmissions</td>
</tr>
</tbody>
</table>

Core and elective modules have been chosen from the following list of National Metals and Engineering modules.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM001</td>
<td>Milling 1</td>
</tr>
<tr>
<td>NM002*</td>
<td>Milling 2</td>
</tr>
<tr>
<td>NM003*</td>
<td>Milling 3</td>
</tr>
<tr>
<td>NM004</td>
<td>Miscellaneous Machines</td>
</tr>
<tr>
<td>NM005</td>
<td>Engineering Calculations</td>
</tr>
<tr>
<td>NM006*</td>
<td>CAD 1</td>
</tr>
<tr>
<td>NM007</td>
<td>Principles of Machining</td>
</tr>
<tr>
<td>NM008</td>
<td>Engineering Materials</td>
</tr>
<tr>
<td>NM009*</td>
<td>CNC Machining</td>
</tr>
<tr>
<td>NM010*</td>
<td>CNC Turning 1</td>
</tr>
<tr>
<td>NM011*</td>
<td>CNC Turning 2</td>
</tr>
<tr>
<td>NM012*</td>
<td>CNC Milling 1</td>
</tr>
<tr>
<td>NM013*</td>
<td>CNC Milling 2</td>
</tr>
<tr>
<td>NM014*</td>
<td>Robots</td>
</tr>
<tr>
<td>NM015</td>
<td>Fitting Techniques 1</td>
</tr>
<tr>
<td>NM016*</td>
<td>Drills and Drilling Machines</td>
</tr>
<tr>
<td>NM017*</td>
<td>Grinding 1</td>
</tr>
<tr>
<td>NM018*</td>
<td>Grinding 2</td>
</tr>
<tr>
<td>NM019*</td>
<td>Tool Sharpening — off-hand</td>
</tr>
<tr>
<td>NM020*</td>
<td>Tool and Cutter Grinding</td>
</tr>
<tr>
<td>NM021*</td>
<td>Precision Measurement</td>
</tr>
<tr>
<td>NM022*</td>
<td>Machine Repair and Installation</td>
</tr>
<tr>
<td>NM023*</td>
<td>Plant Conditioning and Monitoring</td>
</tr>
<tr>
<td>NM024*</td>
<td>Turning 4</td>
</tr>
<tr>
<td>NM025*</td>
<td>Turning 1</td>
</tr>
<tr>
<td>NM026*</td>
<td>Turning 2</td>
</tr>
<tr>
<td>NM027*</td>
<td>Turning 3</td>
</tr>
<tr>
<td>NM028*</td>
<td>Fitting Techniques 2</td>
</tr>
<tr>
<td>NM029*</td>
<td>Mechanical Power Transmission</td>
</tr>
<tr>
<td>NM030*</td>
<td>Fluid Power</td>
</tr>
<tr>
<td>NM031*</td>
<td>Pneumatics 1</td>
</tr>
<tr>
<td>NM032*</td>
<td>Hydraulics 1</td>
</tr>
<tr>
<td>NM033*</td>
<td>Fluid Power Control 1</td>
</tr>
<tr>
<td>NM034*</td>
<td>Air Compression Distribution</td>
</tr>
<tr>
<td>NM036*</td>
<td>Introduction to Heat Transfer</td>
</tr>
<tr>
<td>NM037*</td>
<td>Steam Plant</td>
</tr>
<tr>
<td>NM039*</td>
<td>Engines 1 — Spark Ignition</td>
</tr>
<tr>
<td>NM040*</td>
<td>Engines 2 — Med Diesel</td>
</tr>
<tr>
<td>NM041*</td>
<td>Engines 3 — Large Diesel</td>
</tr>
<tr>
<td>NM042*</td>
<td>Water Pumping</td>
</tr>
<tr>
<td>NM043*</td>
<td>Pumps — Application and Maintenance</td>
</tr>
<tr>
<td>NM044*</td>
<td>Electrical Discharge Interp.</td>
</tr>
<tr>
<td>NM045*</td>
<td>Press Tool 1 — Introduction</td>
</tr>
<tr>
<td>NM046*</td>
<td>Press Tool 2 — Blank and Pierce</td>
</tr>
<tr>
<td>NM047*</td>
<td>Press Tool 3 — Bend</td>
</tr>
<tr>
<td>NM048*</td>
<td>Press Tool 4 — Draw Dies</td>
</tr>
<tr>
<td>NM049*</td>
<td>Press Tool 5 — Progressive Dies</td>
</tr>
<tr>
<td>NM050*</td>
<td>Precision Machining</td>
</tr>
<tr>
<td>NM051*</td>
<td>Moulds and Cavity Dies — Introduction</td>
</tr>
<tr>
<td>NM052*</td>
<td>Moulds and Cavity Dies 1</td>
</tr>
<tr>
<td>NM053*</td>
<td>Moulds and Cavity Dies 2</td>
</tr>
<tr>
<td>NM054*</td>
<td>Moulds and Cavity Dies 3</td>
</tr>
<tr>
<td>NM055*</td>
<td>Moulds and Cavity Dies 3</td>
</tr>
<tr>
<td>NM056*</td>
<td>Moulds and Cavity Dies 4</td>
</tr>
<tr>
<td>NM057*</td>
<td>Hydraulics 2</td>
</tr>
<tr>
<td>NM058*</td>
<td>Hydraulics 3</td>
</tr>
<tr>
<td>NM059*</td>
<td>Hydraulics 4</td>
</tr>
<tr>
<td>NM060*</td>
<td>Pneumatics 2</td>
</tr>
<tr>
<td>NM061*</td>
<td>Pneumatics 3</td>
</tr>
<tr>
<td>NM062*</td>
<td>Pneumatics 4</td>
</tr>
<tr>
<td>NM063*</td>
<td>Fluid Power Control 2</td>
</tr>
<tr>
<td>NM064*</td>
<td>Press Tool — Drawing</td>
</tr>
</tbody>
</table>

* There are no details of these subjects in this Handbook. Please contact the course provider for subject details.

Application procedure

Students may enrol at any time during the year upon presentation of the "Placement Voucher" issued by the Office of the State Training board.

---

### 4200FG Post-apprenticeship Course in Toolmaking (Press tools)

**Course aims and description**

Press-toolmaking is a post-apprenticeship (Fitting and Turning) course designed to provide advanced training in the area of die manufacture and design for tradespersons.

**Career potential**

Students who have already completed an apprenticeship course will develop a higher level of ability in the theoretical and practical side of die making and developmental work which will enable them to enter more highly skilled and lucrative positions such as foreman/forewoman and leading hands in a very wide variety of manufacturing industries.

**Professional recognition**

Once completed, this course may lead to a higher wage group classification i.e., C7 under the Metal Trades Award Restructure and Training Program.

**Duration and mode of study**

Classes are available during the day and evening. Students may attend one half-day per week or two evenings per week.

This course involves three years of study, the first year being common to all toolmaking streams and can be studied in the third year of the fitting and turning course. The following two years include theory/practical training in press-tool manufacture and design. A certificate is awarded on completion of the course.

**Exemptions**

Exemptions will be offered to those students who have successfully completed the first year of a toolmaking elective through their Fitting and Turning apprenticeship. With these exemptions, the course can be reduced to two years duration.

**Entry requirements**

Satisfactory completion of a fitting and turning apprenticeship course, or equivalent.

**Course structure**

1st stage

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TFT01F*</td>
<td>Fitting and Turning course level 3</td>
</tr>
<tr>
<td>(toolmaking stream)</td>
<td></td>
</tr>
</tbody>
</table>

2nd stage

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TF511F*</td>
<td>Press-toolmaking Theory 1</td>
</tr>
<tr>
<td>TF512F*</td>
<td>Press-toolmaking Prac. 1</td>
</tr>
</tbody>
</table>

3rd stage

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TF513F*</td>
<td>Press-toolmaking Theory 2</td>
</tr>
<tr>
<td>TF514F*</td>
<td>Press-toolmaking Prac. 2</td>
</tr>
</tbody>
</table>

* There are no details of these subjects in this Handbook. Please contact the course provider for subject details.
Application procedure
Prospective students should contact the Mechanical and Manufacturing Technology Department in November for information about dates and times of enrolment.

Welding courses

3222EPA Certificate in Basic Welding
Course aims
To qualify people for the welding industry where a basic welding skill only is required.
To provide basic instruction for progression to the TAFE Intermediate Welding Certificate Course.
Course description
The course content is stated as training objectives based on the Systems Approach to training. All objectives are performance objectives.
The course consists of six modules. Modules one to four are practice and modules five and six are theory.
Career potential
This course may assist in obtaining a fabrication apprenticeship, or employment as a welder in such areas as automotive, maintenance, agriculture, motor body building, furniture manufacturing or general fabrication.

Entry requirements
To obtain entry to this course the student must be not less than fifteen years of age on the first day of the course.
The student must also have basic written and oral English.
Duration and mode of study
The nominal duration of the course is one year, consisting of two 120 hour semesters.
Students would normally attend for six hours per week for forty weeks.

Course structure
<table>
<thead>
<tr>
<th>Module</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>TW001</td>
<td>Manual Metal Arc Welding</td>
</tr>
<tr>
<td>TW002</td>
<td>Gas Metal Arc Welding</td>
</tr>
<tr>
<td>TW003</td>
<td>Flame Cutting and Gouging</td>
</tr>
<tr>
<td>TW004</td>
<td>Flame Gas Welding</td>
</tr>
<tr>
<td>TW005</td>
<td>Practice Associated Theory</td>
</tr>
<tr>
<td>TW006</td>
<td>Additional Theory</td>
</tr>
<tr>
<td>TW025</td>
<td>Basic Welding Exam</td>
</tr>
</tbody>
</table>

Application procedure
Students may enrol at any time during the year dependent upon availability of places.

4200EPA Intermediate Welding Course (Endorsement to Certificate in Basic Welding)
Course aims
To qualify personnel for the welding industry where an intermediate welding skill is required.
To provide instruction for progression to the TAFE Proficiency Welding Course.
Course description
The course is stated as training objectives based on the Systems Approach to training.
The course consists of six self-paced modules. Modules seven to ten are practice and modules eleven and twelve are theory.
Career potential
This course will assist in obtaining employment as a welder in medium to heavy fabrication industries, including maintenance welding, pipe welding, structural steel fabrication, container manufacturing and general engineering.

Entry requirements
The successful completion of the TAFE Basic Welding Certificate Course; or an equivalent qualification as determined by each TAFE provider.
Duration and mode of study
The nominal duration of the course is one year, consisting of two 120 hour semesters.
Students would normally attend for six hours per week for forty weeks.

Course structure
<table>
<thead>
<tr>
<th>Module</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>TW007</td>
<td>Manual Metal Arc Welding</td>
</tr>
<tr>
<td>TW008</td>
<td>Gas Metal Arc — Flux Cord Arc Welding</td>
</tr>
<tr>
<td>TW009</td>
<td>Gas Tungsten Arc Welding</td>
</tr>
<tr>
<td>TW010</td>
<td>Allied Cutting Processes</td>
</tr>
<tr>
<td>TW011</td>
<td>Practice Associated Theory</td>
</tr>
<tr>
<td>TW012</td>
<td>Additional Theory</td>
</tr>
<tr>
<td>TW026</td>
<td>Intermediate Welding Exam</td>
</tr>
</tbody>
</table>

Application procedure
Students may enrol at any time during the year dependent upon availability of places.

4200EPA Proficiency Welding Course (Endorsement to Certificate in Basic Welding)
Course aims
To qualify personnel for the welding industry where a high degree of welding skill is required, but where Statutory Certification is not necessary.
To provide instruction for progression to Statutory Certification for suitably qualified personnel.
Course description
The course is stated as training objectives based on the Systems Approach to training.
The course consists of six modules. Modules thirteen to sixteen are practice and modules seventeen and eighteen are theory.
Consistent with the Systems Approach to training this will vary with the individual ability of each student.
Career potential
This course will assist in obtaining employment as a first-class welder in medium to heavy fabrication. This may be in industries such as pressure vessel manufacture, pipeline welding, structural steelwork and ship building.

Entry requirements
The successful completion of the TAFE Intermediate Welding course; or an equivalent qualification as determined by each TAFE provider.
Duration and mode of study
The nominal duration of the course is one 120 hour semester. Students would normally attend for six hours per week for twenty weeks.
Course structure

TW014  Module 14. Submerged Arc Welding
TW015  Module 15. Gas Metal Arc — Flux Core Arc Welding
TW016  Module 16. Gas Tungsten Arc Welding
TW017  Module 17. Prac Associated Theory
TW018  Module 18. Additional Theory
TW027  Module 27. Proficiency Welding Exam

Application procedure
Students may enrol at any time during the year dependent upon availability of places.

Special subject

Electric Welding
A subject to enable qualified tradespersons to improve their knowledge and skills in order to pass special government welding examinations.

TF415 Electric Welding Special

Hobby courses

Engineering Workshop Practice
This is an evening hobby course in basic machine shop practice for the enthusiast. It provides the opportunity to acquire sufficient skill to undertake simple design and manufacture of projects.

Hobby Welding
An elementary welding course designed to meet the needs of hobby welding enthusiasts. It provides the opportunity to acquire sufficient skill to proceed from simple household repairs to the design and manufacture of projects.
Subject details

This section contains a brief description of subjects offered by the School of Engineering and Industrial Science. The subjects are listed in alpha-numeric order of subject codes.

Subject length
UNLESS OTHERWISE STATED ALL SUBJECTS ARE SEMESTER SUBJECTS.

Advanced I/O Interface Controllers

Subject description
This subject provides the student with both the theoretical and application knowledge of the more complex LSI interface controllers used in computer systems. Practical design and implementation techniques are closely examined.

Computer Architecture

Subject description
This module provides the student with the basic knowledge of PC Architecture design methodologies. An introduction to Programmable Logic Devices (PLD’s) and Application Specific Integrated Devices (ASIC’s) is also included as they form an important part in generating the logic of the particular Architecture.

Computer Systems Management

Subject description
This subject covers topics relating to the management of computer systems in their associated environments. Installation practices/requirements are also covered and students gain relevant knowledge on computer systems, data security techniques and procedures.

Computer Test Equipment

Subject description
This subject provides the students with the skills and knowledge to correctly use specialised test equipment for the development and maintenance of computer systems and associated peripherals.

High Level Languages

Subject description
This subject introduces programming languages and details the evolution of programming techniques up to the current 4th Generation Languages (4GL). The concepts of program design and testing are covered and students gain introductory programming skills in the high level language C. This subject forms the basis for further programming study in 'Interfacing Applications using C'.

Interfacing Applications Using C

Subject description
This subject provides an in-depth treatment of a structured high level language. Students will write software to work with the hardware resources in a typical PC and are introduced to the application function libraries.

 Networks

Subject description
This subject provides skills in the establishment of PC based local area networks. Practical experience is provided in the installation of the hardware and software along with an appreciation of the issues related to local area network management and fault finding techniques.

Operating Systems

Subject description
This subject reviews Operating System concepts and provides a detailed coverage of MSDOS and a typical multitasking/multiuser operating system, e.g. UNIX.

PC Systems and Application Software

Subject description
This subject provides students with system level knowledge of the hardware and software components of a typical computer system. Emphasis is placed on the interaction of hardware and software and the strategic issues of supporting the computer in terms of maintenance and performance enhancement/upgrading. The applications of diagnostic utilities for systems and peripherals are also included.

Peripheral Principles

Subject description
This subject provides a broad working knowledge of typical computer systems peripherals and their interface requirements. Students will examine various peripherals in terms of their characteristics, hardware interfacing, installation, and basic software requirements, i.e. application of peripherals in computer systems.

Electrical Fundamentals

Subject description
Conductors, insulators, serial and parallel circuits inductance, capacitance, AC circuits, reactance impedance, resonance.

Analogue Fundamentals/Analogue Applications

Subject description
Diode operation, bipolar device theory, field effect theory, amplifier basics, timing and control devices, transducers.

Digital Electronics

Subject description
Logic levels, digital codes, basic gates, digital devices and circuits, microprocessor systems.

Electronic Assembly Techniques

Subject description
Demonstrate safe working practices, use basic handtools. Fabricate a simple single-sided printed circuits board.

Wiring and Soldering Techniques

Subject description
Selecting appropriate solder tools and materials. Soldering and desoldering of electronic components.

Chemistry 1

Subject description
To provide the student with the knowledge of those chemical principles encompassing structure and states of matter, chemical bonding and stoichiometry calculations.

Subject description
Structure of matter, states of matter, chemical bonding, chemical reaction and stoichiometry, solutions, chemistry, laboratory and chemical safety, laboratory skills.
<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Name</th>
<th>No. of hours per week</th>
<th>Prerequisites</th>
<th>Instruction</th>
<th>Assessment</th>
<th>Subject aims</th>
<th>Subject description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT102</td>
<td>Chemistry 2</td>
<td>four hours</td>
<td>MT101, Chemistry 1</td>
<td>theory and practical</td>
<td>practical work, unit tests and assignments</td>
<td>To provide a basis for the study of environmental reactions and environmental protection of materials.</td>
<td>Chemical equililibria, acids and bases, electrochemistry, organic chemistry, laboratory and chemical safety, laboratory skills.</td>
</tr>
<tr>
<td>MT111</td>
<td>Computer Applications 1</td>
<td>three hours</td>
<td>nil</td>
<td>practical</td>
<td>practical tests, unit tests, assignments</td>
<td>To provide the student with a general knowledge of the types and functions of computer equipment and packages currently used throughout industry.</td>
<td>Basic components of computer systems and their functions; microcomputer software packages, spreadsheets.</td>
</tr>
<tr>
<td>MT112</td>
<td>Computer Applications 2</td>
<td>three hours</td>
<td>nil</td>
<td>practical</td>
<td>unit tests and assignments</td>
<td>To provide the student with the practical skills in the use of the most common microcomputers used in industry and the types of packages used.</td>
<td>Microcomputer systems; developing base applications; microcomputer software packages.</td>
</tr>
<tr>
<td>MT121</td>
<td>Engineering Principles 1</td>
<td>four hours</td>
<td>nil</td>
<td>theory and practical</td>
<td>practical tests, written tests, report</td>
<td>To provide students with a basic knowledge of engineering principles in the areas of mechanics and hydraulics.</td>
<td>Applied mechanics; hydraulics.</td>
</tr>
<tr>
<td>MT122</td>
<td>Engineering Principles 2</td>
<td>four hours</td>
<td>nil</td>
<td>theory and practical</td>
<td>practical test, unit tests and assignments</td>
<td>To provide students with a basic knowledge of engineering principles in the areas of thermodynamics, radiation, optics, electricity and electronics.</td>
<td>Thermodynamics, radiation and optics, electrical circuits, electronics.</td>
</tr>
<tr>
<td>MT131</td>
<td>Materials Technology 1</td>
<td>four hours</td>
<td>MT102</td>
<td>theory and practical, excursions to industry</td>
<td>practical work, unit tests</td>
<td>To provide an introduction to the sources, structure and properties of materials in use today covering the range metals, ceramics, plastics and timber.</td>
<td>Materials, structure, crystalline materials, properties of materials.</td>
</tr>
<tr>
<td>MT132</td>
<td>Materials Technology 2</td>
<td>four hours</td>
<td>MT131</td>
<td>theory and practical, industrial visits</td>
<td>unit tests and assignments</td>
<td>To provide basic knowledge and skills centred around the manufacturing methods and physical testing of metals, ceramics and plastics.</td>
<td>Mechanical testing and properties of materials, metals, ceramics, polymers and plastics.</td>
</tr>
<tr>
<td>MT141</td>
<td>Mathematics 1</td>
<td>four hours</td>
<td>VCE Maths 3/4 or equivalent</td>
<td>theory, applications, use of computer packages</td>
<td>tests and assignments</td>
<td>To introduce students to fundamental concepts and principles encountered in mathematics to provide a basis for a better understanding of technology.</td>
<td>Review of arithmetic and algebraic skills, with appropriate applications, graphing techniques, descriptive statistics, critical path analysis.</td>
</tr>
<tr>
<td>MT142</td>
<td>Mathematics 2</td>
<td>four hours</td>
<td>MT141</td>
<td>theory, applications, use of computer packages</td>
<td>unit tests and assignments</td>
<td>To develop expertise in statistical and numerical methods.</td>
<td>Statistics, numerical analysis.</td>
</tr>
<tr>
<td>MT201</td>
<td>Principles of Instrumental Analysis</td>
<td>four hours</td>
<td>MT102</td>
<td>theory, applications, research and investigation</td>
<td>practical work, written tests and assignments</td>
<td>To provide an overview of available techniques of instrumental analysis.</td>
<td>Introduction to principles of instrumental analysis; in depth investigation of two techniques.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>No. of hours per week</td>
<td>Prerequisites</td>
<td>Instruction</td>
<td>Assessment</td>
<td>Subject Aims</td>
<td>Subject Description</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>-----------------------</td>
<td>--------------------------------</td>
<td>--------------------------------------</td>
<td>---------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>MT202</td>
<td>Organic Surface Coatings</td>
<td>two hours</td>
<td>MT251</td>
<td>theory and practical</td>
<td>tests and assignments</td>
<td>To provide the student with a basic knowledge of the various types of coatings, their raw materials, formulation and application.</td>
<td>Surface science, introduction to surface coatings, raw materials for coatings, liquid and dry paint systems, polymers, solvents, pigments and dispersion, power coatings, paint production processes, formulating principles, coating types.</td>
</tr>
<tr>
<td>MT231</td>
<td>Materials Technology 3</td>
<td>four hours</td>
<td>MT132</td>
<td>theory, use of guest speakers</td>
<td>practical and written tests</td>
<td>To provide an awareness of the processes that degrade a material in service and of the methods by which the effects of these processes are alleviated or avoided.</td>
<td>Atomic and microstructure of materials, structural failure, effects of environmental factors, protection against the environment, surface engineering, specialty materials, practical work.</td>
</tr>
<tr>
<td>MT232</td>
<td>Ceramic Technology</td>
<td>four hours</td>
<td>MT132</td>
<td>theory and practical</td>
<td>written tests</td>
<td>To provide an understanding of common ceramic raw materials and their common properties, the physical and chemical change which occurs during the production of ceramics.</td>
<td>Clay mineralogy, ceramic reactions, body types, characteristics and applications.</td>
</tr>
<tr>
<td>MT241</td>
<td>Quality Management</td>
<td>four hours</td>
<td>MT142</td>
<td>industry excursions, case studies, practical exercises</td>
<td>unit tests and assignments</td>
<td>To provide students with the statistical background underlying the particular techniques employed in quality control as well as using these techniques. There is an emphasis on the role of the testing laboratory in the quality assurance function.</td>
<td>Introduction and history, management of quality, total quality control, statistical tools, laboratory quality control.</td>
</tr>
<tr>
<td>MT251</td>
<td>Polymer Materials 1</td>
<td>three hours</td>
<td>Advanced Certificate in Materials Technology</td>
<td>theory and practical</td>
<td>practical test, written tests, assignments</td>
<td>To provide the student with an understanding of the methods of preparation, properties and application of the more common plastic materials.</td>
<td>Derivation of plastics, structure of plastics, properties of plastics, polymerisation methods, commercial polymers.</td>
</tr>
<tr>
<td>MT252</td>
<td>Polymer Materials 2</td>
<td>three hours</td>
<td>MT251</td>
<td>theory and practical</td>
<td>practical and written tests</td>
<td>To build on the students' knowledge following completion of Polymer Materials 1 and develop a greater understanding of the structure, properties and applications of plastic structure.</td>
<td>Designing with polymer, identification of plastics, natural and synthetic rubbers, adhesives, polymer preparation and characteristics, testing of plastics, specific property testing.</td>
</tr>
<tr>
<td>MT261</td>
<td>Joining Techniques</td>
<td>three hours</td>
<td>MT231</td>
<td>practical</td>
<td>practical and written tests</td>
<td>To give students a basic understanding of joining both metal and non-metal components.</td>
<td>Definitions of joining, pre-treatment of component surfaces, brazing and welding, adhesive bonding.</td>
</tr>
<tr>
<td>MT262</td>
<td>Composite Materials</td>
<td>three hours</td>
<td>Advanced Certificate in Materials Technology</td>
<td>practical, industry visits</td>
<td>practical and written tests</td>
<td>To provide the student with an awareness of the state-of-the-art in composite technology, from the point of view of the desired interaction between the reinforcement and the matrix. Emphasis is on the future reinforced plastics industry.</td>
<td>Reinforcement materials, resins, processing, quality control, composite design, applications, matrix compounds.</td>
</tr>
<tr>
<td>MT271</td>
<td>Plastics Manufacture and Production</td>
<td>four hours</td>
<td>nil</td>
<td>industry visits, demonstrations, case studies, discussions, research</td>
<td>practical tests, unit tests and assignments</td>
<td>To provide the student with an awareness of the state-of-the-art in composite technology, from the point of view of the desired interaction between the reinforcement and the matrix. Emphasis is on the future reinforced plastics industry.</td>
<td>Reinforcement materials, resins, processing, quality control, composite design, applications, matrix compounds.</td>
</tr>
</tbody>
</table>
### Subject aims
To provide the student who will be entering a plastics production or composite materials manufacturing environment with the basic knowledge of the industry structure, the range of production processes in use and the necessary skills to identify plastics manufactured products.

### Subject description
Overview of the plastics industry, manufacturing and production environment.

**MT272**  
**Work Project**  
No. of hours per week: sixty-eight hours in total equivalent  
Prerequisite: Advanced Certificate in Materials Technology  
Instruction: nature of project to be determined by student in consultation with employer and university  
Assessment: satisfactory attendance at host employer, satisfactory report by supervisor, written report

### Subject aims and description
To give students a deeper understanding of their chosen field and further enhance their practical skills in an area of personal and professional interest.

**MT282**  
**Design and Materials Selection**  
No. of hours per week: four hours  
Prerequisite: Advanced Certificate in Materials Technology  
Instruction: excursions, case studies, projects  
Assessment: practical work and assignments

### Subject aims
To provide the student with an understanding of the relationship between product design and material selection.

### Subject description
Overview of the design process, material selection in design.

**MT291**  
**Polymer Technology Practice 1**  
No. of hours per week: four hours  
Prerequisite: Advanced Certificate in Materials Technology  
Instruction: practical  
Assessment: satisfactory completion of a minimum of six projects

### Subject aims
To provide the student, who is working in a plastics industry environment, with a number of technical projects related to examining plastics materials and their behaviour under a range of conditions.

### Subject description
Technical project work as specified.

**MT292**  
**Polymer Technology Practice 2**  
No. of hours per week: four hours  
Prerequisite: Advanced Certificate in Materials Technology  
Instruction: practical  
Assessment: satisfactory completion of a minimum of six projects

### Subject aims
To provide relevant information and skills for students who will be involved with formulating plastics material mixes or making up batches for production purposes, either under workshop or laboratory conditions.

### Subject description
Technical project work as specified.

**MT401**  
**Timber and Forest Products**  
No. of hours per week: four hours  
Prerequisites: nil  
Instruction: field trips  
Assignment: unit tests, practical work and assignments

### Subject aims
To provide students with an overview of the timber industry, its resources and complexities.

### Subject description
Overview of the timber industry, growth and harvesting forest products, processing of forest products.

**MT402**  
**Wood Fibre Technology**  
No. of hours per week: three hours  
Prerequisite: Advanced Certificate in Materials Technology  
Instruction: industry visits, theory, practical  
Assessment: unit tests, practical work and assignments

### Subject aims
To provide students with an overview of the forest product industries with an emphasis on materials technology.

### Subject description
Overview of the forest product industries, wood fibre science, pulp and paper industries, theoretical considerations of wood fibre reinforcement in composite materials, wood fibre composites, plywood industry, timber industry, preservation and surface coatings in forest produced industries, practical work, industry visits.

**MT501**  
**Quarried Materials 1**  
(syllabus under review)

**MT502**  
**Quarried Materials 2**  
(syllabus under review)

**MT601**  
**Accounting Principles**  
No. of hours per week: five hours  
Prerequisite: nil  
Instruction: classroom instruction and hands-on access to computer terminals  
Assessment: tests, projects, final examination

### Subject aims
To familiarise students with basic manual bookkeeping procedures, business terminology and commercial information systems; and to develop skills in the use of computerised accounting systems, using commercial application software.

### Subject description
Business organisation, the accounting equation, commercial documents, computerised accounting, sub-system modules, report generating, system security.

**MT602**  
**Elements of Management**  
No. of hours per week: four hours  
Prerequisite: nil  
Instruction: examination of the practical aspects of management through case studies  
Assessment: assignments and class participation

### Subject aims
To provide the student with an understanding of the role of supervisor/manager within the organisation and develop the knowledge, skills and attitudes necessary to carry out the functions of supervisor/manager.
Subject description
Management and managers, the business community, government and service organisations, the management process, organisational structures, leadership style.

MT603  Marketing Principles
No. of hours per week: five hours
Prerequisite: nil
Instruction: practical applications
Assessment: tests, assignments, case studies, written and oral presentations

Subject aims
To provide students with a knowledge of the basic principles of marketing, the application of marketing techniques in the business environment and the basic skills necessary to market and sell technological products.

Subject description
Introduction to marketing, selling as a marketing strategy, product knowledge, basic salesmanship, selling technology and concepts.

NBB01  Communication and Industrial Relations
Subject description
Communication skills orally, written and research skills, industrial relations, workings of unions and management.

NBB02  Occupational Health and Safety
Subject description
Legal requirements with regard to OH&S — safety, housekeeping, sources of pollution.

NBB04  Computing in Engineering
Subject description
Computer applications in engineering, components of computers, keyboard skills training in spreadsheet, database and CAD.

NBB05  Quality Concepts
Subject description
Principles of quality control, systematic procedures of quality control.

NBB06  Machining
Subject description
Basic operations on lathe, milling machine, cut-off saws and bench work.

NBB07  Hand and Power Tools
Subject description
Use of hand and power tools.

NBB08  Electrical Fundamentals
Prerequisites: nil
Subject description
Electrical safety — overview of electrical/electronics industries electrical components, Ohm’s law, series and parallel circuit connections and calculations.

NBB09  Welding and Thermal Cutting
Subject description
Welding, fusion, soft solder, brazing, cutting using oxy acetylene, manual arc, gas metal arc.

NBB13  Engineering Science
Subject description
Basic mathematics, engineering physics, engineering physics, engineering materials.

NE001  Direct Current Principles
Prerequisite: NBB08
Subject description

NE003  Alternating Current Principles
Prerequisites: NE020 and NE001
Subject description
Analysis of single phase A.C. circuits. Trigonometry, phasor, A.C. test equipment, A.C. circuits containing RLC in series and parallel. A.C. power, power factor.

NE004  Power Supply Principles
Prerequisites: NE003, NE020
Subject description
Construction, operation and testing of PN junction diodes. Operation of single and three phase, half and full wave rectifiers.

NE009  Single and Three Phase Circuits
Prerequisite: NE003
Subject description
Analysis of single and three phase circuits including: true, reactive and apparent power, power factor and power factor correction.

NE010  AC Machines
Prerequisite: NE009
Subject description
Principles of operation of single and three phase AC motors. Connection and fault finding of AC motors.

NE011  DC Machines
Prerequisite: NE001
Subject description
Types of DC machines, theory of operation, characteristics and starting requirements.

NE012  Synchronous Machines
Prerequisite: NE009
Subject description
Construction and operation of single and three phase synchronous machines.

NE014  Cords, Cables and Applications
Prerequisites: NBB08, NEC02
Subject description
Isolation, testing and tagging procedures. Colour coding for cords and cables, assembly and testing of a single phase extension lead.

NE019  Basic Transducers
Prerequisite: NE003
Subject description
Construction, application and operation of transducers. Construct operational circuits, measure and record stimulation and response. Identify and replace faulty transducers.
NE020 Test Equipment
Prerequisite: NEB08

Subject description
Selection, operation and use of electrical and electronic test equipment.

NE022 Domestic Installations
Prerequisite: NE125

Subject description
Use of SAA3000/SAA3008 to determine maximum demand of single and polyphase domestic installations; select appropriate cable sizes; determine switchboard requirements; determine requirements for special situations.

NE023 Non Domestic Installations 1
Prerequisite: NE125

Subject description
Use of AS3000 and/or AS3008 to:
- determine maximum demand of non-domestic installations
- select optimum cable size, based on circuit loading and voltage drop
- state requirements (including local authorities) for metering and earthing.

NE024 Switchboard Design and Construction
Prerequisite: NE009

Subject description
Design and construction of switchboards, including identification and description of cables, connections, meters, protective devices and materials to standards set by SAA3000 and local authorities.

NE030 Electric Motor Control and Protection
Prerequisites: NE010, NE011

Subject description
Motor starting control, SA3000 and local authority requirements for starting of large electric motors. Operation and connection of various types of motor starters including protective devices.

NE031 Electrical Drawing Interpretation and Connection
Prerequisites: NBB12, NE001

Subject description

NE032 Circuit Development 1
Prerequisite: NE031

Subject description
Conversion of wiring diagrams into ladder diagrams, design and connect basic control circuits, using appropriate control equipment, fault finding techniques.

NE033 Circuit Development 2
Prerequisite: NE031

Subject description
Designing, installing and fault finding of advanced control circuits. Including programmable controllers and computer aided design to develop control circuits.

NE049 Programmable Controllers 1
Prerequisite: NE032

Subject description
Interpretation of Australian Standards governing safe working when using PC's. Relationships between control system, including the drawing of a wiring diagram for an I/O rack.

NE052 Transformers
Prerequisite: NE009

Subject description
Construction, operation, characteristics and cooling of transformers, testing and connection of transformers.

NE053 Illumination
Prerequisite: NE052

Subject description
Basic concepts of illumination, terminology, lamp types and auxiliary control, lamp identification.

NE106 Non Domestic Installations 2
Prerequisite: NE023

Subject description
Use of AS3000 and/or AS3008 to determine maximum demand of large non-domestic installation. To select optimum cable sizes with regard to voltage drop and circuit loading. State local requirements for switchboards, metering and earthing. Layout switchboard panels.

NE125 Electrical Installation — Cable and Protection
Prerequisite: NE014

Subject description
Correct use of SAA (AS3000) Wiring Rules Book. Recognition of and correctly name, wiring accessories, fixing devices and explosive power tools; as in installation practices. Use of AS3000 to correctly carry out circuit protection, testing and earthing of electrical installations.

NE127 Multiple Domestic Installations
Prerequisite: NE125

Subject description
Use of AS3000 and/or AS3008 to determine the maximum demand of multiple domestic installations. Select optimum cable size with regard to circuit loading and voltage drop. State (including local) requirements for switchboards, metering and earthing.

NE128 Domestic Installation Practices
Prerequisite: NE022

Subject description
Practical wiring exercises including, lighting and power circuits, hot water units and cooking ranges; switchboard and consumers mains.

NE129 Non Domestic Installation Practices
Prerequisite: NE023

Subject description
Installation of various cables in simulated non-domestic installations to AS3000 requirements, including TPS, TP1 and MIMS.
NE130 Programmable Controllers — Basic
Prerequisite: NBB08
Subject description
State the major difference between the three basic types of electrical control, stating the advantages and disadvantages of each. Use a programmable controller, connected I/O racks, write and test simple programmes.

NEC01 Workshop Practices
Prerequisites: nil
Subject description
Application of hand and power tools, mechanical fitting skills, fabrication techniques, welding and thermal cutting, electrostatics.

NEC02 Workplace Safety
Prerequisites: nil
Subject description
Occupational health and safety legal requirements, personal safety requirements, hazard identification, electrical safety, first aid and C.P.R.

NM001 Milling 1
Subject description
Basic milling operations for both vertical and horizontal milling machines including keyway cutting, indexing, form milling etc.

NM005 Engineering Calculations
Subject description
Engineering calculations including use of calculations including use of calculator right angle triangle problems, manipulation of algebraic expressions sine and cosine rules.

NM007 Principles of Machining
Subject description
Advanced cutting tool geometry.

NM008 Engineering Materials
Subject description
Steel, heat treatment, plastics, processes of production of materials.

NM015 Fitting Techniques 1
Subject description
Fitting using scrapers and reamers and dowels, pins, pegs and other fabrication methods.

TC101 Physics 1
No. of hours per week: two hours
Subject description
Measurement and error analysis, composition and resolution of vectors, linear and rotation motion, precision and gyration.

TC102 Physics 2
No. of hours per week: two hours
Subject description
Field theory; photons, electrons and atoms, nuclear physics, heat.

TC103 Physics 3
No. of hours per week: two hours
Subject description
Elasticity, simple harmonic motion, wave motion, hydrostatics and hydrodynamics.

TC104 Physics 4
No. of hours per week: two hours
Subject description
Thermodynamics, physical optics, magnetism and project work.

TC111 Mathematics 1
No. of hours per week: two hours
Subject description
Relations, functions, graphs.

TC112 Mathematics 2
No. of hours per week: two hours
Subject description
Differential calculus.

TC113 Mathematics 3
No. of hours per week: two hours
Subject description
Integral calculus.

TC114 Mathematics 4
No. of hours per week: two hours
Subject description
Boolean algebra, complex numbers.

TC121 Electronics 1
No. of hours per week: two hours
Subject description
Electrical properties of materials, semiconductors, capacitors, inductors, transformers, AC and DC circuit analysis, power supplies, transistor amplifiers, operational amplifiers.

TC122 Electronics 2
No. of hours per week: two hours
Subject description
Digital electronics including logic circuits, Boolean algebra, counters, displaces, logic families and an introduction to microprocessors.

TC123 Electronics 3
No. of hours per week: two hours
Subject description
Microprocessor fundamentals, assembly language programming, instruction outcome and timing, address decoding circuits, logic interfacing to memory and ports.

TC151 Professional Communication 1
No. of hours per week: two hours
Subject description
Interpreting and producing graphic material for specific purposes; planning and presenting technical reports and other documents.

TC152 Professional Communication 2
No. of hours per week: two hours
Subject description
Skills and strategies for effective client relationships and for building and managing a work team.

TC161 Laboratory Technology 1
No. of hours per week: two hours
Subject description
Laboratory applications of measurement, linear and rotational motion and particle dynamics.
TC262 Laboratory Technology 4
No. of hours per week: two hours
Subject description
Laboratory applications of thermodynamics, physical optics, magnetism and AC theory.

TC271 Computer Technology 1
No. of hours per week: two hours
Subject description
Principles of computer interfacing, principles of data acquisition and control, construction of IBM expansion bus interface circuits, serial and IEEE-488 instrumentation, interface control programs and use of a spreadsheet for data analysis and display.

TC272 Computer Technology 2
No. of hours per week: two hours
Subject description
Use of commercial packages for the development of data acquisition and process control applications.

TC273 Computer Technology 3
No. of hours per week: two hours
Subject description
Microcontroller system design, microprocessor support IC chips, programmable logic controllers and data loggers.

TC274 Computer Technology 4
No. of hours per week: two hours
Subject description
Computer control project utilising skills gained from the course.

TC275 Networking 1
No. of hours per week: two hours
Subject description
This subject is under review.

TC281 Structured Programming 1
No. of hours per week: two hours
Subject description
Pointers, linked lists, stacks and queues, records and files in a structured programming language.

TC282 Structured Programming 2
No. of hours per week: two hours
Subject description
Query language programming, inquiry language programming.

TC283 Software Development
No. of hours per week: two hours
Subject description
Introduction to SGL programming.

TD0011213 Engineering Practice 1A/B/C
Prerequisites: nil
Subject description
These first three units deal with all common engineering workshop practices. Safety, marking out, hand tools, cutting fluids, lathe, milling machine, drilling machine, grinding machines.
TD004  Engineering Practice 2B
Prerequisites: nil
Subject description

TD005  Engineering Practice 3A
Prerequisites: nil
Subject description

TD006  Engineering Practice 3B
Prerequisites: nil
Subject description
The comparison of NC machines to conventional machines. Use in industry. Methods of control. Tooling arrangements and tool technology. Developing a simple program.

TD007  Engineering Process
Prerequisites: nil
Subject description
Metal cutting, forming and casting processes that are currently used in industry.

TD010  Engineering Computations 1A
Subject description
To develop completely in the algebraic manipulation of equations and formulas; functions and graphs.

TD011  Engineering Computations 1B
Subject description
To develop an understanding or geometry, trigonometry, mensuration, logarithmic notation and statistics as used in engineering.

TD012  Computer Studies
Subject description
Introduction to computers. Peripheral equipment. Operating systems, principle of networking. Basic programming and application packages.

TD014  Engineering Materials 1A
Prerequisites: nil
Subject description
The understanding of the properties, testing and uses of engineering materials; the structure and solidification of metals; mechanics of corrosion.

TD015  Engineering Materials 1B
Prerequisite: TD014
Subject description
The heat treatment of plain carbon steels; cast iron; alloy steels. Aluminium, copper, magnesium, nickel, zinc, lead, tin and other alloys; plastics; adhesives.

TD016  Engineering Drafting 1A
Prerequisites: nil
Subject description
Use of office furniture and equipment; basic drafting skills; drafting practices as per Australian Standards; types of fasteners.

TD017  Engineering Drafting 1B
Prerequisites: TD016
Subject description
Basic mechanisms and their applications, detail drawings, assembly drawings, auxiliary views, basic solid geometry.

TD018  Communication Skills 1A
Subject description
The examination of methods of collecting, organising, evaluating and presenting factual information. Oral presentation, report writing, letters, memos and media analysis.

TD019  Communication Skills 1B
Subject description
Forces, vectors, kinematics of linear, curvilinear and circular motion, Newton's Laws, kinetics of motion.

TD020  Engineering Principles 1A
Subject description
Moments, torque, friction, equilibrium, work energy and power, momentum, machines, sound.

TD021  Engineering Principles 1B
Prerequisites: nil
Subject description
Moments, torque, friction, equilibrium, work energy and power, momentum, machines, sound.

TD023  Statics
Prerequisites: nil
Subject description
The study of mathematical and graphical methods of determining reactions, forces and conditions of equilibrium in static systems.

TD024  Applied Mechanics 1A
Prerequisite: TD021
Subject description
Strength of materials, stress, strain, basic beam design and use of commercial steel catalogues.

TD025  Applied Mechanics 1B
Prerequisite: TD024
Subject description
Strength of materials, torsional stress, springs, combined stresses, column design and CAM profiles.

TD026  Applied Mechanics 2A/B
Prerequisites: TD024, TD025
Subject description
The application of principles of mechanics to multi-element systems; analysis of positive and non-positive drive systems.

TD028  Applied Mechanics 3A
Prerequisites: TD026/7, TD034/5
Subject description
Revision and extension of the principles of mechanics and the application of appropriate codes to the selection and design of machine elements; in particular those allied to power transmission.

TD029  Applied Mechanics 3B
Prerequisite: TD028
Subject description
The study of machine frames, mechanisms, balancing reciprocating masses, rotational speed variation and control, pressure vessels, strain gauges.
TD030  Final Project (Applied Mechanics)
Prerequisite: concurrently with TD029
Subject description
This project is aimed at ensuring that all graduates have achieved the skills, knowledge and levels of understanding required to function as a T.O. or Engineer's Assistant.

TD031  Mechanical Design and Drafting 1A
Prerequisites: TD016, TD017
Subject description
Drafting practices extended: use of bearings; their lubrication and application; belt and chain drives; brakes and clutches, functional design of mechanical components in assemblies.

TD032  Mechanical Design and Drafting 1B
Prerequisite: TD017
Subject description
Layout of steelwork drawings; connection methods; functional design of supports, guards, frames for mechanical equipment, platforms, ladders; corrosion protection.

TD033  Mechanical Design and Drafting 1C
Prerequisite: TD017
Subject description
Development of the drafting skills and knowledge of equipment required for the process plant and piping industry.

TD034  Mechanical Design 2A
Prerequisites: TD024/5
Subject description
The application of the fundamentals of engineering principles and applied mechanics to the design of machine elements using as appropriate relevant Australian standards.

TD035  Mechanical Design 2B
Prerequisite: TD024/5
Subject description
The application of the fundamentals of engineering principles and applied mechanics in the design of steel structures in accordance with the relevant Australian standards.

TD039  CAD/CAM Basics
Prerequisites: nil
Subject description
Topics include: introduction to automation, the computer, the role of the computer in manufacturing, numerical control.

TD040  CAD/CAM Advanced
Prerequisite: TD039
Subject description
Extension of the topics in CAD/CAM basic in more depth and detail.

TD041  Robotics
Prerequisites: nil
Subject description
Includes the following components related to industrial robotics: description, definitions, safety of operation, work layouts, tooling and end effectors, installation costs, understanding of the robots' actuator; and various types of programming.

TD042  Production Planning and Control 1A
Prerequisites: TD047/TD066
Subject description
The terminology, nature and purpose of production control. The organisation of product control and the functions within the production department. Preparation of forecasts, schedules, machine loading and inventory control.

TD043  Production Planning and Control 1B
Prerequisite: TD042
Subject description
Production control procedures, work estimating, manufacturing authority and master scheduling preparation together with material control.

TD044  Production Planning and Control 2A
Prerequisite: TD043
Subject description
The production function and its relationship with organisational policies. Budgeting and control, capacity analysis, planning techniques and quality control.

TD045  Production and Planning and Control 2B
Prerequisite: TD044
Subject description

TD046  Materials Handling 1A
Prerequisites: nil
Subject description

TD047  Materials Handling 1B
Prerequisite: TD046
Subject description
Legal handling and storage requirements. Storage technology and costs. Mobile road handling, load measuring and power drives in handling.

TD048  Metrology 1A
Prerequisites: nil
Subject description
An introduction to fine measurement using length standards, comparators, and limit gauges. The identification of errors in fine measurement.

TD049  Metrology 1B
Prerequisite: TD048
Subject description
The fine measurement of lengths and angles. The testing of straightness, flatness, squareness and surface texture. The use of optical projection.

TD050  Fluid Power 1
Prerequisites: nil
Subject description
The principles of pneumatics. Components, symbols control methods and application. The design of circuits and an introduction to electrical control methods.
**TD051 Fluid Power 2**  
Prerequisite: TD050  

**Subject description**  
The principles of hydraulics. Components, symbols, control materials and applications. The design of circuits using calculations for component sizing and selection.

**TD052 Jig and Tool Drafting 1A**  
Prerequisite: TD017  

**Subject description**  
Planning techniques. The principles of jig and fixture design. The design of a drill jig and drawing to Australian standards.

**TD053 Jig and Tool Drafting 1B**  
Prerequisite: TD052  

**Subject description**  
The elements of milling and turning fixtures. The design of a milling fixture and turning fixture and drawing to Australian standards.

**TD055 Numerical Control 1**  
Prerequisites: TD001/002/003  

**Subject description**  
Introduction to numerical control. The planning procedure, preparation and writing of manual part programs for a CNC lathe and machine centre.

**TD056 Numerical Control 2**  
Prerequisite: TD055  

**Subject description**  
Introduction to computer assisted programming. Geometry and motion statements, post processor statements and operation system manipulation.

**TD058 Thermodynamics A**  
Prerequisites: nil  

**Subject description**  
Temperature and heat, thermal expansion, heat transfer, steam properties, steam systems, compressors, internal combustion engines, fuels and other energy sources, thermometry

**TD059 Thermodynamics B**  
Prerequisite: TD058  

**Subject description**  
Thermodynamic properties, perfect gases, thermodynamic cycles, steam plants.

**TD061 Finishing Processes**  
Prerequisites: to be advised  

**Subject description**  
To be advised.

**TD063 Programmable Logic Controllers**  
Prerequisites: nil  

**Subject description**  
Types of control, block diagram, programming, program documentation, fault finding.

**TD065 Electrical Machines Applications**  
Prerequisites: nil  

**Subject description**  
Basic electronics, AC and DC generation, AC and DC motors, motor starting and protection, motor characteristics and selection.

**TD066 Costing and Estimating**  
Prerequisites: TD007/14/15/16/17  

**Subject description**  
Terminology, estimations, costs, control of expenditure, accountability, economy of design, project feasibility.

**TD067 Engineering Computations 2A**  
Prerequisites: nil  

**Subject description**  
Functions and graphs, limits, differentiation, applications of differentiation.

**TD068 Engineering Computations 2B**  
Prerequisite: TD067  

**Subject description**  
Integration, applications of integrations, differential equations.

**TD074/5 CAD 1 and 2**  
Prerequisite: TD017  

**Subject description**  
Set up of hardware and software, set up of drawing file, drawing commands, special commands, edit commands, enquiry commands, hardcopy commands, user devices, special files, projects.

**TD081 Industrial Supervision**  
Prerequisites: nil  

**Subject description**  
Job analysis and description, industrial relations, methods improvement, plant layout, estimation and planning, production control, materials handling and control, quality control, equipment and maintenance, factory records, personnel department, accident prevention program, first aid.

**TE145 Mathematics 1E**  
No. of hours per week: full-time — five hours (day) over one semester; part-time — two hours (day) over two semesters  
Prerequisite: completion of Year 11  
Assessment consists of two parts: topic tests, one on each topic, contributing to thirty per cent of the final mark; one three-hour examination held in mid-June (or in November) contributing to seventy per cent of the final mark

**Subject description**  
Mathematics 1E is a service subject for a number of certificate qualifications offered. Topics covered are: numbers and the number line, equations and formulas, relations and functions, trigonometry and applications, number systems, complex numbers, Boolean algebra.

**References**  
Supplied notes  
A scientific calculator is also required

**TE150 Electrical Industrial Control 1T**  

**Subject description**  
Study of component parts, full and reduced voltage starting, control of a wound rotor motor, braking, control circuit reading and design, safety.
TE235  Computer Studies 1H  
Subject description  
To enable the student to become competent in writing programs in Pascal or another high level language. To solve problems in the electrical/electronic areas and know how to use resident complex programs in the computer's library.

TE245  Mathematics 2E  
No. of hours per week: five hours over one semester or two hours over two semesters, both day and evening  
Prerequisites: Mathematics 1E, or qualifications deemed equivalent by the Head of Department, Applied Science  
Assessment: classwork (thirty per cent) and one final examination (seventy per cent)  
Subject description  

References  
Supplied notes.  

TE345  Mathematics 3E  
Subject description  
Topics covered include — differentiation, Maclaurin series, complex numbers, hyperbolic functions, Boolean algebra, integration, Fourier analysis, computer programming — enabling the student who has completed Computer Studies 1 to apply the computer as a tool in the solution of the more complex problems associated with the other stage three electrical/electronic subjects.

TE445  Mathematics 4E  
Subject description  
Sequences and series, power series and taylor series, differential equations, vectors, matrices, functions of several variables.

TE700  Microprocessor Systems  
Subject description  
Microprocessor instruction set, problem solving techniques, address decoding circuits, microprocessor interfacing, parallel input/output devices and interrupts.

TE701  Electronics Software Tools  
Subject description  
Introduction to Disk Operation Systems, common software packages found in industry, software installation, simulation of circuitry using software, introduction to CAD of printed circuit board design.

TE702  Linear Electronics 1  
Subject description  
Diode protection and reference circuits, power supply circuits, attenuators, BJT and FET biasing, amplifiers — frequency response and feedback, operational amplifiers and oscillators.

TE703  Circuit Analysis 1  
Subject description  
DC network analysis, resonant circuits, AC fundamentals, complex impedances and time and frequency domain.

TE704  Digital Design 1  
Subject description  
Combinational circuits, clocked sequential circuits, circuit design with multiplexers and demultiplexers, oscillators, buffering and interfacing and state machines.

TE705  Microprocessor Interfacing  
Subject description  
Basic system design principles, data entry and display systems, software development programmable LST devices, minimum system design and construction.

TE706  Electronics 3L  
Subject description  
Audio power amplifiers, operational amplifier applications, power supplies, amplifier frequency response, negative feedback.

TE707  Communications 1  
Subject description  
Amplitude, frequency and pulse modulation, parameters of multiplex carrier telephone systems, filters, cables, antenna, wave propagation, application of resonance to tuned amps.

TE708  Design Projects  
Subject description  
Systems design considerations and philosophy, including design for safety margins, reliability and ergonomics.

TE709  Electronic Instrumentation  
Subject description  
Multimeters, Q meters, spectrum analysers, noise and distortion meters, function generators, audio oscillators, frequency synthesizers, standards, oscilloscopes: single and dual channel, delayed timebase, storage techniques.

TE710  Quality Control and Management  
Subject description  
This subject introduces students to the concept of quality in various aspects of their employment. Total Quality Control (TQC), excellence in personal presentation and communications skills are covered. Students are also introduced to the elements of project management and time management.

TE711  Microprocessor Control  
Subject description  
Design principles, transducer interfacing, control circuitry design and development, major project.

TE712  Electronics 4L  
Subject description  
Frequency response, large signal amplifiers, power supplies, noise and component selection, system considerations and fault finding.

TE713  Digital Design 2  
Subject description  
This subject provides the students with advanced digital design skills. Design simulation using PC software packages and practical skills in FLD design are emphasised. An introduction to ASIC design and philosophy is included.
TE715  Circuit Analysis 2  
Subject description  
Resistance, AC series/parallel analysis, AC network theorems, equivalent circuits, three-phase circuits, non sinusoidal waves, transforms, loading effects.

TE716  Data Communications 1  
Subject description  
This subject is based on a local area network. Topics include network topologies, synchronous and asynchronous, data transmission, modems, multiplexing and computer interfaces.

TE717  Electronics Systems  
Subject description  
Systems programming, hardware testing and diagnostic programs, automated testing systems, programmable logic controllers, project.

TF195  Organisation and Management for Quality A  

TF196  Organisation and Management for Quality B  
Subject description  
Introduction to the concept of quality control as a system. Quality control systems to Australian Standards, quality manuals, policy and planning, standardisation, specification, quality of design, conformance and performance, laboratory management, quality review and audit.

TF197A/B  Statistical Quality Control AIB  
Subject description  
Application of principles of statistics to production quality control, process control, control of 20 and 30 limits, charting systems, sampling inspection, operating characteristic curves, inspection levels and severity.

TF253  Computer Appreciation and Application to Quality Control  
Subject description  
This subject provides an appreciation of the range of uses and methods of the application of computers in quality control work, including: concepts of computer, BASIC, FORTRAN and COBOL programming, microprocessors, computer graphics, use of computer packages in quality control.

TF297  Statistical Quality Control 2  
Subject description  
Study of methods applied in measuring and assessing variance in quality; continuous and acceptance sampling, design of experiments, failure modes, verification of statistical sampling results, cumulative sum techniques, defects analysis.

TF317  Dimensional Metrology  
Subject description  
Precision measuring techniques and application of principles of measurement. Length metrology (standards and gauges), flatness assessment, auto-collimator and alignment telescope, surface texture, roundness, squareness and parallelism, co-ordinate measurement.

TF340  Principles of Measurement  
Subject description  
This covers the basic scientific principles of measurement. Standards for engineering quantities, SI derived units, nature of light and optical concepts, mechanical concepts in design and measuring instruments, thermometers, electrical measurement, calibration of instrument and standards.

TF462  Reliability and Prototype Testing  
Subject description  
Introduces the concepts and techniques of reliability and looks at the application of basic reliability analysis techniques to technical, administration and managerial areas of quality control. Also covers aspects relating to timing in application of reliability methods and the reporting of results.

TF464  Product Liability and Product Recall Management  
Subject description  
Provides a general appreciation of the legal responsibilities associated with quality control and methods adopted to meet these responsibilities. Current legislation, protection procedures, Australian design rules and standards, recall process, documentation systems.

TF465  Quality Control Systems and their Assessment  
Subject description  
Examines the concepts and techniques of quality systems audit, calibration system requirements, quality control systems assessment concepts, contractor/supplier quality requirements, customer/supplier agreement of quality control assessment, AS2000, quality control system and product audits.

TF467  Human Factors  
Subject description  
A study of the relationship between human factors and quality control. Ergonomics, motivation programs, job design and job quality, planning for people.

TH133  Communications 1  
No. of hours per week: four hours  
Prerequisite: Year 12 or equivalent  
Instruction: lectures, tutorials, small group and class discussions, role play, film and video, excursions to industry research  
Assessment: essays, oral and written reports, bibliography, class excursions and participation

Subject aims  
To develop skills in writing for specific purposes, oral presentations, scientific literature searches, report writing and communicating occupational health and safety issues.

Subject description  
Elements and processes of communication theory, writing for specific purposes, oral presentation, scientific literature and literature searches, report writing, communicating occupational health and safety issues.

TH134  Communications 2  
No. of hours per week: four hours  
Prerequisite: TH133  
Instruction: lectures, tutorials, small group and class discussions, role play, film and video, excursions to industry research
Assessment: portfolio of business communications, assignment, questionnaire, written, graphic and oral report, graphics application

Subject aims
To develop skills in business meetings, business correspondence, interviewing techniques, oral, written and graphic presentations.

Subject description
Business meetings, business correspondence, interviewing techniques, information gatherings, major report on field study, graphic communication.

TL001 Biology Laboratory Techniques
Prerequisite: Year 12 biology
Assessment: based on theory and practical work

Subject description
Safety in the laboratory, legislation and ethics, microscopy, collection and preservation, classification, protein synthesis, reproduction and development, ecology.

TL002 Chemistry Laboratory Techniques
Prerequisite: Year 12 chemistry
Assessment: based on theory and practical work

Subject description
Laboratory safety, atomic structure, bonding and properties, volumetric analysis and acids and bases, laboratory skills.

TL003 Physics Laboratory Techniques
Prerequisite: Year 12 physics
Assessment: assignments, written tests, practical work

Subject description
General safety in the laboratory, measurement and heat, hydromechanics, optics and radiation.

TL101 Chemistry Practices 1
Prerequisites: nil
Assessment: based on theory and practical work

Subject description
Laboratory safety, atomic structure, bonding and properties, stoichiometry, laboratory skills.

TL102 Chemistry Practices 2
No. of hours per week: three hours for part-time students and five hours for full-time students, including theory and practical work
Prerequisites: Chemistry Practices 1, Laboratory Computations
Assessment: all students must satisfactorily complete the weekly practical exercises and prac reports. Assessment will comprise 30% on practical work and 70% on unit tests

Subject description
- Volumetric analysis introduction
- Acids and bases
- Electrochemistry
- Organic chemistry

Textbook
Students must have their own copy of:
Beard, J. and Hodgson, P. Simplified Senior Chemistry. O.U.P., 1984

TL111 Physics Practices 1
No. of hours per week: three hours
Prerequisites: nil
Assessment: based on both theory and practical work

Subject description
- Heat
  Use of a micrometer and vernier scale
  Calibration of a temperature measuring device
  Selecting an appropriate temperature device
  Specific heat
  Heat transfer — radiation, convection, conduction.
- Radiation
  Backgrounding radiation; interaction of radiation with matter;
  % absorption; a, b, and g radiation
  Nuclear energy — basic types of reactor; effects of radiation;
  Electron release and neutron release.
- Kinematics and mechanics
  Development of kinematics equations
  Mass and weight
  Force; Newton’s Laws
  Potential and kinetic energy (experience with an air track is essential)
- Electricity
  Simple DC circuits
  Power consumption measurement using voltmeter and ammeter
Function of active, neutral and earth wires in electrical distribution
- Light
  Refraction
  Focal length of a lens
  Problems associated with lenses
  Electromagnetic spectrum
  Uses of electromagnetic radiation
  Development of colours

Textbook

TL112 Physics Practices 2
No. of hours per week: three hours
Prerequisites: Physics Practices 1, Laboratory Computations.
Assessment: based on theory tests and assignments and practical work

Subject description
Radiation: Geiger Mueller tubes, radiation counters, half-life, CRO’s electron propagation.
Measurement: micrometer and vernier scales, errors.
Kinematics and mechanics: centripetal force, kinematics of colloid particles, static friction, projectile motion.
Waves: particle and wave theory, polarised light, reflection and absorption of colours, refractive index — LASER, ripple tank and slinky’s sound — interference, refraction and reflection.
Materials: strengths, stresses and strains — Young’s modulus, force constants, Hooke’s law, elasticity, tensile and compressive strengths, brittleness and toughness, motion sensing transducers.

Textbook
Cutnell, J.D. and Johnson, K.W. Physics. 2nd ed, New York: Wiley, 1992
TL130 Biology Practices 1
Prerequisites: nil
Assessment: based on theory and practical work
Subject description
Methods, microscopy, living matter and cells, tissues, organs and systems, collection maintenance and preservation, extension work.

TL131 Biology Practices 2
No. of hours per week: three hours for part-time students, five hours for full-time students, including theory and practical work
Prerequisites: Biology Practices 1, Laboratory Computations.
Assessment: students will be required to successfully complete all weekly practical exercises and practical reports. Assignment: and one practical examination will also be conducted
Subject description
- Collection, maintenance and preservation
- Classification
- Reproduction, development and inheritance
- Evolution and speciation
- Ecology
- Extension work
This subject is a prerequisite for Microbiology and Biochemistry.

Textbooks
Students will need to have their own copy of: Brotherton, J. and Mudie, K. Core Biology — Practical Guide
Core Biology, by Brotherton and Mudie would also be useful but not essential
Students will also be required to have their own lab coat, safety goggles and calculator

TL143 Laboratory Computations
Prerequisites: nil
Assessment: mastery tests on an ongoing basis, final examination
Subject description
Arithmetic, measurement, ratio, proportion and variation, equations and formulas, equation solving, graphs, introduction to statistics.

TL144 Quality Control Statistics
No. of hours per week: three hours
Prerequisites: laboratory computations and concurrent work experience
Assessment: written tests (60%) and assignments (10%). Students should use data from their own work place for assignments. A final test worth 30% will be conducted
Subject description
- Descriptive statistics
- Control charts — process control
- Sampling distributions and confidence intervals
- Hypothesis testing
- Correlation and regression
- Acceptance sampling
- Process capability
Students may be eligible for an exemption in this subject if they have passed a statistics subject at a tertiary level.
Students will be provided with notes and tables. Students must have access to a scientific calculator with statistical functions.

TL201 Chemistry Practices 3
No. of hours per week: three hours including theory and practical work
Prerequisites: Chemistry Practices 1 and 2, Laboratory Computations
Assessment: evenly divided between written tests, assignments and practical work. To gain a pass in this subject, students need to be able to clearly demonstrate their knowledge and ability in the practicals

Subject description
- Organic chemistry: systematic nomenclature, perspective drawing, organic reactions, aromaticity, polymerisation.
- Analytical chemistry: multiple end-point titration, back titration, colorimetric analysis, complexometric titration, chromatography, precipitation titration.
This subject is a prerequisite for Chemistry Practices 4, Polymer Science 1 and 2, Organic Chemistry, Radioactive Methods.

Textbooks
Students are not expected to purchase their own text. A number of texts can be recommended for reference, and the teacher will advise students who wish to buy their own book.
All students must have their own lab coat, safety glasses and calculator.

TL202 Chemistry Practices 4
Prerequisite: Chemistry Practices 3
Assessment: based on theory and practical work

Subject description
Sampling and spot testing, solubilities and gravimetric analysis, electrochemistry, introduction to instrumental techniques.

TL203 Physics Practices 3
No. of hours per week: three hours
Prerequisites: Physics Practices 2, Laboratory Computations
Assessment: based on topic tests and assignments, as well as practical work

Subject description
Light: resolution, diffraction gratings, light technology, instrumentation fibre optics.
Electrostatics: Van der Graff generator, electroscope; gold leaf; proof plane; conducting bodies; induction coil; electric field equipment.
Electronics: theory of electronics, voltage and current measurement CRO's — power supplies; ACIDC; wiring series and parallel circuits: resistors; capacitors; peak and RMS values. Transistors, IC's, audio frequency generators and amplifiers.

Textbook
Cutnell, J.D. and Johnson, K.W. Physics. 2nd ed, New York: Wiley, 1992

TL210 Laboratory Workshop Practices 1
Prerequisite: Laboratory Computations
Assessment: practical work

Subject description
Introduction to workshop and safety, materials and properties, use of tools and machines, introduction to technical drawing, joining techniques.
Laboratory Workshop Practices 2
Prerequisite: Physics Practices 2
Assessment: written tests, practical work

Subject description
Basic electricity, basic electronic, electrodes, maintenance, first aid, extension work.

Specimen Preservation 1
No. of hours per week: an average of three hours over the semester. Students will also be required to allocate at least one whole day at weekends for some practical work
Prerequisite: Laboratory Computations
Assessment: most of the assessment is based on students’ practical work. Class discussions, written assignments and a written test will form a minor part

Subject description
This subject is taught at the Museum of Victoria in Russell Street in Melbourne.
- The purpose of museum collections
- Collection and preservation procedures — general
- Dried mounts
- Skins
- Skeletons
- Working drawings
- Freezedrying
- Spirit specimens
- Regulations

Students will have access to references at the Museum. All students will need their own lab coats, safety glasses and calculators.

Specimen Preservation 2
No. of hours per week: an average of three hours over the semester. Students will also be required to allocate one whole day for some practical work
Prerequisites: Specimen Preservation 1, Laboratory Computations
Assessment: a written test on safety and suppliers. All other assessment is based on the drawing, mounting and finishing of various specimens

Subject description
This subject is taught at the Museum of Victoria in Russell Street in Melbourne.
- Objectives, safety tools and suppliers
- Animal anatomy drawing
- Bird mount
- Mammal mount
- Fish mount
- Finishing

Students will have access to references at the Museum. All students will need their own lab coats, safety glasses and calculators.

Modelling of Biological Specimens
Prerequisites: Chemistry Practices 2, Laboratory Computations
Assessment: practical work

Subject description
Modelmaking, building a model (scale down), building a model (scale up), finishing.
Biochemistry 1
No. of hours per week: three hours, evenly divided between theory and practical work
Prerequisites: Biology Practices 1 and 2, Chemistry Practices 1 and 2, Laboratory Computations
Assessment: based on practical and written reports, assignments, written tests and a formal written examination. Students gain marks for each of the above and are required to obtain at least 50% in each in order to satisfactorily complete the subject.

Subject description
- The basic chemistry and biological importance of specific macromolecules (carbohydrates, proteins, lipids, nucleic acids).
- Introduction to biochemical analyses.

Laboratory familiarisation, sterilisation principles and hygiene.

Biochemistry 2
Prerequisite: Biochemistry 1
Assessment: based on theory and practical work

Subject description
Enzymes, thermodynamics, introduction to metabolism, glycolysis, citric acid cycle, respiration, fatty acid metabolism, amino acid and nucleotide metabolism, biochemical exercise.

Electron Microscopy 1
Prerequisite: Scientific Photography
Assessment: written tests, folio, practical assessment

Subject description
Introduction to electron microscopes, histological equipment for electron microscopy, histological techniques for electron microscopy, preparation of biological material for scanning electron microscopy.

Electron Microscopy 2
Prerequisite: Electron Microscopy 1
Assessment: folio work, written tests, practical work

Subject description
Cell infrastructure, operation and photographic techniques using the electron microscope, specialised labelling techniques, construction, servicing and calibration of TEM, SEM and ancillary vacuum equipment, special preparation techniques.

Laboratory Management
Prerequisites: Chemistry Practices 1, Laboratory Computing, Laboratory Computations, Communication Skills 1, Biology Practices 1 and concurrent work experience
Assessment: assignments and written reports related to students own workplace

Subject description
Laboratory operations — guidelines and regulations, laboratory safety — safety audit, first aid, evacuation, portable fire extinguishers, laboratory control-storage, inventory and stock control, equipment servicing, purchasing, budgeting, decision management.

Invertebrate Zoology
Prerequisite: Biology Practices 2
Assessment: written tests, practical work

Subject description
Protoza, porifera, cnidaria, ctinophora, molluscs, anthropods, echinoderms, helminthes, onychophora, chordates.

Laboratory Computing
No. of hours per week: three hours if undertaken over a whole semester. Eight hours per day for five weekend days if undertaken in block mode
Prerequisites: nil
Assessment: all assessment will be based on the students' mastery of the above topics.
Completion of a credit exam and a score of at least 75% is necessary for students to gain a credit in this subject.

Subject description
- Introduction to computers
- Introduction to DOS
- Introduction to word processing
- Introduction to databases
- Introduction to spreadsheets

All students will be required to have their own disks as follows:
1 x 3.5" and 1 x 5.25" disks

To obtain an exemption in this subject
Students have to demonstrate previous computer experience, including file handling, word processing, databases, AND spreadsheet use.

Tissue Culture
Prerequisites: Biology Practices 1, Laboratory Computations
Assessment: written tests, practical assessment

Subject description
Laboratory familiarisation, sterilisation principles and practices, media, culture environment, surgical technique, basic culture methods, specialised culture methods, legalities and hygiene.

Organic Chemistry
No. of hours per week: three hours, including theory and practical work
Prerequisites: Chemistry Practices 3 and 4
Assessment: fairly evenly divided between written tests, assignments and practical work. To gain a pass in this subject, students need to be able to clearly demonstrate their knowledge and ability in the practicals.

Subject description
- Chemical bonding
- IUPAC nomenclature
- Hydrocarbons: aliphatic, aromatic
- Alcohols, phenols and ethers
- Alkyl and aryl halides
- Carboxylic acids and their derivatives
- Aldehydes and ketones
- Amides and their derivatives
TL333  Polymer Science 1
No. of hours per week: three hours, including theory and practical work
Prerequisites: Chemistry Practices 3 and 4
Assessment: written tests, assignments and practical reports
Subject description
- Petroleum and petroleum products
- Petroleum refining
- Properties of plastics
- Classification of polymers
- Crystallinity in polymers
- Glass transition temperature
- Fracture and deformation modes in polymers
- Environmental stress cracking
- Polymerisation processing
- Thermosetting polymers — phenolic resins
- Thermosetting polymers — polyesters and alkyd resins
- Thermosetting polymers — epoxy resins
- Polyolefins
- Styrenic polymers
- Other commercial polymers

TL334  Polymer Science 2
No. of hours per week: three hours, including theory and practical work
Prerequisites: Chemistry Practices 3 and 4, Polymer Science 1
Assessment: written tests, assignments and practical reports
Subject description
- Designing with polymers
- Processing techniques
- Identification of plastics
- Polydiene elastomers
- Polyamides
- Adhesives
- Polyurethanes and polyesters
- Natural polymers

TL347  Occupational Hygiene
No. of hours per week: three hours
Prerequisites: Chemistry Practices 1, Biology Practices 1, Physics Practices 1, Laboratory Computations
Assessment: includes written reports and assignments, examination of case studies and three tests
Subject description
- Occupational health and safety legislation
- Industrial toxicology
- Classification of chemical substances
- Local and systemic effects
- Threshold limit values
- Industrial cancers and carcinogens
- Epidemiology
- Material safety data sheets
- Radiation effects
- Occupational stresses
Students will be required to purchase their own copy of the ACGIH TLV booklet which will be available through the Bookshop.
Worksafe Australia (NOHSC) Guidance Note for completion of Material Safety Data Sheets.

TL390  Chromatographic Analysis 1
No. of hours per week: three hours, including theory and extensive "hands-on" practical work.
There will be a minimum of eight practical sessions
Prerequisites: Chemistry Practices 3 and 4
Assessment: fairly evenly divided between written tests, assignments and practical work. To gain a pass in this subject, students need to be able to clearly demonstrate their knowledge and ability in the practicals
Subject description
- Ion-exchange chromatography
- Adsorption and partition chromatography (paper, column and thin layer chromatography)
- Solvent extraction
- Electrophoresis
This subject is a prerequisite for Chromatographic Analysis 2.
Textbook
All students must have their own copy of:
This text will also be used for all other instrumental subjects. Students must also have their own lab coat, safety glasses and calculator.

TL391  Chromatographic Analysis 2
No. of hours per week: three hours, including theory and extensive "hands-on" practical work.
There will be a minimum of eight practical sessions
Prerequisites: Chemistry Practices 3 and 4, Chromatographic Analysis 1
Assessment: fairly evenly divided between written tests, assignments and practical work. To gain a pass in this subject, students need to be able to clearly demonstrate their knowledge and ability in the practicals
Subject description
Extension of the theory covered in Chromatographic Analysis 1, and specifically applied to Gas Chromatography and HPLC.
Textbook
All students must have their own copy of:
This text will also be used for all other instrumental subjects. Students must also have their own lab coat, safety glasses and calculator.

TL401  DNA Technology
Prerequisite: Biochemistry 2
Assessment: theory and practical work
Subject description
Protein synthesis, biochemistry of genetics, molecular biology, inborn errors of metabolism.

TL402  Immunological Techniques
Prerequisite: Biochemistry 2
Assessment: theory and practical assessment
Subject description
Electrophoresis, centrifugation, immunology, radio isotopes.
**TL41 Computer Programming**
No. of hours per week: three hours
Prerequisites: Laboratory Computations, Laboratory Computing
Assessment: most of the assessment will be on practical assignments, with some written tests

**Subject description**
- Structured programming
- Problem solving
- Writing programs
- Program testing and documentation
- Program techniques
- Programming in another language
- Project work

This subject is required for entry into the computer-aided degree programs at Swinburne University, Higher Education Division.

**Textbooks**
There are a number of texts on programming which would be suitable. If you wish to purchase a text, consult your teacher.

**TL453 Glassworking**
No. of hours per week: three hours, all of which involves practical work
Prerequisites: Chemistry Practices 1, Laboratory Computations
Assessment: all assessment is based on the students' practical performance

**Subject description**
- Splint making
- Glass cutting
- Annealing
- Tube sealing
- Tee sealing
- Bulb blowing
- Pod working
- Straight joining
- Tube bending
- Burette repair
- Internal seals
- Glass to metal seals
- Pipette joins
- Capillary glassworking

**TL413 Ecology 1**
Prerequisites: Biology Practices 1, Laboratory Computations
Assessment: written tests, assignments, class participation and practical work

**Subject description**
Introduction to ecology, introduction to ecosystems, the significant Australian ecosystem, energy flow, nutrient cycles, excursion/seminar.

**TL456 Radioactive Methods**
Prerequisites: Chemistry Practices 3, Physics Practices 2
Assessment: assignments and practical work

**Subject description**
Legal and safety aspects in use of radioactive isotopes, applications of isotopes in industry and research and chemical procedures, experimental techniques and applications.

**TL414 Ecology 2**
Prerequisites: Biology Practices 1, Laboratory Computations
Assessment: written tests, assignments, class participation and practical work

**Subject description**
Basic life processes, the influence of physical limiting factors on organisms, interactions, organization of populations, organization of a community, development of an ecosystem, excursion/seminar.

**TL445 Pharmacological Methods**
Prerequisites: Biology Practices 2, Chemistry Practices 2
Assessment: written tests and practical assessment

**Subject description**
Drugs, effects of drugs, drug action, apparatus, animals, statistics.

**TL418 Entomology**
Prerequisite: Biology Practices 2
Assessment: written tests, assignments and practical work

**Subject description**
Structure and function, classification and metamorphosis, collection methods, identification of major orders.

**TL448 Vertebrate Zoology**
Prerequisite: Biology Practices 2
Assessment: written tests and practical assessment

**Subject description**
Fish, amphibians, reptiles, birds, mammals.

**TL460 Microbiology 1**
No. of hours per week: three hours. Approximately half of the time allocation will be devoted to theory and half to practical experience
Prerequisites: Biology Practices 2, Chemistry Practices 2, Laboratory Computations
Assessment: each student is assessed in the following areas:
- attendance at and execution of exercises in formal laboratory sessions. Students are expected to attend all sessions. A written laboratory report is to be completed and submitted by the due date following each laboratory exercise, so that appropriate laboratory techniques can be developed
- a practical examination will be conducted in the laboratory
- a written examination will cover theory and practical components
- written assignments.

**Subject description**
This unit introduces the student to the basic language and techniques commonly used in microbiological laboratories. It aims to develop competence and confidence in the execution of the fundamental techniques which form the basis of applied microbiology. Topics include:
- microscopy and microscopic techniques (light microscopy)
- the handling and culturing of microbes
- an introduction to the formal study of microorganisms
- laboratory techniques

Any student who wishes to eventually articulate into a degree course to study microbiology will gain some exemptions following the successful completion of
Students will need to complete more reading and study from recommended texts in this unit (and in Microbiology 4) than in Microbiology 1 and 2. Any student who wishes to eventually articulate into a Degree course to study microbiology will gain some exemptions following the successful completion of microbiology units in the Associate Diploma course. Such students are advised to work towards gaining good passes. These students will need to complete all four microbiology units to qualify for an exemption in second year equivalent (i.e. first year of study of microbiology) in this subject. Such students are advised to aim for highest possible marks. (Four units of microbiology over two years is equivalent to six hours of microbiology study per week for one year.)

Textbooks
As for Microbiology 1 and 2
To obtain an exemption in this subject Students would need to demonstrate that all the theoretical and practical components of this unit have been successfully achieved in some other formal course of study. Such students are advised to work towards gaining good passes. These students are expected to attend all sessions. A written laboratory report is to be completed and submitted by the due date following each laboratory exercise. Appropriate laboratory techniques are to be developed.

Subject description
This subject continues from Microbiology 1 to introduce the student to and offer practice in further general microbiological techniques and analyses. Topics include:

- methods of counting bacteria (in samples);
- growth characteristics and requirements of bacteria;
- control of bacterial/microbial growth, sterilisation and filtration techniques;
- microbial diversity and classification, evolution of microorganisms;
- introduction to mycology;
- microbial relationships in natural environments.

Students will need to complete more reading and study in their own time (outside the allotted class sessions) from the recommended texts in order to consolidate the topics covered.

This subject is a prerequisite for Microbiology 3 and 4.

Textbooks
Barrett, M.E. and Brown, W.C. *Microbiology Laboratory Exercises.* (Aust Bk Distributors), 1992
Brock, Biology of Microorganisms. 5th ed, Prentice-Hall, 1988
Cano and Calone. *Microbiology West* (Book and Film Services). 1986

Microbiology 2
No. of hours per week: three hours, evenly divided between theory and practical work
Prerequisites: Microbiology 1
Assessment: each student is assessed in the following areas:

- attendance at and execution of exercises in formal laboratory sessions
- practical examination in the laboratory
- written examination — this covers theory and practical components
- written assignments

Subject description
This subject continues from Microbiology 1 to introduce the student to and offer practice in further general microbiological techniques and analyses. Topics include:

- methods of counting bacteria (in samples);
- growth characteristics and requirements of bacteria;
- control of bacterial/microbial growth, sterilisation and filtration techniques;
- microbial diversity and classification, evolution of microorganisms;
- introduction to mycology;
- microbial relationships in natural environments.

Students will need to complete more reading and study in their own time (outside the allotted class sessions) from the recommended texts in order to consolidate the topics covered.

This subject is a prerequisite for Microbiology 3 and 4.

Textbooks
Barrett, M.E. and Brown, W.C. *Microbiology Laboratory Exercises.* (Aust Bk Distributors), 1992
Brock, Biology of Microorganisms. 5th ed, Prentice-Hall, 1988
Cano and Calone. *Microbiology West* (Book and Film Services). 1986

Microbiology 3
No. of hours per week: three hours, evenly divided between theory and practical work
Prerequisites: Microbiology 1 and 2
Assessment: each student is assessed in the following areas:

- attendance at and execution of exercises in formal laboratory sessions
- practical examination in the laboratory
- written examination — this covers theory and practical components
- written assignments

Students are expected to attend all sessions. A written laboratory report is to be completed and submitted by the due date following each laboratory exercise. Appropriate laboratory techniques are to be developed.

Subject description
This subject introduces the students to:

- microbial metabolisms and specific microbiological analyses based upon specific metabolic pathways and processes. Control (genetic) of microbial metabolism
• microbial (in particular — bacterial) genetics and mechanisms of disruption to and the repair of the genome (genes/DNA). Mechanisms of genetic variations, and recombination. Introduction to genetic engineering in microbial systems.

• identification of systems and diagnostics used in laboratories

• introduction to industrial microbiology — a brief overview. For example: fermentations, brewing and baking industries, microbial products — penicillin production, dairy products.

Any student who wishes to eventually articulate into a Degree course to study microbiology will gain some exemptions following the successful completion of microbiology units in the Associate Diploma course. Such students are advised to work towards gaining good passes.

Textbooks
Barnett, M.E., and Brown, W.C. Microbiology Laboratory Exercises. (Aust. BK Distributors), 1992
Brock, Biology of Microorganisms. 5th ed, Prentice-Hall, 1988
Cano and Calone. Microbiology. West (BK and Film Services), 1986
Students also require a lab coat, goggles and a calculator.

To obtain an exemption in this subject Students would need to demonstrate that all the theoretical and practical components of this unit have been successfully achieved in some other formal course of study.

TL465 Electrochemical Analysis 1
Prerequisites: Chemistry Practices 4, Laboratory Computations
Assessment: written tests assignments and practical work

Subject description
Conductivity (theory and experimental), potentiometry (theory and experimental).

TL466 Electrochemical Analysis 2
Prerequisite: Electrochemical Analysis 1
Assessment: written tests assignments and practical work

Subject description
Electrodeposition, polarography, coulometry.

TL470 Work Project
No. of hours per week: variable hours. This subject should take students approximately fifty-four hours at their workplace
Prerequisites: Communication Skills 1, concurrent work experience

Subject description
The work project is an extensive investigation of an aspect of laboratory work. Students are required to submit a report which may be written, a film or video, a computer program or another form as agreed by the Swinburne supervisor and the employer. Students should also consider giving an oral presentation of their work.

The work project must be technically accurate and consistent with established laboratory procedures and techniques.

Whatever the form of the submission, it must be preceded by:

• a statement of intention: the subject to be investigated, a list of potential sources, the proposed methods of investigation and analysis;

• an account of the work undertaken: the way in which the work was collected, any successes/difficulties encountered, and resources used;

• a summary of findings, applications and conclusions.

Students are required to complete a work project proposal form well in advance of contemplating the project. It must be agreeable to the student, the student's supervisor at work and the course co-ordinator. The appropriate form can be obtained from the co-ordinator. Assistance will be given to students to choose and define a subject for the project, and to present the submission in the appropriate format.

TL471 Molecular Genetics
No. of hours per week: three hours
Prerequisites: TL301, TL302, TL460, TL461
Assessment: laboratory tests, written tests, assignments, with an emphasis on practical skills

Subject aims
- To provide students with a broad understanding of the molecular nature of genes.
- To enable students to acquire a knowledge of DNA structure, gene expression and molecular bacterial genetics.
- To provide foundation studies for other units in biotechnology (i.e. Genetic Engineering and Biomolecular Engineering (1) and (2), whilst complementing other subjects in the biological sciences.

Subject description
Comparison of transcription and translation in prokaryotes and eukaryotes. Replication of DNA; mutation; genes and proteins; gene expression. Chromosomes and recombination; microbial genetics.

Textbook/s
No single text or reference is recommended.
Students will be advised of a variety of suitable references

TL472 Genetic Engineering
No. of hours per week: three hours
Prerequisites: TL471
Assessment: laboratory tests, written tests, assignments, with an emphasis on practical skills

Subject aims
To introduce students to the fundamental principles and techniques of genetic engineering.
To present students with the knowledge and understanding to be able to perform basic DNA manipulations.
To emphasise to students the safety aspects of working with recombinant DNA.
To provide foundation studies for other units in biotechnology (i.e. Biomolecular Engineering (1) and (2), whilst complementing other subjects in the biological sciences.

Subject description
LigaVar, cloning and recombinant gene expression, use of plastids as vectors and the sole of vectors in genetic manipulation. Gel electrophoresis, restriction endonucleases, ligation and transformation of E.coli, southern blotting, DNA probing, gene libraries, PCR technology, ethics and safety guidelines for recombinant DNA studies.

References
Students will be advised of a variety of suitable references

TL473 Biomolecular Engineering
No. of hours per week: three hours
Prerequisite: TL472
Assessment: laboratory tests, written tests, assignments, with an emphasis on practical skills

Subject aims
To provide students with a thorough understanding of advanced recombinant DNA techniques.
To introduce students to the applications of recombinant DNA techniques to the specific production of biological compounds.

To enable students to be familiar with how recombinant DNA techniques can be utilised in the analysis of the function of biological compounds.

**Subject description**
DNA technology in research and industry, phage DNA preparation, DNA extraction and purification techniques, nick translation, Western blotting, DNA sequencing techniques, gene mapping, vector/host experimental design.

**References**
Students will be advised of a variety of suitable references

**TL474 Bioprocessing**
No. of hours per week: three hours
Prerequisite: TL473
Assessment: laboratory tests, written tests, assignments, with an emphasis on practical skills

**Subject aims**
To provide students with a working knowledge of current technologies available for the synthesis, functional analysis, purification and large scale production of biologically active compounds.

**Subject description**
Protein separation and purification including column chromatography precipitation methods and HPLC; monoclonal antibody applications, affinity purification, protein sequencing techniques, large scale production of purified biological compounds; epitope mapping and vaccine development, immunological screening techniques; protein composition analysis and immobilised biocatalysts.

**References**
Students will be advised of a variety of suitable references

**TL480 Scientific Photography**
No. of hours per week: three hours, giving a total of twenty-seven hours practical, twenty-four theory
Prerequisite: Chemistry Practices 2, Laboratory Computations
Assessment: written assignments cover the theory work taught. Practical assignments require taking of appropriate photographs, printing selected negatives and written descriptions of work

**Subject description**
This is a basic photography course covering the theory of cameras and equipment, exposure, lighting and film. Practical sessions are picture taking assignments covering the above topics, and processing of black and white films.

**Textbooks**
Students will not be expected to purchase any texts
Subjects for which this is a prerequisite
Applied Imaging Techniques.

**TL483 Applied Imaging Techniques**
Prerequisite: Scientific Photography
Assessment: assignment and practical work

**Subject description**
Microscopes, photomicrographs, specimen preparation, illumination techniques for photomicrography, close-up and macrophotography, electron microscopy, infra-red photography, ultra-violet photography, photography by polarised light

**TL490 Spectrophotometric Analysis 1**
No. of hours per week: three hours, covering theory and extensive "hands-on" practical work. There will be a minimum of eight practical sessions
Prerequisites: Chemistry Practices 3 and 4, Laboratory Computations
Assessment: fairly evenly divided between written tests, assignments and practical work. To gain a pass in this subject, students need to be able to clearly demonstrate their knowledge and ability in the practicals

**Subject description**
- Electromagnetic radiation
- Ultra-violet/visible spectroscopy (instrumentation)
- UV/visible spectroscopy (experimental)
- IR theory and IR practical

**Textbooks**
All students must have their own copy of:
This text will also be used for all other instrumental subjects.
Students must also have their own lab coat, safety glasses and calculator.

**TL491 Spectrophotometric Analysis 2**
No. of hours per week: three hours, covering theory and extensive "hands-on" practical work. There will be a minimum of eight practical sessions
Prerequisites: Chemistry Practices 3 and 4, Laboratory Computations
Assessment: evenly divided between written tests, assignments and practical work. To gain a pass in this subject, students need to be able to clearly demonstrate their knowledge and ability in the practicals

**Subject description**
- the theory of atomic absorption spectroscopy
- flame absorption spectroscopy
- furnace absorption spectroscopy

**Textbook**
All students must have their own copy of:
This text will also be used for all other instrumental subjects.
Students must also have their own lab coat, safety glasses and calculator.

**TL501 Mathematics 1**
No. of hours per week: three hours. Students should spend about four hours per week on home assignment work
Prerequisites: Chemistry 3 and 4 or Biochemistry 1 and 2, Laboratory Computations
Assessment: assignments and tests

**Subject description**
This subject is designed for students intending to proceed to a tertiary degree in chemistry or biochemistry. This subject would be unsuitable for students until they have reached the final stages of their course.
Topics include:
- revision of fundamental work
- differential calculus: differentiation techniques, applications;
- integral calculus: integration techniques, applications;
- differential equations

**Textbooks**
None
**TL502 Thermodynamics and Organic Reaction Mechanisms**

No. of hours per week: three hours  
Prerequisites: students should have completed Chemistry Practices 3 and 4 if they are intending to proceed to a degree in computer-aided chemistry and Chemistry Practices 3 and 4 or Biochemistry 1 and 2 if they intend to proceed to a degree in computer-aided biochemistry  
Assessment: most of the assessment will be by written tests  

**Subject description**  
This subject is intended for students wishing to articulate to a degree course.  
- Thermodynamics  
- Revision of organic reaction mechanisms  
- Electrophiles and mechanisms of electrophilic addition reactions  
- Carbocations and their reactivities  
- Stability of alkenes  
- Reactions of benzene and other aromatic compounds  
- Nucleophiles, nucleophilic substitution and elimination reactions  
- Reactions of alcohols  
- Nucleophilic addition reactions of aldehydes and ketones  
- Nucleophilic acyl substitution reactions of carboxylic acids and their derivatives

**TL503 Advanced Laboratory Technician Physics**

No. of hours per week: three hours  
Prerequisites: Physics Practices 1 and 2  
Laboratory Computations  
Assessment: students will be assessed on practical work, assignments and tests  

**Subject description**  
The aim of the subject is to give Associate Diploma of Applied Science Laboratory Technology diplomas an understanding of certain areas of physics which are covered in a first year of the degree course but are not adequately addressed in the associate diploma course. These areas include light diffraction, electrostatics, electromagnetism and analysis of simple AC circuits.  
This subject is required for entry into the second year of the computer-aided degree course in chemistry at Swinburne University.  

**Textbook**  

**TM127 Statistics**

Introduction to basic statistical techniques, including grouped frequency tables, histograms, cumulative frequency curves, normal distribution and standard deviation, binomial, Poisson and hypergeometric distributions, confidence intervals, hypothesis testing, regression and correlation.

**TM188 English Language Skills**

No. of hours per week: four hours  
Instruction: tutorials  
Assessment: satisfactory completion of tasks/assignments. Tests of specific skills  

**Subject aims**  
To provide, as far as possible the language skills needed for mainstream TAFE courses (i.e. Year 11-12 VCE) standard.

**Subject description**  
Part A Study skills: comprehension (reading and writing)  
Note taking and summary  
Library research  
Time management  
Part B Effective writing  
Effective speaking, technical writing  
Reasoning, group discussion and problem-solving

**TM190 Bridging Mathematics 1**

No. of hours per week: six hours  
Prerequisites: none. Students who have not completed Year 10 may experience some difficulty  
Instruction: class lessons  
Assessment: topic tests  

**Subject aims**  
To develop the students' confidence and competence in the basic mathematical operations, in the areas of arithmetic, algebra and geometry.  

**Subject description**  
Arithmetic operations, number line, indices; basic algebra; introduction to co-ordinate geometry and functions; introduction to trigonometry.  

**Textbooks**  

**TM191 Bridging Mathematics 2**

No. of hours per week: six hours  
Prerequisites: none. Students who have not completed Year 10 or TM190 may experience some difficulty  
Instruction: class lessons  
Assessment: topic tests  

**Subject aims**  
To develop the students' competence in mathematical operations in the areas of algebra, coordinate geometry and trigonometry so that further studies may be undertaken.  

**Subject description**  
Linear algebra, coordinate geometry, the real number line, linear and quadratic functions, trigonometry, introduction to differential calculus.  

**Textbooks**  

**TM192 Bridging Biology**

No. of hours per week: three hours  
Prerequisites: none  
Instruction: class lessons/tutorials, practical laboratory sessions  
Assessment: assignments and test, practical reports  

**Subject aims**  
To introduce the formal study of biology.  

**Subject description**  
Scientific method as it relates to biology; characteristics of living things; cell structure and function; introduction to the anatomy and physiology of mammals.  

**References**

TM193  **Basic Chemistry**  
No. of hours per week: three hours  
Prerequisites: basic research skills in accessing dictionaries and references or concurrent enrolment in TH188 or TM200  
Instruction: practical investigations and narrative modelling  
Assessment: laboratory reports, research questions in worksheet and assignment format  

**Subject aims**  
To introduce the student to the use of atomic models to explain physical phenomenon. Students familiar with these models could confidently enrol for the Bridging Chemistry program.  

**Subject description**  
Investigates current and historically relevant models of atomic structure and bonding. These are then used to introduce acids, bases and organic chemistry.  

**References**  

TM194  **Bridging Physics**  
No. of hours per week: six hours  
Prerequisites: basic mathematical skills in algebraic transposition, scientific notation, cartesian coordinates, with basic research skills in accessing dictionaries and references  
Instruction: practical investigations, mathematical and narrative modelling  
Assessment: laboratory reports, research questions in assignment format and open book tests  

**Subject aims**  
To present the principles underlying the development of current models and conventions in physical measurement, students familiar with these models could confidently enrol in VCE physics of TAFE certificate courses involving further physics studies.  

**Subject description**  
To build models of the mathematical primary relationships involved with definitions of energy, forces, movement, electricity, and optics.  

**Textbook**  

TM196  **Bridging Chemistry**  
No. of hours per week: six hours  
Prerequisites: basic mathematical skills in algebraic transposition, scientific notation, cartesian coordinates with basic research skills in accessing dictionaries and references  
Instruction: practical investigations, mathematical and narrative models  
Assessment: laboratory reports, research questions in assignment format and open book tests  

**Subject aims**  
To present the principles of atomic structure used in defining the current models and conventions of chemistry. Students familiar with these principles and models could confidently enrol in VCE chemistry or TAFE certificate courses involving further studies in chemistry.  

**Subject description**  
To build narrative and mathematical models of the atom, and how these are used to define the laws of conservation of mass, behaviour of gases, acids, bases, electrochemical activity and organic chemistry.  

**References**  

TM197  **Basic Physics**  
No. of hours per week: three hours  
Prerequisites: basic research skills in accessing dictionaries and references or concurrent enrolment in TM200 or TH188  
Instruction: practical investigations, narrative modelling  
Assessment: laboratory reports, research questions in worksheet and assignment format  

**Subject aims**  
To introduce the student to the scientific conventions of investigating physical phenomenon. Students familiar with these conventions could confidently enrol for the Bridging Physics program.  

**Subject description**  
Covers current and historically relevant models of measurement, matter, heat and temperature, electricity, forces and light.  

**Textbook**  

TM198  **Microcomputers**  
No. of hours per week: three hours  
Prerequisites: nil  
Instruction: computer aided instruction, self paced learning from written material, video based learning, lectures  
Assessment: performance on in-class open book practical tasks  

**Subject aims**  
To familiarise students with the components of a microcomputer based information system. To enable students to use: a word processing package; a spreadsheeting package; a database management system.  

**Subject description**  
Introduction to microcomputer systems  
Introduction to operation environments  
Introduction to word processing  
Introduction to databases  
Introduction to spreadsheets  

**Textbook**  
Sala, P. Lotus 123. Swinburne Press. 1992  

TM200  **Skills For Science**  
No. of hours per week: two hours  
Prerequisites: nil  
Instruction: lecture, group discussion, self-paced worksheets  
Assessment: library research assignment; comprehension, summary and writing under test conditions; critical analysis of scientific data under test conditions; oral presentation  

**Subject aims**  
To review study skills.  
To develop skills necessary for thinking and reasoning within a scientific context.  
To develop reading, research and writing skills within a scientific context.  
Experimental report writing.  
Giving and receiving oral instructions in a scientific context.
Subject description
Study skills
Reading scientific material
Writing in science
Scientific thinking and methodology
Oral description, instruction, questioning, reporting

Textbook

TM882 Mathematics
Subject description
This subject is made up of the following modules:
  * introduction skills
  * some maths from the real world
  * an introduction to algebra
  * spaces

TM883 Mathematics for Engineering and Science
Subject description
This subject is made up of the following modules:
  * applied trigonometry
  * coordinate geometry
  * factorization part 1
  * equations
  * introduction to statistics
  * simultaneous equations
  * index laws, logarithm and surd
  * trigonometry around the circle
  * factorization part 2
  * function notations
  * introduction to calculus

TM884 Chemistry in Everyday Life
Subject description
This subject is made up of the following modules:
  * nature of matter
  * atomic structure and bonding
  * chemical reactions and equations
  * basic chemical calculations

TM885 Chemistry for Engineering and Science
Subject description
This subject is made up of the following modules:
  * solutions and reactions in solutions
  * gases and their properties
  * oxidation and reduction reactions
  * carbon and carbon compounds
  * reaction rates and equilibrium

TM886 The Physical Universe
Subject description
This subject is made up of the following modules:
  * introduction, units and measurement
  * working with graphs, vectors and scalars
  * energy and energy sources
  * matter, temperature and heat
  * forces and motion
  * waves — sound
  * waves — light
  * electrostatics and electricity

TM887 Physics for Engineering and Science
Subject description
This subject is made up of the following modules:
  * forces about us
  * our energy resources
  * heating and cooling
  * waves, sound and light
  * electricity and electronics

TM888 Introduction to Microcomputing
Subject description
This subject is made up of the following modules:
  * introduction to computing systems
  * introduction to operating environments
  * introduction to word processing
  * introduction to database management systems
  * introduction to spreadsheets

TM890 Skills For Science
Subject description
This subject is made up of the following modules:
  * the development of scientific thinking in western culture
  * study skills
  * scientific methodology
  * careers in science

TS107 Accounting for Managers
Assessment: assignments, topic tests, one three-hour exam

Subject description
The purpose and operations of accounting systems, the fundamental principles of financial management, planning and decision making.

TS229 Management Practices
Prerequisites: Communication Skills, Information Technology

Subject description
Motivation, communications, styles of leadership, teams, planning and decision making, time management, counselling and conflict resolution.

TS326 Middle Management Practices 2
Prerequisites: Communication Skills 1, Information Technology, Middle Management Practices 1

Subject description
Motivation, communications, styles of leadership, use of committees, conference leadership, personnel planning, training and development, staff appraisal.

TS346 Instructional Techniques
Corequisite: Communication Skills

Subject description
Instructional System Model, adult learning, teaching/learning methods, performance objectives, session planning evaluation and assessment.

TS725 Introduction to Sales and Marketing
Subject description
Definition of selling and marketing, duties of a salesperson, factors involved in successful selling, marketing principles and practice, buyer motivation, marketing strategies, sales interviews and sales targets.
Computer Sales and Marketing

**Subject description**
Jobs in the computer marketing and sales area, computer sales interviews, computer purchase option reports, and computer marketing principles and practice.

Mathematics 1

**Subject description**
Basic arithmetic, algebra and trigonometry

Chemistry 1

**Corequisite:** Mathematics 1

**Subject description**
Atomic structure, periodic table, elements, compounds, electron configuration, bonding, atomic mass, molecular formulas, gases, molarity stoichiometry, acids and bases.

Fire Physics

**Corequisite:** Mathematics 1

**Subject description**
Measurement, uniform accelerated motion, hydraulics, energy and power, electricity and heat.

Fire Mechanics 1

**Subject description**
Kinematics, dynamics, rotation and statics.

Fire Mechanics 2

**Subject description**
Fluid mechanics, thermodynamics, electricity and magnetism.

Building Structures 1

**Subject description**
A study of structural elements, materials and systems, structural loads and load transfer, construction techniques.

Fire Chemistry

**Subject description**
Laboratory skills, oxidation, reduction and electrochemistry, organic chemistry, rates of reaction and thermochemistry.

Introduction to Fire Behaviour

**Prerequisites:** Fire Physics, Chemistry 1

**Subject description**
Combustion, ignition, extinguishment, industrial fire safety for solids, dust, liquids and gases.

Information Technology

**Subject description**
Using a personal computer, computer equipment and jargon, word processing, spreadsheets, database management.

Personal Emergency Treatment

**Subject description**
Structure and function of the body, asphyxia, burns, lifting and moving casualties, and a number of medical accident conditions and procedures.

Building Structures 2

**Prerequisite:** Building Structures 1

**Subject description**
Victorian building regulations, building classifications and construction, floor area limitations, protection of openings and penetrations, building separation and siting, building fire safety.
TT320 Fire Investigation
Prerequisites: Fire Safety Management 1, Fire Fighting Equipment and Its Application, Principles of Fire Behaviour

Subject description
Fire scene preservation, interview techniques, electrical causes, gas appliances, insurance industry, fire facilities, arson investigation, forensic analysis, fire photography, on scene investigation.

TT321 Fire Safety Management 2
Prerequisites: Fire Safety Management 1, Fire Fighting Equipment and Its Application, Principles of Fire Behaviour

Subject description
Arson, human behaviour — concept of panic, training staff, fire drills and exercises, communications in building emergencies, emergency procedures, building evacuations, bomb threat management, major installations specification, fire safety policy, management of hazardous work practices, technical specifications, fire investigation.

TT322 Hazard Management
Prerequisites: Fire Safety Management 1, Fire Fighting Equipment and Its Application, Principles of Fire Behaviour

Subject description
Structure and layout of oil refineries and petroleum depots, hazards from product release, computer installations, fire fighting in and near electrical installations, fire fighting on board ships, aircraft fires, airfield firefighting.

TT323 Material Science 1
Prerequisites: Fire Safety Management 1, Firefighting Equipment and Its Application, Principles of Fire Behaviour

Subject description
Fundamental properties of materials, tests for fire properties, fire properties of structural elements, structural fire resistance tests, arbitrary vs fundamental properties, lining material selection, physical/chemical properties of materials, fire retardants and smoke suppressants, intumescent.

TT324 Emergency Management
Subject description
Disaster prevention preparedness, response and activities in incident management, fire fighting strategies in incidents, briefing and debriefing, incident action plans, combat/supplies agencies, O.H. and S, considerations, acts and regulations.

TT327 Sales and Marketing
Prerequisite: Communication Skills

Subject description
Role and function of salesperson, motivation, selling concepts, selling support commitment, after-order service, terms and documentation, marketing organisation strategy and research.

TT330 Building Structures 3
Prerequisites: Principles of Fire Behaviour, Building Structures 2

Subject description
Building fire safety, building safety during construction and demolition, building developments and trends versus fire safety, fire safety problems in high rise buildings, tunnels, bridges and buildings over highways, damage limiting construction.

TT331 Material Science 2
Prerequisites: Principles of Fire Behaviour, Building Structures 2

Subject description
Basic approaches to structural design, purposes of structural fire protection, cause of structural collapse, fire resistance and severity, time-temperature curves structural engineering terms, structural performance of building elements, structural damage and reinstatement.

TT332 Building Services 1
Prerequisites: Principles of Fire Behaviour, Building Structures 2

Subject description
Electrical services.

TT333 Structural Firefighting
Subject description
Instruction on appropriate firefighting strategies and tactics for a range of building structures, distinguishing characteristics, problems and common fire protection systems and standard operating classes of fire, halons, occupational hazards.

TT340 Fire Equipment Servicing 1A
Subject description
Classification and servicing of a range of portable fire extinguishers to required standard.

TT341 Fire Equipment Servicing 1B
Subject description
Identification of fire hose, fire hose reel and liquid foam units and the service of these units.

TT342 Fire Equipment Servicing 2
Prerequisite: Fire Equipment Servicing 1 and 2

Subject description
Installation of portable fire equipment, classes of fire, halons, occupational health and safety regulations, EPA regulations.

TT343 Specialist Fire Fighting Equipment
Subject description
Specialised appliance construction, layout, sitting, safety requirements, training, maintenance, testing and operation.

TT351 Fire Law 1
Prerequisites: Communication Skills 1, Information Technology, Middle Management Practices 1

Subject description
Limitations of law, successful laws, history of common law, Victorian law, development of the Australian legal system, parliament, adversary system, legal profession, court system, the jury, civil and criminal law, civil procedure, criminal procedure, doctrine of precedent.

TT360 Rural Fire Behaviour
Prerequisites: Principles of Fire Behaviour, Fire Fighting Equipment and Its Application, Fire Safety Management 1

Subject description
History of rural fires in Australia, principles of fire behaviour, elements of rural fires, fire development, the rural/urban interface.
TT361  Agricultural and Forestry Practices in Fire Management  
Prerequisite: Principles of Fire Behaviour  
Subject description  
Fire fighting equipment and its application, objectives of fire management, fire buffer zones, linear fire breaks, foam and forestry management and operations.

TT370  Environmental Safety 1  
Prerequisites: Fire Chemistry, Personnel Emergency Treatment  
Subject description  
Industrial toxicology, classification of chemical substances, local and systemic effects of toxins, threshold limit values, industrial cancer and carcinogens, epidemiology, safety data sheets.

TT371  Special Hazards  
Prerequisite: Fire Chemistry  
Subject description  
Nature and classes of hazardous materials, labelling and placarding requirements, the United Nations numbering system, information systems, hazardous materials incidents, toxic and infectious materials, radioactive materials, decontamination.

TT372  Occupational Hygiene Measurement  
Prerequisite: Environmental Safety 1  
Subject description  
Potential risks to health in the workplace, environmental hazard sampling, gas detector tubes, sampling equipment, biological monitoring, audiometric and spirometric testing, measurement of noise and heat stress.

TT373  Special Hazards — Operational Firefighters  
Prerequisite: Chemistry 1  
Subject description  
Nature and scope of special hazards for operational firefighters, marine firefighting, electrical installations, aircraft and airfield, oil refineries, road and rail.

TT374  Hazardous Materials  
Prerequisite: Chemistry 1  
Subject description  
Nature and classes of hazardous materials, labelling, USA numbering system, information systems, incidents, toxic infectious and radioactive materials, decontamination.

TT402  Suppression Systems Design 2  
Prerequisite: Suppression Systems Design 1  
Subject description  
Choosing a suppression system, sprinkler system design, variations on standard sprinklers.

TT403  Suppression Systems Design 3  
Prerequisite: Suppression Systems Design 1  
Subject description  
Halon systems, carbon dioxide systems, high expansion foam systems, chemical powder systems, hand extinguishers, saponification systems.

TT410  Radio Systems  
Prerequisites: Fire Mechanics 2, Information Technology  
Subject description  
Radio systems, video systems, mobile control units.

TT411  Fire Alarm Systems  
Prerequisite: Introduction to Communication Technology  
Subject description  
Fire station control, security systems, fire alarm systems and attached equipment, sprinkler systems & valve monitoring devices, fire station alerting equipment, unmanned detectors.

TT412  Communication Centres  
Prerequisite: Fire Mechanics 1, Information Technology  
Subject description  
Introduction to communication technology: communication centre design, staffing, equipment and procedures.

TT432  Building Services 2  
Prerequisite: Building Services 1  
Subject description  
Building transport services, heating, ventilation, air conditioning.

TT451  Fire Law 2  
Prerequisite: Fire Law 1  
Subject description  
Statutory law, statutory interpretations, delegated legislation, controlling delegated legislation, standards, history of negligence, modern negligence, rescue cases, origins of fire related law, MFB Act, GLA Act, statutory limitations to negligence, evidence.

TT460  Rural Fire Prevention  
Prerequisites: Rural Fire Behaviour, Agricultural and Forestry Practices in Fire Management  
Subject description  
Principles and practice of fire prevention, fire prevention legislation, fire prevention planning and management, communication, community fire prevention, fire hazard mapping, environmental considerations.

TT461  Rural Fire Suppression  
Prerequisites: Rural Fire Behaviour, Agricultural and Forestry Practices in Fire Management  
Subject description  
Fire ground organization, fire control, suppression equipment, techniques of fire suppression, personnel safety and survival, post fire administration.

TT470  Environmental Safety 2  
Prerequisite: Environmental Safety 1  
Subject description  
Stress types, lighting, industrial noise, heat stress, radiation effects, bioactive and infectious hazards.

TT501  Advanced Applied Mathematics 1  
Prerequisite: Fire Mechanics 1 and 2  
Subject description  
Exponentials, trigonometry, hyperbolics, series, vectors, analytical geometry, graphing techniques, differential calculus.

TT502  Advanced Applied Mathematics 2  
Prerequisite: Advanced Applied Maths 1  
Subject description  
Integral calculus, complex numbers, differential equation, statistics, linear algebra.
Module 1 (Manual Metal Arc Welding)

Subject description
Pad fillet and butt welding in various positions. Rolled steel sections to plate. Rolled steel sections end to end butt.

Module 2 (Gas Metal Arc Welding)

Subject description
Flat and horizontal fillets in various positions. Flat single vee butt. Rolled hollow section tee joint. Dip and spray transfer techniques.

Module 3 (Flame Cutting and Gouging)

Subject description
Setting up and closing down equipment. Flame cutting freehand and using roller guides. Flame bevelling by machine. Flame and arc gouging.

Module 4 (Flame Gas Welding)

Subject description
Flat outside corner with and without filler rod. Flat open butt. Hollow section end to end butt. Pipe to plate braze. Flat bronze weld on cast iron.

Module 5 (Practice Associated Theory)

Subject description

Module 6 (Additional Theory)

Subject description

Module 7 (Manual Metal Arc Welding)

Subject description
Pad fillet and butt welding in various positions with various types of electrode.

Module 8 (Gas Metal Arc Welding/Flux Cored Arc Welding)

Subject description
Vertical fillet (FCAW) pipe butt-horizontal fillet (GMAW) stainless steel flat butt (GMAW).

Module 9 (Gas Tungsten Arc Welding)

Subject description
Various butt welds in steel. Flat butt weld in aluminium.

Module 10 (Cutting Processes)

Subject description
Plasma cutting. Flame pipe bevelling by machine. Mechanical bevelling.

Module 11 (Practice Associated Theory)

Subject description

Module 12 (Additional Theory)

Subject description
Production of iron and steel. Alloyng elements. Pre-heating, weldability and characteristics of stainless steel, aluminium, copper and copper alloys.
School of Social Sciences and Arts

Social and Community Services 141
Associate Diploma in Social Science (Child Care) 141
Associate Diploma in Social Science (Community Development) 142
Advanced Certificate in Koori Child Care 142
Advanced Certificate in Managing Social and Community Studies 143
Advanced Certificate in Residential and Community Services 143
Certificate Child Care Assistant (General and Bilingual) 144
Certificate Child Care (Home Based) 144
Certificate Child Care (Koori Home Based and Foster Care) 144
Certificate in Home and Community Care 145
Certificate in Home and Community Care for the Koori Community 145
Certificate in Occupational Studies in Social and Community Services 146
Certificate in Parent Education Leadership Training 146
Community Information Worker's Certificate 146
Community Options Program 146
Home Carers Training Course 147

Subject details 148

General University Information 5

TAFE Division Information 27
**Staff — School of Social Sciences and Arts**

**Head (Acting)**
J. Bissland, BA(Hons), GradDipChDev, GradDipEd, MA, MEdSt

**Deputy Head (Acting)**
G. Arnott, BEc, BEd(Mon), GradDipBusAdmin(SIT)

**Secretary**
M. White, DipSecStudies, BA

**School Administrator (Acting)**
R. Kumar, CertSecStudies, BSc, MA

**Access Education Department**

**Head (Acting)**
R. Thomas, BA, MEdSt(Mon)

**Academic staff**
M. Bateman, BA, DipEd
G. Biggins, DipT(Prim), GradDipSpEd
P. Cross, BA, DipEd
M. Davies, DipT(Prim), GradDipSpEd
C. Davis, BA, DipEd
M. Deschepper, BEc, DipEd(Prim)
V. Fajenbaum, BA, DipEd
R. Goddard, BSc, DipEd
D. Hall, TTC, DipFD&D, GradDipSpEd
P. Herlihy, BSc(Hons), BEd, BA, MScPrelim
S. McBride, TSC, DipDomArts
H. McClelland, BA, DipEd, GradDipCareersEd
N. Moncrieff, BA, BEd, GradDipTESL
N. Morrissey, BA, BEdSci
D. Noble, BA, DipEd
M. Ridsdale, BA, BEd, GradDipTESL
V. Singleton, BA, DipEd, GDIESE
K. Slifirski, BA(Hons), DipEd, GradDip(Lang)
D. Talamo, BA, DipEd, GDIESE
C. Thompson, BA, DipEd
S. Worrall, DipT(Prim), GradDipSpEd

**Secretary**
C. Boykett

**Adult Education Department**

**Head**
B. Brosnan, BA(Hons), MEd(Mon), DipTEFL(1LC, Edinburgh)

**Adult Literacy and Basic Education Coordinator**
M. Allen, BA(LaT), DipEd(HIE)

**VCE Coordinator**
H. Derrick, BA, BEd(Melb), GradDipCareersEd(RMIT)

**Academic staff**
P. Baker, BA, BEd
M. Moroney, BA(Syd), DipEd(SydTeachers'Col)
E. Nelson, MA(Auk)
H. Walkerden, BEd(Deakin)
E. Watson, BA(Mon), DipEd(HIE)

**Administrator**
T. Sheck

**Arts Department**

**Head**
P. Creed, BA(Hons), DipTeaching

**Academic staff**
F. Kalaitzis, DipA&D(PrintMkg), DipEd

**Art and Design Coordinator**
G. Hare, DipArt, GradDipArt, DipEd

**Teachers**
S. Bulls, BA, DipEd
T. Clark, BA(Hons)(Reading), DipEd
D. Noble, BEd, DipEd
A. Danko, DipArt, DipEd

**Graphic Art Coordinator**
B. Ward, DipArt(GraphDes), GradDipEd

**Performing Arts**

**Teachers**
J. Butler, BEd, MEd
J. Loh, DipNIDA, DipEd
H. Simondson, BEd

**Child Care Department**

**Head (Acting)**
J. Gilchrist, TPTC, DipKTC, BEd, GradDipEdAdmin(Melb)

**Academic staff**
M. Birkett, BA, DipEd(Mon)
S. Ocel-Fitzdale, MEd(LaT), BEd, DipMKTC
J. Deery, CASS-CCS, AssidipSocSciChildCare
R. Eaton, SPN, RM, B. Health Science (Nursing), GradDipEd(Haw)
R. Evans, AssidipArt(Illus), CertArt, BEd, DipMovt and Dance
J. Bates, BEd, DipKTC
C. Forbes, TPTC, BA, BSc(Hons)(Mon)
C. Francesca, DipEd(Leeds), BEd(Vic)

**Administrative Officer**
J. Loh
English Language Centre

Director
A. Redpath, BA, DipEd, GradDipTESL

Academic staff
B. Browne, BEd(TESOL)
C. Cheong, BEc, DipEd, AssDipTESOL
H. Consalvo, BEd, RSA(TEFLA)
A. Dupont, BA, DipEd
J. Evans, BA, DipEd, DipTESL
P. Glover, BA, DipEd, GradDipBIT
D. Kinnealy, BA, BEd(ESL), GradDipComputing
E. Neil, BA, GradDipTESOL
M. Rosse, BAppSci, MEd
C. Wallis, BSc, DipEd, GradDipTESOL
R. Washington, BEd, GradDipTESOL

Secretary
L. McLachlan

Department of Family and Community Studies

Head
M. Juchnowski, BA, DipEd, MA

Teachers
S. Atkinson, DipEd, BEd
R. Bullock, TPTC, TSpTC, BEd, BSoSWork
W. Clipperton, AssDip(Welfare Stud), DipTechTeach
A. Donne, MRN
D. Ellis, BA
T. Millar, CertAppSocSci(Child Care Studies), DipTech(TAFE)
J. Mirtalies, BA(Hons), DipEd
L. Morphett, AssDipWelfare Stud
C. Morrow, Child Care Worker(CertNSW)
D. Nicola-Kotsias, CertAppSocSci(Child Care Studies)
N. Papas, CertChildCare(CSV), DipEd(Primary), GradDip(SpEd)
J. Quigley-Lange, DipEd(Prim), GradDip(Lang&Lit), BEd(teacher of Deaf)
D. Sainsbury, BEd
S. Williams, BA(SpEd), DipT(Primary)

Secretary
E. Harkness, CertCompBusApp

General and Community Studies Department

Head (Acting)
K. Wiltshire, BA, BEd

Academic staff
V. Anderson, BA, TSTC
N. Backstrom, BA, MedSt, TPTC, TSpTC
J. Blenkiron, BA, DipEd
E. Bolton, BEd
S. Chakman, BA, DipEd, MedLit(Monash)
C. Davies, BEc, DipEd
A. Di Mase Gibson, BA, DipEd, GradDipMot&Dance
P. Dickinson, BA(Hons), DipEd
M. Elliott, BA, MEd, PhD
A. Gelfand, BA, DipTeaching
P. Gibson, BA(Hons), DipEd
J. Hannon, BA, GradDipAppArt, DipEd
D. Holmes, BA, DipEd
K. Matthiesson, BA(Hons), DipEd
J. Paisley, BA, LRAM, TTTC
C. Papalia, BA, DipEd, GradDipBusStud HRD
O. Pavlov, BA(Hons), TSTC
D. Poyser, BA, DipEd, GradDipTESOL
L. Price, BEd, GradDipMot&Dance, GradDipCareersEd

V. Reddaway, BA, DipEd, GradDipMultiCultEd
R. Rivett, BA(Hons), BEd, GradDipSecStud
M. Strefford, BA, TPTC, RSA, TEFLCert
J. Sutherland, BBSc, DipEd, GradDipAppPsych
N. Vallins, BA(Hons), SecTeach(Dip)

Secretary (Acting)
L. Quayle

Administrative Assistant
J. Mawhinney

Language and Community Programs Department

Head
K. Hellyer, BA, DipEd, DipEng(Mon)

Community Programs Administrator
K. Davidson, CertBusStudies(Sec)

Administrative Assistant
Y. Samplawski, MEd, CertBusStudies

Migrant Education Unit

Coordinator
L. Cutting, BA(Hons), DipEd, GradDipSecStudies

Academic Staff
G. Gawenda, BA, DipEd, Dip Women's Studies, GradDipESL
L. Herbert, BA, DipEd
C. Martin, BA, DipEd
E. Ninnis, BA, DipEd

Workplace Skills Unit

Manager
G. Lyall

Project officers
G. Cohen, BEd
M. Gates, BA, DipEd, GradDipLit
H. Lopaczuik, DipElecEng, DipEd, SMREE, MIEAust
L. O'Hara, TPTC, DipTeachPrim(conversion), GradDipMultiCultEd
O. Serle, BA(Hons), DipEd
B. Wain, TITC, ALT, GradDipTESOL
## Courses offered

<table>
<thead>
<tr>
<th>Course code</th>
<th>Title of course</th>
<th>Campus</th>
<th>Course mode and length</th>
<th>Prerequisites</th>
<th>How to apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td>Associate Diploma of Arts (Graphic Art)</td>
<td>P</td>
<td>2 years</td>
<td>VCE</td>
<td></td>
</tr>
<tr>
<td>3500BMA</td>
<td>Associate Diploma of Arts (Theatre Technology)</td>
<td>P</td>
<td>2 years</td>
<td>VCE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Associate Diploma of Arts (Visual) (not yet accredited)</td>
<td>P</td>
<td>2 years</td>
<td>VCE</td>
<td></td>
</tr>
<tr>
<td>3300BZA</td>
<td>Advanced Certificate of Art and Design (Film and Video)</td>
<td>P</td>
<td>2 years</td>
<td>VCE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Showbiz Programs*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Studies, Language and Access</td>
<td>Advanced Certificate of Applied Language — Japanese1</td>
<td>P</td>
<td>3 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3300LCA</td>
<td>Certificate Work Education</td>
<td>H</td>
<td>1 year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certificate of General Education for Adults</td>
<td>H, P</td>
<td>varied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2200LZV</td>
<td>Victorian Certificate of Education (VCE)</td>
<td>H, P</td>
<td>1 year</td>
<td>2 years</td>
<td>See page 137</td>
</tr>
<tr>
<td>2200BZF</td>
<td>Arts Preparatory Program</td>
<td>H</td>
<td>1 sem</td>
<td>2 sem+</td>
<td>See page 139</td>
</tr>
<tr>
<td>2100LZD</td>
<td>Migrant English</td>
<td>H, P</td>
<td></td>
<td>Contact English Centre Phone: 819 8595</td>
<td></td>
</tr>
<tr>
<td></td>
<td>English Language Intensive courses for Overseas Students*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Foundation Year Arts for International Students*</td>
<td>H</td>
<td>1 year</td>
<td>Contact International Student Unit Phone: 819 8235</td>
<td></td>
</tr>
<tr>
<td>Access Education</td>
<td>Adult Basic Education — Maths Workshop</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100LAB</td>
<td>Basic Literacy</td>
<td>H</td>
<td>varied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100LDE</td>
<td>Basic Literacy and Numeracy</td>
<td>H</td>
<td>varied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100LAE</td>
<td>Basic Numeracy for Women</td>
<td>H</td>
<td>varied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100LDJ</td>
<td>Basic Studies Program</td>
<td>H</td>
<td>varied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100LDI</td>
<td>Living Skills for People with Disabilities</td>
<td>H</td>
<td>varied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100KFE</td>
<td>Pre-employment Access Program</td>
<td>H</td>
<td>varied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100KGC</td>
<td>Return to Study</td>
<td>H</td>
<td>1 sem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100LZT</td>
<td>Transition Program (Mildly Intellectually Disabled Adults)</td>
<td>H</td>
<td>1 year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VCE Tertiary Preparation</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4920LVP</td>
<td>Vocational Preparatory Program (Nursing, Fire Brigade, Police, Ambulance Officers, Defence Force)</td>
<td>H</td>
<td>1 year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4290LDJ</td>
<td>Volunteer Tutor Training</td>
<td>H</td>
<td>9 weeks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Study Centre</td>
<td>Business Studies Preparatory Program*</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Methods for Tertiary Study*</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course code</td>
<td>Title of course</td>
<td>Campus</td>
<td>Year</td>
<td>VET</td>
<td>VTAC</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>--------</td>
<td>------</td>
<td>-----</td>
<td>------</td>
</tr>
<tr>
<td>3221LDA</td>
<td>Certificate in English for Vocational Education and Training (Business, Computing, General)</td>
<td>F</td>
<td>P</td>
<td>1</td>
<td>sem</td>
</tr>
<tr>
<td></td>
<td>Migrant Access Education Program*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Migrant Women's Course*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Workplace Skills Unit Courses*</td>
<td>H</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3500MFK</td>
<td>Associate Diploma in Social Science (Child Care)</td>
<td>P</td>
<td>2</td>
<td>4</td>
<td>years</td>
</tr>
<tr>
<td>3500MDA</td>
<td>Associate Diploma in Social Science (Community Development)</td>
<td>H</td>
<td>2</td>
<td>4</td>
<td>years</td>
</tr>
<tr>
<td>3222MFA</td>
<td>Advanced Certificate in Koori Child Care</td>
<td>F</td>
<td>1</td>
<td></td>
<td>year</td>
</tr>
<tr>
<td>3300MEA</td>
<td>Advanced Certificate in Managing Social and Community Studies</td>
<td>P</td>
<td>2</td>
<td></td>
<td>year</td>
</tr>
<tr>
<td>3300MCB</td>
<td>Advanced Certificate in Residential and Community Services</td>
<td>P</td>
<td>1</td>
<td>2</td>
<td>years</td>
</tr>
<tr>
<td>3222KFA</td>
<td>Certificate Child Care Assistant General Bilingual</td>
<td>H, P</td>
<td>1</td>
<td></td>
<td>year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P</td>
<td>1</td>
<td></td>
<td>year</td>
</tr>
<tr>
<td>3100MFA</td>
<td>Certificate in Child Care (Home Based)</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3100MFA</td>
<td>Certificate in Child Care (Koori Home Based and Home Based Foster Care)</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3100MCA</td>
<td>Certificate in Home and Community Care</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3100MCA</td>
<td>Certificate in Home and Community Care for the Koori Community</td>
<td>F</td>
<td></td>
<td>20</td>
<td>weeks</td>
</tr>
<tr>
<td>3221MCA</td>
<td>Certificate in Occupational Studies in Social and Community Services</td>
<td>P</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>3222MDB</td>
<td>Certificate in Parent Education Leadership Training</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Community Information Worker's Certificate</td>
<td>H</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SC599COP</td>
<td>Community Options Program</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3100MCD</td>
<td>Home Carers Training Course</td>
<td>H, P</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* No text exists in this Handbook — please contact the course providers or contact the Information Office on 819 8444.
General School Information

English Language for Migrants

Migrant Education Coordination:
L. Cutting (Prahran), 522 6957
V. Reddaway (Hawthorn), 819 8853

Swinburne offers a variety of courses and support programs for migrants, who are:
- preparing to enrol in Swinburne or other post-secondary courses
- currently enrolled in Swinburne courses
- wanting to develop language skills to improve study and work prospects.

Full-time courses
Preparation for further study and work — Prahran campus only.

Part-time, evening courses
Preparation for further study and work, and concurrent support for Swinburne students — Hawthorn campus only.

January summer school
English for Academic Purposes (full-time program) — Hawthorn campus.

Language support within mainstream courses
At both campuses, when circumstances allow, English as a second language (ESL) trained teachers and extra tuition time are provided for ESL students enrolled in VCE, advanced certificate and associate diploma courses.

Independent learning
At both campuses students have access to materials for independent study (self-access) for language development purposes; audio, computer-based and text-based materials are provided.

Non-permanent residents
Courses are run by the English Language Centre for international students and others who are in Australia on a temporary visa. Enquiries: International Student Unit. Phone: 8198151.

Traineeships and Labour Market Programs
Under the guidelines of the Australian traineeship system, a large range of traineeships are coordinated from the Hawthorn and Prahran campuses.

Labour market programs are also wide ranging on both campuses and have included in the past training programs in theatre technology (costume), applied design and media, commerce and arts, welding, engineering, and office skills.

The Hawthorn campus coordinator of traineeships and labour market programs is John Paisley BA, LRAM, TTTC. Phone: 819 8385.

Inservice, Short Courses and Bridging Programs
The Child Care Studies, Family and Community Studies and General and Community Studies departments offer a broad range of inservices and professional development programs for people working in the social and community services field. They also offer a range of introductory programs and short courses which are available to the general public.

Further information:
Child Care Studies Telephone 522 6863
Family and Community Studies Telephone 522 6866
General and Community Studies Telephone 819 8598

Arts

SA302 Associate Diploma of Arts (Graphic Art)

This course is offered at the Prahran campus. The 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. It is recognised by members of the advertising, reproduction and printing industries.

The course content has been developed by industry representatives together with educationalists and aims to develop design, manipulative and computing skills with the production knowledge to engender pride in craftsmanship.

Career potential
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.

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, film and television production houses, educational institutions and government departments.

Further studies pathways
This course is vocational and designed to provide direct entry into industry. Further studies pathways are not currently provided, however applications for further study can be made on an individual basis.

The course will take applications for recognition of prior learning. Application can be made at the time of the interview.

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.

Applicants will also be asked to supply evidence, through the presentation of a folio of art work, of their art ability.

Duration of study
Eighteen months of full-time study, followed by six months of evening classes (one unit) are necessary to complete the units required for the course.

Course structure
AA347/AA359/AA368 Design
AA348 Drawing
AA349/AA360/AA369 Finished Art
AA362 Colour
AA352/AA363 Technical Illustration
AA353/AA364/AA370 Typography
AA355/AA367 Reprographics and Pre Press
AA356 Negotiation Skills
AA357 Client Interaction
AA358 Personal Organisation Skills
AA361 Careers
AA366/AA372 Product Illustration
AA350 Occupational Health and Safety
AA351 Arts Law
AA373 Practical Placement
AA374 Visiting Specialists
Application procedure
Applications must be made through VTAC and also to the Department of Arts, Swinburne University of Technology, Prahran campus.

Further information
Secretary, Graphic Art Department. Telephone: 522 6875.

3500BMA Associate Diploma of Arts (Theatre Technology)
This course is offered at the Prahran campus. The purpose of this course is to provide training for individuals who wish to pursue or enhance their careers as theatre technicians in the areas of costume, electrics, staging or stage management and small companies.

Career potential
Career potential available to graduates is broad based within the arts industry, including careers in technical theatre and other related areas, small theatre companies, community theatres, theatre in education and management and entrepreneurial work within the arts.

Recognition of prior learning
Through the recognition of prior learning, participants will be given credit for modules where they can provide evidence that they have achieved the learning outcomes.
- The applicant has actually completed the learning outcome that is being claimed.
- The learning outcome is still valid and performable.
- The learning has reached the accepted level.
- The learning is applicable to the area claimed.
- The learning outcome can be applied outside the specific context in which it was learned.
- A sound connection can be made between the learning outcome and the vocational outcomes.

Entry requirements
There are no prerequisite studies. Entry is based on interview and a folio of selected work.

Course availability and duration
This course is full-time for two years. It provides specialised training in the theatre industry. All students share common core units and then specialise in a chosen stream. Small companies and costume will be offered in 1994.

Course structure
Core modules
- Costume Stream
Includes the National Communication modules level 1, 2, 3.
- Costume Modules — Level 1
  Introduction to Costume
  Garment Assembly
  Millinery 1
  Costume Maintenance
  Introduction to Make-up, Wigs and Prosthetics
  Costume Modules — Level 2
  Introduction to Pattern Drafting
  Millinery 2
  Pattern Construction
  Dancewear Construction
  Applied Decoration Techniques
- Novelty Costume
  Costume Module — Level 3
- Wardrobe Supervision
- Period Costume
- Period Millinery
- Undergarments

Note: It may be possible to exit at certificate or advanced certificate level but this is under review — please contact course provider.

Small Companies Stream
Subjects pertain to the skills required of theatre workers in small company and community theatre settings and include performance skills (voice, movement, text, street circus skills), organisational skills (conceive, rehearse, research, mount and publicise a performance). Artistic skills (devising, making, designs) and staging skills (front of house, rehearsal, lighting sound).

Application procedure
In addition to the VTAC application form applicants MUST telephone in October to each TAFE institution for which they have expressed a preference in order to receive further information regarding appointments for interviews. Applicants may be asked to participate in a day of special workshop activities.

Further information
Elizabeth Barrett or Karen Lynch, Department of Arts/Performing Arts. Telephone: 510 8509 or 522 6700.

Associate Diploma of Arts (Visual Arts) (not yet accredited)
The Associate Diploma of Arts: Visual Arts is currently being developed and will be offered in 1994 (subject to accreditation), at the Prahran campus.

Career potential
The course aims to train visual artists who will work with commercial galleries, artist-run galleries, alternate spaces, museum exhibitions, community based projects and on commissions.

Other opportunities for employment may include interdisciplinary areas such as the performing arts, writing, publishing, music, radio, film and television.

Entry requirements
Admission to the course is conditional on successful completion of the VCE. Provision is made for students returning to education.

All intending students must attend an interview and folio presentation. In addition to the folio presentation, applications will be evaluated on their knowledge of contemporary art.

Recognition of prior learning
Applications of recognition of prior learning will be assessed at the time of interview.

Further studies pathways
Although the Associate Diploma of Arts: Visual Arts is a vocational course, students may apply for advanced standing in fine art degree courses at other universities.

Course availability and duration
The course consists of four semesters. The course is also available in part-time mode.

Course structure
The course will focus on fine art theory and practice with a core curriculum which will support the major areas of study listed below.

- Major areas of study
  - Painting
  - Photography
  - Printmaking
  - Sculpture
Contemporary Art Studies
Life Drawing
General Drawing
Context and Culture
Painting
Health and Culture
Context and Culture
Printmaking
Photography
Drawing

Major Study

Department of Visual Arts, Prahran campus, 144 High Street, Prahran 3181. Part-time applicants only apply directly to the Department.

Subject details are available from the course provider.

Application procedure
Applications must be made through VTAC and to the Department of Visual Arts, Prahran campus, 144 High Street, Prahran 3181. Part-time applicants only apply directly to the Department.

Further in
Applied Art Department. Tel 522 6735.

3300BZA Advanced Certificate in Art and Design (Film and Video Production)

This course is offered at the Prahran campus. The Advanced Certificate in Art and Design — Film and Video Production is offered in the context of a multi-disciplinary art school. Film and video training is offered as a major area of study with painting, sculpture, photography, art theory and drawing. Our lecturers are recognised contemporary artists.

Career potential
The course is directed at independent, non mainstream film and video producers who wish to produce material for film and video festivals and community broadcasting and apply for funding from government and private sector sources.

Further studies pathways
Folios, coursework and showreels produced may qualify students for entry into major film and television degree courses throughout Australia.

Entry requirements
Prospective students are required to attend an interview and present a folio. Preference is given to post VCE and mature age students.

Course duration
The Advanced Certificate in Art and Design — Film and Video Production 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.

Course structure

First year
Compulsory subjects
AP501/AP601 Ideas, Language and Culture 1 & 2
AP502/AP602 Visual Arts Studies 1 & 2
AP503/AP603 Art Survey, Health and Safety 1 & 2
AP504/AP604 General Drawing Life Drawing 1 & 2
AP505/AP605 Design 1 & 2
Electives offered (minimum 3)
AP509/AP609 Sculpture 1 & 2
AP511/AP611 Photography 1 & 2
AP512/AP612 Film and Video Production 1 & 2
AP513/AP613 Painting 1 & 2

Second year
Compulsory subjects
AP514/AP614 Ideas, language and Culture 3 & 4
AP515/AP615 Art Business Practices 1 & 2
AP516/AP616 Drawing 3 & 4
AP517/AP617 *Work Practice 1 & 2
AP521/AP621 Studio Practice 1/Film and Video Production 1 & 3
*Work Practice 1 & 2 may consist of practical placement where appropriate or other work related projects by negotiation.

Elective offered
AP631 Photography

Application procedure
How to apply
Write or telephone for an information brochure and application form to:
The Secretary
Advanced Certificate in Art and Design (Film and Video Production)
Prahran Campus
144 High Street
Prahran 3181

or contact Karen Lynch on 522 6739.

General Studies, Language and Access

3300LCA Advanced Certificate in Applied languages (Japanese/Chinese)

This course is offered at the Prahran campus. The Advanced Certificate in Applied Language is a course specifically designed for those wishing to communicate in the language both orally and in writing with the emphasis on the former.

Career potential
The course would be of benefit to anyone whose occupation brings them into contact with speakers of the language. It is ideally suited for business people as well as for those in the tourism/hospitality industry.

Recognition of prior learning
Students who successfully complete one or more units at Swinburne University of Technology may apply for advanced standing in the Advanced Certificate of Applied Language at other TAFE colleges.

Further studies pathways
An articulation pathway has been developed at this institution between the Advanced Certificate in Applied Language (Japanese) and the Bachelor of Arts. Students completing the Certificate who are successful in gaining entry to the Bachelor of Arts course will receive credit for five units in Japanese on the completion of a bridging course.
Entry requirements
There are no formal entry requirements.

Course duration
The course is offered on a part-time (evening) basis requiring students to attend two sessions per week between 6.00pm and 9.00pm. Several Saturday morning sessions will also be scheduled.

Course structure
The course provides participants with skills and knowledge in the areas of interaction at work, social interaction, giving and receiving information, in-country living skills and cultural knowledge.

ALC01 Chinese (Mandarin) 1A
ALC02 Chinese (Mandarin) 1B
AJU01 Japanese 1A
AJU02 Japanese 1B

Application procedure
Application forms and further details are available from:
Language and Community Programs
140 High Street
Prahran 3181
Telephone: 522 6844, 529 2805
Fax: 522 6960

2100DZC Certificate in Work Education
This course is offered at the Hawthorn campus. The course aims to provide people with special learning needs with basic literacy, numeracy and vocational training skills.

Career potential
The course introduces students to an age-appropriate learning setting; extends the opportunity to participate in recreational activities and helps to develop a range of vocational skills that can be applied in the workplace.

Recognition of prior learning
The individual education plan designed for each student is based on the philosophy of recognition of prior learning.

Further studies pathways
On completion of the course the students are assisted in finding employment and/or where appropriate are encouraged to pursue further studies and training.

Entry requirements
Young people, minimum age of sixteen years, with a mild intellectual disability or a history of learning difficulties needing special educational assistance to prepare for the workforce.

Course duration
Intake dates are flexible and subject to variation but will be advertised. The course is flexible and has full-time and part-time study modes. The course runs for 1200 hours which may be spread over two years.

Students are required to attend all classes and to participate in practical placements.

Course structure
TR001 COMMUNICATION SKILLS
TR002 COMMUNITY AND CAREER STUDIES
TR005 NUMERACY
TR006 VOCATIONAL STUDIES
TR007 INFORMATION TECHNOLOGY

Application procedure
Prospective students are required to complete an application form and attend an interview.

Further information
Dianne Hall
42-44 William Street
Hawthorn
Telephone: 819 8118

3221LDA Certificate in English for Vocational Education and Training
This course is offered at the Prahran campus. The course prepares people from a non-English speaking background, with a high intermediate level of English, for further studies. Three streams are available:

- Business: a preparation for entering courses in fields such as accounting or office administration.
- Computing: a preparation for entering courses in fields such as computer programming, micro-computing and computer operating.
- General: a preparation for study in fields other than business or computing.

Further studies pathways

Business stream
Successful completion of this stream prepares people for entry to the following courses:

- Associate Diploma of Business Accounting
- Advanced Certificate in Accounting
- Associate Diploma of Business Office Administration
- Advanced Certificate in Office Administration
- Certificate in Office and Secretarial Studies

Students enrolled in English for Vocational Education and Training who achieve a pass in the subject Introduction to Accounting and who are subsequently accepted into one of the above courses can apply for exemption from an equivalent subject in that course.

Computing stream
Successful completion of this stream prepares people for entry to the following courses:

- Certificate of Computer Business Applications
- Associate Diploma of Business Programming
- Advanced Certificate in Information Technology

Students enrolled in English for Vocational Education and Training who achieve a pass in certain subjects in this course and who are subsequently accepted into one of the above courses can apply for exemption from equivalent subjects in that course.

General stream
Successful completion of this stream prepares people for entry to courses other than business and computing.

Course duration
Twenty-two hours per week for seventeen weeks starting February and July (subject to funding).

Classes usually start at 9.00am and may finish at 5.00pm on some days.

Entry requirements
Applicants must be permanent residents of Australia. English must not be the first language.
They must have an intermediate level of English (ASLPR 2+ in at least two of the four skill areas).

Applicants must intend to study after this English course, in a field which is related to the stream selected.
They must have successfully completed at least year eleven (or equivalent) at school and/or have suitable work experience for the fields they want to enter.
Course structure

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 appropriate to the stream chosen.

2. Knowledge and cultural understanding necessary for students to enter successfully into the Australian post-secondary education system.

Subject details are not available in this Handbook. Please contact the course provider for details of subjects offered.

Stream studies

Business stream
CT510 ESL and Study Skills
CT512 Business Communication
CT524 Introduction to Accounting
CT526 Introduction to Business Law
CT527 Information Technology

Computing stream
CD002 Keyboarding
CD200 Introduction to Microcomputer Applications
CD204 Using a Microcomputer
CD205 Business Organisations
CT512 Business Communications
EF510 ESL and Study Skills

General stream
EF510 ESL and Study Skills
EF511 Australian Studies
EF512 Communication Skills
EF514 Information Technology

For subject details contact the Migrant Education Unit, Prahran campus.

Application procedure

Application forms are available from:
Migrant Education Unit
Prahran Campus
144 High Street
Prahran Vic. 3181
Telephone: (03) 522 6985

Selection is based on each applicant's suitability for the course.

2100LH Certificate of General Education for Adults

This course is offered at the Hawthorn and Prahran campuses. The Certificate of General Education for Adults is designed for people from English and non-English speaking backgrounds who left school before year eleven to gain a general education and to improve their reading, writing, and maths skills. The course is available at both Hawthorn and Prahran campuses and offers four levels of the Victorian Adult English Language Literacy and Numeracy Accreditation Framework.

Career potential

The course provides a developmental pathway from the earliest stages of reading and writing to preparation for a wide range of employment, vocational training, TAFE and further education options.

Recognition of prior learning

The flexible course structure and entry arrangements are based on the philosophy of recognition of prior learning.

Further studies pathways

On successful completion of level four of the framework students may undertake:
- TAFE certificate courses
- vocational training courses
- VCE
- work place training

Entry requirements

Adults with incomplete schooling; level one will be offered to adults who have yet to gain competence as independent readers and writers.

Please note: This course is unsuitable for new arrivals whose first language is not English.

Course duration

The courses can be undertaken on a full-time or part-time basis, daytime or evening. Intakes are flexible and occur at regular intervals throughout the year.

Course structure

H indicates the subject is run at the Hawthorn campus and P indicates the subject is run at the Prahran campus.

Core subjects
- L500(0) English
- L501(0) TR171(H) Numerical and Mathematical Concepts
- L504(0) TR172(H) Introduction to Computers
- L505(0) Study Skills
- TR125(H) Literacy for Job Seekers
- TT160(H) Personal Emergency Treatment

Electives
- L512(0) TR175(H) Introduction to Psychology
- L518(0) Media Studies
- L520(0) Exploring Your Learning Career and Leisure Options
- L521(0) Art (Drawing)

Application procedure

All prospective students must attend a confidential interview and assessment to ensure they are placed in the appropriate level for each subject.

Further information

Adult Study Centre, Prahran campus or Cate Thompson, 42-44 William Street, Hawthorn. Telephone: 819 8992.

2200LZV Victorian Certificate of Education

This course is offered at the Hawthorn and Prahran campuses. The VCE at Swinburne is designed to meet the needs of students who intend to proceed to tertiary education, in particular to the diploma and degree courses offered by the faculties of arts, applied science, business and engineering of Swinburne University, Higher Education.

The Adult VCE is offered by the General and Community Studies Department at the Hawthorn campus and by the Prahran Adult Study Centre at Orrong Road and Donald Street campuses.

Career potential

The adult VCE provides access into a diverse range of TAFE and Higher Education courses.

Entry requirements

At the Hawthorn campus students are asked to make subject choices and submit a piece of writing with their application and may be individually interviewed or required to undertake an intake test.

At the Adult Study Centre students are required to complete an aptitude test so that they can be advised on subject selection.
Course duration
The VCE is normally completed over one year full-time or over two years on a part-time basis. To complete the Adult VCE, the applicants must be over eighteen years of age and have been away from study for at least twelve months. Adult students are not required to do Units 1 and 2.

Course structure
A wide range of subjects is offered for full-time, part-time, day and evening students. Subjects may be taken in approved combination, subject to timetable considerations. Assessment procedures are based on work requirements and Common Assessment Tasks (CATs) as set by VCA (Victorian Curriculum and Assessment Board).

The following subjects are taught:
H indicates the subject is run at the Hawthorn campus, P indicates the subject is run at the Prahran campus.
AC033/AC034(P)/TG004(H) Accounting
AR033/AR034(P)/TG018(H) Art
H1083/H1084(P)/TG001(H) Australian History
B1033/B1034(P)/TG007(H) Biology
BM033/BM034(P) Business Management
CH033/CH034(P)/TG006(H) Chemistry
CS033/CS034(P) Classical Society and Culture
CN033/CN034(P) Contemporary Society
EC033/EC034(P)/TG003(H) Economics
EN013/EN014(P)/TG007(TG017(H) English
TG013(H) Environmental Studies
HD033/HD034(P)/TG015(H) Human Development and Society
TP033/TP034(P)/TG008(H) Information Technology
LS033/LS034(P)/TG002(H) Legal Studies
LUC13/LUC14(P)/TG010(H) Literature
TG037(H) Materials and Technology
TG039/TG040/TG041(H) Mathematics
TG009(H) Media
PE033/PE034(P) Physical Education
PH033/PH034(P)/TG005(H) Physics
PS033/PS034(P)/TG014(H) Political Studies
PY033/PY034(TG012(H) Psychology
TG038(H) Systems and Technology

Application procedure
Hawthorn
Application forms and supplementary information sheets may be obtained from the General and Community Studies Department on 819 8370.
Prahran
Phone the Adult Study Centre (529 7744) to arrange a time for the test and enrolment.

Further information
Hawthorn
Lisa Bolton
VCE Coordinator
Telephone: 819 8728

Prahran
Adult Study Centre
Telephone: 529 7744

2200BZF Arts Preparatory Program
This course is offered at the Hawthorn campus. The Arts Preparatory Program is a 'bridging' program which aims to attract mature-age students from a variety of backgrounds and to prepare students enrolled for subsequent entry into a Bachelor of Arts degree at a university.

In particular, the course is intended for mature-age students who have failed to gain entry into an arts faculty at a tertiary institution, or who are not qualified for entry into a tertiary institution in the area of arts, or who do not have a year twelve qualification or its equivalent.

Further studies pathways
The program offers support and training in preparing a range of assessment tasks and helps provide the skills required to undertake tertiary programs for those students who are returning to study. Successful students who take up a place in the arts degree at Swinburne University will be granted one general first year credit.

Course structure
The course as structured in 1993 places emphasis on Australian studies to provide the content focus for a program which is geared to cater for students enrolling in a range of arts subjects. At present the program consists of six units with the following titles:
TH303 Images of Australia Through Film and Television
TH306 Research Skills
TH307 Argument and Analysis: Selected Issues Affecting Australia
TH308 Australian Writing
TH316 Introduction to Computing
TH317 Introduction to Statistics

Application procedure
Application forms are available from the Secretary of the General and Community Studies Department. Applicants are required to complete a personal history and a 'statement of purpose' regarding their proposed entry into a tertiary program. Interviews are arranged subsequently with the course coordinator.

Further information
Further information is available from the course coordinator, telephone 819 8620.

2100LZD Migrant English
This course is offered at the Hawthorn campus. These are programs to prepare students of a non-English speaking background for tertiary study. Day VCE/ESL English classes are offered as part of a full VCE program and there is a summer school in January 1994.

VCE English (ESL) Units 1 and 2 is offered as a single subject on a part-time evening basis, and prepares students for VCE English Units 3 and 4, which is offered both day and evening.

TJ005 Further Reading and Writing Practice
TJ006 Further Listening and Speaking Practice

In-course English language support is offered by some departments. Extra time and specialist ESL teaching is offered when possible to students enrolled in certificate and associate diploma courses who need help to successfully complete their Communication Skills units.

The Migrant English Coordinator is happy to assist potential students with ESL language and course enquiries.
Access Education Courses and Services

The Access Education Department at Hawthorn runs a wide range of courses, workshops and programs designed to meet the special needs and requirements of a broad spectrum of the community. The courses run throughout the year and the hours are flexible for the convenience of students.

Courses offered are:

2100LAB Adult Basic Education — Maths Workshop
TR151 Statistics
TR152 Algebra

2100LDC Basic Literacy
TR107 Volunteer Tutor Program Students — Adult Literacy
TR108 Volunteer Tutor Program Students — Life Skills (MIDA)

2100LDE Basic Literacy and Numeracy
TR128 Basic Reading and Writing

2100LAE Basic Numeracy for Women
TR150 Basic Maths for Women

2100LDO Basic Studies Program
TR101 English Workshop
TR102 Mathematics Workshop
TR103 Spelling Workshop
TR107 Volunteer Tutor Program Students (Adult Literacy) — Regular
TR108 Volunteer Tutor Program Students (Life Skills) — MIDA
TR109 Literacy in the Workplace — MIDA
TR125 Literacy for Jobseekers
TR126 Reading with Children
TR127 Writing for Work (NESB)
TR128 Basic Reading and Writing
TR129 Introduction to Basic Reading and Writing (NESB)
TR145 English Written Communication Skills (for the deaf)
TR150 Basic Mathematics for Women

2100LDJ English as a Second Language
TR127 Writing for Work (NESB)

2100LDR Living Skills for People with Disabilities
TR109 Literacy in the Workplace (MIDA)

2100KFE Pre-employment Access Program
TR125 Literacy
TR171 Maths
TR172 Computing

2100KGC Return to Study
TR160 Humanities
TR161 Science

2100LZT Transition Program (MIDA)

Students attend for five days per week. The program encourages mildly intellectually disabled adults to develop their practical skills and to improve their levels of literacy, communication and independence, as well as offering practical work experience.

Subjects offered are:
TR112F Electrical Studies
TR113F Fitting and Machining
TR115F Literacy and Numeracy
TR117F Introduction to Computers
TR118F Work Education
TR119F Horticulture
TR122F Office Procedure

4290LV P Vocational Preparation Program

This short course is for mature age students who wish to sit an examination to enter their chosen field in nursing, fire brigade, or the police force.
TR139 Nursing (SRN)
TR140 Nursing (SEN), Police Force, Fire Brigade, Ambulance and Armed Services Entrance Exam preparation

2100LZV Vocationally-oriented Evening Classes

The course provides practical subjects for mildly intellectually disabled adults in the evening.

Subjects offered are:
TR120F Fitting and Machining
TR121F Literacy/Numeracy

4290LDJ Volunteer Tutor Training

Two courses of training are offered. One prepares volunteers to work on a one-to-one basis with adult students who need individual tuition in the basics of reading, writing and spelling. The second prepares volunteers to tutor mildly intellectually disabled adults in life-coping skills.

TR100 Basic Literacy
TR106 Life Skills

Further information
Access Education, Numeracy 819 8806, Literacy 819 8816 or 819 8685.

Adult Study Centre

The Adult Education Department at Prahran offers adults from English and non-English speaking background the opportunity to improve their reading, writing and maths skills. The courses are designed to fit the Adult Basic Education Frameworks draft competence statements for adult reading and writing.

The Department also offers Methods for Tertiary Study and the Business Studies Preparatory Program as bridging programs into further study.

Further information
Department of Adult Education, telephone 522 6837.
English Language Centre (Hawthorn campus)

The English Language Centre runs intensive English courses for international students (ELICOS).
Course length: forty, thirty, twenty, ten or six weeks.
Levels: General English, Academic English, English for Business, English for Science, English for Computer Studies
Study tours and customised courses of industry clients can be arranged.

Further information
English Language Centre, telephone 819 8595.

Language and Community Programs

The Language and Community Programs Department of Swinburne runs evening and weekend classes throughout the year in a wide range of vocational, recreational and self-development fields. In addition, the language unit provides classes in eighteen foreign languages.

Courses are held at the Prahran campus and at various other venues in surrounding suburbs. All courses are run on a fee-for-service basis.

The department also plays a key role in working with local community organisations wishing to access the services and facilities available at the campus.

The Migrant Education Unit, under the Department, provides a range of full-time and part-time courses on Prahran campus, for people from a non-English speaking background.

Courses offered include:
- Migrant Access Program
- English for Vocational Education (General, Business and Computing Streams) — see page 137.
- Bilingual Computer courses in Spanish, Russian and Polish
- Migrant Women's Program

Further information
Language and Community Programs, telephone 522 6844.

Workplace Skills Unit

The Workplace Skills Unit addresses the basic education and communication needs of the workplace.

The Unit:
- offers a wide range of programs in numeracy, literacy, language and communication skills which are customised to meet the needs of industry
- provides consultancy services to industry across a range of areas including plain English and training strategies for trainers working with personnel from a non English speaking background
- conducts professional development programs for Adult Literacy and ESL personnel in workplace delivery.

Further information
Workplace Skills Unit, 819 8492.

Social and Community Services

3500MF

Associate Diploma of Social Science (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.

The course provides up-to-date training for a wide range of positions caring for children from birth to six 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.

Career potential

The majority of graduates work in child care centres as qualified staff for providing a program of care and education to children under six. Some gain positions in family day care schemes, maternity hospitals, private homes, pre-school play centres and other similar institutions.

Successful graduates receive the Associate Diploma of Social Science (Child Care) from Swinburne University of Technology, 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.

Recognition of prior learning

Persons who have undertaken related studies at other post secondary institutions in Victoria, interstate or overseas should contact the Head of Department prior to lodging an application for entry to the course with exemptions. Specific credits are available for hospital trained mothercraft nurses.

Further studies pathways

Graduates of the Associate Diploma of Social Science in Child Care receive three semesters credit into the Bachelor of Early Childhood Studies offered by the School of Early Childhood Studies (Melbourne University). Child Care graduates are also eligible for credit of up to six subjects in Swinburne's Bachelor of Arts degree.

Entry requirements

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

Course duration

Prahran campus enrols the largest number of child care students in Victoria. Providing funding is maintained, 1994 intakes are expected to be:
- sixty-five full-time students in the two year full-time course
- forty part-time students in the four years part-time course.

Full-time students attend University approximately twenty-five hours per week for 60% of each year. They spend forty hours per week gaining experience in a range of practical settings for 40% of the year.

Part-time students will attend University on Thursday between 2.30pm and 8.30pm in 1994.

Further information

Further studies pathways

Recognition of prior learning

Entry requirements

Course duration

Prahran campus enrols the largest number of child care students in Victoria. Providing funding is maintained, 1994 intakes are expected to be:
- sixty-five full-time students in the two year full-time course
- forty part-time students in the four years part-time course.

Full-time students attend University approximately twenty-five hours per week for 60% of each year. They spend forty hours per week gaining experience in a range of practical settings for 40% of the year.

Part-time students will attend University on Thursday between 2.30pm and 8.30pm in 1994.
Course structure

The course is structured as a two year full-time or four-year part-time course.

AS420 Neonatal Care
AS421 Special Needs
AS423/AS465/AS466 Early Childhood Development
AS427 Professional Development
AS435/AS467 Communication Skills
AS436/AS468 Family and Society
AS463/AS482 Behaviour and Guidance
AS464/AS607 Child Study
AS469/AS470/AS483/AS614/AS615 Daily Care, Health and Safety
AS471 Human Biology
AS472 Nutrition
AS473/AS474 Children's Experiences
AS475 Language and Literature
AS476 Music and Development
AS477/AS600/AS604 Program Planning
AS478/AS479/AS522/AS603 Supervised Fieldwork Management

Electives: two, each of thirty hours duration

General and professional electives enable students to extend knowledge and skills relating to areas of special interest. Students may select units relating to particular aspects of children's services to strengthen employment opportunities in that area. They are designed to enhance personal development and growth and to promote articulation with higher education programs.

Application procedure

Details regarding entry under either of these categories can be obtained from the brochure of the course available from Swinburne.

Further information

Child Care Department, Telephone 522 6863.

3500MDA Associate Diploma of Social Science (Community Development)

This course is offered at the Hawthorn campus. The Associate Diploma aims to give training and qualifications for people working in community organisations. The course is suitable for mature-age people with experience in community work and/or for formal qualifications in the area.

Career potential

This course is designed for people employed as community development workers and for those people wishing to enter the industry. This course provides students with the knowledge and skills required to function effectively as community development workers as identified in the Community Development Workers Award (Australian Services Union).

Recognition of prior learning (RPL)

Students may choose to apply for RPL. Details will be made available at time of entry into the course.

Further studies pathways

Course graduates receive the TAFE accredited Associate Diploma of Social Science (Community Development).

Upon completion of the Associate Diploma students have the option to continue studies in degree courses in Community Development at the Victoria University of Technology, Deakin University or in the Arts degree course at Swinburne University of Technology.

Entry requirements

Prospective students should be at least twenty-three years of age and have had two years experience in community development work (either paid or unpaid) since completing year twelve. Preference will be given to prospective students who are already working (paid or voluntary) in the field. There are limited places for students who are unable to fulfil all entry requirements.

Course duration

The course has full-time and part-time study modes. The full-time course is taken over two years and the part-time course takes up to four years. Intake dates are subject to variation but will be advertised.

Course structure

TH200F Sociology
TH201 Introduction to Community Development
TH202 Human Rights and Advocacy
TH203 Study Skills
TH204 Information Access
TH206F Political Economy
TH207 Group and Personal Communication
TH208 Research 1
TH209 Research 2
TH210 Introduction to Social Policy
TH211 Bureaucracy, Organisation and Community Development
TH212 Social Action: Theory and Practice
TH213 Group and Personal Communication 2
TH214 Media in Community Development
TH216A,B,C Field work 1

Electives

A choice of three electives from a wide range of subjects. Electives will vary according to student demand.

Application procedure

Full-time prospective students can apply through VTAC and by direct entry. Part-time students apply through direct entry. "Direct entry" forms are available from Swinburne.

Full details regarding application procedures can be obtained from the course brochure available from Swinburne.

Further information

General and Community Studies Department, Telephone 819 8370.

3222MFA Advanced Certificate in Koori Child Care

This course is offered at the Fitzroy campus. This is a one year full-time course offered for Aboriginal persons wishing to develop child care skills. It is a cooperative effort between the Victorian Aboriginal Child Centre Agency and the Department of Family and Community Studies at Swinburne University of Technology — TAFE Division, Prahran campus.

Career potential

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 second year of the Associate Diploma of Social Science in Child Care.

Entry requirements

This course is for Aboriginal people. There are no formal educational requirements. The minimum age for entry is sixteen years of age as at February 1st.
Course duration
This is a one year full-time course and students currently attend from March to December.

Course structure
AC284 First Aid
AC601, AC602 Early Childhood Development
AC605 Guidance of Children's Behaviour
AC610 Communication Skills
AC650 Koori Studies
AC653, AC654 Principles and Practices of Health. Safety and Daily Care
AC671, AC672 Children's Experiences and Program Planning
AC685 Supervised Field Placement (Child Care)
AC686 Supervised Field Placement (Koori Organisation)

Application procedure
Admission is based on candidates suitability for a career in child care. Applicants will be asked to attend an informal interview in February; the closing date for the Advanced Certificate in Koori Child Care is the last week in February.

Further information
Koori FACS Unit, Fitzroy Primary School, George Street, Fitzroy, Telephone 419 2097; or Secretary, Family and Community Studies, 144 High Street. Prahran, Telephone 522 6866.

Advanced Certificate in Managing Social and Community Studies
This course is offered at the Prahran campus. The Advanced Certificate in Managing Social and Community Studies is a course that aims to meet the needs of Social and Community Services (SACS) managers, supervisors or coordinators in both government and non-government agencies and programs to upgrade and refine the skills required for the responsibilities of such positions.

Further studies pathways
Although this course is not directly linked to related courses at Institutions 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.

Course duration
Approximately six hours per week over two years. This course is currently being re-accredited.

Course structure
Course structure and subject details will be available from January 1994.

Application procedure
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 third week in January and end of June each year.

Further information
Secretary, SACS, Family and Community Studies, 144 High Street, Prahran 3181, Telephone 522 6866.

Advanced Certificate in Residential and Community Services
This course is offered at the Prahran campus. The course is offered in two areas of specialisation:

- Advanced Certificate in Residential and Community Services (Intellectual Disability) which 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) which is the recognised mandatory qualification for the position of Youth and Child Care Officer (YACCO).

Career potential
The course provides opportunities for a challenging career in government services (Department of Health and Community Services) and with the non government sector of the Social and Community Services industry (SACS). Related career, and education are available in youth work, social work, welfare, and community development.

Recognition of prior learning
Student's prior experience and relevant training are an essential and valued part of selection into RACS. RPL is offered in a number of subject areas, where the student can fully demonstrate competence already gained.

Further studies pathways
Further studies after the course may be pursued with:

- the Associate Diploma of Residential and Community Studies
- Bachelor of Arts (Youth Affairs)
- Associate Diploma of Social Science (Community Development) as well as a range of associated studies in SACS including social work and welfare studies.

Entry requirements
Applicants may apply for entry under the VCE category or under the alternative category entry.

Course duration
The course is one year full-time and two years part-time. Students will undertake approximately twenty hours University based work each week, depending on field work, tutorials, etc. Placements during the course involve students being in an allocated workplace for six weeks at thirty-eight hours per week.

There is a normal intake of twenty students.

Course structure
Subjects to be studied:
AC502/AC516 Communication
AC504/AC517 Human Development
AC507 Recreation and Leisure
AC509/AC510/AC535 Stream Studies in Child/Youth or Disabilities
AC512 Community Studies
AC513/AC529 Facility Visits
AC514/AC530 Field Education
AC518 Individualised Service Delivery
AC526 Severe Physical Disability
AC527 Principles and Practice of Service Provision
AC531 Health and Safety
AC533 Introductory Studies

Electives (one of three)
The electives provide an opportunity for students to pursue further study in one particular area.

Application procedure
Details for entry can be obtained from the brochure of the course available from Swinburne.
Further information
Secretary, Family and Community Studies Department, Prahran Campus, 144 High Street, Prahran 3181, Telephone 522 6866.
3222KFA Certificate in Child Care (Assistant) (General Bilingual)
This course is offered at the Hawthorn and Prahran campuses. The Certificate in Child Care (Assistant) provides graduates of the course 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.

Career potential
The course is accredited by the State Training Board, and is also recognised by the child care service industry as a requirement for positions requiring trained child care workers.

Recognition of prior learning
Though there is no formal process of recognising prior learning, students can apply for assessment of their prior learning to the relevant head of department.

Further studies pathways
Graduates of the Child Care (Assistant) course, or persons enrolled in such a course may apply for consideration as special applicants for entry into the Associate Diploma of Social Science in Child Care.

Entry requirements
The minimum age for entry is sixteen years at 1 February. Applicants are required to work in a paid capacity within the child care field for a minimum of fourteen hours a week. Persons currently working on a voluntary basis for a minimum of fourteen hours will be considered.

No formal education qualifications are required, but applicants may be asked to demonstrate competence in English communication skills in tests set by the University.

Course duration
The course is available at both the Hawthorn and Prahran campuses. It is considered a full-time course as it is essential for students to work a minimum of fourteen hours a week as well as study at University.

General or Bilingual Stream
Hawthorn campus
The Hawthorn campus conducts only the general stream of the course for those who feel competent in using English in both the written and the spoken medium.

An intake of approximately twenty students is usual and students who attend this course will come two evenings a week 6.00pm-9.00pm, provisionally on Wednesday and Thursday to allow for their work commitment.

Prahran campus
The Prahran campus conducts two streams of the course: General stream
This course is for students who feel comfortable with using English for both spoken and written communication.
There is an intake of twenty students who currently attend college from 1.00pm to 8.00pm on Wednesdays.

Bilingual stream
This course is designed for students from a non-English speaking background who
- have completed most of their schooling overseas
- have a basic understanding of written and spoken English.

There is an intake of twenty students.

Course structure
AC101/AC102 Infant and Child Development
AC111/AC112 Communication and Life Skills
AC153/AC154 Care Giving Principles and Practices
AC171/AC172 Children’s Experiences
AC185 Practical Work With Children

Application procedure
Students may choose to apply to either or both campuses. Admission is selective and based on the candidates suitability and aptitude for a career in child care.

Further information
Hawthorn campus: telephone 819 8911, Prahran campus: telephone 522 6866.
3100MFA Certificate in Child Care (Homebased)
This course is offered at the Prahran campus. The Certificate in Child Care (Homebased) is designed to provide training for people working as homebased caregivers for local councils, or in private homes.

This course can be taken as a whole or as individual units over a period of time. It is designed to offer caregivers maximum flexibility.

Further studies pathways
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.

Entry requirements
There are no formal age or academic requirements.

Course structure
AC711 Developing Skills in the Workplace
AC712 Professional Development
AC713 Children's Growth and Development
AC714 Daily Care and Routines
AC715 Play and Learning
AC716 Families in Australia
AC717 Practical Placement

Application procedure
Prospective applicants should apply to: Family Day Care Training Coordinator, Family and Community Studies Department, Prahran Campus, 144 High Street, Prahran 3181, Telephone: 522 6866.

3100MFA Certificate in Child Care (Koori Homebased and Homebased Foster Care)
This course is offered at the Fitzroy campus. The Certificate in Child Care (Homebased Koori Foster Care) is designed to provide training for people working as homebased caregivers for local councils, or in private homes.

Career potential
Provides opportunities for members of the Koori Community to work in the community and services area.

Further studies pathways
Students who have completed the course can apply for exemptions in other TAFE courses such as the Advanced Certificate in Koori Child Care.

Entry requirements
There are no formal age or academic requirements.
Venue
The venue to run 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 structure
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.

AC718 Developing Skills in the Workplace
AC719 Professional Development
AC720 Human Development
AC721 Daily Care and Routines
AC722 Play and Learning
AC723 Families in the Koori Community
AC724 Practical Placement

Application procedure
Prospective applicants can apply to: Koori Family and Community Studies Unit, c/- Fitzroy Primary School, George Street, Fitzroy 3065, Telephone 419 2097; or Secretary, Family and Community Studies, Prahran Campus, 144 High Street, Prahran 3181, Telephone 522 6866.

3100MCA Certificate in Home and Community Care

This course is offered at the Prahran and Fitzroy campuses. The Certificate in Home and Community Care offers a minimum of forty-five 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.

A culturally appropriate version of this course for Kooris has been developed by Swinburne’s Koori FACS unit in conjunction with the Aborigines Advancement League and the Melbourne City Mission.

Career potential
The course is designed for workers in the field without professional qualifications and for people not currently employed who are interested in working in the area. The Koori version of the course provides culturally relevant training enabling Kooris to assist the frail, elderly and those with mild intellectual disabilities to remain in their own home.

The course is accredited by the State Training Board of Victoria.

Recognition of prior learning
Though there is no formal process of recognising prior learning, students can apply to the head of department for an assessment of their previous relevant education.

Further studies pathways
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.

Entry requirements
There are no formal educational requirements.

Course duration
The course is offered in three streams:
- Certificate in Home and Community Care
- Certificate in Home and Community Care — Bilingual Workers — this course is for people from a non-English speaking background (NESB)
- Certificate in Home and Community Care — Koori Workers

Course structure
This course is being re-accredited and extended. Details of course structure and subjects will be available from January 1994.

Application procedure
Admission is based on the candidate's suitability for a career in home and community care. A number of courses are providing an in-service training to local councils.

Further information
Secretary, Family and Community Studies, Prahran Campus, 144 High Street, Prahran 3181, Telephone 522 6866.

3100MCA Certificate in Home and Community Care for the Koori Community

This course was developed by Swinburne University of Technology, Fitzroy campus via the Koori FACS Unit in conjunction with the Aborigines Advancement League and the Melbourne City Mission.

The course aims to:
1. Provide basic training for Koori people as Home and Community Care workers, to enable them to assist the frail elderly and younger adults with intellectual disability to remain in their own home.
2. To provide basic training to enable the Koori Home and Community Care workers to support the carers (usually family members) of frail elderly and younger adults with an intellectual disability in their own home.
3. To provide training that is culturally relevant to Koori Home and Community Care workers and Koori Home and Community Care clients.

Entry requirements
There are no formal educational requirements. This course is for Aboriginal people who are twenty years of age and over who are physically fit.

Course duration
The course is conducted for Aboriginal people currently working in the field or those wanting to begin work in the home and community care field. The course entails 114 hours in class, one day per week over twenty weeks and ninety-six hours in practical placement during the same period.

Course structure
- Role of the Homecare Worker
- Personal Care Skills
- Human Development
- Understanding Disabilities
- Communication and Work Skills
- First Aid and Prevention
- Practical Placement (if students are already working in the field this is covered)

Application procedure
Potential students may be required to attend an interview.

Further information
Further information may be obtained from the Koori Family and Community Studies Unit on 419 2097 or the Secretary, Family and Community Studies on 522 6866 at the Prahran campus, 144 High Street, Prahran 3181.
Certificate in Occupational Studies in Social and Community Services

This course is offered at the Prahran campus. The Certificate in Occupational Studies in Social and Community Services aims to provide experience in and knowledge of a range of occupations in the Social and Community Services (SACS) fields — child care, residential care, community development and home and community care. The course also aims to develop in students the self-confidence and skills necessary to become employees in the social and community services field or to go on to further study.

The course has also been developed to meet the special needs of people from non-English speaking backgrounds (NESB).

Career potential

The course has been accredited by the State Training Board of Victoria.

Students gain experience in and knowledge of a range of occupations in the social and community services field which help them to make informed career choices.

Recognition of prior learning

Although there is no formal process for the recognition of prior learning, students can apply to the head of department for an assessment of their previous relevant education.

Further studies pathways

Although this course does not directly link into related courses, many students continue specialised studies, such as in child care, home and community care, or residential care of youth and children or adults with an intellectual disability.

Entry requirements

There are no formal prerequisites. Students will be interviewed to assess their level of commitment and their ability to successfully complete the course. Students may receive credit for prior education or experience.

Course duration

The course consists of 351 hours and is offered full-time over eighteen weeks. It includes a field observation placement of sixty hours.

Course structure

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC521</td>
<td>Communication</td>
<td>30</td>
</tr>
<tr>
<td>AC522</td>
<td>Technology Studies</td>
<td>30</td>
</tr>
<tr>
<td>AC523/AC525</td>
<td>Career Studies and Research, Field Observation</td>
<td>30</td>
</tr>
<tr>
<td>AC524</td>
<td>Issues in SACS I and II</td>
<td>30</td>
</tr>
<tr>
<td>AC528</td>
<td>Human Services Employment Skills</td>
<td>30</td>
</tr>
</tbody>
</table>

Application procedure and further information

Department of Family and Community Studies, Prahran Campus, 144 High Street, Prahran 3181, Telephone 522 6866.

Certificate in Parent Education Leadership Training

This course is offered at the Prahran campus. The course in Parent Education Leadership Training is designed to meet the training needs of direct provision workers in family support/parent program agencies. It offers participants the necessary practical and theoretical training to lead parenting groups or provide services in parenting support and related areas.

Successful completion of the course may lead to employment in this area.

Recognition of prior learning

Applicants with previous qualifications at a relevant associate diploma level or above together with extensive experience may be eligible to undertake the compressed Foundations unit which combines the first two units into a single thirty hour unit.

Further studies pathways

The three units of the PELT course are offered as electives within the following courses:

- Associate Diploma of Social Science (Child Care)
- Associate Diploma of Social Science (Community Development)
- Associate Diploma of Social Science (Residential and Community Services)
- Associate Diploma in Welfare Studies
- Advanced Certificate in Managing SACS
- Advanced Certificate in Residential and Community Services

Entry requirements

Applicants are required to be a minimum age of twenty-three and will need to show maturity and understanding in working with people.

This course is offered in part-time study flexible learning mode consisting of ninety hours of University hours and ten hours of field experience.

Course structure

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS690</td>
<td>Group Dynamics</td>
<td>30</td>
</tr>
<tr>
<td>AS692</td>
<td>Family Structures</td>
<td>30</td>
</tr>
<tr>
<td>AS693</td>
<td>Parent Education Programs</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Co-leadership Experience</td>
<td>10</td>
</tr>
</tbody>
</table>

Application procedure

Applicants should apply through the course application form available from Swinburne Work, Family and Parenting Centre.

Further information

Swinburne Work, Family and Parenting Centre, Telephone 522 6865.

Certificate in Parent Education Leadership Training

This course is offered in conjunction with the Camberwell Community Centre. It is designed to provide training for workers who provide advice, counselling and practical assistance to individuals seeking information relating to community resources.

Further information

General and Community Studies, Telephone 819 8598.

Community Options Program (COP)

The Community Options Program on Prahran campus provides a unique opportunity for people with intellectual disabilities to participate in individualised programs in an integrated setting.

Career potential

The aim of the program is to provide people with an intellectual disability, the opportunities to develop the necessary skills for future employment, further education or community involvement.

Further studies pathways

Although the program provides no formal pathways into other courses, individual students are encouraged and assisted to access further study within and external to TAFE.
Entry requirements
Applicants should be aged between sixteen and forty-five years and should be registered with Health and Community Services Victoria — Intellectual Disability Services.

Course duration
Twelve months-two years. Currently a short waiting list.

Course structure
Students and teachers 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 from across the University, which are relevant to their career choice or area of interest and through which their negotiated objectives can be met.

Work stations on campus
These offer students opportunities to learn and practise work skills, as well as an opportunity to develop social links on campus. Work stations offering training in office work, cleaning and maintenance, library work, cafe are currently available.

Work placement
These are off campus in industries nominated by students, and which complement training in classes and work stations.

Application procedure
Write or telephone for an application form: Community Options Program, Family and Community Studies Department, Prahran Campus, 144 High Street, Prahran 3181, Telephone 522 6866 or 522 6892.

3100MCB Home Carers Training Course
This course provides basic training for council home care workers. The program is run in conjunction with Hawthorn, Kew, Prahran, Fitzroy, Caulfield, Camberwell City Councils and others.

A further component of this program has been the development of the specific Home Carers course which is held once a year, at present.

Further information
General and Community Studies, Telephone 819 8598.
Subject details

F indicates the subject is run at the Fitzroy campus, H indicates the subject is run at the Hawthorn campus, P indicates the subject is run at the Prahran campus.

**AA347  Design 1, 2 and 3 (P)**
(Also AA359, AA368)
No. of hours per week: three hours for one semester

Subject aims and description
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 brief. 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.

**AA348  Drawing (P)**
No. of hours per week: three hours for one semester

Subject aims and description
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.

**AA349  Finished Art 1, 2 and 3 (P)**
(Also AA360, AA369)
No. of hours per week: three hours for one semester

Subject description
Your Finished Art studies will begin with the basic preparation of camera-ready artwork, both manually and computer generated one and two colour designs and progress to the production of four colour process artwork for a variety of typical commercial projects as well as the production of colour presentation visuals and mock-ups.

**AA350  Occupational Health and Safety (P)**
No. of hours per week: one hour for one semester

Subject description
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&SS legislation and the strategies used to manage OH&SS issues in the workplace.

**AA351  Arts Law (P)**
No. of hours per week: one hour for one semester

Subject aims and description
The purpose of this unit is to introduce the legal rights and responsibilities of graphic artists with respect to contracts, payment and copyright.

**AA352  Technical Illustration 1 and 2 (P)**
(Also AA363)
No. of hours per week: three hours for one semester

Subject aims and description
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.

**AA353  Typography 1, 2 and 3 (P)**
(Also AA364, AA370)
No. of hours per week: three hours for one semester

Subject aims and description
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.

**AA354  Computer Graphics 1, 2 and 3 (P)**
(Also AA365, AA371)
No. of hours per week: three hours for one semester

Subject aims and description
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.

**AA355  Reprographics and Prepress 1 and 2 (P)**
(Also AA367)
No. of hours per week: three hours for one semester

Subject aims and description
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.

**AA356  Negotiation Skills (P)**
No. of hours: twenty hours per semester

**AA357  Client Interaction (P)**
No. of hours: twenty hours per semester

**AA358  Personal Organisation Skills (P)**
No. of hours: thirty-six per semester

Subject aims and description
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.

**AA359  Design 2 (P)**
Refer to AA347.

**AA360  Finished Art 2 (P)**
Refer to AA349.
AA361  Careers (P)  
No. of hours per week: three hours for one semester  
**Subject aims and description**  
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.

AA362  Colour (P)  
No. of hours per week: three hours for one semester  
**Subject aims and description**  
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.

AA363  Technical Illustration 2 (P)  
Refer to AA352.

AA364  Typography 2 (P)  
Refer to AA353.

AA365  Computer Graphics 2 (P)  
Refer to AA354.

AA366  Product Illustration 1 and 2 (P)  
(Also AA372)  
No. of hours per week: three hours for one semester  
**Subject aims and description**  
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.

AA367  Reprographics and Prepress 2 (P)  
Refer to AA365.

AA368  Design 3  
Refer to AA347.

AA369  Finished Art 3 (P)  
Refer to AA349.

AA370  Typography 3 (P)  
Refer to AA353.

AA371  Computer Graphics 3 (P)  
Refer to AA354.

AA372  Product Illustration 2 (P)  
Refer to AA366.

AA373  Practical Placement (P)  
No. of hours: 320 hours in third semester  
**Subject aims and description**  
Students are given the opportunity to observe and participate in graphic arts project in a variety of industry locations for eight weeks.

AA374  Visiting Specialists (P)  
No. of hours per week: three hours in fourth semester  
**Subject aims and description**  
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.

AC033  Accounting 3 and 4 (P)  
AC034  Subject description  
Unit 3: Double Entry Accounting for Service Firms  
This unit introduces double entry accounting procedures for recording from verifiable evidence. This system is supported by the accrual method of recognition of revenue and expense. The unit focuses on service firms: those firms which rely predominantly on the skill or expertise of personnel to satisfy client needs.

Unit 4: Double Entry Accounting for Trading Firms  
This unit focuses on the further development of double entry accounting procedures through the introduction of trading firms: firms principally engaged in selling goods to customers for a profit. The unit emphasises accounting for management, the design of appropriate reports, and the alternatives available to accountants both in recording and reporting transactions.

AC101  Infant and Child Development (H, P)  
AC102  Subject aims and description  
This unit deals with basic theoretical knowledge of children's growth and development. Skill acquisition is studied in the following areas: physical development, intellectual development, social and emotional development, language development.

AC111  Communication and Life Skills (H, P)  
AC112  Subject aims and description  
This unit provides opportunities for students to develop effective written and spoken communication both professionally and personally. Also cultural attitudes and influences on families are studied to help students develop empathy with different values and attitudes.

AC153  Caregiving Principles and Practices  
AC154  (H, P)  
**Subject aims and description**  
This unit provides information and experience in developing the practical skills required for the care and nurturing of young children such as routines, hygiene and health, nutrition and safety.

AC171  Children's Experiences (H, P)  
AC172  Subject aims and description  
This unit deals with providing an enjoyable environment for children which helps to develop their learning and self esteem through play experiences.
**AC185 Practical Work With Children (H, P)**

**Subject aims and description**
A minimum of 441 hours needs to be completed in a child care service. During this placement teachers will visit students to enable them to mesh in class learning with their experiences in the child care setting. The applicant’s employer needs to be willing to release the applicant to attend classes and needs to be willing to have University teachers visit the centre to see students for practical work with children.

**AC284 First Aid (F)**
No. of hours: twenty-four

**Subject aims and description**
This field of study is designed to provide students with skills which will enable quick and appropriate responses to accidents and emergencies.

**AC502 Communication 1 (P)**
(Also AC516)
No. of hours: ninety hours

**Subject description**
This module explores interpersonal communication, interviewing skills, problem solving, decision making, roles within a group, leadership styles, negotiation, assertiveness, conflict and problem solving, working with management, writing for specific purposes, time and stress management and meeting procedures.

**AC504 Human Development (P)**
(Also AC517)
No. of hours: sixty hours

**Subject description**
Development of the individual is explored in terms of a person’s physical, intellectual, social, emotional and moral development at different stages in life. Interruptions to the developmental process and causes of disability are also examined.

**AC507 Recreation and Leisure (P)**
No. of hours: thirty hours

**Subject description**
This subject examines the skills, knowledge and resources necessary to plan, lead and participate in recreation programs. Topics covered include an introduction to recreation and leisure, identifying recreation needs, planning and leadership skills, working with community recreation providers, volunteers and integration in the community.

**AC509 Intellectual Disability Stream (P)**
(Also AC535)
No. of hours: sixty hours

**Subject description**
This module covers such areas as organisations and services, implication of disability, legal implications, augmented communications, GSP and PP, overview, understanding and categorising behaviour, principles of engagement, assisting strategies, reducing challenging behaviour and programming for skill development. Students engage in stream facility visits and block field placements of six weeks in total.

**AC510 Youth/Child Stream (P)**
No. of hours: sixty hours

**Subject description**
This module explores the legal system, children, youth and the law, historical and current developments in service provision, excluded families and domestic violence and abuse. It includes stream facility visits and field block placements of six weeks in total.

**AC512 Community Studies (P)**
No. of hours: thirty hours

**Subject description**
This subject covers the provision of community services and how related social issues impact on services. Topics include: further education, accommodation and housing, employment/vocational options, education — structure of school liaison, elected studies (focusing on one topic and a particular disadvantaged group).

**AC513 Facility Visits 1 (P)**
(Also AC529)
No. of hours: seventytwo hours

**Subject description**
This module is one of the practical components of the course which provides an opportunity for students to visit residential/community services which are available to the general public or which are relevant to clients. The visits aim to provide knowledge of services which may be useful resources for residential/community service workers.

**AC514 Field Education — Block Placement 1 (P)**
(Also AC530)

**Subject description**
Five to six weeks of placement is provided with relevant services to extend students’ direct experience with clients and agencies. Students must pass placements in order to successfully complete the course.

**AC516 Communication 2 (P)**
Refer to AC502.

**AC517 Human Development (P)**
Refer to AC504.

**AC518 Individualised Service Delivery (P)**
No. of hours: sixty hours

**Subject description**
This module examines the principles and techniques of planning and implementing programs which promote skill development, dignity and confidence of individuals in residential or community services. Topics covered include expectations and behaviour, observation, recording and interpretation of data, assessment of competencies, writing program objectives, program strategies and evaluation.

**AC521 Communication (P)**
No. of hours: fifty hours

**Subject description**
This subject includes preparation for study and the development of study and research skills, letters, memo and report writing and the preparation and delivery of oral presentations. Much of the written work is done in conjunction with Technology Studies.
AC522  **Technology Studies (P)**  
No. of hours: forty-five hours  
**Subject description**  
This unit provides an overview of a computer system and its applications. The subject covers: the components of a computer system, common computer terminology, keyboard skills, word processing, database management, the use of a spreadsheet, graph, disk operating system solving numerical problems.

AC523  **Career Studies and Research, Field Observation 1 (P)**  
(Also AC525)  
No. of hours: ninety-two hours  
**Subject aims and description**  
These subjects help students to identify a range of agencies for field placement and to discuss potential areas of work. A placement is undertaken in an appropriate agency and the students are expected to follow observation guidelines. After the field observation placement students are required to report on their placement experience. At the end of this unit, students should have a clear understanding of the career structure and work practices in the SACS field.

AC524  **Theory and Issues in SACS I and II (P)**  
No. of hours: eighty-two hours  
**Subject description**  
These subjects cover the principles, philosophies and functions of community services in the Australian context. Issues such as poverty, the family in Australian society and the immigrant experience are options within these studies.

AC525  **Career Studies and Research Field Observation 2 (P)**  
Refer to AC523.

AC526  **Severe Physical Disability (P)**  
No. of hours: thirty hours  
**Subject description**  
This module examines a range of severe physical disabilities and the implications for the individual and the residential/community service worker. Topics covered include: specific severe physical disabilities, developing effective communication with people with severe physical disabilities, understanding networks, sole workers with people with severe physical disabilities, identifying and meeting individual needs, daily care procedures.

AC527  **Principles and Practices of Service Provision (P)**  
No. of hours: sixty hours  
**Subject description**  
This module explores the structure of government and non-government organisations, sociological perspectives, social justice principles, implications of residential placement, integration, empowerment, advocacy, the roles and responsibilities of residential/community service workers, ethics, industrial issues and community networking.

AC528  **Human Services Employment Skills (P)**  
No. of hours: eighty-two hours  
**Subject description**  
The main objective of this subject is to familiarise students with the personal and interpersonal skills and knowledge required for working effectively within the field. Units include: self esteem, self awareness, values, assertiveness and decision making, conflict resolution, effective listening, interviewing skills, job seeking.

AC529  **Facility Visits 2 (P)**  
Refer to AC513.

AC530  **Field Education — Block Placement 2 (P)**  
Refer to AC514.

AC531  **Health and Safety (P)**  
No. of hours: sixty hours  
**Subject description**  
This subject covers nutrition, exercise and rest, common illnesses and infections, epilepsy, medication, substance use and abuse, safety, occupational safety and the First Aid Certificate.

AC533  **Introductory Studies (P)**  
No. of hours: thirty hours  
**Subject description**  
This module covers an introduction to the main concepts of communication skills and principles and practice in residential and community care. It also includes facility visits and a range of relevant field experience.

AC535  **Intellectual Disability 2 (P)**  
Refer to AC509.

AC601  **Early Childhood Development (F)**  
AC602  
No. of hours: seventy hours  
**Subject aims and description**  
This field of study provides for a basic understanding of young children’s development as a basis for care giving with particular emphasis on the developmental needs of young Koori children.

AC605  **Guidance of Children’s Behaviour (F)**  
No. of hours: twenty hours  
**Subject description**  
In this field of study, emphasis is placed on guiding children in positive ways which will enhance their self-esteem and awareness of others while fostering self-discipline.

AC610  **Communication Skills (F)**  
No. of hours: sixty-eight hours  
**Subject aims and description**  
This course aims to: provide students with effective written and spoken skills; increase students’ self-confidence; help students with ways of communicating sensitively with parents and community members; increase students’ proficiency in and enjoyment of reading; introduce students to Koori writings.

AC650  **Koori Studies (F)**  
No. of hours: forty-eight hours  
**Subject aims and description**  
This field of study covers: Koori identity and family history; traditional Koori society; Koori history since colonisation; Koori community services; inter-cultural relations.  
This subject is designed to enhance students’ awareness of their culture and affirm their identity.
Subjects covered in the course include:

AC653 Principles and Practices of Health,
AC654 Safety and Daily Care (F)

Subject aims and description
Provides students with a basic knowledge of health, safety and daily care in order that they increase their skills in caregiving for young Koori children.

AC671 Children's Experiences and Program Planning (F)
AC672

No. of hours: twelve hours

Subject aims and description
Aims to give students the skills to assist them in designing programs which are suitable for Koori children, enhancing the child's cultural identity and overall development.

AC678 Nutrition (F)
No. of hours: thirty-four hours

Subject aims and description
This subject aims to assist students to develop a basic knowledge of nutrition, the relationship between nutrition and health and how to implement this knowledge in the care of young Koori children.

AC685 Supervised Field Placement (Child Care) (F)
No. of hours: twelve hours University, three hundred and fifty hours placement

Subject aims and description
The placement in child care settings enable students to practise the vocational skills they have obtained from the university component of the course in a work setting.

AC686 Supervised Field Placement (Koori Organisation) (F)
No. of hours: forty-eight hours

Subject aims and description
Provides students with the opportunity to learn first hand how a Koori organisation works and to practise and develop some of their skills in the setting of a Koori organisation.

AC711 Developing Skills in the Workplace (P)
No. of hours: twelve hours

Subject aims and description
This unit will provide the skills and knowledge required to develop a sound and flexible working relationship between the homebased child care worker, the parent, the child and the coordinating unit. The unit will also provide the necessary skills to provide an appropriate counselling and referral network for the individual needs of parents and children.

AC712 Professional Development (P)
No. of hours: twelve hours

Subject description
This unit is considered an integral component for homebased care workers in providing a child care service. It examines the historical aspect of homebased child care and provides the skills and resources to deliver a professional quality service to the community which reinforces the status of Family Day Care workers as professional providers of a child's service.

AC713 Children's Growth and Development
No. of hours: twenty hours

Subject aims and description
This unit will provide the basic theoretical knowledge of growth and development of children from birth to ten years. It will include the knowledge required to develop a sound understanding of the many different childrearing practices in homebased care.

AC714 Daily Care and Routines
No. of hours: twenty-two hours

Subject aims and description
This unit will provide the skills in basic caregiving in the areas of home safety, hygiene, occupational health for the care and nurturing of children taking into account the cultural diversity of the children in care.

AC715 Play and learning (P)
No. of hours: twenty-two hours

Subject aims and description
This unit will provide the skills and knowledge required to provide an enjoyable environment for children which facilitates learning and development. It is also designed to help the carer provide an environment which reinforces children's pride in their own ethnicity and enhances their self esteem.

AC716 Families in Australia (P)
No. of hours: ten hours

Subject description
This unit looks at the different cultures, environments and ideas of caring for children in their communities.

AC717 Practical Placement (P)
No. of hours: one hundred hours

Subject aims and description
Practical work with children is an essential component of the course. It gives the students the opportunity to relate theoretical knowledge to their work with children, families and coordinating staff. Approximately one two hour visit by University staff is required to assess each student. The one visit per student is a minimum course requirement. If further visits are required this can be done in consultation with student and coordinating staff. The visit can be either in the caregivers home or at the Family Day Care play group.

AC718 Developing Skills in the Workplace (F)
No. of hours: twelve hours

Subject aims and description
This unit will provide the skills and knowledge required to develop a sound and flexible working relationship between the homebased child care worker, the parent, the child and the coordinating unit. The unit will also provide the necessary skills to provide an appropriate counselling and referral network for the individual needs of parents and children.

AC719 Professional Development (F)
No. of hours: twelve hours

Subject aims and description
This unit is considered an integral component for homebased care workers in providing a child care service. It examines the historical aspect of homebased child care and provides the skills and resources to deliver a professional quality service to the community which reinforces the status of family day care workers as professional providers of a child's service.
AC720  Human Development (F)  
*Subject aims and description*
This unit will provide the basic theoretical knowledge of growth and development of children from birth to ten years. It will include the knowledge required to develop a sound understanding of the many different childrearing practices of the families who use homebased childcare.

AC721  Daily Care and Routines (F)  
*Subject aims and description*
This unit will provide the skills in basic caregiving in the areas of home safety, hygiene, occupational health for the care and nurturing of children taking into account the cultural diversity of the children in care.

AC722  Play and Learning (F)  
*Subject aims and description*
This unit will provide the skills and knowledge required to provide an enjoyable environment for children which facilitates learning and development. It is also designed to help the carer provide an environment which reinforces children's pride in their own ethnicity and enhances their self-esteem.

AC723  Families in the Koori Community (F)  
*Subject aims and description*
This unit looks at the different cultures, environments and ideas of caring for Koori children in their communities.

AC724  Practical Placement  
*Subject aims and description*
Practical work with children is an essential component of the course. It gives the students the opportunity to relate theoretical knowledge to their work with children, families and coordinating staff. Approximately one two hour visit by University staff is required to assess each student. The one visit per student is a minimum course requirement. If further visits are required this can be done in consultation with students and coordinating staff. The visit can be either in the caregivers home or at the Family Day Care play group.

ALC01  Chinese (Mandarin) 1A and 1B (P)  
*Subject description*
Topics covered include: basic greetings and expressions, giving and receiving personal information, dealing with basic customer needs in shops and restaurants, obtaining goods and services.

ALU01  Japanese 1A and 1B (P)  
*Subject description*
Topics covered include: basic telephone skills, visiting and receiving visitors, travel and accommodation, basic dealings with hotel guests, and giving and asking opinions and advice. Cultural studies include social customs and daily life, geography and the arts.

AP501  Ideas, Language and Culture 1 (P)  
(Also AP601)
*Subject description*
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.

AP502  Visual Art Studies 1 (P)  
(Also AP602)
*Subject description*
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.

AP503  Art Survey Including Occupational Health and Safety 1 (P)  
(Also AP603)
*Subject aims and description*
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.

AP504  General Drawing and Life Drawing 1 (P)  
(Also AP604)
*Subject aims and description*
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.

AP505  Design 1 (P)  
(Also AP605)
*Subject description*
Basic Concept design concepts are introduced through the disciplines of photography, film and video, drawing and sculpture.
AP511  Photography 1 (P)  
(Also AP611)  
No. of hours per week: three hours for forty-four weeks  

**Subject description**  
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.

AP512  Film and Video Production 1 (P)  
(Also AP612)  
No. of hours per week: three hours for thirty-four weeks  

**Subject description**  
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.

AP513  Painting 1 (P)  
(Also AP613)  
No. of hours per week: three hours for thirty-four weeks  

**Subject description**  
This subject introduces the student to studio practice through a series of set projects. Exploration of different painting techniques is encouraged and expected.

AP514  Ideas, Language and Culture 3 (P)  
(Also AP614)  
No. of hours per week: three hours for thirty-four weeks  

AP515  Art, Business Practices 1 (P)  
(Also AP615)  
No. of hours per week: three hours for thirty-four weeks  

AP516  Drawing 3 (P)  
(Also AP616)  
No. of hours per week: three hours for thirty-four weeks  

AP517  Work Practice 1 (P)  
(Also AP617)  
No. of hours per week: three hours for thirty-four weeks  

**Subject description**  
Work Practice 1 and 2 may consist of practical placement where appropriate or other work related projects by negotiation.

AP521  Film and Video Production (P)  
(Also AP621)  
No. of hours per week: nine hours for thirty-four weeks  
Prerequisites: showreels in VHS and/or Super 8 — no longer than 10 minutes  

**Subject description**  
The emphasis in training is directed towards independent production in non mainstream, broadcast quality, film and video.

AP501  Ideas, Language and Culture 2 (P)  
Refer to AP514.

AP502  Visual Arts Studies 2 (P)  
Refer to AP501.

AP503  Art Survey, Health and Safety 2 (P)  
Refer to AP503.

AP504  General Drawing and Life Drawing 2 (P)  
Refer to AP504.

AP505  Design 2 (P)  
Refer to AP505.

AP509  Sculpture 2 (P)  
Refer to AP509.

AP511  Photography 2 (P)  
Refer to AP511.

AP512  Film and Video Production 2 (P)  
Refer to AP512.

AP513  Painting 2 (P)  
Refer to AP513.

AP514  Ideas, Language and Culture 4 (P)  
Refer to AP514.

AP515  Art Business Practices 2 (P)  
Refer to AP515.

AP516  Drawing 4 (P)  
Refer to AP516.

AP517  Work Practice 2 (P)  
Refer to AP517.

AP521  Film and Video Production (P)  
Refer to AP521.

AP531  Photography (P)  
No. of hours per week: three hours for thirty-four weeks  
Prerequisites: no previous knowledge in photography is required  

**Subject description**  
35mm black and white techniques are presented in the contexts of film and video production, painting and sculpture. Areas covered include: exposure, film processing, printing, concept development, photofinishing and lighting.
AR033 Art 3 and 4 (P)

AR034

Subject description
These units examine the individual styles and approaches of artists in works which reflect or comment on aspects of the culture, society and the environment. It also considers artists who worked prior to 1960 with new and changing ideas and technology towards an exploration of new methods of artistic expression.

As420 Neonatal Care (P)
No. of hours: thirty hours

Subject aims and description
The module provides knowledge of the development of babies from conception through to six weeks and enables students to confidently provide effective and appropriate care for very young babies, provide effective support, information and demonstrations to the parents of a very young baby and gain an understanding of the impact of birth on the family unit.

As421 Special Needs (P)
No. of hours: thirty hours

Subject aims and description
Familiarises students with the benefits of early intervention and the advantages and disadvantages of a variety of integration programs. It provides knowledge of the resources available in the community to assist in integrating children with additional needs into child care services. The module covers basic information about a range of physical, social, emotional and cognitive disabilities enabling students to prepare plans for individual children with special needs.

As422 Early Childhood Development (P)
(Also AS465, AS466)
No. of hours: one hundred and twenty-five hours

Subject aims and description
This module provides students with an understanding of the stages of child development and the ability to base caregiving and program planning on observation and evaluation of children's interests, abilities and needs. Students gain knowledge and skills with respect to understanding and promoting children's cognitive, language, physical, social, emotional and moral development.

As427 Professional Development
No. of hours: forty-five hours

Subject aims and description
Provides an overview of the children's services field and of the role of the professional caregiver in it. It covers the role of government, unions and employer groups in children's services and increases awareness of the range of children's services and resources. Examines past and present community attitudes towards children's services, and the way in which a caregiver can contribute to effective management and administration.

As435 Communication Skills (P)
(Also AS467)
No. of hours: sixty hours

Subject aims and description
Provides the knowledge and skills required for effective communication. Competencies covered include establishing and maintaining good relationships with children, parents and other staff and the ability to communicate clearly and effectively in writing, including duties such as writing observations, reports, records, and preparing written programs and timetables.

AS436 Family and Society (P)
(Also AS468)
No. of hours: sixty hours

Subject aims and description
Provides an insight into the diversity of groups and family structures in Australian society. A central focus is the development of knowledge, skills and attitudes which enable students to provide environments which maximise opportunities for every child and family, whatever their race, cultural group, country, country of origin, religion, sex, socio-economic status or family structure.

AS463 Behaviour and Guidance 1 (P)
(Also AS482)
No. of hours: thirty hours

Subject aims and description
Provides the knowledge and skills to appropriately use positive guidance, encourage responsible relationships and effectively communicate with infants and young children. The module covers how to provide an environment which allows young children freedom to be themselves, and to develop responsible and independent attitudes, whilst simultaneously maintaining effective limits and supervision for children.

AS464 Child Study 1 (P)
(Also AS607)
No. of hours: fifty hours

Subject aims and description
In this subject, students undertake a longitudinal study, following the development of a baby over an eighteen month period. Child Study enables students to observe a baby within the context of the family and home environment, practising techniques in recording and analysing observations and in maintaining objectivity and sensitivity when collating confidential material.

AS465 Early Childhood Development (P)
AS466
Refer to AS422.

AS467 Communication Skills (P)
Refer to AS435.

AS468 Family and Society (P)
Refer to AS436.

AS469, Daily Care, Health and Safety 1 and 2
(P)
AS470 (Also AS483, AS614, AS615)
No. of hours: one hundred and twenty-five hours

Subject aims and description
Provides students with the knowledge and skills required to provide a safe, health and secure environment for children from birth to six years. The units are designed to enable the student to structure the child care environment so that it meets both Children's Services Centre Regulations and workplace standards with respect to health and safety, while maintaining a warm, caring, child-centred program which fosters children's overall development.
A Human Biology
No. of hours: thirty hours
Subject aims and description
Examines the structure and function of the body and the way in which this relates to appropriate caregiving practices for children. The module covers changes in the human body from birth to maturity, biological development, and caregiving practices which optimise such development. It also provides information regarding a range of common childhood conditions and disorders.

AS472 Nutrition (P)
No. of hours: thirty hours
Subject aims and description
This module promotes the development of positive nutrition practices for infants and children from birth to six years, while enhancing the student’s own nutrition practices. The module covers dietary guidelines and enables students to design and prepare menus which meet these guidelines whilst responding to children’s culture, individual needs and eating styles.

AS473 Children’s Experiences (P)
AS474
No. of hours: sixty hours
Subject aims and description
Equips students with the required knowledge and skills to select, plan, organise and implement indoor and outdoor developmentally appropriate experiences. Aspects covered include creative, sensory, gross motor, science and maths experience. Emphasis is placed on ensuring the experiences are gender inclusive, anti-bias, accessible to children with additional needs, and that they extend children as active communicators, thinkers, creators and explorers.

AS475 Language and Literature (P)
No. of hours: thirty hours
Subject aims and description
This module enables students to provide a wide variety of appropriate literature and creative language experiences to children under six years. Emphasis is placed on selecting and using high quality picture books, stories and poems, and ones which provide a balanced view of the male and female roles, of a wide range of cultural and socio-economic groups, and which provide positive portrayals of children of varied abilities and needs.

AS476 Music and Movement (P)
No. of hours: thirty hours
Subject aims and description
Enables students to provide a wide variety of developmentally appropriate musical experiences for children. The module helps students develop confidence and skills in conducting singing experiences and movement experiences, as well as a range of instrumental and listening experiences.

AS477 Program Planning 1 (P)
(Also AS600, AS604)
No. of hours per week: eighty hours
Subject aims and description
Enables students to plan and implement developmentally appropriate programs for children. The module covers the use of observations as a basis for planning, setting goals and objectives, creating effective indoor and outdoor environment, and implementing and evaluating programs.

AS478 Supervised Fieldwork Management 1A and 1B (P)
No. of hours: eighty hours
Subject aims and description
Prepares and supports students in supervised fieldwork placement. It enables students to identify their progress, and to develop strategies for improving their knowledge and skills in fieldwork. The module integrates Uniwnity input with fieldwork practice and provides learners with an understanding of their professional role and of the role within the community of the agencies in which they are undertaking placements.

AS480 Supervised Fieldwork Placement (P)
(Also AS520, AS521, AS601, AS602, AS605, AS606)
No. of hours: 735 hours
Subject aims and description
Supervised fieldwork placement is a major and central component of the course. Students undertake supervised fieldwork in child care centres and a range of other services including kindergartens and settings working with newborn babies. Students undertake structure and supervised practical experience, during which they implement and directly practise skills and knowledge gained from theory classes.

AS482 Behaviour and Guidance 2 (P)
Refer to AS463.

AS483 Daily Care, Health and Safety 3 (P)
Refer to AS469.

AS520 Supervised Fieldwork Placement 1A and 1B (P)
Refer to AS480.

Ass22 Supervised Fieldwork Management 2B (P)
Refer to AS478.

AS600 Program Planning 2 (P)
Refer to AS477.

AS601 Supervised Fieldwork Placement 2A (P)
AS602
Refer to AS480.

AS603 Supervised Fieldwork Management 2A (P)
Refer to AS478.

AS604 Program Planning 3 (P)
Refer to AS477.

AS605 Supervised Fieldwork Placement 2B (P)
AS606
Refer to AS480.

A5607 Child Study 2
Refer to AS464.

AS614 Daily Care, Health and Safety 4 and 5
AS615 (P)
Refer to AS483.
AS690  Group Dynamics (P)
No. of hours: thirty hours
Subject description
Provides an understanding of the process of communication in order that effective interpersonal communication is enhanced.

AS692  Family Structures (P)
No. of hours: thirty hours
Subject description
Characteristics of healthy parenting family systems and structures including cultural implications. Characteristics of child and adolescent development.

AS693  Parenting Education Programs (P)
No. of hours: thirty hours
Subject description
Strategies to determine individual community and society needs and planning for appropriate responsive activities to meet those needs.

BIO33  Biology 3 and 4 (P)
81034
Subject description
Unit 3: Survival Mechanism
This unit examines cellular processes and the various mechanisms which enhance the survival of individual organisms.
Unit 4: Biological Continuity and Change
This unit examines the mechanisms of biological inheritance and the processes of evolution.

BM033  Business/Management 3 (P)
Subject description
This unit focuses on the role of management in the development and implementation of the links between management and human resources, industrial relations, and changes occurring in human resource management policies.

BM034  Business/Management 4 (P)
Subject description
This unit examines a broad range of management functions within the context of large business. It focuses on the methods used by management to achieve the objectives of the organisation, management styles, and the ways in which change is managed in large organisations.

CHO33, CHO34  Chemistry 3 and 4 (P)
Subject description
Unit 3: Chemistry and the Market Place
This unit adopts a global perspective by examining a large scale industrial production of some chemicals. The work of chemists in these industries is examined. The idea that molecular structure can be modified is introduced in an investigation of surface chemistry. The investigation of quality control introduces students to a range of analytical techniques and the work of analytical chemists.
Unit 4: Energy and Matter
This unit examines the relationship between the production and use of energy in inanimate and living systems. It provides an opportunity to revisit the concept of the mole, chemical reactions, stoichiometry, equilibrium, organic chemistry and atomic structure, and illustrates the development of chemical ideas within the context of the periodic table.

CN033  Contemporary Society 3 (P)
Subject description
Definitions of community and their uses are the basis of this unit. The idea of community is considered as a means of promoting identity, and is analysed in terms of its social and political implications. Competing definitions of community and their effect on social policy are also considered.
Particular linguistic and cultural definitions are examined with an emphasis on the social effect of ideas about migration and multiculturalism.

CN034  Contemporary Society 4 (P)
Subject description
This unit explores understandings of social differences, social inequality and social justice, and the relationship between them. Explanations for the origin and nature of social differences are examined by reference to the application of a range of social theory to specific cases of difference in Australian society. The values associated with, and the political effects of, various social theories are also considered.

CS033  Classical Society and Cultures 3 (P)
Subject description
This unit explores the relationship between select works of cultural significance and the societies which produced them, during times which have since come to be considered to be periods of high cultural achievement. It examines the nature of the works, the criteria applied to them, events associated with their production and the significance attached to them. The relationship between ideal and real and its enduring significance is analysed and evaluated.
Students are required to: prepare an historical profile; analyse and evaluate an artefact; analyse the ways in which ideals are expressed through artistic works; and selected works for an exhibition and prepare a catalogue explaining the significance of the works.

CS034  Classical Society and Cultures 4 (P)
Subject description
This unit explores a period of conflict or change through consideration of the accounts of contemporary historians and the responses of art, literature and philosophy. The events are analysed in terms of the relationship between social and cultural change and the extent to which cultural works reflected changing social values.

EC033  Economics 3 and 4 (P)
EC034
Subject description
Unit 3: Economic Objectives
This unit examines particular economic objectives of the Australian economy and the performance of the economy in relation to those objectives. The concept of standard of living provides a context within which economic objectives and the performance of the economy are studied.
Unit 4: Economic Management
This unit focuses on government management of the Australian economy. Management is reflected in both micro-economic and macro-economic policy and seeks to achieve, as far as possible, the objectives of the economy.
EN013    English 3 and 4 (P)

Subject aims and description
These subjects, which are compulsory at VCE level, aim to enable all students to develop their critical understanding and control of the English language so that they can use it in a wide range of situations, ranging from personal and informal to more public occasions, and to develop a level of competence adequate for the demands of post-school employment and further education.

HD033    Human Development and Society 3
HD034 and 4 (P)
Subject description
Unit 3: People, Food and Nutrition
This unit examines the vital role of food in people's lives, its importance in physiological development and its role in the development of social and cultural patterns. The numerous influences on food choice and the effect of the availability of a great variety of foods on food trends in Australia is also examined.

Unit 4: Growth and Development
This unit examines growth and development across the human life span, including factors affecting growth and development, the management of resources at different stages of the life span, and community resources available to assist growth and development.

HI083    Australian History 3 and 4 (P)
HI084
Subject description
These units explore the meanings that have been made of Australia's past by historians, film makers, politicians, novelists, artists and others. Sources such as these are used to explore issues and problems involved with the role of history in society and the nature of historical inquiry.

IT033    Information Technology 3 and 4 (P)
Subject description
Unit 3: Information Technology in Society
This unit examines the development of the technology and techniques associated with processing, managing and communicating information, and the impact of these developments on information systems and society. Practical work may be required.

Unit 4: Information Technology in Society
This unit examines information technologies, the means by which their development and use can be controlled by society, and philosophies about the nature of future society.

LI013    Literature 3 and 4 (P)
LI014
Subject description
Unit 3
This unit explores the use of language in various kinds of texts and the ways in which readers respond to and interpret them. It considers the ideas and beliefs that texts represent, and the values and views of life expressed through texts. It also examines how literature may reflect or comment on social, historical and cultural contexts.

Unit 4
This unit explores the use of language in various kinds of texts and the ways in which readers respond to and interpret them. It considers the ideas and beliefs that texts represent, and the values and views of life expressed through texts. It also examines how literature may reflect or comment on social, historical and cultural contexts.

LI500    English (P)
No. of hours per week: six hours for eighteen weeks

Subject aims and description
Develops skills in reading, writing and oral communication in the areas of public debates, knowledge, practical purposes and self expression.

LI501    Numerical and Mathematical Concepts (P)
No. of hours per week: six hours for eighteen weeks

Subject aims and description
Develops skills in measurement, space, number, data and algebra. These skills will not be taught in isolation but interrelate and overlap.

LI504    Introduction to Computers (P)
No. of hours per week: two hours for eighteen weeks

Subject aims and description
Introduces students to a word processor. Helps overcome fear of computers and develops keyboard and word processing skills (Word Perfect 5.1 and Lotus).

LI505    Study Skills (P)
No. of hours per week: two hours for eighteen weeks

Subject aims and description
This subject enables students to take responsibility for their own learning. Includes learning, memory, reading and writing for further study, interpersonal skills, time and stress management.

LI512    Introduction to Psychology (P)
No. of hours per week: two hours for eighteen weeks

Subject aims and description
The aim of this course is to introduce students to the language and concepts of psychology. Students negotiate course content. Topics may include: Freud, dreams, Maslow's hierarchy of needs, relationships, "difficult people", anger, grief, depression, stress management, early childhood development, assertiveness training, time management.

Students also have an opportunity to arrange for guest speakers of their choice.

LI518    Media Studies (P)
No. of hours per week: two hours for eighteen weeks

Subject aims and description
The aim of this subject is to make students users of, rather than used by, the mass media. Covers print, television, radio and film studies, including ownership of the media and the role of advertising.

LI520    Explore Your Learning Career and Leisure Options (P)
No. of hours per week: two hours for nine weeks

Subject aims and description
Based on Richard N. Bolles' "What Colour is Your Parachute?" This subject aims to encourage students to learn about themselves, their likes, dislikes, transferable skills, values and priorities in life. Students can then make more appropriate choices.
LS033  Legal Studies 3 and 4 (P)

Subject description
Unit 3: Making and Changing the Law
This unit is about the institutions and processes which determine laws in Australia and the process by which laws are changed. In particular, it examines the roles of parliament and the courts as law-making bodies.

Unit 4: Dispute Settlement and the Attainment of Justice
This unit focuses on the dispute-settling institutions, processes and procedures which operate within the legal system and an evaluation of the legal system as a whole. The evaluation includes consideration of the strengths and weaknesses of the legal system, and areas possibly in need of change and reform.

PE033  Physical Education 3 (P)

Subject aims and description
This unit explores the biology of the human body in relation to the wider social and cultural influences which may affect performance and attitudes towards physical activity. It includes the development and application of a training program.

PH034  Physical Education 4 (P)

Subject aims and description
This unit integrates both the biological and physical, and the social and cultural aspects of physical activity in order to develop a comprehensive and coherent view.

PH033  Physics 3 and 4 (P)

Subject description
Unit 3: Investigation, Sound, Electronics and Electric Power
This unit examines sound, electronics, electric power and the principles of investigation in selected contexts. Students are required to: complete an inquiry into sound, through quantitative and qualitative exercises and practical investigations; measure and analyse sound levels; build or dismantle an electric motor and explain the function of the parts; analyse an electricity generation and supply system; construct an electronic system; and complete an extended practical investigation using the principles and methods of physics.

Unit 4: Motion, Gravity, Structures, Light and Matter
This unit provides an overview of physics through a study of universal gravitation, force-energy relationships and an exploration of ideas of modern physics in selected contexts.

LS034  Legal Studies 3 and 4 (P)

Subject description
Unit 3: Political Systems and Structure of Power
This unit looks at the political systems of Australia and one other country. In each case, the relationship between political institutions and the core values, beliefs and principles of the society are explored. The actual operation of political systems is considered with reference to the institutional frameworks on which they are based.

Unit 4: Political Systems and Structure of Power
This unit takes a key example of public policy in Australia and examines it in detail to enhance understanding of political decision making. Attention is paid to the ways in which debate is conducted, support for various positions is mobilised and influence exerted. The implications for the role of government in the system are explored. Political change in another country is analysed in terms of its source, opposition and effect both within the country and beyond.

W033  Psychology 3 and 4 (P)

Subject description
Students will be introduced to psychology as the science of human behaviour. This subject touches almost every aspect of our lives and should provide students with insight into the everyday phenomena of human actions, attitudes, and motives. The course combines theory with practical exercises and activities.

TG001  English (Units 3 and 4) (H)

Subject aims and description
This subject, which is compulsory at VCE level, aims to enable all students to develop their critical understanding of the English language so that they can use it in a wide range of situations, ranging from personal and informal to more public occasions, and to develop a level of competence adequate for the demands of post-school employment and further education.

TG002  Legal Studies (H)

This subject is the same as LS033 and LS034.

TG003  Economics (H)

This subject is the same as EC033 and EC034.

TG004  Accounting (H)

This subject is the same as AC033 and AC034.

TG005  Physics (H)

This subject is the same as PH033 and PH034.

TG006  Chemistry (H)

This subject is the same as CH033 and CH034.

TG007  Biology (H)

This subject is the same as BI033 and BI034.

TG008  Information Technology (H)

This subject is the same as IT033 and IT034.

TG009  Media (H)

Subject aims and description
Unit 3
This unit looks at the way stories are constructed in feature films and the production techniques that are used such as camera work and sound track. It also includes a study of televised violence and its effect on children.

Unit 4
This unit involves a major practical project in broadcast radio. Students will make segments of a radio program but in some cases they may work in video or still photography. It also includes an analysis of the way women are portrayed in the mass media.
This subject is the same as TG013

Unit 3: conservation and Development
This involves an investigation of the components of the ecosphere which are used or developed to satisfy human needs. The conceptual framework environment function, human impact and conservation is used to consider the consumption of resources. Examples are selected from flow, stock and continuous resources, with at least one resource examined in an Australian context.

Unit 4: A Sustainable Earth
This unit focuses on the interdependence of the biotic and abiotic components of the ecosphere and the role of human activity in both modifying and restoring the self-sustaining nature of the Earth's life support systems. Two examples of disruption to the Earth's natural systems are investigated: atmospheric modification and reduction of genetic diversity.

This subject is the same as TG014

This subject is the same as TG015

This subject is the same as TG017

Subject description
Although no longer a separate subject, a special English course conducted within VCE English guidelines will cater specifically for students whose first language is not English. Students may apply to be assessed under VCAB ESL guidelines if they have been living in Australia for less than six (6) years and their first language is not English.

This subject is the same as TG018

This subject is the same as TG037

Unit 3: Material Resources
This unit focuses on the processing and classification of natural resources.

Unit 4: Materials Production and Development
This unit examines developments in materials technology and manufacturing processes which have resulted in the emergence of new materials and modification of traditional materials.

This subject in conjunction with Technological Design and Development may lead to exemptions in the Certificate of Basic Electronics. (Technological Design and Development will be offered in 1994.)

This subject is the same as TG039

Subject description
Further Mathematics — Units 3 and 4 (H)
Compulsory core: Probability and Statistics
Options: arithmetic and applications; probability and statistics; geometry and trigonometry; graphs and relations; business related mathematics; networks and decision mathematics.

This subject is the same as TG040

Subject description
Specialist Mathematics — Units 3 and 4 (H)
Assumed knowledge: Mathematics Methods 3 and 4
Core: coordinate geometry; trigonometry; algebra; calculus; differential equations; kinematics; vectors in two and three dimensions.
Options: statistics and probability; geometry; mechanics; logic.

This subject is the same as TG041

Subject description
Mathematical Methods — Units 3 and 4 (H)
Assumed knowledge: Mathematical Methods Units 1 and 2
Core: coordinate geometry; trigonometry functions; calculus; algebra; statistics and probability.

This subject is the same as TH200F

Subject description
Sociology (H)
No. of hours per week: three hours for thirty-four weeks
Assessment: two major research papers and one class paper

This subject is the same as TH201

Subject description
Introduction to Community Development (H)
No. of hours per week: four hours for seventeen weeks
Assessment: community project

This subject is the same as TH202

Subject description
Human Rights and Advocacy (H)
No. of hours per week: four hours for seventeen weeks
Assessment: one class paper, one research assignment

Human rights are analysed and discussed in order to distinguish between the ideal and the reality. Frameworks for ensuring rights will be analysed: the law, UN charter, bill of rights, constitution, social values. Students will develop advocacy skills to protect the rights of people in the community.
**TH203  Study Skills (H)**
No. of hours per week: three hours for seventeen weeks
Assessment: class exercises and participation

*Subject description*
Assists students to develop skills, written and verbal, which are required in the course. Encourages students to identify models of learning and assessment and incorporate skills through support and participation in tutorial classes.

**TH204  Information Access**
No. of hours per week: three hours for seventeen weeks
Assessment: preparation of funding submission

*Subject description*
Covers the provision of information and ways of sharing this in the community. Examines information about individuals, groups, communities, policies and society and raises ethical issues about information collection and usage.

**TH206F  Political Economy (H)**
No. of hours per week: three hours for thirty-four weeks
Assessment: two major research papers and one class paper

*Subject description*
Covers the nature of the economic and political system of Australia and its links with other countries. Analyses historical and current economic and political theories and shows the underlying power structures that operate through pressure groups, political parties, economic statisticians etc.

**TH207  Group and Personal Communication 1 (H)**
No. of hours per week: four hours for seventeen weeks
Assessment: reflective journal and class exercise

*Subject aims and description*
Community development workers need to be able to communicate effectively and understand communication issues relating to ethnicity, gender and ableness. Emphasis will be on listening skills, non verbal communication, interviewing skills, negotiation, advocacy and mediation skills.

**TH208  Research 1 (H)**
No. of hours per week: three hours for seventeen weeks
Assessment: comparative research analysis; preliminary research brief

*Subject description*
This subject aims to provide an introduction and overview of the use of research in community development. It examines a broad range of social research, methodologies and techniques and critically looks at the role of ethics within research.

**TH209  Research 2 (H)**
No. of hours per week: three hours for seventeen weeks
Assessment: action research project

*Subject aims and description*
This subject aims to provide students with the theory and practice of action research and its importance for community development.

**TH210  Introduction to Social Policy (H)**
No. of hours per week: three hours for seventeen weeks
Assessment: interview, case study and book review

*Subject description*
Provides an introduction to social policy formation, process, decisions and outcomes. It looks at the input into social policy by community workers and the constraints on the formation of new policies.

**TH211  Bureaucracy, Organisation and Community Development (H)**
No. of hours per week: three hours for seventeen weeks
Assessment: one research assignment, one class exercise

*Subject description*
This subject examines bureaucracy, its history, its structure and its control systems. Modern organisations will be contrasted with their more flexible structures and workforces but may retain bureaucratic elements. Community organisations like trade unions and cooperatives will be analysed to determine to what extent they are able to reflect community needs.

**TH212  Social Action: Theory and Practice (H)**
No. of hours per week: three hours for seventeen weeks
Assessment: case studies and class paper

*Subject description*
Community workers need to understand the social theories behind social change and the process of empowerment, consciousness raising and participation. Social movements in Australia and internationally will be analysed including theories of Marx, Feminism and Friere.

**TH213  Group and Personal Communication 2 (H)**
No. of hours per week: four hours for seventeen weeks
Assessment: reflective journal and class exercise

*Subject description*
Explores the nature of groups, teamwork and leadership. Evaluates the strengths and weaknesses of groups, the role of the community development worker in beginning and maintaining groups.

**TH214  Media in Community Development (H)**
No. of hours per week: three hours for seventeen weeks
Assessment: a project based on a community development campaign

*Subject description*
Further explores communication skills and increases their usage in the public area. The skills will include various forms of information dissemination and collection, different strategies for bringing people together and the sensitivity necessary to overcome cultural and social distinctions.
TH216A, B and C  
Fieldwork 1 (H)  
Subject aims and description  
No. of hours per week: 550 hours over two years (full-time) and four years (part-time)  
Assessment: completion of placement and submission of report  

TH217  
Introduction to Computers (H)  
Subject aims and description  
No. of hours per week: one hour per one semester  

TH303  
Images of Australia Through Film and Television (H)  
Subject aims and description  
The first part of the course introduces students to some of the key terms and concepts involved in understanding films as commentaries. Students will be required to complete an initial exercise designed to focus on such interpretative ideas. The second part of the course is concerned with analysis of a range of issues derived from an examination of Australian contexts as they are revealed, interpreted and structured through selected Australian films.

TH306  
Research Skills (H)  
Subject aims and description  
The first part of the course introduces students to some of the key terms involved in understanding arguments and interpretation and evaluation of research data and methodology. Students will be required to complete a series of exercises designed to focus on such structures. The second part of the course is concerned with students proposing and deciding on their own research studies within an Australian context and incorporating selected research techniques to develop a research report, reflecting a carefully considered and implemented research strategy. Computer literacy is seen as an important skill and will be taught at various stages throughout the course. Selected assessment items will be required to be presented utilising computer skills, in particular word processing.

TH307  
Argument and Analysis: Selected Issues Affecting Australians (H)  
Subject aims and description  
The first part of the course introduces students to some of the key terms involved in argumentative structures. Students will be required to complete a series of exercises designed to focus on such structures. The second part of the course is concerned with analysis of a range of issues derived from an examination of varied different Australian contexts.

TH308  
Australian Writing (H)  
Subject aims and description  
A survey of Australian writing covering short stories, novels and literature. Students are encouraged to read widely and to experiment with different writing styles themselves.

TH316  
Introduction to Computers (H)  
Subject aims and description  
This course introduces students to the IBM format PC, DOS, Windows, some Windows based applications especially Word for Windows, in order to demystify information technology and give students a basis on which to build their word processing and file management skills. Students are assessed on a folio of work which demonstrates the skills taught during the course. A substantial part of this assessment must be completed in formal classes to ensure authenticity. Result categories are satisfactory and unsatisfactory.

TH317  
Further Reading and Writing Practice (H)  
Subject aims and description  
The course will be based on an assessment of the applicant's language skills. The reading and writing needs of the students in the workplace is given considerable emphasis.

TJ005  
Further Listening and Speaking Practice (H)  
Subject aims and description  
The course aims at developing listening and speaking skills. The development of self confidence and assertiveness in work and study is given considerable emphasis. Pronunciation and fluency is covered.

TJ006  
Communication Skills (H)  
Subject aims and description  
Knowledge of consumer awareness, citizens' rights, community agencies. Reading, writing, talking, listening.

TJ007  
Community and Career Studies (H)  
Subject aims and description  
Aids the development of an informed and realistic career plan based on personal interest, skill and abilities and an analysis of course and career information.

TJ008  
Numeracy (H)  
Subject aims and description  
Develops knowledge and confidence to enable the use of mathematical skills in relevant vocational and personal contexts.
TR006F Vocational Studies (H)
Subject aims and description
Practical elective classes to develop vocational skills e.g. electrical, welding, horticulture, office procedures.

TR007F Information Technology — MIDA (H)
Subject aims and description
Develops understanding of basics of computer software and hardware and practical use of data bases and word processing.

TR100 Basic Literacy (H)
Subject aims and description
The tutor training course is two hours per week, for seven weeks. Topics covered include adult learning theory and practical ways to develop reading and writing skills.

TR101 English Workshop (H)
Subject aims and description
The subject gives students the opportunity to upgrade their oral and written skills to enable entry into more formal courses. Participants are expected to be able to speak and write basic English before taking this subject.

TR102 Mathematics Workshop (H)
Subject aims and description
This is a flexible program which gives people who wish to improve their basic mathematics knowledge an opportunity to work individually in an informal learning situation.

TR103 Spelling Workshop (H)
Subject aims and description
A short course offered both during the day and evening for adults who are keen to improve their spelling.

TR106 Life Skills (H)
Subject aims and description
The tutor training course is two hours per week for seven weeks. Topics include strategies used in tutoring adults with a mild intellectual disability.

TR107 Volunteer Tutor Program (Adult Literacy) (H)
Subject aims and description
Adult students are matched with an individual tutor for tuition in basic reading, writing and spelling. Students are required to be able to speak fluent English.

TR108 Volunteer Tutor Program (Life Skills) (H)
Subject aims and description
Students are matched with a tutor for tuition in literacy and numeracy related to life-coping skills. It is a program for mildly intellectually disabled adults.

TR109 Literacy in the Workplace — MIDA (H)
Subject aims and description
For mildly intellectually disabled adults. Literacy emphasis on life skills — banking, time, advertising, consumer education.

TR112F Electrical Studies (H)
Subject aims and description
Develops knowledge of workshop procedures and safety, and basic assembly methods.

TR113F Fitting and Machining — MIDA (H)
Subject aims and description
A practical class held in the workshops. Students learn safety workshop procedures, use of hand tools and equipment.

TR115F Literacy and Numeracy — MIDA (H)
Subject aims and description
Develops practical literacy and numeracy skills. Money management, time, advertisements, application forms, numerical measurement.

TR117F Introduction to Computers (H)
Subject aims and description
Develops understanding of basics of computer software and hardware and practical use of data bases and word processing.

TR118F Work Education — MIDA (H)
Subject aims and description
An introduction to the world of work through role-play, preparation of job applications, interviews.

TR119F Horticulture (H)
Subject aims and description
An introduction to the horticulture industry and the basic principles of the trade.

TR120F Fitting and Machining — MIDA (H)
Subject aims and description
A practical class held in the workshops. Two hours in the evening, once a week.

TR121F Literacy/Numeracy — MIDA (H)
Subject aims and description
Develops literacy and numeracy skills for daily living.

TR122F Office Procedures (H)
Subject aims and description
Develops basic keyboarding skills, proof reading, reception and telephone skills, and customer relations.

TR125 Literacy for Job Seekers (H)
Subject aims and description
For the long term unemployed. Develops literacy, numeracy and computer skills relevant to the workplace and the opportunity to study for the Occupational First Aid Certificate.

TR126 Reading with Children (H)
Subject aims and description
Develops parents' competence and confidence to assist their primary school children with everyday reading tasks.

TR127 Writing for Work (NESB) (H)
Subject aims and description
For long term migrants who speak fluent English. Develops confidence in presenting ideas, focuses writing on practical purposes and enhances reading comprehension.

TR128 Basic Reading and Writing (H)
Subject aims and description
Develops independence in reading and writing skills for everyday use, as well as access to resources in the community.
TR129  Introduction to Reading and Writing  
(NESB)  
Subject aims and description  
For long-term migrants who speak fluent English. Develops independence in reading and writing Latin script, spelling.

TR139  Nursing (SRN) (H)  
Subject aims and description  
Two evenings per week concentrating on English and mathematical skills and test techniques.

TR140  Nursing (SEN), Police Force, Fire Brigade, Ambulance and Armed Services Entrance Exam Preparation (H)  
Subject aims and description  
Two evenings per week concentrating on English and mathematical skills and test techniques.

TR145  English Written Communication Skills  
(for the deaf) (H)  
Subject aims and description  
This course provides tuition in basic English for deaf adults as a preparation for entry into mainstream TAFE programs. Provision of an interpreter is an integral feature of the course.

TR150  Basic Mathematics for Women (H)  
Subject aims and description  
This program facilitates an introduction to useful mathematics including basic skills, the metric system and use of calculators, in a small informal group.

TR151  Statistics (H)  
Subject aims and description  
Sixteen hour introduction to basic statistical concepts and the use of a scientific calculator in statistics mode. No prior knowledge needed.

TR152  Algebra (H)  
Subject aims and description  
Sixteen hour introduction to basic algebra. Use of indices. Solution of linear equations. No prior knowledge needed.

TR160  Humanities (H)  
Subject aims and description  
Provides a gentle introduction to the research, reading and writing skills needed to attempt a humanities based course.

TR161  Science (H)  
Subject aims and description  
A short course (sixteen weeks x two hours) to assist students to develop effective study and research skills for science-based programs. Also includes writing essays and laboratory reports.

TR171  Mathematics (H)  
Subject aims and description  
Concentrates on increasing confidence with maths and developing ability to apply problem-solving skills to work and everyday life situations.

TR172  Computing (H)  
Subject aims and description  
Develops an understanding of basic computer hardware and software, and gives practical experience in using data bases and word processing.

TR175  Introduction to Psychology (H)  
No. of hours: eighty hours  
Subject aims and description  
The aim of this course is to introduce students to the language and concepts of psychology. Students negotiate course content. Topics include: Freud, dreams, Masslow's hierarchy of needs, relationships, "difficult people", anger/grief/depression, stress management, early childhood development. Assertiveness training, time management. Students also have an opportunity to arrange for guest speakers of their choice.

TR160  Personal Emergency Treatment  
Subject aims and description  
Structure and function of the body, asphyxia, burns, lifting and moving casualties, and a number of medical/accident conditions and procedures.
Centre for Furniture Studies

Staff 166

Courses offered 166
Cabinet making 166
Polishing (Furniture) 167
Upholstering 168
Wood machining 169

General University Information 5
TAFE Division Information 27
Staff — Centre for Furniture Studies

Head of Centre
L.J. Edwards, TTrIC, GradDipEdAdmin(HIE)

Administrator
P. McArthur-Olesen

Woodmachinist/Technician
M. Dick

Academic staff

Department of Wood Machining

Head of Department
N. Rogers, TTrIC, DipTT(Haw)

Teachers
P. Ashley, TTrIC, DipTT(Haw)
M. Buultjens, CertPracDec(MCD), TTrIC, DipTT(Haw)
W. Cullen, DipTT(Melb)
C. Frost, DipTT(Melb)
P. Plumbridge, TTrIC, DipTT(Haw)
R. Wembridge, DipTT(Haw)

Department of Polishing (Furniture)

Head of Department
R. Warr, TTrIC, DipTT(Haw)

Teacher II
D. Peart, TTrIC, DipTT(Haw)

Teachers
V. Harraghy, DipTT(Haw)
R. Sica, DipTT(Haw)

Department of Upholstering

Head of Department
E. Lithgow, CertPracDec(MCD), TTrIC, DipTT(Haw)

Teacher II
H. Gross, CertPracDec(MCD), DipTT, GradDipEdTech, TTrIC(Haw)

Teachers
R. Halliday, TTrIC, DipTT(Haw)
R. Scott, TTrIC, DipTT(Haw)
M. Townsend, TTrIC, DipTT(Haw)
A. Wood, CertPracDec(MCD), TTrIC, DipTT(Haw)

Department of Cabinet Making

Head of Department
J. Simpson, TTrIC, DipTT(Haw)

Teachers
B. Clooney, TTrIC, DipTT(Haw)
V. Debeljak, TTrIC, DipTT(Haw)
L. Hill, DipTT(Melb)
J. Ricci, CertPracDec(MCD), TTrIC, DipTT(Haw)

Courses offered

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>3212CCA</td>
<td>Cabinet Making</td>
</tr>
<tr>
<td>3212CCL</td>
<td>Polishing (Furniture)</td>
</tr>
<tr>
<td>3212CCC</td>
<td>Upholstering</td>
</tr>
<tr>
<td>3212CCD</td>
<td>Wood Machining</td>
</tr>
</tbody>
</table>

Course aims

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.

Career potential

As a career, furniture making provides 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 are available to conscientious and dedicated tradespersons.

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 University. Registration is obtained through the Office of Training and Further Education. Victoria, Apprentice Operations Section, Telephone 628 2555.

Physically, an apprentice in the furniture trades must be well coordinated 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

Cabinet making at Prahran campus involves attending the University 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 Office of Training and Further Education.

Course structure

This is a course of three years 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 University based training program consists of 960 hours of work. The course itself comprises sixteen basic modules and electives. Apprentices are required to complete the basic modules one to sixteen 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.

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. Fitments Minor Project
10B. Furniture Minor Project 240 hours

**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 Perspective 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 Modules 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

The prescribed time for the course is 960 hours. The 960 hours is structured as follows:

**Basic modules**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 8</td>
<td>600 hours</td>
</tr>
<tr>
<td>9 and 10 — Stream A or B</td>
<td>240 hours</td>
</tr>
<tr>
<td>* Alternate Modules</td>
<td>120 hours</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>960 hours</strong></td>
</tr>
</tbody>
</table>

* To complete the course alternate modules must be selected to make up at least 120 hours.

**Application procedure**

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.

**Polishing (Furniture)**

**Course aims**

This three-year course in french polishing and wood finishing covers conventional polishing techniques as well as modern finishes used in the furniture industry.

**Career potential**

As a career, furniture making provides 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 are available to conscientious and dedicated tradespersons.

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 University. Registration is obtained through the Office of Training and Further Education, 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 University one day per week or on block release (six blocks of five days 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 Office of Training and Further Education.

**Course structure**

This is 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 University based training program consists of 960 hours work. In that time apprentices are required to complete seventeen core units and in consultation with their employer and instructor, select two elective units which must be completed to successfully finish the course.

The objective of the modules is to develop self-paced competency.

**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 and 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 and Repairs

**Elective units**
1. Piano Polishing
2. Antique Restoration
3. False Graining
4. Metal Spraying
5. Wood Stains
6. Filling-In
7. Furniture Stripping
8. Air Supply and 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 and Repairs

**Application procedure**
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.

**3212CCC Upholstering**

**Course aims**
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).

**Career potential**
As a career, furniture making provides 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 are available to conscientious and dedicated tradespersons.

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 himher a Contract of Training. Only registered apprentices can be enrolled at the University. Registration is obtained through the Office of Training and Further Education, Victoria, Apprentices Operations Section, Telephone 628 2555.

Physically, an apprentice in the furniture trades must be well coordinated 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 persons 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 University on block release (eight x five 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 Office of Training and Further Education.

**Course structure**
This is 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 University based training program consists of 960 hours work. Apprentices are required to complete the basic modules one to sixteen 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 selected 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, wherever 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 72 points
B51 Advanced Fluting 40 points
C51 Antique Restoration and Reproduction 40 points
D51 Fitting and Machining 20 points
E51 Trade Drawing 40 points
F51 Polishing (Furniture) 24 points
G51 Wood Carving 40 points
H51 Renovations 24 points
J51 Basic Woodwork 32 points

Application procedure
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.

3212CCD Wood Machining
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 have 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 employee prepared to offer him/her a Contract of Wining. Only registered apprentices can be enrolled at the University. Registration is obtained through the Office of Training and Further Education, Victoria, Apprentice Operations Section, Telephone 628 2555.

Physically, an apprentice in the furniture trades must be well coordinated 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 University one day per week for a three year period. Alternatively, the course may be available in block release (seven x five day blocks per year) for three years.

Students who successfully complete the prescribed course will be eligible for the award of Certificate of Proficiency from the Office of Training and Further Education.

Course structure
This is 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. Course are conducted on the modular system in which students work at their own pace on their own projects.

The University based training program consists of 960 hours work. The course itself comprises twenty modules and two optional modules. Apprentices are required to complete the basic modules one to six and then may select modules in streams relative to their particular work place i.e. 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.

Initial units
1. Orientation and Personal Development
2. Timber Preparation
3. Operations and Maintenance
4. Framed Construction and Sanding
5. Framed Construction
6. Shaping
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
A. Solid Timbers
   7, 10, 13, 14, 19
B. Flat Board
   8, 11, 12, 13, 14, 15, 16, 19, 20
C. Joinery
   9, 14, 17, 18, 19
D. Moulding
   17, 18

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.

Application procedure

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.
Procedures and Regulations

Credit transfer policy 172

General policy and procedure for student discipline 172

General grievance procedure for students 173

Examinations 176
General 176
Internal examination and assessment 177
External examinations (Office of Training and Further Education) 180
Application for examiners report 181
Application for access to examinations script 182
Credit transfer policy

This policy applies to credit transfer for formal prior learning. A further policy statement will be issued shortly following the development of the University's Recognition of Prior Learning model relating to informal learning.

1. It is Swinburne University of Technology's policy to grant the maximum possible level of credit for students who have been admitted to the University's programs. This overarching policy will be implemented under the following more specific credit transfer principles and guidelines.

1.1 The University will ensure that current and prospective students are aware of their rights to credits for prior studies through the following publications and information systems:

(a) The University Handbooks will include the latest available information on approved credit transfer agreements at the time of publication.

(b) Credit transfer information will be made available on the University's Management Information Systems (MIS) and distributed throughout the University and outside bodies, including Job and Course Explorer (JAC).

1.2 Information will be included for partial completion of an award as well as full completion of prior studies ranging from Advanced Certificate to Degree level.

1.3 The published information will indicate to prospective students that eligibility for credit does not automatically guarantee them a place in the course in which that credit would be available.

1.4 The University is committed to the granting of credits to students in a timely manner, that is, no later than 31 March. (As far as students from the TAFE Division are concerned, it is the University's expectation, with the full development of the MIS, that credits will be granted in an automated manner to those students from the TAFE Division who are accepted into articulated degree programs; no applications will be required for this process. For other students, a pro forma or credit transfer application form will be provided to the students by the Registrar prior to enrolment so that the matter can be finalized as far as possible at the time of enrolment. It is acknowledged that in these cases the application will need approval by the Faculty/School concerned.)

1.5 The credit granted to students of the University will be normally at the highest level consistent with their chances of success in the course and will be at least at the level of recommended for national implementation in specified fields of study by the Australian Vice-Chancellors' Committee.

1.6 As far as possible the Faculties/Schools will grant block credit or specified credit which should allow the recipient to shorten the time taken to complete the course.

1.7 Where prerequisite prior knowledge is required, the Faculties/Schools will publish advice to prospective students through the Handbook on ways in which requirements can be met, including any bridging courses, conversion units and the like which are available, particularly, during the summer semester.

1.8 The University will establish an appeal system through its Faculty Boards (Higher Education) and School Boards (TAFE), consistent with current appeals mechanisms within the University to ensure that student rights are protected with respect to this matter. This mechanism should allow any student to appeal against a Faculty's or School's credit transfer decision within the framework of the above policy and principles of the University's credit transfer.

1.9 All Faculties/Schools will aim to ensure that the student load targets in terms of TAFE articulated enrolments are achieved by the management units consistent, in the short term, with the Pathway; agreement with the State Government and, in the longer term, with DEET profiles plans. This will however depend on demand from students, and their level of performance and qualification.

1.10 The Faculties and Schools will determine the maximum credit to be granted for their programs. In the Higher Education Division, students must undertake the final two academic semesters (equivalent to one academic year) of study at the University before taking out their awards.

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 precipitates 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) information 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 be 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 Equal Opportunity Policy in 1984. 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 discrimination on the grounds of sex, marital status, disability, race, religious or political beliefs, age, sexual preference, or being a parent, childless or a de facto 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) Direct 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 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. Behaviour 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 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 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 twelve 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 twelve months following successful resolution of the complaint, to ensure that retaliatory actions were not taken 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 Chancellery, who shall act as the Chair;
   b) a representative of either the TTUV, SASO, or ACUSA, depending upon the constituency of the respondent; and
   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 Manager, Equity Unit if the grievance includes allegations of behaviour outlawed under State or Federal Government anti-discrimination 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 Manager, Equity Unit will attend the Appeals Committee meeting and advise the Committee accordingly. The Manager, Equity Unit 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 appropriate staff development programs
   - 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 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 twelve 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 Manager, Equity Unit 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 and Educational Services;
c) Equity Unit.

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.


Examinations

General

1. Timetables

Approximately half-way through each semester, a provisional examination timetable is displayed on the examinations notice-board. Students should note their examination times and immediately report any clashes to the Examinations Officer who is located in the Student Administration Office.

The final timetable is displayed on the examinations notice board approximately two weeks before the commencement of examinations.

The final timetable is printed and copies are available to students. They are distributed from several points, including the Student Administration Office.

It is the responsibility of students to obtain a copy of the timetable and to be aware of their examination commitments. No information is given by telephone.

2. Identity cards

Students must take their identity cards into the examination room.

3. Absence from examinations

The Assessment Regulations (Section 6) make specific reference to absence from examinations due to genuine inability to attend. Misreading the examination timetable is not regarded as "inability to attend".

4. Publication of results

Examination results will not be given over the telephone. Results are displayed on the windows of the Ethel Swinburne Hall in Burwood Road on the date or dates announced by the Registrar.
Internal examination and assessment regulations

1. Scope

1.1 The following rules apply to all courses and subjects taught and examined by the Swinburne TAFE Division, except where external examinations may require otherwise.

2. Definitions

2.1 An examination is a formal assessment undertaken during the period proclaimed for examinations by the Board of Technical Studies and which is subject to the control of the Registrar through a designated officer.

2.2 A test is an assessment scheduled at any time during the course of a subject by the subject panel.

2.3 An assignment may cover the following: — laboratory work, field work, projects, class problems, essays, folios, design reports and general reports.

2.4 A final result is a formal notation of achievement derived from one or more the above definitions.

2.5 The Chief Examiner is the Vice-Chancellor of Swinburne. Responsibilities of the Chief Examiner are, for the time being, delegated to the Director, TAFE Division.

2.6 The awarding school board is the School Board responsible for making recommendations to the Swinburne Council for the grant of a particular award.

2.7 An irregularity is the unauthorised use or attempted use by or for any student of any means to gain an unfair advantage in any examination, test, assignment, essay or other work, the marks for which form part of the final assessment. It includes taking actions contrary to the instructions for such examination or work; taking into an examination any material with the intention of using it to obtain an advantage.

2.8 The subject panel must ensure that one of its members be on campus and immediately available to the Examinations Officer for the duration of those examinations for which the panel is responsible.

2.9 The panel shall carry out any further duties as required by the head of department.

3. Subject panels

3.1 The head of department shall appoint a subject panel for the necessary subject areas comprising at least two members of the teaching staff of the TAFE Division, one of whom shall be appointed the convener.

3.2 The panel shall, when required, draft the appropriate division board of the panel's composition no later than the April meeting.

3.3 A moderator shall be responsible for final submissions to the head of department.

3.4 The convener of each panel shall be responsible for:

3.4.1 In the case of examinations and tests, the allocation of questions, the final balance of the paper and the distribution of scripts for marking;

3.4.2 In the case of continuous assessment, the method of assessment and the maintenance of the register of requirements, tests and performance.

3.5 Each examination or test paper shall be provided with written solutions or a statement of basic skills to be attained. The panel must be in agreement with the solutions, statement and assessment.

3.6 The convener shall arrange for appropriate proof-reading and checking of papers and assignments. All examination papers must be forwarded to the Examinations Officer accompanied by a completed Examination Face Sheet.

3.7 The subject panel must check the times and rooms allocated for examinations in the subjects for which it is responsible, and notify the Examinations Officer of any irregularities.

3.8 The subject panel must ensure that one of its members be on campus and immediately available to the Examinations Officer for the duration of those examinations for which the panel is responsible.

4. Conduct of examinations

4.1 General

Unless otherwise stated on the timetable, morning examination writing time will commence at 9.00 am and afternoon examination writing time at 1.30 pm. Students will not be permitted to enter the examination room after thirty minutes have elapsed from the commencement of the examination, and will not be permitted to leave during the first thirty minutes nor during the last thirty minutes of the examination.

At the end of the examination students are required to remain seated until the room supervisor has collected all scripts and Swinburne material.

Unless expressly prohibited by the subject panel, electronic calculators may be used. Such calculators must be battery operated.

Students are required to provide their own calculators and drawing instruments. Students will not be permitted to borrow or lend any equipment or material during an examination.

4.2 Specials provisions for students with disabilities

Special examination arrangements may be made for students with temporary or permanent disabilities. Applications for special arrangements are to be made to the head of departments, if necessary in consultation with the Integration Committee, who will recommend appropriate arrangements to the Examinations Officer who will be responsible for their implementation.

4.3 Collection and despatch of papers

The Examinations Officer is solely responsible for redirecting all completed examination scripts to the appropriate marking authority. Internally marked examination scripts will be available at the Examination Centre but, not before the afternoon of the day following the examinations.
4.4 Examination discipline

4.4.1 When an apparent irregularity is observed in an examination room, the student will be informed immediately by the supervisor but will be permitted to finish the examination paper. The Examinations Officer will immediately report the circumstances to the Chief Examiner, the subject convenor, and the head of the teaching department.

4.4.2 At the conclusion of the examination the Chief Examiner shall convene a meeting of the subject convenor, the student concerned and the head of the teaching department to determine:
(a) whether there has been a breach of examination discipline;
(b) whether there is a need for assistance with communication with the student; if it resolves that there is such a requirement it shall adjourn the meeting and arrange for the presence of appropriate professional services when the meeting is reconvened;
(c) if it resolves that there has been a breach of examination discipline, the penalty to be imposed upon the student.

When an irregularity is suspected in an examination which has not been conducted under the control of the Registrar, the member of the teaching staff who detects the apparent irregularity will inform the Chief Examiner, the subject convenor and the heads of the awarding and teaching department.

The Chief Examiner will decide whether or not there has been an irregularity. If it is the decision of the Chief Examiner that there has been an irregularity a meeting of the following persons will be convened:
(a) the student(s) concerned;
(b) the subject convenor; and
(c) the heads of the awarding and teaching departments;

to decide whether any penalty shall be imposed upon the student(s).

4.4.3 The maximum penalty for cheating or other examination irregularity is that the student be permanently excluded from further study at Swinburne, TAFE Division and if any penalty is imposed the student shall be notified in writing.

4.4.4 The student shall have the right of appeal as to the finding of a breach of examination discipline and/or the penalty imposed.

Such appeal shall be determined by a committee appointed for the purpose by the Vice-Chancellor.

The Appeal Committee shall consist of five persons of whom:
(a) one shall be the nominee of the Chief Examiner;
(b) one shall be a student of the TAFE Division nominated by the President of the Student Union;
(c) one shall be the nominee of the subject convenor;
(d) two shall be members of the academic teaching staff of the TAFE Division nominated by the head of the teaching school;

provided that no member of the Appeal Committee shall have been a party to the original investigation.

5. Processing results

5.1 The convener shall within fourteen days of the completion of the examination period, submit to the head of the teaching department the following:

5.1.1 The result recommended for each student enrolled for the subject;

5.1.2 A signed subject report in form approved by the awarding school board, including:
(a) certification that these regulations have been carried out;
(b) a statement of the assessment procedure followed;
(c) copies of all examinations, tests and assignments;
(d) where appropriate, copies of solutions or statements of minimum qualities; and
(e) an appraisal of the subject as a whole.

The results under section 5.1.1, above shall be transmitted by the head of the teaching department to Student Administration.

5.1.3 Before recommending the results to the awarding school board or its committee established for the purpose, the head of department shall ensure that a review has been carried out of the work of all candidates who are recommended as having failed a subject, or whose results are borderline to an assessment category.

5.1.4 After the awarding school board (or the Board Committee established for the purpose) has approved the results the chair shall advise Student Administration of the final result category for each student.

5.1.5 Student Administration shall arrange for the publication of the results in a public place as soon as practicable after the determination by the school board or its committee and for the posting to each student a certificate showing his or her results for the semester concerned.

5.2 Result categories

5.2.1 Unless indicated below, results for subjects which are internally assessed shall use the following gradings:
Grade | Symbol | Percentage
--- | --- | ---
High Distinction | HD | 85 - 100
Distinction | D | 75 - 84
Credit | C | 65 - 74
Pass | P | 50 - 64
Fail | N | 0 - 49

Pass — no higher grade awarded | PX

5.2.2 Subjects undertaken as part of a Victorian Certificate of Education and Foundation Year subjects will be recorded and reported using the following grades:

Grade | Mark | (ungraded)
--- | --- | ---
A+ | 109 | 
A | 98 | 
B+ | 76 | 
B | 65 | 
C+ | 54 | 
C | 43 | 
D+ | 32 | 
D | 21 | 
E+ | 10 | 
UG | 0 | 

5.2.3 Apprenticeship module results are recorded as:

Complete | C
Not Completed | NC

5.2.4 The following notations are applicable in special circumstances:

Special Exam | SPX
Deferred Result | DEF
Not Completed — Continuing | NC
Ceased — No Withdrawal | CNW

5.2.5 The following categories are applicable in the assessment of students in access courses:

Access course completed | ACC
Access course not completed | ACX

6. Absence from examinations
Students who are absent from an examination due to illness or other reason may apply through the Student Administration Office for a special examination. Such application must be accompanied by evidence of a genuine inability to attend the examination, and must be lodged no later than midday of the third working day after the examination.

7. Deferred results
7.1 A deferred result may be granted only by the head of a teaching department. The special circumstances justifying the grant of a deferment must be set out in writing to the chair of the awarding school board.

7.2 When a deferred result has been granted, the result must be finalised in readiness for notification to the awarding school board by a date, to be fixed by the board, not later than three months after the date of publication of the deferment. The student and the subject convener shall be advised of the date and conditions set for the finalisation of the result.

7.3 The deferred result shall be recorded as "DEF" in the result listings for the subject.

7.4 Any extension of the period of deferment must have the prior approval of the head of the awarding school who shall fix an alternative date by which the student must have completed the requirements of the subject. Details of the extension granted and the reasons for it shall be notified to the next meeting of the school board.

7.5 As soon as the final result has been determined, the subject convenor shall submit an Alteration to Result form, via the head of department, to the head of school for onward transmission to the school board.

7.6 Student Administration shall notify the head of the awarding school of any deferred result which has not been finalised within three months of the date of publication of the deferment. The school board must deal with the matter at its next meeting.

8. Students discontinuing
Any student who is enrolled in a subject on the date on which final candidates lists are produced and who is known to the teaching staff to have discontinued the subject may be recorded as having ceased the subject. The result grade used in such a case shall be CNW — Ceased, no withdrawal.

9. Retention of examination scripts
All examination scripts, papers and records of raw assessments must be retained by the department for a period of six months.

10. Reports
On payment of the appropriate fee within thirty (30) days of publication of the results, a candidate is entitled to a full report on his/her final written examination paper. This does not apply to practical examinations.

Reports are in the following categories:
(a) breakdown of marks allocated for each question, or
(b) a full report.

Fees
Fees for such reports shall be determined from time to time by the Vice-Chancellor.

Access to examination scripts and marks for each question will be available on request and without fee. Enquiries regarding marks or access to scripts should be made directly to the appropriate department or school office.

11. Alteration of original result
Any amendment to internally assessed results will be accepted upon presentation of a Result Amendment form duly signed by the subject teacher, the head of department, and authorised by the head of the teaching school.

The head of school can authorise amendments to results within two months after the date of original publication of the result.

Any amendments proposed after two months must be submitted to the school board responsible for the teaching department involved for approval.
Office of Training and Further Education (OTFE) — External examinations and special consideration applications

At the time of printing, the 1993 State Training Board Regulations Examination Instruction Booklet was not yet available.

The following is an extract from the 1992 OTFE 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 OTFE within seventy-two hours of the examination. Such applications will be accepted only on the appropriate form and should be sent to:

Examinations Branch
Office of Training and Further Education
PO 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 available from college student administration records.

1.1.2 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.

1.1.3 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.

1.1.4 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.

2. Students with disabilities

2.1 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.

2.2 Application for such facilities should be made in the first instance to the college which should then consult with Examinations Branch.

2.3 Applications will only be accepted on the appropriate form.

3. Special Examinations

3.1 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.

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

3.3 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.

3.4 The Office of Training and Further Education 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.

3.5 No more than three special examinations per semester will be granted in the Office of Training and Further Education examinations. Candidates should only apply for critical subjects to maintain their course objectives.

3.6 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.

3.7 Time limits will be strictly applied and the seventy-two hour deadline from the day of the examination will be essential in any submission. The application must reach the Office of Training and Further Education examinations physically within that time limit.

3.8 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 fourteen 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 Office of Training and Further Education TEX 20 examiners handbook. Colleges must not proceed without the permission of the OTFE 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 Office of Training and Further Education Examinations within strict time limits.

3.10.3 (a) & (b) must be received by the Office of Training and Further Education Examinations within seventy-two hours from examination.

3.10.4 (c) & (d) must be received by the Office of Training and Further Education Examinations fourteen days prior to the examinations. Evidence must be provided to support the application.

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 provisions. The student should thereafter enclose photostats 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 recognizable 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 Centrel 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 allowances are:—
(a) Extra examination
(b) extra reading time,
(c) provision of time,
(d) isolaion 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.

OTFE — 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 OTFE, 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:
Examinations Branch
Office of Training and Further Education
P.O. Box 266D
Melbourne, Victoria, 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 OTFE.

**OTFE 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: —

Examinations Branch
Office of Training and Further Education
RQ Box 266D
Melbourne, 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 six 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.
INDEX:

Abstudy .............................................................. 22
Academic Calendar (see inside front cover) .............................. 22
Academic Statements .................................................. 31
Access Education Department .......................................... 12
General .................................................................... 140
Programs .................................................................. 140
Staff .......................................................................... 130
Accident Insurance. Student ................................................ 23
Accommodation. Student .................................................. 21
Accounting
Advanced Certificate ..................................................... 47
Associate Diploma ....................................................... 40
Administration (see School of Business Studies,
Marketing and Administration Department)
Administration. Office
Advanced Certificate ..................................................... 48
Associate Diploma ....................................................... 44
Administration Offices. Student
Hawthorn ................................................................... 29
Prahran ..................................................................... 30
Administration and Services .............................................. 12
Admission (see Entrance Requirements)
Advanced Certificates
Accounting ................................................................. 47
Applied Languages — Chinese/Japanese ......................... 136
Art and Design (Film and Video Production) .................... 136
Credit Procedures and Practices .................................... 47
Estate Agency .............................................................. 47
Fire Technology ......................................................... 85
General Insurance ....................................................... 48
Industrial Electronics .................................................... 79
Information Technology ............................................... 48
Koori Child Care ........................................................ 142
Laboratory Technology .................................................. 85
Management ............................................................... 48
Managing Social and Community Services .................... 143
Manufacturing Engineering .......................................... 93
Manufacturing Engineering (Quality Technology) .......... 93
Materials Technology .................................................. 93
Mechanical Engineering .............................................. 92
Office Administration ................................................... 48
Operations Management .............................................. 49
• Occupational Health and Safety
• Purchasing and Planning
• Work Study
Personnel .................................................................. 49
Residential and Community Services ............................ 143
Sales Management ..................................................... 49
Appeals and Advocacy Unit .......................................... 24
Application Procedure (see also Enrolment
Regulations) ............................................................... 29.39
Applied Languages — Chinese/Japanese
Advanced Certificate .................................................. 136
Applied Science (see Industrial Sciences) ......................... 82
Apprenticeship Courses
Cabinet Making ......................................................... 96
Electrical Trades ......................................................... 80
Fabrication ............................................................... 95
Mechanical (Fitting and Machining) ............................... 96
Polishing (Furniture) .................................................. 167
Upholstery ............................................................... 168
Wood Machining ....................................................... 169
Art and Design (Film and Video Production)
Advanced Certificate .................................................. 136
Articulation .................................................................. 29
Arts
Art and Design (Film and Video Production),
Advanced Certificate .................................................. 136
Graphic, Associate Diploma ......................................... 134
Preparatory Program ................................................... 139
School of Social Sciences and Arts ............................... 129
Theatre Technology, Associate Diploma ....................... 135
Visual, Associate Diploma .......................................... 135
Assessment Regulations ................................................ 25
Assistance. Student ...................................................... 20
i
Associate Diplomas
Accounting ................................................................. 40
Arts (Graphic) ........................................................... 134
Arts (Theatre Technology) ........................................... 135
Arts (Visual) ............................................................. 135
Banking and Finance ................................................... 38
Computer Systems Engineering .................................... 78
Computer Programming ............................................ 40
Computing and Applied Physics ................................... 84
Credit Management .................................................... 42
Engineering (Electronics) ............................................ 77
Engineering (Mechanical) ............................................ 89
Fire Technology ......................................................... 83
Laboratory Technology ............................................... 82
Manufacturing Engineering ......................................... 89
Manufacturing Engineering (Quality Technology) .......... 90
Marketing ............................................................... 43
Materials Technology .................................................. 90
Mechanical Design Drafting ....................................... 91
Mechanical Engineering .............................................. 89
Microcomputing ........................................................ 40
Office Administration ................................................... 44
Operations Management .............................................. 44
Occupational Health and Safety .................................... 45
Purchasing and Planning ............................................. 46
Work Study .............................................................. 46
Social Science (Child Care) ......................................... 141
Social Science (Community Development) .................... 142
Social Science (Library and Information Studies) ............ 42
Audiovisual Services (see Learning Services) ................. 15
Australian Public Service, Certificate in
Vocational Studies ..................................................... 50
Austudy ..................................................................... 21
Awards. Applications .................................................... 32
Banking and Finance. Associate Diploma ....................... 38
Basic Certificate in Engineering (Fabrication) ................. 95
Basic Certificate in Engineering (Mechanical) ................. 96
<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Electronics, Certificate</td>
<td>79</td>
</tr>
<tr>
<td>Basic <strong>Literacy</strong></td>
<td>140</td>
</tr>
<tr>
<td>Basic Literacy and <strong>Numeracy</strong></td>
<td>140</td>
</tr>
<tr>
<td>Basic Numeracy for Women</td>
<td>140</td>
</tr>
<tr>
<td>Basic Studies</td>
<td>140</td>
</tr>
<tr>
<td>Basic Studies Program</td>
<td>140</td>
</tr>
<tr>
<td>Basic Welding, Certificate</td>
<td>98</td>
</tr>
<tr>
<td>Bilingual Child Care Assistant, Certificate</td>
<td>144</td>
</tr>
<tr>
<td>Board of TAFE</td>
<td>28</td>
</tr>
<tr>
<td>Board of Technical Studies (TAFE Division)</td>
<td>28</td>
</tr>
<tr>
<td>Bookshops (Hawthorn and Prahran)</td>
<td>12</td>
</tr>
<tr>
<td>Bridging and Preparatory Courses</td>
<td></td>
</tr>
<tr>
<td>Arts Preparatory Program</td>
<td>139</td>
</tr>
<tr>
<td>Bridging Technology</td>
<td>86</td>
</tr>
<tr>
<td>Business Studies</td>
<td>38</td>
</tr>
<tr>
<td>Foundation Year</td>
<td>51</td>
</tr>
<tr>
<td>Methods for Tertiary Study</td>
<td>38</td>
</tr>
<tr>
<td>New Opportunities for Women</td>
<td>87</td>
</tr>
<tr>
<td>Preparation for VCE</td>
<td>38</td>
</tr>
<tr>
<td>Vocational Preparatory Program (Nursing, Fire Brigade, Police)</td>
<td>140</td>
</tr>
<tr>
<td>Women's Bridging Science</td>
<td>87</td>
</tr>
<tr>
<td>Bridging Technology</td>
<td>86</td>
</tr>
<tr>
<td>Business, Certificate in Occupational Studies</td>
<td>38</td>
</tr>
<tr>
<td>Business Development and Training Centre</td>
<td>32</td>
</tr>
<tr>
<td>Business Services, Certificate in Occupational Studies</td>
<td>38</td>
</tr>
<tr>
<td>Business Studies, School of...</td>
<td>35</td>
</tr>
<tr>
<td>Centre for Business Development and Training</td>
<td>32</td>
</tr>
<tr>
<td>Courses chart</td>
<td>38</td>
</tr>
<tr>
<td>Associate Diploma of Business</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>40</td>
</tr>
<tr>
<td>Banking and Finance</td>
<td>40</td>
</tr>
<tr>
<td>Computer Programming</td>
<td>40</td>
</tr>
<tr>
<td>Credit Management</td>
<td>42</td>
</tr>
<tr>
<td>Library and Information Studies</td>
<td>42</td>
</tr>
<tr>
<td>Marketing</td>
<td>43</td>
</tr>
<tr>
<td>Microcomputing</td>
<td>40</td>
</tr>
<tr>
<td>Office Administration</td>
<td>44</td>
</tr>
<tr>
<td>Operations Management</td>
<td>44</td>
</tr>
<tr>
<td>Occupational Health and Safety</td>
<td>45</td>
</tr>
<tr>
<td>Purchasing and Planning</td>
<td>46</td>
</tr>
<tr>
<td>Work Study</td>
<td>46</td>
</tr>
<tr>
<td>Advanced Certificate</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>47</td>
</tr>
<tr>
<td>Credit Procedures and Practices</td>
<td>47</td>
</tr>
<tr>
<td>Estate Agency</td>
<td>47</td>
</tr>
<tr>
<td>General Insurance</td>
<td>48</td>
</tr>
<tr>
<td>Information Technology</td>
<td>48</td>
</tr>
<tr>
<td>Management</td>
<td>48</td>
</tr>
<tr>
<td>Office Administration</td>
<td>48</td>
</tr>
<tr>
<td>Operations Management</td>
<td>49</td>
</tr>
<tr>
<td>Occupational Health and Safety</td>
<td></td>
</tr>
<tr>
<td>Purchasing and Planning</td>
<td></td>
</tr>
<tr>
<td>Work Study</td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td></td>
</tr>
<tr>
<td>Sales Management, Certificate</td>
<td></td>
</tr>
<tr>
<td>Computer Business Applications,</td>
<td>49</td>
</tr>
<tr>
<td>General Insurance</td>
<td>50</td>
</tr>
<tr>
<td>Occupational Studies</td>
<td>38</td>
</tr>
<tr>
<td>Business</td>
<td></td>
</tr>
<tr>
<td>Business Services</td>
<td></td>
</tr>
<tr>
<td>Retailing</td>
<td></td>
</tr>
<tr>
<td>Office and Secretarial Studies</td>
<td>50</td>
</tr>
<tr>
<td>Records Management</td>
<td>51</td>
</tr>
<tr>
<td>Vocational Studies (Australian Public Service, Credit Control, Financial Services, Insurance, Office, Real Estate, Sports Administration)</td>
<td>50</td>
</tr>
<tr>
<td>Other courses</td>
<td></td>
</tr>
<tr>
<td>Foundation Year</td>
<td>51</td>
</tr>
<tr>
<td>Business Studies Preparatory Program</td>
<td>140</td>
</tr>
<tr>
<td>Sub-Agency Practice</td>
<td>51</td>
</tr>
<tr>
<td>Victorian Certificate of Education (Evening Classes)</td>
<td>52</td>
</tr>
<tr>
<td>Finance and Information Technology</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>36</td>
</tr>
<tr>
<td>Marketing and Administration Department</td>
<td>36</td>
</tr>
<tr>
<td>Staff</td>
<td>36</td>
</tr>
<tr>
<td>Subject details</td>
<td>53</td>
</tr>
<tr>
<td>Cabinet Making, Apprenticeship</td>
<td>166</td>
</tr>
<tr>
<td>CAD Skills (Short courses)</td>
<td></td>
</tr>
<tr>
<td>Calendar, Important dates (see inside front cover)</td>
<td>32</td>
</tr>
<tr>
<td>Campuses</td>
<td>8</td>
</tr>
<tr>
<td>Geographic location</td>
<td>8</td>
</tr>
<tr>
<td>Hawthorn</td>
<td>8</td>
</tr>
<tr>
<td>Mooroolbark</td>
<td>8</td>
</tr>
<tr>
<td>Prahran</td>
<td>8</td>
</tr>
<tr>
<td>Car Parks (see Parking)</td>
<td>19</td>
</tr>
<tr>
<td>Careers Services</td>
<td></td>
</tr>
<tr>
<td>Centres</td>
<td></td>
</tr>
<tr>
<td>Access</td>
<td>12</td>
</tr>
<tr>
<td>Adult Study</td>
<td>32</td>
</tr>
<tr>
<td>Authorised AutoCad Training</td>
<td>33</td>
</tr>
<tr>
<td>Business Development and Training</td>
<td>32</td>
</tr>
<tr>
<td>Child-care</td>
<td>13</td>
</tr>
<tr>
<td>Computer, Student Union</td>
<td>25</td>
</tr>
<tr>
<td>Conference</td>
<td>15</td>
</tr>
<tr>
<td>Curriculum Development</td>
<td>32</td>
</tr>
<tr>
<td>Department of Industry Training</td>
<td>33</td>
</tr>
<tr>
<td>Department of Language and Community Studies</td>
<td>33</td>
</tr>
<tr>
<td>ELICOS</td>
<td>33</td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>33</td>
</tr>
<tr>
<td>English Language</td>
<td>33</td>
</tr>
<tr>
<td>Furniture Technology</td>
<td>165</td>
</tr>
<tr>
<td>Migrant Education Unit</td>
<td>14</td>
</tr>
<tr>
<td>National Centre for Women: Employment</td>
<td>18</td>
</tr>
<tr>
<td>Education and Training</td>
<td></td>
</tr>
<tr>
<td>National Scientific Instrumentation Training</td>
<td>34</td>
</tr>
<tr>
<td>Off-Campus Centre</td>
<td>34</td>
</tr>
<tr>
<td>PC Support Services</td>
<td>34</td>
</tr>
<tr>
<td>Workplace Skills Unit</td>
<td>141</td>
</tr>
<tr>
<td>Certificates</td>
<td>138</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Adult General Education</td>
<td>79</td>
</tr>
<tr>
<td>Basic Electronics</td>
<td>94</td>
</tr>
<tr>
<td>Basic Engineering</td>
<td>98</td>
</tr>
<tr>
<td>Basic Welding</td>
<td>144</td>
</tr>
<tr>
<td>Child Care (Assistant)</td>
<td>144</td>
</tr>
<tr>
<td>Child Care (Homebased)</td>
<td>144</td>
</tr>
<tr>
<td>Child Care (Homebased Koori Foster Care)</td>
<td>146</td>
</tr>
<tr>
<td>Community Information Worker</td>
<td>49</td>
</tr>
<tr>
<td>Computer Business Applications</td>
<td>95, 96</td>
</tr>
<tr>
<td>Engineering</td>
<td>137</td>
</tr>
<tr>
<td>Fabrication</td>
<td>95</td>
</tr>
<tr>
<td>General Insurance</td>
<td>50</td>
</tr>
<tr>
<td>Home and Community Care</td>
<td>145</td>
</tr>
<tr>
<td>Community</td>
<td>145</td>
</tr>
<tr>
<td>Intermediate Welding</td>
<td>98</td>
</tr>
<tr>
<td>Mechanical (Fitting and Machining)</td>
<td>96</td>
</tr>
<tr>
<td>Occupational Studies in Social and Community Services</td>
<td>146</td>
</tr>
<tr>
<td>Occupational Studies (Business)</td>
<td>38</td>
</tr>
<tr>
<td>Office and Secretarial Studies</td>
<td>50</td>
</tr>
<tr>
<td>Parent Education Leadership Training</td>
<td>146</td>
</tr>
<tr>
<td>Proficiency Welding</td>
<td>98</td>
</tr>
<tr>
<td>Quality Control (Swinburne)</td>
<td>94</td>
</tr>
<tr>
<td>Records Management</td>
<td>51</td>
</tr>
<tr>
<td>Victorian Certificate of Education (VCE)</td>
<td>52, 138</td>
</tr>
<tr>
<td>Vocational Studies (Australian Public Service, Credit Control, Financial Services, Insurance, Office, Real Estate, Sports Administration)</td>
<td>50</td>
</tr>
<tr>
<td>Work Education</td>
<td>137</td>
</tr>
<tr>
<td>Chancellery</td>
<td>9</td>
</tr>
<tr>
<td>Chaplaincy</td>
<td>12</td>
</tr>
<tr>
<td>Child Care Centre</td>
<td>13</td>
</tr>
<tr>
<td>Child Care Courses</td>
<td>144</td>
</tr>
<tr>
<td>Assistant. Certificate</td>
<td>144</td>
</tr>
<tr>
<td>Associate Diploma in Social Science</td>
<td>141</td>
</tr>
<tr>
<td>Homebased. Certificate</td>
<td>144</td>
</tr>
<tr>
<td>Homebased Koori Foster Care Certificate</td>
<td>144</td>
</tr>
<tr>
<td>Koori. Advanced Certificate</td>
<td>142</td>
</tr>
<tr>
<td>Child Care Department</td>
<td>130</td>
</tr>
<tr>
<td>Chinese. Advanced Certificate in Applied Languages</td>
<td>136</td>
</tr>
<tr>
<td>Classroom and Technical Support Unit</td>
<td>16</td>
</tr>
<tr>
<td>Clubs and Societies</td>
<td>23</td>
</tr>
<tr>
<td>Coat of Arms</td>
<td>6</td>
</tr>
<tr>
<td>Commercial Centres</td>
<td>32</td>
</tr>
<tr>
<td>Centre for Business Development and Training</td>
<td>32</td>
</tr>
<tr>
<td>Centre for Engineering Technology</td>
<td>33</td>
</tr>
<tr>
<td>Department of Industry Training</td>
<td>33</td>
</tr>
<tr>
<td>English Language Centre</td>
<td>33</td>
</tr>
<tr>
<td>National Scientific Instrumentation Training Centre</td>
<td>34</td>
</tr>
<tr>
<td>Workplace Skills Unit</td>
<td>141</td>
</tr>
<tr>
<td>Community Access Programs</td>
<td>12</td>
</tr>
<tr>
<td>Community Development (Associate Diploma in Social Science)</td>
<td>142</td>
</tr>
</tbody>
</table>

| Community Information Workers Course                   | 146 |
| Community Options Program                               | 146 |
| Community Services (see School of Social Sciences and Arts courses) | 141 |
| Community Services Department (see School of Social Sciences and Arts) | 141 |
| Compensatory Education                                  | 12  |
| Computer Business Applications. Certificate             | 49  |
| Computer Centre. Student Union                          | 25  |
| Computer Courses                                        | 84  |
| Computing and Applied Physics. Associate Diploma        | 84  |
| Information Technology. Advanced Certificate           | 48  |
| Microcomputing. Associate Diploma                       | 40  |
| Computing and Applied Physics (Associate Diploma)       | 84  |
| Concession Tickets                                      | 10  |
| Conference Centre                                      | 15  |
| Contact. Student Information Centre                     | 23  |
| Corporate Division                                      | 9   |
| Council. Swinburne                                      | 9   |
| Counselling. Student                                    | 21  |
| Course Codes (see appropriate School for details of course subjects) |
| Courses offered                                        | 38  |
| School of Business Studies                              | 38  |
| School of Engineering and Industrial Science            | 74, 75 |
| School of Social Sciences and Arts                     | 132, 133 |
| Course Structure Changes                                | 29  |
| Credit Control. Certificate of Vocational Studies       | 50  |
| Credit Management. Associate Diploma                    | 42  |
| Credit Procedures and Practices. Advanced Certificate   | 47  |
| Credit Transfer and Articulation (Pathways)             | 98  |

| Curriculum/Staff Development Unit                      | 32  |
| Departments                                            |     |
| Access Education                                       | 2.130.140 |
| Adult Education                                        | 130.140 |
| Arts                                                   | 130.134 |
| Child Care                                             | 130  |
| Education. Welfare and Research. Student Union         | 24  |
| Finance and Information Technology                     | 36  |
| Financial and Administrative Studies                   | 36  |
| Industry Training                                      | 37  |
| Language and Community Programs                        | 131 |
| Library and Information Services                       | 37  |
| Marketing and Administration                           | 36  |
| Real Estate, Law and Off Campus Studies                | 37  |
| Traineeships and Labour Market Programs                 | 37  |
Office of Research and Graduate Studies ........................................ 180
Office of Training and Further Education, examinations .................... 180
Operations Management
Advanced Certificate ................................................................. 49
Associate Diploma of Business .................................................... 44
Occupational Health and Safety .................................................... 45
Purchasing and Planning ............................................................. 46
Work Study ............................................................................. 46
Overseas Students (see Foundation Year, International Student Unit and Programs for Overseas Students)
Parent Education Leadership Training, Certificate .......................... 146
Purchasing and Planning
Car parks .................................................................................... 20
Enquiries ..................................................................................... 19
Permits, etc .................................................................................. 19
Pathways, Articulation and Credit Transfer .................................... 29
Physics (Applied), Associate Diploma in Computing and Applied Physics ......................................................... 84
post-Apprenticeship courses
Toolmaking .............................................................................. 97
Prahran Campus
Bookshop .................................................................................... 12
Introduction ............................................................................... 8
Library ...................................................................................... 17
Student administration ............................................................... 30
Student services ........................................................................ 21
Student Union ........................................................................... 25
Pre-Employment Access Program .................................................. 140
Preparatory Courses (see Bridging and Preparatory Courses)
Prior Learning ........................................................................... 28
Procedures (see Grievance Procedure, Student Discipline)
Procedures and Regulations ......................................................... 171
Proficiency Welding Certificate .................................................... 98
Programs for Overseas Students .................................................. 15
Public Service, Australian, Certificate in Vocational Studies ............. 50
Publicity and Information Unit ....................................................... 20
Purchasing and Planning
Advanced Certificate in Operations Management ......................... 49
Associate Diploma of Business (Operations Management) .............. 46
Quality Control Certificate .......................................................... 94
Quality Technology
Advanced Certificate ................................................................. 93
Associate Diploma .................................................................... 90
Reading (see Access Education Program) ....................................... 180
Real Estate
Certificate in Vocational Studies .................................................. 50
Department of Real Estate, Law and Off-Campus Studies ................ 37
Estate Agency, Advanced Certificate ............................................ 47
Sub-Agency Practice Course ....................................................... 51
Records Management, Certificate ................................................ 51
Recognition of Prior Learning ..................................................... 29
Regulations and Procedures ........................................................ 171
Residential and Community Services, Advanced Certificate .......... 143
Retailing, Certificate in Occupational Studies .................................. 38
Return to Study ........................................................................... 140
Sales Management, Advanced Certificate ..................................... 49
See also Associate Diploma of Business (Marketing) ........................ 43
Schools
Business Studies ......................................................................... 35
Engineering and Industrial Science .............................................. 71
Social Sciences and Arts ............................................................. 129
Science
Industrial Sciences Department ................................................... 72, 82
Social Sciences and Arts, School of .............................................. 129
Services
Administration .......................................................................... 12
Computer ................................................................................... 13
Learning ..................................................................................... 15
Student and Educational ............................................................ 20
Short Courses
Language and Community Programs .......................................... 141
Centre for Business Development and Training ......................... 32
Centre for Engineering Technology (CAD Skills) ......................... 33
Industry Training Development ................................................... 33
Showbiz Programs ...................................................................... 132
Social and Community Services
Management, Advanced Certificate ............................................ 143
Occupational Studies, Certificate ............................................... 146
Social Science, Associate Diploma
Child Care ................................................................................... 141
Community Development ........................................................... 142
Library and Information Services ................................................ 42
Social Sciences and Arts, School of
Arts .......................................................................................... 129
Associate Diploma
Graphic Art ............................................................................... 134
Theatre Technology .................................................................... 135
Visual ......................................................................................... 135
Advanced Certificate
Art and Design (Film and Video) .................................................. 136
Showbiz Programs ...................................................................... 132
General Studies, Language and Access ........................................ 136
Advanced Certificate
Applied Language (Japanese/Chinese) ........................................ 136
Certificate
  English for Vocational Education.......................... 137
  General Education for Adults................................ 138
  Work Education.......................................................... 137
  Victorian Certificate of Education.......................... 138
  Arts Preparatory Program.......................................... 139
  Migrant English.......................................................... 139
  Access Education (Hawthorn).................................. 140
  Adult Basic Education — Maths Workshop.................. 140
  Basic Literacy.............................................................. 140
  Basic Literacy and Numeracy...................................... 140
  Basic Numeracy for Women....................................... 140
  Basic Studies............................................................... 140
  Basic Studies Program.................................................. 140
  English as a Second Language................................... 140
  Living Skills for People with Disabilities.................. 140
  Pre-Employment Access Program................................ 140
  Transition Program (Mildly Intellectually
  Disabled Adults)......................................................... 140
  VCE Tertiary Preparation............................................ 132
  Vocationally Oriented Evening Programs...................... 140
  Vocational Preparatory Program (Nursing,
  Fire Brigade, Police, Ambulance Officers,
  Defence Force)............................................................. 140
  Volunteer Tutor Training............................................ 140
  Adult Study Centre (Prahran)..................................... 140
  Business Studies Preparatory Program........................ 132
  Business Education...................................................... 132
  English Language Centre Courses (Hawthorn)................ 141
  Language and Community Programs (Prahran)................ 141
  Migrant Access Program.............................................. 133
  Migrant Women's Course.............................................. 133
  Workplace Skills Unit............................................... 141
  Social and Community Services................................. 141
  Associate Diploma.......................................................... 141
  Social Science (Child Care)....................................... 141
  Social Science (Community Development)..................... 141
  Advanced Certificate
    Koori Child Care....................................................... 142
    Managing Social and Community Services.................. 143
    Residential and Community Services........................ 143
  Certificate
    Child Care Assistant (General and Bilingual)........... 144
    Child Care (Homebased)............................................. 144
    Child Care (Koori Homebased and Foster
    Care)........................................................................ 144
    Home and Community Care......................................... 145
    Home and Community Care for the Koori
    Community.................................................................... 145
    Occupational Studies in Social and
    Community Services.................................................... 146
    Parent Education and Leadership Training................ 146
    Community Information Worker.................................. 146
    Community Options Program....................................... 146
    Home Carers Training Course.................................... 147

Societies and Clubs......................................................... 23
Spelling (see Access Education Programs)........................ 140
Sports
  Administration. Certificate in Vocational Studies........ 50
  Association...................................................................... 25
Staff. Senior TAFE Division............................................. 11
Staff Development Unit.................................................. 16

Student Administration Offices
  Hawthorn........................................................................ 29
  Prahran.......................................................................... 30

Student Discipline: General Policy and
Procedure........................................................................ 172

Student Assistance
  Bookshops........................................................................ 12
  Disabilities (see Disabled Students)
  Financial Assistance Schemes (Austudy,
  loans, etc.).............................................................. 21
  Health Unit........................................................................ 21
  Parking............................................................................. 21
  Sports Association........................................................... 25

Student and Educational Services
  Careers and course information.................................. 21
  Counselling....................................................................... 21
  Employment
    Graduate placement and full-time.............................. 21
    Part-time and vacation................................................ 21
  Finance............................................................................. 21
  Health.............................................................................. 21
  Housing............................................................................ 21
  Learning and Educational Development...................... 20
  Student Assistance Schemes (Austudy, loans,
  concessions, etc.)....................................................... 21

Student Union................................................................. 22
  Activities.......................................................................... 23
  Appeals and Advocacy.................................................... 24
  Campaigns and Pressure Groups.................................. 24
  Careers.......................................................................... 23
  Clubs and Societies.......................................................... 23
  Computer Centre............................................................. 23
  Contact/Information desk.............................................. 23
  Education, Welfare and Research.................................. 24
  Ethel Hall........................................................................ 24
  Hawthorn Campus............................................................ 22
  Insurance — Personal Accident....................................... 23
  Legal Adviser................................................................... 24
  Membership.................................................................... 22
  Mooroolbark Campus....................................................... 25
  Office.............................................................................. 23
  Orientation Week............................................................. 23
  Photocopying................................................................... 23
  Prahran Campus............................................................... 25
  Publications..................................................................... 24
  Radio Station.................................................................... 24
  Reading Room................................................................... 23
  Tax Return Adviser.......................................................... 25
  Tool Library..................................................................... 23
  Typing Service.................................................................. 25
  Union Bus........................................................................ 23

Sub-Agency Practice Course.............................................. 51

Subjects (see appropriate TAFE School)
  Subject Details — subjects listed in each course
  outline are detailed at the end of each School
  entry, in order of subject code.
  Theatre Technology. Associate Diploma........................ 135
  Tool Library..................................................................... 23
  Toolmaking. Post-Apprenticeship course...................... 97
Traineeships and Labour Market Programs

Department............................................................ 37

Transition Program for Mildly Intellectually Disabled Adults....................................................... 140

Tutor Training. Volunteer................................................. 140

Units
Curriculum Development.................................................. 32
Equity........................................................................... 15
Health and Welfare....................................................... 21
International Student................................................... 15
Publicity and Information ............................................. 20

Upholstery. Apprenticeship.................................................. 168

Visual Arts. Associate Diploma........................................... 135

Video and Film Production. Art and Design.
Advanced Certificate...................................................... 136

VCE................................................................. 138

English as a Second Language........................................ 140
Preparatory.............................................................. 132

Vocational Preparatory Program........................................ 140


Vocationally Orientated Evening Classes................................................. 140

Volunteer Tutor Training....................................................... 140

Welding
Basic........................................................................... 98
Electric (special)........................................................... 98
Hobby................................................................. 98
Intermediate.............................................................. 98
Proficiency.............................................................. 98

Welfare
Community Information Worker's Course............................................. 146
Social and Community Services Courses............................................. 141

Withdrawal from Study........................................................ 31

Women
Basic Numeracy................................................................ 140
Bridging Science................................................................ 87
National Centre for Women............................................... 18
New Opportunities for Women........................................... 87

Wood Machining. Apprenticeship.............................................. 169

Work Education. Certificate .................................................. 137

Work Study. Operations Management
Advanced Certificate...................................................... 49
Associate Diploma...................................................... 46

Workplace Skills Unit......................................................... 141
Prahran Campus

Mooroolbark Campus